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## REGULAR BOARD MEETING

**TUESDAY, NOVEMBER 26, 2019**

Peter L. Roach Catholic Education Centre - Boardroom

**OPEN MEETING – 6:30 to 9:30 P.M.**

**Chairperson:** Michelle Griepsma

**Vice-Chairperson:** David Bernier

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**Trustees who are unable to attend the meeting are asked to please notify Michelle Kennedy (mkennedy@pvnccdsb.on.ca).**

### **A. Call to Order of the Open Meeting – 6:30 P.M.:**

1. Examen.
2. Opening Prayer.
3. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
4. Singing of the National Anthem.
5. Approval of the Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Minutes of the October 22, 2019 Regular Meeting. Page 5
8. Business Arising Out of the Minutes.

### **B. Reports from the Office of the Director and Student Trustees:**

1. Report from the Director of Education, Michael Nasello.
2. Report from the Student Trustees, Eveline Fisher and Josh Hill.
3. Report from the Manager of Communications, Mr. Galen Eagle.  
Highlights of System Achievements.

### **C. Presentations:**

1. R.A. Proposed Holy Trinity Catholic Secondary School, St. Mary Catholic Secondary School and St Stephen Catholic Secondary School Ski Excursion to Stowe, Vermont, USA, March 8-11, 2020. R.A. Page 16    Details Page 17  
Mark Joly, Principal, Holy Trinity Catholic Secondary School
2. R.A. Proposed St. Mary Catholic Secondary School Choral Music Excursion to Ireland, April 28-May 6, 2020. R.A. Page 30    Details Page 31  
James Brake, Principal, St. Mary Catholic Secondary School and Tanya Earle, Teacher, St. Mary Catholic Secondary School.
3. Stewards of Sustainability Presentation.  
Eveline Fisher, Senior Student Trustee and Josh Hill, Junior Student Trustee.

**D. Programs and Services:**

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

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.  
Michelle Griepsma, Board Chairperson.
2. R.A. Recommended Actions from the Committee-of-the-Whole Meeting, November 11, 2019. R.A. Page 43  
Linda Ainsworth, Committee-of-the-Whole Chairperson.
3. R.A. Recommended action from the Audit Committee Meeting, November 13, 2019: 2018-2019 Audited Financial Statements. R.A. Page 44    Report Page 45  
Mr. David Bernier, Audit Committee Chairperson.
4. R.A. Recommended action from the Audit Committee Meeting, November 13, 2019: 2018-2019 Annual Report of the Audit Committee. R.A. Page 75    Report Page 76  
Mr. David Bernier, Audit Committee Chairperson.

**F. Human Resources:**

**G. Policy Development:**

1. R.A. Recommended Actions from the Policy Development Committee Meeting, November 19, 2019. R.A. Page 80    Report Page 81  
David Bernier, Policy Development Committee Chairperson.

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.  
Michelle Griepsma, Board Chairperson.
2. Trustees' Committee Reports.
  - a. Special Education Advisory Committee, October 17, 2019.
  - b. Catholic Parent Engagement Committee, November 6, 2019.
  - c. Special Education Advisory Committee, November 21, 2019.

**L. Future Meetings and Events:**

1. Board Standing Committee Meetings: (Listed in chronological order.)
  - a. Annual Board Meeting and Mass, December 3, 2019, 4:00 p.m. – The Mount Community Centre and Sisters of St. Joseph Chapel, Peterborough.
  - b. Chairperson's Committee, December 9, 2019, 4:30 p.m.
  - c. Committee-of-the-Whole, December 9, 2019, 6:30 p.m.
  - d. Board Meeting Open Session, December 17, 2019, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)
  - e. Policy Development Committee, February 4, 2020, 6:30 p.m.
2. Other Committee Meetings: (Listed in chronological order.)
  - a. First Nation, Métis and Inuit Advisory Committee, December 10, 2019, 6:30 p.m.
  - b. Student Council Liaison Committee, December 17, 2019, 4:15 p.m.
  - c. Special Education Advisory Committee, January 16, 2020, 6:30 p.m.
  - d. STSCO Governance Committee Meeting, January 29, 2020, 3:00 p.m.
  - e. Catholic Parent Engagement Committee Meeting, February 3, 2020, 6:30 p.m. (St. Stephen Catholic Secondary School)
  - f. Accessibility for All Committee Meeting, February 4, 2020, 1:15 p.m.
  - g. Faith and Equity Advisory Committee Meeting, February 13, 2020, 6:30 p.m.
  - h. French as a Second Language Advisory Committee, April 15, 2020, 4:30 p.m.
  - i. Supervised Alternative Learning Meeting, TBA.

3. Board Events: (Listed in chronological order.)
  - a. Peterborough. Catholic Leadership Development Series – Session #2, November 28, 2019, 4:00 p.m., Baxter Creek Golf Course.
  - b. Ontario Catholic School Trustees' Association – Catholic Trustees Seminar, January 17-18, 2020, Delta Hotels by Marriott Airport.
  - c. Toonies for Tuition – Board-wide Fundraising Day, April 23, 2020.
  - d. OCSTA 2019-2020 AGM and Conference, Ottawa, April 30-May 2, 2020.
  - e. Catholic Education Week, May 3-9, 2020.
  - f. Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 6, 2020.
  - g. CPEC Parent Engagement Event, Holy Trinity Catholic Secondary School, May 20, 2020.
  - h. CCSTA 2019-2020 AGM and Conference, Collingwood, ON, June 4-6, 2020.

**M. Conclusion:**

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



# Minutes

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THE MINUTES OF THE OPEN SESSION OF THE REGULAR BOARD MEETING, held on Tuesday, October 22, 2019, in the Boardroom at 1355 Lansdowne Street West, Peterborough.

**PRESENT:**

Trustees – Mmes. Linda Ainsworth, Michelle Griepsma, and Helen McCarthy.  
Messrs. David Bernier, Braden Leal, Kevin MacKenzie, and Emmanuel Pinto.

Administration – Mmes. Joan Carragher, Laurie Corrigan, Isabel Grace, and Dawn Michie.  
Messrs. Pepe Garieri, Tim Moloney, and Michael Nasello.  
Father Paul Massel

Recorder – Mrs. Michelle Kennedy

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**A. Call to Order of the In-Camera Meeting:**

1. Examen

The Chairperson, Michelle Griepsma, called the meeting to order at 6:46 p.m.

2. Opening Prayer

The meeting opened with Father Paul Massel leading a daily examen followed by opening prayer.

3. Acknowledgement

Michelle Griepsma, Board Chairperson, acknowledged that the Board Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

4. Singing of the National Anthem

The National Anthem was sung.

5. Approval of the Agenda

MOTION: Moved by Linda Ainsworth, seconded by Helen McCarthy  
that the Agenda be approved.

Carried.

6. Declarations of Conflicts of Interest

There were no declarations of conflicts of interest.

7. Approval of the Minutes of the September 24, 2019 Regular Meeting.

MOTION: Moved by Helen McCarthy, seconded by Emmanuel Pinto that the minutes of the September 24, 2019 Regular Meeting be approved.

Carried.

8. Business Arising Out of the Minutes.

There was no business arising out of the minutes.

The Board Chairperson, Michelle Griepsma welcomed everyone to the meeting and thanked those who would be presenting for attending. Michelle Griepsma also acknowledged the principal representatives in attendance: Guy Charette, Principal at Good Shepherd Catholic Elementary School and Marie-Claude Caron-Charette, Principal at Holy Family Catholic Elementary School.

**B. Reports from the Office of the Director and Student Trustees:**

1. Report from the Director of Education, Michael Nasello.

Michael Nasello gave the Director's Report, including the following highlights:

- Acknowledged the federal election which saw record voter participation and record numbers of students participating in Student Vote activities. We pray for the re-elected Prime Minister and all elected MPs to work towards a common vision for Canada.
- September 27 was the Board Faith day where staff in all locations participated in the viewing of pre-recorded reflections by David Wells, a British religious educator, on the pastoral letter 'Renewing the Promise.
- Expressed gratitude towards PVNC Principals, Vice-principals, Catholic Education Centre staff and Senior leadership who helped keep students safely supervised during recent labour disruptions. Continue to pray for just resolution to all contract negotiations and keep all students safely in schools.
- The Catholic Leadership Development Series presentation "Called to Learn –

Empower students to Change the World” by Heather Michel was a reflection on Deep Inquiry Learning. There will be two more sessions in November and April which will have the themes of ‘Called to Lead’ and ‘Called to Serve’, respectively.

- ‘When Faith Meets Pedagogy’ Conference will take place later this week in Toronto where a number of PVNC staff are involved as participants and presenters. As well, Chaplaincy Leaders from the Secondary Schools will be taking students to participate in the Youth Forum.
- The Board’s annual retirement celebrations will be happening on November 8 where the service of 32 former Board employees will be celebrated.

The Director then reviewed Galen Eagle’s newsletter for October which included the following highlights:

- An article in which the Student Trustees, Eveline Fisher and Josh Hill were showcased. Their main focus for this school year is on the environment.
- The Blessing of the new chapel in the Catholic Education Centre by His Excellency, Bishop Daniel Miehm.
- Student attendance at #FemStemPtbo, an event for Gr 7 and 8 girls which had the purpose of improving the awareness of Science, Technology, Engineering, Art and Mathematics (STEAM) and Skilled Trades.
- A news video about St. Peter’s students, who annually assist Seniors in the community, was viewed. The story focused on the positive impact that the act of giving assistance in the community had on the students.
- The celebration of the Feast of St. Francis of Assisi with special “blessing of the pets” at St. Francis of Assisi Catholic Elementary School in Newcastle.
- The launch of the Annual PVNC United Way Campaign.

The Director then invited questions from the trustees.

## 2. Report from the Student Trustees, Eveline Fisher and Josh Hill.

Eveline Fisher, Senior Student Trustee and, Josh Hill, Junior Student Trustee gave a report to the Board of the activities which are taking place in secondary schools throughout the system:

- Terry Fox events involving hundreds of students took place throughout the system raising awareness and raising funds for cancer research.
- Many Grade 12 students are attending university fairs to research post-secondary destinations and plan for their futures. St. Mary CSS offered a trip to Toronto to the University Fair. Students from St. Stephen CSS were able to attend Fleming College to explore opportunities there.
- Many Grade 9 students throughout the system are settling in to their new

schools. A Grade 9 dance was held at St. Mary CSS to welcome the new students.

- School spirit comes alive with Halloween activities, including pumpkin carving, dances and costume contests.
- Students engaged with their communities through food drives for Thanksgiving
- Josh and Eveline had the opportunity to attend the Ontario Student Trustee Association Fall General Meeting in Toronto, where they met and took part in workshops with other Student Trustees from across the province.
- Nov 7<sup>th</sup> is the Student Council Liaison Committee Retreat for student leaders from each of the secondary schools to be held at St. Thomas Aquinas CSS. A lot of planning has been done and they are excited for a day of learning and development. They look forward to their keynote speakers, Learning Consultants Heather Michel, Peter Bagnall, and Adam White. The theme of the day is 'Voices that Grow' and they acknowledged Andrea Bradley for her work on the design of the logo for the day.

The student trustees then invited and answered questions from the trustees.

### C. Presentations:

1. Proposed Holy Trinity Catholic Secondary School and St Stephen Catholic Secondary School Excursion to Paris, Venice, Florence and Rome, March 11-19, 2020.

Mark Joly, Principal at Holy Trinity was joined by Paul Jacula and Amanda King, teachers from Holy Trinity Catholic Secondary School to present a proposed excursion. Following the presentation, they were asked questions by the trustees and administration.

MOTION: Moved by Helen McCarthy, seconded by Kevin MacKenzie

that the proposed Holy Trinity Catholic Secondary School and St. Stephen Catholic Secondary School Excursion to Paris, Venice, Florence and Rome, from March 11, 2020 to March 19, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip

Carried.

2. Proposed Holy Trinity Catholic Secondary School, St. Stephen Catholic Secondary School and St. Thomas Aquinas Catholic Secondary School Excursion to Paris.

Switzerland, Austria and Germany, March 10-18, 2021.

Principal Mark Joly and Superintendent Dawn Michie provided the background on the proposed excursion scheduled for March, 2021. Following the presentation, they were asked questions by the trustees and administration.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the proposed Holy Trinity Catholic Secondary School, St. Stephen Catholic Secondary School and St. Thomas Aquinas Catholic Secondary School Excursion to Paris, Switzerland, Austria and Germany, from March 10, 2021 to March 18, 2021, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

Carried.

3. Proposed St. Peter Catholic Secondary School, Indigenous Studies Exchange Excursion to Haida Gwaii, British Columbia, May 28-June 2, 2020.

Learning Consultant Sharon Lajoie and Superintendent Tim Moloney presented a proposed exchange excursion through 'Experiences Canada'. This excursion opportunity is available through an application process and is similar in nature to the excursion exchange that took place during the 2018-2019 school year between Holy Cross Catholic Secondary School and the Gitxzan First Nation in British Columbia.

MOTION: Moved by Linda Ainsworth, seconded by Helen McCarthy

that the proposed St. Peter Catholic Secondary School Exchange Excursion to Haida Gwaii, British Columbia, from May 28, 2020 to June 2, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

Carried.

4. EQAO Presentation.

A presentation was given by Superintendents of Learning, Pepe Garieri and Dawn Michie, Learning Consultants Sandra Connolly and Sarah Taylor, and Itinerant Math Teacher, Michael Mooney.

The board EQAO results for 2018-2019 school year were reviewed by Sandra Connolly. The results revealed strengths and areas requiring improvement. The EQAO data assists the board to monitor strengths and weaknesses and to set direction for improvement. The Ministry identifies target schools which require intensified work for improvement to testing results. It was noted that the Board has improved from having thirteen targeted schools to only five targeted schools in Mathematics.

In particular, the Mathematics team has five areas of focus: pedagogical content knowledge, assessment strategy, purposeful questioning, confidence, and attitude/mindset. The team has built a strategy to more intently work in schools with the teachers and the principal in teams and one-on-one. The Math Mentors program is continuing to build capacity with teachers. A Numeracy PA Day will take place on November 22, 2019.

Following the presentation, the presenters answered questions from the trustees.

**D. Programs and Services:**

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

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.

The Board Chairperson, Michelle Griepsma reported on OCSTA updates as follows:

- It was noted that there have been no legislative updates distributed by OCSTA recently.
- The Advocacy Committee will soon be releasing the OCSTA Finance brief.
- The templates for the Resolutions which come forward at the OCSTA AGM have been distributed to boards. This will be discussed at a Committee-of-the-Whole meeting. The deadline for submission of a resolution to be considered for presentation at the OCSTA AGM is January 31, 2020.

2. Ontario Catholic School Trustees' Association (OCSTA) Annual Fees.

MOTION: Moved by David Bernier, seconded by Braden Leal

that the payment of the 2019-2020 Ontario Catholic School Trustees' Association membership fees and FACE Levy 2019-2020 in the amount of \$67,129.04 be approved;

AND

that the payment for the 2019-2020 Ontario Catholic School Trustees' Association GSN Funding for Central Bargaining fees in the amount of

\$43,017.00 be approved.

Carried.

3. Trustee Honoraria

Isabel Grace, Superintendent of Business and Finance explained that calculation and the payment of the Trustee Honoraria is based in regulation and in policy and varies only slightly year to year. Following her report, Isabel invited questions from the trustees.

MOTION: Moved by Linda Ainsworth, seconded by Kevin MacKenzie  
that the Board approve Honoraria for Board members as outlined in the following report, for the period December 1, 2019 to November 30, 2020.

Carried.

**F. Human Resources:**

**G. Policy Development:**

1. Recommended Actions from the Policy Development Committee Meeting, October 1, 2019.

David Bernier, Chairperson of the Policy Development Committee, brought forward the recommendations from the October 1, 2019 meeting for approval.

MOTION: Moved by David Bernier, seconded by Emmanuel Pinto  
that the Board receive the report and recommendations of the Policy Development Committee of October 1, 2019, for publication and implementation.

Carried.

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

## 1. Chairperson Report

The Board Chairperson, Michelle Griepsma reported that she had recently had a meeting with Bishop Daniel Miehm to discuss timely and relevant topics of interest to the Board and the Diocese. They discussed strengthening home, school and parish partnerships. The Bishop continues to pray for our Board.

The Chair reported that she attended the Catholic Leadership Development Series presentation on October 17, 2019, with guest speaker, Heather Michel. It was a wonderful presentation about deep learning which included student and parent participation. Michelle offered congratulations to the CLDS committee for their successful event.

Michelle Griepsma spoke about the importance of the OCSTA resolutions and asked for thought to be put toward possible topics. She also reminded trustees that any topics for discussion at standing committee meetings or other committee meetings can be brought forward to the Chairperson's Committee.

## 2. Trustees' Committees Reports

a. First Nation, Métis and Inuit Advisory Committee, September 17, 2019

b. Special Education Advisory Committee, September 19, 2019.

Helen McCarthy reported that the new after-school pilot program for children living with autism in Clarington has been developed and is servicing students. She also reported on work being done to assist parents navigating their child's first Individual Education Plan (IEP) and for parents whose children are transitioning from elementary to secondary and access special education.

c. Catholic Parent Engagement Committee, September 30, 2019.

There was discussion about Parents Reaching Out Grants and the funding provided for the 2019-2020 school year. Recently a grant was received in the amount of \$10,499. This grant replaced the process of individual application grants that school councils applied for and administered. The projects for which this money is used must meet the following criteria provided by the Ministry:

- Provide a safe and welcoming school environment;
- Maintain open communication with teachers;
- Respect parents as valued partners within the education system in relation to decisions about their child's education; and,
- Parents are informed about the content of the Ontario Curriculum Guidelines.

d. Faith and Equity Advisory Committee, October 9, 2019.

e. Accessibility Committee, October 15, 2019.

## **L. Future Meetings and Events:**

1. Board Standing Committee Meetings: (Listed in chronological order.)
  - a. Chairperson's Committee, November 11, 2019, 4:30 p.m.
  - b. Committee-of-the-Whole, November 11, 2019, 6:30 p.m.
  - c. Policy Development Committee, November 19, 2019, 6:30 p.m.
  - d. Board Meeting Open Session, November 26, 2019, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)
  - e. Annual Board Meeting and Mass, December 3, 2019, 4:00 p.m. – The Mount Community Centre and Sisters of St. Joseph Chapel, Peterborough.
  
2. Other Committee Meetings: (Listed in chronological order.):
  - a. Catholic Parent Engagement Committee Meeting, October 28, 2019, 6:30 p.m.
  - b. Audit Committee Meeting (in-camera), November 13, 2019, 6:30 p.m.
  - c. Special Education Advisory Committee, November 21, 2019, 6:30 p.m.
  - d. Catholic Parent Engagement Committee Meeting, November 25, 2019, 6:30 p.m.
  - e. Student Council Liaison Committee, November 26, 2019, 4:15 p.m.
  - f. French as a Second Language Advisory Committee, November 27, 2019, 4:30 p.m.
  - g. First Nation, Métis and Inuit Advisory Committee, December 10, 2019, 6:30 p.m.
  - h. STSCO Governance Committee Meeting, January 29, 2020, 3:00 p.m.
  - i. Accessibility for All Committee Meeting, February 4, 2020, 1:15 p.m.
  - j. Faith and Equity Advisory Committee Meeting, February 13, 2020, 6:30 p.m.
  - k. Supervised Alternative Learning Meeting, TBA.
  
3. Board Events:
  - a. PVNC Board Retirement Dinner and Celebration, November 8, 2019, 6:00 p.m., Peterborough Golf and Country Club, Peterborough.
  - b. Mass for Deceased PVNC Community Members, November 20, 2019, 4:30 p.m. at St. Peter-in-chains Cathedral, Peterborough. Reception to follow at Bishop Doyle Hall, Peterborough.
  - c. Catholic Leadership Development Series – Session #2, November 28, 2019, 4:00 p.m., Baxter Creek Golf Course.
  - d. Ontario Catholic School Trustees' Association – Catholic Trustees Seminar, January 17-18, 2020, Delta Hotels by Marriott, Airport (655 Dixon Rd)

## **M. Conclusion:**

1. Report from the In-camera Meeting

MOTION: Moved by David Bernier, seconded by Helen McCarthy

that the Board approve the actions and the discussions arising from the October 22, 2019, regular in-camera session, as follows:

- A. Call to Order: The in-camera meeting was called to order at 6:04 p.m.
  - 1. Opening Prayer
  - 2. The agenda was approved with one change: Item G.1, Estimate of Liability was moved to a 'double in-camera' session at the end of regular board meeting's open session.
  - 3. Kevin MacKenzie declared a conflict of interest with item E.1, Collective Bargaining Update and Ratification Vote, CUPE.
  - 4. Approval of Minutes: Motions were carried to approved the minutes from the September 24, 2019 Regular In-camera meeting, and the October 2, 2019 Special In-camera meeting.
- C. Programs and Services:
  - 1. Report on Secondary Staffing Impact on PVNCCDSB
- D. Business, Finance and Governance:
  - 1. OCSTA In-camera Session Report.
  - 2. STSCO Governance Committee, In-camera Session Report.
- E. Human Resources:
  - 1. Collective Bargaining Update and Ratification Vote, CUPE.
- F. Other Urgent Matter:
  - 1. Approval of a recommended action from the expulsion committee of October 22, 2019.

The meeting convened in Open Session at 6:42 p.m.

Carried.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the meeting moved into 'double in-camera' session at 8:46 p.m.

Carried.

The meeting re-convened in open session at 9:40 p.m. Michael Nasello, Director of Education gave a report from the 'double in-camera' session.

MOTION: Moved by Helen McCarthy, seconded by David Bernier

that that the Board approve the actions and the discussions arising from the October 22, 2019, 'double in-camera' session,

The double in-camera meeting was convened at 8:58 p.m.

G. Old Business: Recommended Actions were approved with under

the topics of Estimate of Liability and Legal Claim.  
Motion to convene in open session at 9:40 p.m. was approved.  
Carried.

2. Closing Prayer

David Bernier led the closing prayer.

3. Adjournment

MOTION: Moved by Braden Leal, seconded by Emmanuel Pinto  
that the meeting be adjourned at 9:45 p.m.

Carried.

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Michelle Griepsma  
Board Chairperson

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Michael Nasello  
Director of Education, Secretary-Treasurer  
per M.K.

**Proposed Holy Trinity Catholic Secondary School, St. Mary Catholic Secondary School and St. Stephen Catholic Secondary School Ski Excursion to Stowe, Vermont, USA, March 8-11, 2020.**

**R.A.:** that the proposed Holy Trinity Catholic Secondary School, St. Mary Catholic Secondary School and St. Stephen Catholic Secondary School ski excursion to Stowe, Vermont, USA, from March 8, 2020 to March 11, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

November 11, 2019.

Administration



## VERMONT 2020 ITINERARY

SUNDAY, MARCH 8, 2020

TIME	LOCATION	ACTIVITY
Departure 10:00 a.m. 11:00 a.m.	St. Stephen Secondary/Holy Trinity Secondary	Depart for St. Mary Secondary, arrive at 11am, depart for Stowe
1:00-1:30 p.m.	enRoute	Stop for Break/Snacks/Lunch
4:00 p.m.	Border	Cross over into U.S.
6:00 p.m.	Dinner in Burlington	Arrival, Dinner in various spots. Student choice.
8:00 – 9:00 p.m.	Round Hearth Inn	Check-in, room assignment
9:30 – 10:00 p.m.		Orientation
10:00 – 11:00 p.m.		Games/Activities
11:00 p.m.		Lights Out

MONDAY, MARCH 9, 2020

7:00 – 8:00 a.m.	Round Hearth Inn	Breakfast
8:30 a.m.	Bus	Depart for Mount Mansfield
9:00 – 10:00 a.m.	Mt. Mansfield	Ski Safe Presentation (if instructors available)
10:00 – 11:00 a.m.		Ski Together in small groups
11:30 – 12:30 p.m.		Check in and Lunch at Chalet
12:30 – 3:45 p.m.		Free Ski
4:00 p.m.	Bus	Depart for Round Hearth
4:30 – 5:30 p.m.	Round Hearth	Apres Ski
5:30 – 6:30 p.m.		Dinner
7:00 – 8:00 p.m.		Speaker Lead Workshops
8:00 – 11:00 p.m.		Games & Activities
11:00 p.m.		Lights Out

TUESDAY, MARCH 10, 2020

TIME	LOCATION	ACTIVITY
7:00 – 8:00 a.m.	Round Hearth Inn	Breakfast
8:30 a.m.	Bus	Depart for Mount Mansfield
9:00 – 11:00 a.m.		Ski Together in small groups
11:30 – 12:30 p.m.		Check in and Lunch at Chalet
12:30 – 3:45 p.m.		Free Ski
4:00 p.m.	Bus	Depart for Round Hearth
4:30 – 5:30 p.m.	Round Hearth	Apres Ski
5:30 – 6:30 p.m.		Dinner
7:00 – 8:00 p.m.		Speaker Lead Workshops
8:00 – 11:00 p.m.		Games & Activities
11:00 p.m.		Lights Out

WEDNESDAY, MARCH 11, 2020

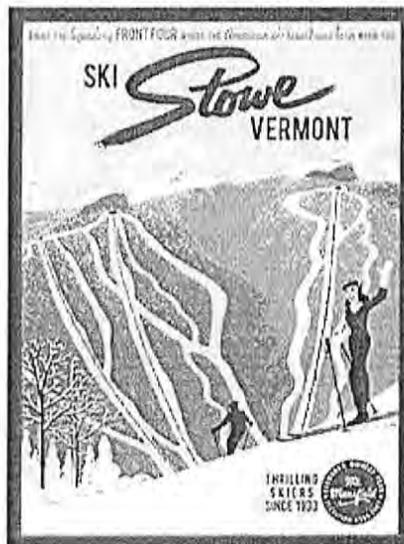
TIME	LOCATION	ACTIVITY
7:00 – 8:00 a.m.	Round Hearth Inn	Breakfast
8:00 – 9:00 a.m.		Luggage packed up and brought to common area. Room Check
9:30 a.m.	Bus	Depart for Mount Mansfield
10:00 – 12:30 a.m.	Mount Mansfield	Ski together in small groups
12:30-1:15 p.m.		Check in and Lunch at Chalet, load skis on bus
1:30 p.m.	Bus	Depart for Home
4:00 p.m.	Border	Border check, customs, cross over into Canada
5:15 – 6:00 p.m.	enRoute	Stop for Break/Snacks/Dinner
9:30 p.m.	St. Mary Secondary	Drop off & Depart for SSSS and HTCSS
10:10 p.m.	SSSS and HTCSS	Arrive at the school for parent pick up

**The Round Hearth at Stowe**

39 Edson Hill Road, Stowe, VT 05672

Phone: 1-802-253-7223

[www.roundhearth.com](http://www.roundhearth.com)



# The Round Hearth at Stowe

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39 Edson Hill Road, Stowe, VT 05672  
 Ph: 802.253.7223  
 Fax: 802.253.2023  
 www.roundhearth.com

GROUP: Holy Trinity Catholic Secondary School

GROUP SIZE: 110 # of Comps: 5 RH

Mr. Andrew Austin / Holy Trinity Catholic Secondary School, 2260 Courtoice Road / Courtoice, ON CANADA L1E 2M8

FAX: 905.404.9372

CHECK-IN DATE: 08-Mar-20

CHECK-OUT DATE: 11-Mar-20

FUNDS QTE: US

TOTAL AMOUNT DUE:

\$50,434.00

BASIC VACATION PACKAGE CHARGES:

\$40,845.00

Adult Vac Pkgs: 105 \* \$389.00 = \$40,845.00

Child Vac Pkgs: 0 \* \$0.00 = \$0.00

MODIFIED VACATION PACKAGE CHARGES:

\$970.00

(5) L & M

\$970.00

\$0.00

\$0.00

SKI RENTALS / SKI LESSONS:

\$0.00

(0) 3-Day Rentals @ \$TBD

\$0.00

(0) Group Lessons @ \$TBD per person, per lesson

\$0.00

PER PERSON ADJUSTMENTS TO BASIC PACKAGE CHARGES :

\$0.00

Meals: \$0.00

Bus Transport: \$0.00

\$0.00

Miscellaneous Adj: \$0.00

\$0.00

EXPLANATION:

GROUP ADJUSTMENTS TO TOTAL TRIP BILLING:

\$8,619.00

Complimentary

Packages Credited: (\$1,945.00)

Bus Transport: \$10,564.00

\$10,564.00

Miscellaneous Adj: \$0.00

\$0.00

EXPLANATION:

\$0.00

TOTAL AMOUNT PAID:

DATE OF REMITTANCE / AMOUNT(S) REMITTED

Deposit #1:

\$0.00

Deposit #4:

\$0.00

Deposit #2:

\$0.00

Deposit #5:

\$0.00

Deposit #3:

\$0.00

Deposit #6:

\$0.00

NET BALANCE DUE R.H. / <REFUND DUE GROUP>:

\$50,434.00

COMMENTS, DEPOSIT SUMMARY, SPECIAL PAYMENT CIRCUMSTANCES:

Group Trip Details and Options as outlined on original Reservation Confirmation:

The Round Hearth is proud to welcome back Holy Trinity Catholic Secondary School to "Vermont's Most Famous Ski Dorm!"

Arrive, Sun for Dinner.: 3 Nights Lodging + 3 Day Lifts at SMR. Depart, Wed.

Due to March dates, special "At Par" pricing is in effect!

Thank you very much for choosing The Round Hearth at Stowe for your youth group trip to Vermont.

Ali Vigneau  
 Director of Marketing and Sales

Date of Billing / Receipt: Monday, November 4, 2019

# I N V O I C E

November 1, 2019

Attn: Andrew Austin  
Holy Trinity C S S  
2260 Courtice Road  
Courtice, ON L1E 2M8

For the purchase of Travel Guard comprehensive insurance, including trip cancellation, trip interruption, School Board Ruling waiver, and medical coverage for ski trip to Vermont, March 8 –11, 2020

**100 passengers @ \$51/passenger = \$5,100.00**

Please make cheque payable to Brightspark and forward as follows:

Attn: Nina Chabot  
Brightspark  
3280 Bloor Street West  
Suite 901  
Toronto, ON  
M8X 2X3

THANK YOU

Nina Chabot

**TICO NO: 2422707R**



The staff of Holy Trinity CSS, St. Stephen CSS and St. Mary CSS are arranging a skiing/snowboarding trip to Vermont on March 8-11, 2020. Residence will be at The Round Hearth in Stowe, and downhill activities will take place at Stowe Mountain Resort. Travel will be by coach bus.

**THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.**

**ELEMENTS OF RISK:**

Educational activity programs, such as **skiing and snowboarding** involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in **skiing and snowboarding**.

1. Cold weather concerns: frostbite, hypothermia
2. Impact injuries: soft tissue, bone breaks, concussion including death
3. Loss/Damage of personal items due to accident or theft.

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in **Stowe Vermont 2020** on **March 8-11, 2020**, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

**ACKNOWLEDGEMENT**

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

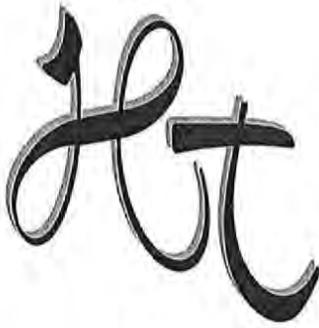
Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMISSION**

I give \_\_\_\_\_ permission to participate in the \_\_\_\_\_  
(name of student) (description of activity)  
 to be held on or about \_\_\_\_\_  
(date)

Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# Holy Trinity Catholic Secondary School

*Principal: Mark Joly*

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2260 Courtice Road  
Courtice, On L1E 2M8  
TEL: (905) 404-9349 FAX: (905) 404-9372

## Code of Behaviour Ski & Snowboard Trip to Stowe, Vermont March 8 – 11, 2020

This trip is a school-sanctioned excursion and accordingly the rules and regulations of the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board and those of Holy Trinity Catholic Secondary School will be adhered to by all students at all times.

Each student is an ambassador for our school and country and appropriate language, manners, and deportment are expected during the trip.

To ensure that everyone will be able to enjoy this excursion, the following Code of Behaviour has been put in place.

1. Drugs and alcohol are **strictly forbidden**.
2. Smoking & vaping is not condoned by the school board or the school. **You may not smoke or vape at any time on the trip.**
3. Curfew times will be strictly followed by all students.
4. All participants must wear a proper fitting and approved helmet at all times when engaged in an activity.
5. All participants are subject to the laws of the country we are visiting.
6. A student who chooses not to follow the outlined expectations, will be subject to the appropriate consequences during the trip and upon his/her return, which may include suspension from school and/or loss of future school excursion privileges.
7. If, in the judgement of the chaperones, the action of a student seriously breaches the Code of Behaviour, that student will be sent home at the expense of the parents/guardians.

\*\*\*\*\*

I/We understand the guidelines set out by the above Code of Behaviour and have discussed with our child the need to follow them or face the appropriate consequence which may include being sent home at my/our expense:

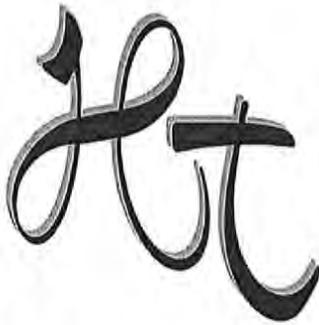
Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the guidelines set out in the Code of Behaviour and agree to follow them or face the appropriate consequence which may include being sent home at my parent/guardian's expense:

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Holy Trinity Catholic Secondary School

*Principal: Mark Joly*

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2260 Courtice Road

Courtice, On L1E 2M8

TEL: (905) 404-9349 FAX: (905) 404-9372

March 5, 2020

Customs Official,

My child \_\_\_\_\_ is travelling on a school ski & snowboard trip planned from Holy Trinity Catholic Secondary School, Courtice, Ontario.

By signing this letter, I am giving permission for my child to be travelling; Leaving Courtice, Ontario by motorcoach on March 8, 2020, with planned arrival in Stowe, Vermont the same day. Returning from Stowe, Vermont to Courtice, Ontario on March 11, 2020.

Should you need to contact me/us:

Mother's/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone  
Number: \_\_\_\_\_

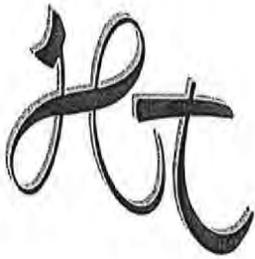
Mother's/Guardian's Signature: \_\_\_\_\_

Father's/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone  
Number: \_\_\_\_\_

Father's/Guardian's Signature: \_\_\_\_\_



**Holy Trinity Catholic Secondary School**  
**Principal: Mark Joly**

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2260 Courtice Road  
Courtice, On L1E 2M8  
TEL: (905) 404-9349 FAX: (905) 404-9372

**Student Information and Parental Consent**

Name of Participant \_\_\_\_\_ D.O.B. \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Passport #: \_\_\_\_\_

Passport Expiry: \_\_\_\_\_

Passport Issue City: \_\_\_\_\_

Health Card Number: \_\_\_\_\_

Medical Conditions or Concerns: \_\_\_\_\_  
\_\_\_\_\_

Allergies (food, medicine, etc) \_\_\_\_\_  
\_\_\_\_\_

Special Diet (including vegetarian): \_\_\_\_\_  
\_\_\_\_\_

Epipen: Yes \_\_\_\_\_ or No \_\_\_\_\_ (Please check one) Location on Person: \_\_\_\_\_

Inhaler: Yes \_\_\_\_\_ or No \_\_\_\_\_ (Please check one) Location on Person: \_\_\_\_\_

On medication: Yes \_\_\_\_\_ or No \_\_\_\_\_ (Please check one) *\*Students are responsible for their own medication*

Details of name of drug and dosage: \_\_\_\_\_

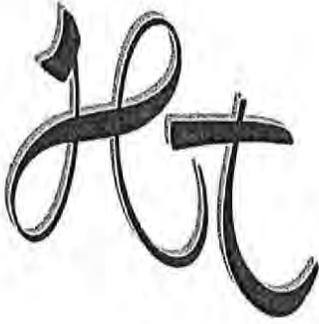
**Doctor's Name and Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_





## Holy Trinity Catholic Secondary School

*Principal: Mark Joly*

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2260 Courtice Road  
Courtice, ON L1E 2M8

TEL: (905) 404-9349 FAX: (905) 404-9372

### Vermont Ski and Snowboard Trip, March 8-11, 2020

Dear Parent(s)/Guardian(s)

The Vermont Trip 2020 is planned and ready to go. I am always available to provide further information, however the intent of this letter is to provide a few details to assist in your planning and decision making.

In addition to the expected \$555.00 for the trip, your son/daughter will encounter some additional expenses. Students need to provide themselves with a travel meal (CDN) and lunches at the hill (USD). The Round Hearth Inn provides all breakfast and dinner meals. In the past we have found that around \$50 USD and \$25 CDN is adequate for food. Other purchases would require additional funds. The trip fee includes bus, accommodation, meals at Round Hearth and lift for three days.

Once we arrive the Round Hearth Inn, students will be placed in assigned dorm rooms with chosen roommates (where possible). The main gathering area of the Inn is well supervised and provides ample comfort space, games, TV, which is where students will spend the majority of their waking hours. Please read, complete, sign and return the following forms.

1. Informed Consent/Permission form of education trips for students of our board
2. Code of Behaviour for Holy Trinity School sanctioned excursions
3. Student information and consent forms
4. Letter for Customs officials

Once submitted your name will be added to the Cash on Line group, where you can place your deposit (\$100) to secure your space on the trip. In past years we have run near capacity.

Also included in this package are a packing list, and Policies, Regulations and Standards for all Guests of the Round Hearth Inn. Please take some time to review this with your child. All students are asked to join the REMIND group @stowe2020.

Feel free to contact me at the school x302. My cell number will be provided closer to the departure date.

With thanks,

Mr. Austin

### Packing Reminders: Carry On items!

- Back pack for bus and hill gear.
- Passport (inside a small zip lock bag )- show before getting on the bus
- DVDs for the bus....
- Wallet, ID and \$. Meal money (\$60 USD and \$20 CDN advised minimum)
- Snacks to share and to enjoy. Peanut free please. The Inn is **not** located near any stores.
- All electronics and personal entertainment should be packed carry on.

### Dressing for mountain weather

- At least 2 pairs of appropriate ski gloves/mitts - things get wet
- Normal March ranges -5 C to +10 C. Usually nice but wind can make things chilly. Face protection is mandatory when the wind picks up on some of the lifts.
- Outer clothing that keeps you dry and breathes is ideal.
- Cotton is NEVER a good fabric for activity and cold. Wool or Quick dry, please!
- Fresh daily socks (again, avoid cotton) enough to keep your feet warm dry and happy
- Layers, layers, layers. Learn to dress for the day.
- SUNSCREEN and LIP BALM with spf .... sun, snow and wind = burn
- Helmet(mandatory)/eye protection(highly recommended)

### At the Inn

- Indoor shoes/slippers
- Towels, Pillows and bed sheets are provided. Your own pillow for bus is a popular item.
- Comfy clothes for the evenings....sweats, PJ's etc.
- Charger for devices and powerbar (use a tape tab and put you name on it!) All chargers look alike!

### How to pack

- Put everything including your boots in one large bag...hockey style, try to name tag it. Space is limited so pack smartly. Skis and boards go in their own bag and are NOT removed from the bus.
- We have two very full busses and plenty of gear. Wear what you can, pack only what you need
- Pack for three days for your body, six days for your feet.

# Stowe Mountain Vermont 2020 March 8-11

Name of Student \_\_\_\_\_ D.O.B. D/M/Y \_\_\_\_\_

Student Cell # \_\_\_\_\_ Join REMIND @stowe2020 with 306-500-6045 or rmd.at/stowe2020

## Parent Contact information

Parent \_\_\_\_\_ Cell# \_\_\_\_\_

Parent \_\_\_\_\_ Cell# \_\_\_\_\_

- If more than one cell or work # is helpful, please include them

**Mandatory travel cancellation, interruption and medical insurance is provided as part of the trip cost.**

## Emergency contacts in event parent(s) not available

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Contact information \_\_\_\_\_

**Health and Dietary** - Please list medications and describe allergies and food issues that we will attempt to accommodate.

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## READ and SIGN

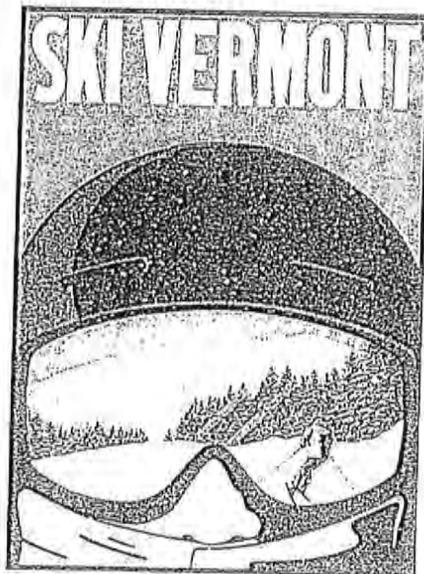
- 1) All participants must wear a proper fitting and approved helmet at all times while engaged in activity.
- 2) All participants will remain drug and alcohol free for the duration of the trip. No smoking/vaping at any time.
- 3) As guests of a foreign country participants are aware that our behavior is important. As this is a school sanctioned trip, misbehavior can result in school discipline once back "in school".
- 4) All participants will ski/board in groups of two or more and ski/board on appropriately challenging slopes.
- 5) All participants must report to supervising staff at mid-day.
- 6) Students will be responsible for travel meals and lunch during ski/board days.
- 7) A **copy of valid passport** is required for files. Students will travel with their passports.

Student/Participant signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## CHECKLIST OF THINGS TO DO BEFORE DEPARTURE AND THINGS TO BRING

- Ensure you have a valid Canadian Passport for the planned travel period.
- Bring your health card.
- If you have any extra medical insurance, bring a copy of all of the insurance documentation.
- Bank card. Also record your bank card number and leave this record at home.
- Ensure that your bank knows that you will be travelling out of country, if you intend on using your bank card.
- American spending money. We recommend about \$50 or so.
- Have a safe storage space in your travel bag for passport, cash and Health Card.
- Read, complete, sign, and return;
  - Informed Consent/Permission Form
  - Code of Behaviour
  - Student Information and Parental Consent Form
  - Letter to Custom's Official



**Proposed St. Mary Catholic Secondary School Choral Excursion to Ireland, April 28-May 6, 2020.**

**R.A.:** that the proposed St. Mary Catholic Secondary School Choral Group excursion to Ireland, from April 28, 2020 to May 6, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

November 11, 2019.

Administration



Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

### CATEGORY 5 APPROVAL FORM

To be used for travel outside of Canada or travel requiring flights

Teacher/Organizer: Tanya Earle	School: St Mary Secondary
Adult Supervisors Attending:3	
Destination: Cork, Ireland	Mode of Transportation: Coach and Airplane
Grade/Course:9-12	Date of Submission: October 2019
Departure Date: April 28th	Return Date May 6th
Number of Students: boys: girls:19	Number of Adult Supervisors: female:3 male:
Name of Travel Agent: Ellison Tours	Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$2710-\$2810	before fundraising (after=\$1736) Total 20 paying
Summary of Proposed Activity: Please see Itinerary	

**Curricular Relevance:** (provide the overall expectations addressed)  
In Cork, students will have the opportunity to collaborate and exchange music with choirs from around the world. Time will be spent in choral workshops with international composers and conductors. There will also be opportunity to experience the local heritage, as part of the festival and as part of the last two days touring the countryside and Dublin.

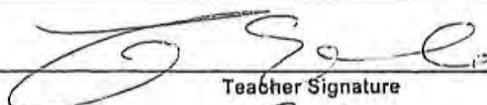
Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel (total cost) \$2710	\$54,200	School Fund-raising	\$20,000
Cost of Supply Teachers	\$1488,00	Student/Parent share	\$35,688
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
<b>Total</b>	<b>\$55,688</b>	<b>Total</b>	<b>\$55,688</b>

It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend)</li> <li><input checked="" type="checkbox"/> Contract Information</li> <li><input checked="" type="checkbox"/> Additional Medical Coverage needs considered</li> <li><input type="checkbox"/> History of Excursion – number of years: _____</li> <li><input type="checkbox"/> Certification required by staff attending: _____</li> <li><input checked="" type="checkbox"/> Educational objectives stated</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Information and consent letter to parents</li> <li><input type="checkbox"/> Liability waivers signed</li> <li><input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305</li> <li><input checked="" type="checkbox"/> List of destination/emergency phone numbers provided</li> <li><input checked="" type="checkbox"/> Passports (if required)</li> </ul> |
|--|---|

This excursion complies with the OPHEA Guidelines for the High Care Activities listed below:

 Teacher Signature	Oct 21 / 19 Date
 Principal Signature	Oct 21 / 19 Date
 Superintendent Signature	Oct 25 / 19 Date



ST. MARY  
CATHOLIC SECONDARY SCHOOL

*A Journey  
With  
The Spirit*

October, 2019

1050 BIRCHWOOD TRAIL • COBOURG • ONTARIO • K9A 5S9  
TEL: (905) 372-4339 • FAX: (905) 373-4529

Mr. Pepe Gareri  
Superintendent of Schools  
PVNC Catholic District School Board  
1355 Lansdowne St W.  
Peterborough, Ont.  
K9J 7M3

Dear Mr. Gareri,

Please find attached my proposal for The St Mary Secondary, Treblemakers, 2020. I hope you will be able to review this proposal for approval at the next board meeting.

The Treblemakers have been chosen to participate in their first international choral festival, Ireland. Cork International Music Festival is an exceptional, by audition only, event. An extensive audition application was put together over the summer and recently we received the invitation. This will be a once in a lifetime opportunity for the members, the alumni and myself. Although I have travelled extensively with both of the choirs at St Mary, in Canada and the USA, this will be the first international choral experience. However, I am no stranger to Ireland, as I was born in Wexford and all of my extended family live in Dublin. I have travelled there numerous times on my own and with my family.

This time I will be traveling with 3 other chaperones for a total of 4 supervisors. 2 parent chaperones, 1 who has traveled with the choir before and another St. Mary staff member, Caitlin Kennedy. While in Ireland there will be opportunities to connect with other choirs, collaborate and exchange music and choral sessions with choirs of exceptional caliber from around the world, participate in local heritage experiences and much more. Students are also provided with clinics that are led by composers and conductors from around the world.

The students are aware of the proposal put forth to the Board and are excited to start their fundraising and festival specific music once it is approved.

Thank you for your time.

Tanya Earle  
Choral Director

Dear parents/ guardians

**Your daughter has chosen to audition to be part of the prestigious auditioned girls' choir at St Mary.**

With this comes commitment to rehearsal on Thursday from 4:30-6:00pm. ***There is a fee for participation that will cover music, local festival fees, bussing, accompanist, etc. \$75***

With this also comes the commitment to travel with the choir to different events. We will be traveling to Ireland to participate in the Cork International Choral Music Festival April 28<sup>th</sup>-May 6<sup>th</sup>. The cost for this trip is approx. \$2700 that will include the festival entrance fee, the clinician, pianist, food (except lunch), theatre ticket, sight-seeing tours, bus, hotel, workshops, and airfare. When you travel with the choir you can be assured that the cost given covers all aspects of the trip (except for spending \$). There are no hidden costs. Everyone who gets in to the choir must be committed to attend the trip. Ellison tours will provided a payment schedule.

Several fundraising events are in place to help offset the cost of the trip.

December Knight of Columbus Dinner \$2000-\$3000

March Irish Celebration Evening (Leahy Family/Natalie MacMaster Evening-Capitol Theatre) \$6000

May 23<sup>rd</sup> Ennis Sister Concert \$8,000

Local Sponsorship \$4000

Thank you in advance for all of your support.

Please email me if you have any further questions and I am looking forward to seeing you throughout the year.

Sincerely,

Tanya Earle

tearle@pvnccdsb.on.ca

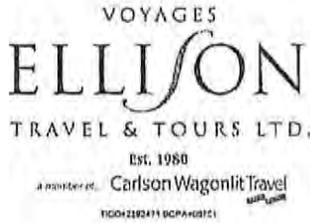
Extra Rehearsals 2019. Oct. 22, Nov. 8<sup>th</sup> Dec 3<sup>rd</sup>/8<sup>th</sup> times TBA

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**PERMISSION**

I understand the commitment involved and I consent to my daughter \_\_\_\_\_, participating in the Treblemakers trip to Ireland in April 2020.

Parent/Guardian Signature \_\_\_\_\_ DATE: \_\_\_\_\_



EXETER, ON (Head Office)  
311 Main St., PO Box 1990, N6M 1S7  
519-235-2000

LONDON, ON  
4-1930 Hyde Park Rd., N6H 5L9  
519-672-7020

NORTH VANCOUVER, BC  
101-315 West 1st St., V7M 1B5  
604-983-2470

TORONTO, ON  
200-60 Atlantic Ave., M6K 1X9  
437-222-2987

OTTAWA, ON  
300-116 Albert St., K1P 5G3  
613-368-4735

HALIFAX, NS  
1301-1059 Upper Water St., B3J 3N6  
902-422-2266

Call toll free 1-800-265-7022 [www.ellisontravel.com](http://www.ellisontravel.com)

**REVISED GROUP CONTRACT – October 16, 2019**

The information contained in this document is confidential and proprietary to Ellison Travel & Tours Ltd. with the understanding that it will be held in strict confidence and will not be used for any purpose other than for you the client for this particular tour. No part of the document may be circulated, quoted, or reproduced for distribution, outside the Client organization without prior written approval from Ellison Travel & Tours Ltd. This includes unsecured websites and the internet.

Note: It is the responsibility of all participants to be in possession of the correct documentation to travel out of the country. Failure to do so will result in participants being denied entry/boarding and returned home at the expense of the individual. You may be required to travel to another city or province to obtain the correct documents. Please check entry and transit requirements before you make a deposit.

~ **Canadian Citizens require a valid passport.** Authorities at your destination require that Canadian passports are valid for at least the expected duration of your stay in Ireland. Ellison Travel & Tours recommends passports are valid for a minimum 6 months beyond your return date.

~ **Non-Canadian travellers:** Please contact Ellison Travel & Tours by filling in this request form: <https://www.ellisontravel.com/documentation>. We will provide information on the entry and transit requirements. It is the responsibility of the traveller to have the correct travel documents for your trip.

~ **Persons 18 years of Age & Under:** when travelling with a school or other organized group under adult supervision you must travel with witnessed letters of consent from a parent/guardian.

**GROUP NAME:** ST. MARY SECONDARY SCHOOL  
**TRAVEL DATES:** APRIL 28 – MAY 6, 2020  
**DESTINATION:** IRELAND  
**DEPARTURE POINT:** TORONTO, ONTARIO

**ESTIMATED TOUR COST:**  
**\$2,710.00 - \$2,810.00 Canadian per paying person**  
**(based on 19 students paying, 1 chaperone paying and 2 complimentary chaperones)**  
**Extra costs apply for adults travelling as paying participants**

*\*\* Should your numbers change from the above, the tour cost will be re-calculated accordingly\*\**

NOTE: The tour price quoted is based on the current rate of exchange. We will finalize the price of your tour once we have received your **first per person** payment and purchased the currency for your tour. The price quoted may increase or decrease and you will be contacted if there is a significant change in price due to currency fluctuations.

**COST INCLUDES:**

- return airport transfers between Cobourg and Pearson International Airport, Toronto
- return airfare from Toronto/Dublin/Toronto, including all applicable airline, airport and security fees as of this contract date
- one-way private luxury coach transfer Dublin International Airport to Cork Youth Hostel
- private luxury coach and driver for 3 consecutive days commencing Monday May 4 in Cork ending at airport drop off in Dublin on Wednesday May 6

- 5 nights youth hostel accommodation in Cork and 2 nights youth hostel accommodation in Dublin (based on all students in multi-bedded rooms, and 2 directors sharing 1 twin room throughout)
- continental breakfast and dinner daily
- guided panoramic city tour in Dublin
- visits and admission costs (where fees exist) to the following: Rock of Cashel, National Stud & Japanese Gardens, Trinity College and Book of Kells, Christ Church Cathedral
- arrangements for/assistance with lunchtime performance at Christ Church Cathedral
- services of a local tour manager for 3 days (May 4-6), including Dublin Airport transfer on Day 9
- Manulife Ellison Youth All Inclusive Package Insurance based on the price of your tour per this quote (coverage for all Canadian residents who are full time students up to age 29 and chaperones up to the age of 64 who have a valid provincial health card<sup>1</sup> - *includes emergency medical coverage, cancellation and interruption, limited baggage insurance – see policy for terms and conditions*).  
<https://www.ellisontravel.com/insurance/eyp-2017/>  
*\*\*Please review your policy for the risks covered by Manulife and the benefits of purchasing cancellation insurance*  
*<sup>1</sup> if a traveler does not have a provincial health card additional charges may apply – please inquire with your planner/agent*
- includes all applicable taxes and service charges as of this contract date
- 24-hour Ellison Travel & Tours Ltd. Emergency Contact Number while on tour
- comprehensive Tour Leader binder that includes maps, confirmation details, travel tips and more

**NOTE: ALL INCLUSIONS ARE SUBJECT TO AVAILABILITY AT TIME OF BOOKING**

*Living Standards and practices at the destination may differ from those in Canada and the standards and conditions at the destination with respect to the provision of utilities, services, and accommodation may differ.*

We recommend you check the Canadian Government website at <https://travel.gc.ca/travelling/health-safety/vaccines> for information on vaccinations related to the destination(s) you are travelling to. Alternatively, check with your local travel health clinic or family physician for current recommendations.

**NOT INCLUDED:**

- parental consent letter processing fees, if applicable
- meals other than mentioned above
- driver and local tour manager gratuities: suggested total amount for the trip is approx. €27.00 per person travelling on the trip
- additional taxes, fuel surcharges or service charges levied by the governments or our suppliers
- drinks with group lunches or dinners (other than tap water on the tables) are available for purchase
- charges by the airline for oversize/overweight luggage/musical instruments, over and above the amount listed under the cost includes section above
- any luggage fees introduced or altered prior to travel
- the airline tickets are issued in the names you provided on the Client Tour Information form and must match the name per the passport. An administration fee of \$50.00 plus applicable airline charges and taxes will be charged per ticket if tickets need to be re-issued
- passport photos, government processing fees and visa fee if required
- additional performance arrangements including chairs, equipment or rental of music equipment
- Cork Choral Festival Registration Fee - €300.00 (*sent directly to festival by Tanya Earle*)
- participation in 66<sup>th</sup> Cork International Choral Festival (*once registration fee has been paid by group and accepted by festival to compete*) to include: assistance/access to a festival representative “Failteoir” on arrival at your accommodation in Cork, one or two performances as part of the Festival’s Choral Trail (Wednesday, Thursday or Friday), a guest performance during national competition to provide choir with practical experience of familiarizing themselves with the competition venue, stage, acoustics, etc. (Wednesday or Thursday), a Meet & Greet performance with other visiting international choirs (Friday), a

- presentation of a Friendship Concert or Fringe Concert on a selected basis (Thursday or Friday), Festival Reception for Conductor & 1 guest (Saturday evening), the Fleischmann International Trophy Competition (Saturday afternoon or evening), a performance as part of the festival's Sacred Trail (Sunday morning or Saturday evening), attendance at the Award Ceremony (Sunday afternoon), a performance at the Closing Gala Concert (Sunday evening) and a guest artist performance at Closing Gala Concert (Sunday evening)
- Cork Choral Festival Participant Subsidy - €20.00 per person, per day credit to assist in travel costs (*subsidy confirmed once festival scheduling is completed then paid/sent to group after the festival, if eligibility requirements have been met*)

#### OPTIONS (additional charges):

- Manulife All Inclusive Package Insurance supplement applies for those over age 29 who have a valid provincial health card<sup>1</sup> that are not chaperones - includes emergency medical coverage, cancellation and interruption, limited baggage insurance – see policy for terms and conditions pricing based on age and available upon request. <https://www.igoinsured.com/TravelWeb/auth/mlwd/forms/policy.pdf>  
**\*\*Please review your policy for the risks covered by Manulife and the benefits of purchasing cancellation insurance**  
<sup>1</sup> *if a traveler does not have a provincial health card additional charges may apply – please inquire with your planner/agent*
- Upgrade your coverage only at the time of purchase to the Manulife Premium Protection Plan, which includes coverage up to \$10 million emergency medical, cancellation and interruption, travel disruption, baggage loss, damage and delay, and travel accident. The PPP provides 100% cancellation coverage for all unforeseen and unexpected events that happen after you have purchased the insurance. It also provides 75% coverage should you wish to cancel due to most circumstances of which you were aware at the time of purchasing the insurance. For your convenience, you can access the policy online to review the terms and conditions including “What Does this Policy Not Cover?” Cost of upgrade is **\$150.39** for travellers up to age 69 with a valid provincial health card (Coverage also available for travellers aged 70-74. Please call your Ellison planner for rates.)  
<https://www.ellisontravel.com/wp-content/uploads/2018/12/Premium-Protection-Plan-Policy-2018-EN.pdf>  
**\*\*Please review your policy for the risks covered by Manulife and the benefits of purchasing cancellation insurance**  
<sup>1</sup> *if a traveler does not have a provincial health card additional charges may apply – please inquire with your planner/agent*
- adults travelling as paying participants generally incur extra costs for rooming arrangements, attraction admission fees, and insurance premiums (which are based on age). Contact your planner for these additional costs.
- evening activities while at festival in Cork: Gaelic Games Coaching Session (duration 1.5-2 hrs.) - €20 per person, including all equipment OR ten-pin bowling - €10 per person

#### AIRCRAFT SEATING:

For all airline group bookings, generic seating is the only option offered by the airline when the names are submitted for ticketing; unfortunately, they will not accept specific seating requests. Changes to seats may be completed by the traveller at time of check-in, pending availability. Note: It is suggested to submit the passenger name list in the order in which seat selection is preferred, although some airline computers change it to alphabetical order

#### PAYMENT REQUIREMENTS:

- Terms of Payment are cheque or Carlson Wagonlit Travel Gift Certificates (available to purchase with your RBC points)
- **On-Line Payment Program** (some conditions apply – ask your group planner for details). Our convenient, easy to use program charges installments to a chequing account or credit card in a series of pre-determined payments.

October 4, 2019	<ul style="list-style-type: none"> <li>• Ellison Tours On-line registration deadline</li> </ul>
October 18, 2019	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> payment of \$600.00 per person is due</li> <li>• If you wish to upgrade to the Premium Protection Plan (only available at time of deposit), please submit a deposit in the amount of \$750.39 (\$600.00 + \$150.39)</li> <li>• Traveller Names and Dates of Birth are due with your first deposit for insurance</li> <li>• Performance Questionnaire is due. For your convenience this can be filled out online at: <a href="https://www.ellisontravel.com/forms/performance-school/">https://www.ellisontravel.com/forms/performance-school/</a></li> <li>• Event tickets cannot be purchased until first per person deposit is received</li> </ul>
December 6, 2019	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> payment of \$1,000.00 per person is due</li> <li>• Completed Client Tour Information form with full details is due</li> <li>• Rooming List is due</li> <li>• Food Allergy and Dietary Requirements</li> </ul>
February 20, 2020	<ul style="list-style-type: none"> <li>• Final Payment is due</li> </ul>

**CANCELLATION PENALTIES:**

- tickets are 100% non-refundable once purchased
  - all payments received by Ellison Travel & Tours are 100% non-refundable
  - \$40.00 service fee for NSF transactions
  - modifications to a submitted Rooming List 30 days prior or on arrival may result in a \$50.00 service charge
- Please note that no changes to the itinerary or number of travellers are permitted by the group after final payment due date, as last-minute changes may compromise the outcome of your tour.

- Cancellation & Interruption Insurance insures each passenger in the event they have to cancel due to one of the risks included in the Manulife Travel Insurance policy. Please review the terms and conditions and pre-existing exclusions in the travel insurance policy as they may affect coverage for group travellers.

**TERMS AND CONDITIONS**

**Ellison Travel & Tours Ltd. Pricing Policy:** Your initial proposal is free of charge. We will work with you to prepare a preliminary proposal to meet the needs of your group. The proposal will include a suggested itinerary and estimated cost, along with an application form to be used at your discretion. The purpose of the initial deposit is to assist you to get commitment from your group. Terms of Payment are cash or cheque.

**Performance Arrangements:** Performance arrangements cannot be confirmed without receipt of your first per person deposit and your performance questionnaire. If your request for assistance to arrange performances or your first per person deposit is received less than 90 Days prior to your departure date, performance arrangements may not be secured and service charges will apply to all confirmed performances.

**Festival/Event Arrangements:** If travel is arranged for the purpose of attending a festival or event an alternative venue will be arranged if the festival/event is cancelled or the dates are changed.

**First Per Person Payment:** This payment is due as noted above and will range from \$50.00 to \$600.00 per person depending on the tour. For tours of seven days or more, a second per person payment may be set up in our payment plan. The amount of the second payment will depend on requirements for making non-refundable payments i.e. airline deposits, theatre tickets, insurance (if purchased) etc. We will offer as much flexibility as possible.

**Final Payment:** Refer to the "payment requirements" section on your group contract for specifics to your tour.

**Price Guarantee:** The above tour cost is based on the current exchange rate at the contract date. Should the exchange rate fluctuate before the first per person payment is paid, adjustments to the tour cost will be made accordingly. Please note once the first per person payment is paid, the contract tour cost is guaranteed. Prices are subject to change for matters over which Ellison Travel & Tours Ltd. has no control, such as fuel surcharges, government taxes, airline schedule changes or cancellations which are imposed by one of our suppliers.

**Changes to the Tour:** The tour cost is based on the prices and exchange rates in effect on the date of the current contract. You will be notified if increases are imposed by airlines, suppliers or governments and will be reflected on the final invoice. Should the number of participants change, it may be necessary to revise components of the tour or adjust the cost to cover these differences. Ellison Travel & Tours Ltd. reserves the right to alter the itinerary as required for the comfort, convenience and safety of the participants and for the proper management of the tour.

**Cancellation Penalties:** All payments are 100% non-refundable.

**Insurance:** Ellison Travel & Tours Ltd. strongly recommends that all passengers are insured for medical expenses,

baggage loss or damage and trip cancellation or interruption. Many group leaders prefer to have the insurance included in the tour price to ensure everyone is covered. Travel insurance must be extended if you deviate from the group itinerary (when permitted by the group leader and/or school board where applicable), as insurance must be covered for your entire time of travel. Additional costs are applicable and your tour planner will be able to advise of the additional cost for the insurance premium extension.

**Responsibility:** Ellison Travel & Tours Ltd. is responsible for the safety and welfare of all individuals involved in your tour. Airline schedule changes or cancellations, labour disruptions, weather conditions, or other circumstances considered Acts of God for which Ellison Tours is not at law responsible, may result in the alteration or cancellation of all or part of the tour itinerary.

**Documentation:** Passengers must have valid passports for travel abroad and visas for some countries. Ellison Travel & Tours Ltd. does not accept responsibility for passengers who do not meet correct visa and passport requirements. Entry to another country may be refused even if the required information and travel documents are complete.

**Air Deviations:** *When permitted by the group leader (and/or school board, where applicable) and the airline*, Ellison Travel & Tours Ltd. is pleased to offer opportunities for travellers to deviate from the group flight itinerary. An administration charge plus any difference in airfare apply. In the interest of the group planning process, all deviation requests must be completed no later than 90 days prior to departure date. Each airline will only allow a certain percentage of group travellers to deviate from the group. Contact your group planner for further details.

Attached itinerary is tentative and subject to final confirmations.

ISSUED BY: \_\_\_\_\_  
Paula Tessa, Ellison Travel & Tours Ltd.

DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_  
Tanya Earle, St. Mary Secondary School

DATE: \_\_\_\_\_

**\*\*Please sign and return this form with initial deposit. Thank you.\*\***

**ST. MARY SECONDARY SCHOOL**  
**"TREBLEMAKERS" 9 DAY TOUR TO IRELAND**  
**Featuring Participation in the 66<sup>th</sup> Cork International Choral Festival**  
**APRIL 28 – MAY 6, 2020**  
**Revised Itinerary – September 6, 2019**

Note: It is the responsibility of all participants to be in possession of the correct documentation to travel out of the country. Failure to do so will result in participants being denied entry/boarding and returned home at the expense of the individual. You may be required to travel to another city or province to obtain the correct documents. Please check entry and transit requirements before you make a deposit.

~ **Canadian Citizens require a valid passport.** Authorities at your destination require that Canadian passports are valid for at least the expected duration of your stay in Ireland. Ellison Travel & Tours recommends passports are valid for a minimum 6 months beyond your return date.

~ **Non-Canadian travellers:** Please contact Ellison Travel & Tours by filling in this request form:

<https://www.ellisontravel.com/documentation>. We will provide information on the entry and transit requirements. It is the responsibility of the traveller to have the correct travel documents for your trip.

~ **Persons 18 years of Age & Under:** when travelling with a school or other organized group under adult supervision you must travel with witnessed letters of consent from a parent/guardian.

**Day 1 – Tuesday April 28 – IN FLIGHT**

M

- 4:00pm - meet locally hired motor coach at St. Mary Secondary School to load luggage
- 4:30pm - depart Cobourg and transfer to Toronto's Pearson International Airport (*approx. travel time 1 ¾ hrs. but allowing extra time for rush hour traffic*)
- 7:55pm - arrive airport and check in at the Air Canada ticket counter (*groups travelling domestically are required to check in at least 2 hrs. prior to your scheduled departure*)
- 10:55pm - depart Toronto on AC flight #842 overnight flight to Dublin, Ireland (direct non-stop)
- dinner/meal served in flight at the discretion of the airline

**Day 2 – Wednesday April 29 – arrive CORK, Ireland (66<sup>th</sup> Cork International Choral Festival)**

B/D

- breakfast served in flight prior to landing
- 10:30am - arrive Dublin International Airport where you will clear Customs and collect your luggage
- proceed outside to the Arrivals area where you will locate your locally hired coach
- load luggage and depart for Cork (*approx. travel time 3 hrs.*)
- arrive Cork where you will check into the Kinlay House Youth Hostel, or similar, in Cork where you will check in for the next 5 nights
- a Cork Choral Festival representative "Failteoir" will greet you on arrival at your accommodation and provide you with a schedule for the next several days
- if your rooms are not ready your luggage will be stored so you can stroll in the vicinity and purchase your own lunch
- pending your arrival time in the city, a Choral Trail performance may be scheduled for you (*to be advised by festival well in advance*). A Choral Trail performance allows your choir to sing 2 or 3 songs in various places, pubs, outdoors, art gallery, church, etc. This is an integral part of the Cork Festival where the public get to see & hear the choirs sing in various venues around the city.

- after hostel check-in and time to unpack, reconvene for **group dinner**, at or near, your accommodation
  - retire early in preparation for the start of the festival tomorrow
- The 66<sup>th</sup> Cork International Choral Festival welcomes choirs from around the world for an exciting programme of gala concerts, national and international competitions and internationally renowned performances as thousands of participants bring the city to life for five days of wonderful choral music. Cork provides visiting choirs not only an opportunity to perform, but also to experience some of the world's best choral music, soak up the atmosphere and enjoy the mingling, singing and fun of the Festival Club, and explore the vibrant city of Cork and its surrounds on Ireland's beautiful south coast.*
- Transportation Note: *the festival will organize bus transportation (private) to your choir on arrival at the Cork Airport to your accommodation (within Cork city limits generally). They will also provide transportation (private), as it deems appropriate, to scheduled performance venues within the city and county limits at no cost to your choir. Please be advised that the majority of the performance venues within the city are walking distance, but otherwise, as arranged by the festival, above such transfers will be provided accordingly, at the festival's discretion.*

**Day 3 – Thursday April 30 – CORK (66<sup>th</sup> Cork International Choral Festival)**

**B/D**

- **continental breakfast** included at your accommodation
- today's schedule of events and activities as scheduled by festival
- morning and/or afternoon performances as scheduled by festival
- **group dinner** at, or near your accommodation
- tonight's festival schedule pending, *optional group activity such as Gaelic Games (Hurling or Football) Coaching Session with a short game to try your newly learned skill OR enjoy ten-pin bowling at the Mardyke Entertainment Complex (15 min. walk from the youth hostel)*

**Day 4 – Friday May 1 – CORK (66<sup>th</sup> Cork International Choral Festival)**

**B/D**

- **continental breakfast** included at your accommodation
- today's schedule of events and activities as scheduled by festival
- morning and/or afternoon performances as scheduled by festival
- late-morning Choir Meet & Greet at Cork City Hall
- late-afternoon Choral Trail Performance at Cork Vision Centre
- **group dinner** at, or near your accommodation
- tonight's festival schedule pending, *optional group activity such as Gaelic Games (Hurling or Football) Coaching Session with a short game to try your newly learned skill OR enjoy ten-pin bowling at the Mardyke Entertainment Complex (15 min. walk from the youth hostel)*

**Day 5 – Saturday May 2 – CORK (66<sup>th</sup> Cork International Choral Festival)**

**B/D**

- **continental breakfast** included at your accommodation
- today's schedule of events and activities as scheduled by festival
- morning and/or afternoon performances as scheduled by festival
- 6:00pm - Festival Reception for Conductor (+ 1 guest) at the Clarion Hotel
- **group dinner** at, or near your accommodation
- 8:00pm - Fleischmann International Trophy Competition at Cork City Hall

**Day 6 – Sunday May 3 – CORK (66<sup>th</sup> Cork International Choral Festival)**

**B/D**

- **continental breakfast** included at your accommodation
- today's schedule of events and activities as scheduled by festival
- morning and/or afternoon performances as scheduled by festival
- 11:00am - Sacred Trail Performance at St. Columba's Church in Douglas
- 5:15pm - attend Festival Awards Ceremony
- **group dinner** at, or near your accommodation

- 8:00pm - enjoy this evening's Closing Gala at Cork City Hall. Evening includes a performance by each choir, a guest act and an intermission.
- 10:30pm - return to your accommodation at the end of the evening
  - be sure to pack your suitcases before you go to bed tonight for your departure to Dublin in the morning

**Day 7 – Monday May 4 – to DUBLIN**

**B/D**

- continental breakfast included at your accommodation, followed by check out
- meet locally hired coach at your accommodation and load your luggage
- a local tour manager will also meet you at this time to accompany you to Dublin and remain with your group until your departure on Wednesday
- early morning departure for Dublin making a stop at the Rock of Cashel, (*approx. travel time 1 hr.*) a spectacular group of medieval buildings set on an outcrop of limestone, including a round tower, Romanesque chapel, cathedral and restored hall of the Vicar's Choral
- re-board your coach and continue your travels with a visit at the Irish National Stud & Japanese Gardens in Tully, Co. Kildare (*approx. travel time 1 hr.*). The gardens were created from 1906 to 1910 and symbolize the life of a man and are acclaimed as the finest Japanese gardens in all of Europe. The Tully walk is lined with the mares' paddocks. Both mares and foals can be seen running freely in the luscious green paddocks.
- late-afternoon arrival in Dublin (*approx. travel time 1 hr.*) where you will check into the Barnacles Youth Hostel, or similar, for 2 nights
- group dinner at, or near, your accommodation

**Day 8 – Tuesday May 5 - DUBLIN**

**B/D**

- continental breakfast included at your accommodation
- full day Dublin with local tour manager
- board your coach and embark on a morning panoramic sightseeing tour of Dublin with your local tour manager, including O'Connell Street, Phoenix Park and Leinster House
- visit the library at Trinity College, one of the world's great research libraries, holding the largest collection of manuscripts and printed books in Ireland with nearly 3 million volumes housed in a total of eight buildings. You will visit the Treasury and see the Book of Kells which contains a Latin text of the four gospels copied and decorated by Irish monks around the year 800 AD.
- late-morning visit to Christ Church Cathedral, begun in 1038 by King Sitric Silkenbeard, the Danish King of Dublin and is officially claimed as the seat of both the Church of Ireland and Roman Catholic archbishops of Dublin. Contained in the cathedral is the reputed tomb of "Strongbow," a medieval Norman-Welsh peer and warlord who came to Ireland and whose arrival marked the beginning of English involvement in Ireland.
- lunchtime performance by St. Mary Secondary School "Treblemakers" at Christ Church Cathedral
- following your performance, remainder of the afternoon at your leisure to purchase your own lunch and explore Dublin in smaller chaperoned groups
- farewell group dinner (with entertainment) at a local restaurant
- be sure to pack your suitcases before you go to bed tonight for your flight home to Canada tomorrow

**Day 9 – Wednesday May 6 - HOME**

**B/M**

- continental breakfast included at the hotel, followed by check out
- meet local coach at your accommodation to load your luggage
- 9:00am - transfer with your tour manager to Dublin International Airport
- 9:25am - arrive and check in at the Air Canada ticket counter (*groups travelling domestically are required to check in at least 2 hrs. prior to your scheduled departure*)
- say goodbye to your local tour manager – see you again someday 🍀

- 12:25pm - depart Dublin on AC #843 for Toronto, Canada (direct non-stop)
- 2:50pm - arrive Pearson International Airport, Toronto where you will clear Customs and collect your luggage
- 4:00pm - meet locally hired coach for transfer home to Cobourg
- 6:30pm - estimated arrival at St. Mary Secondary School
- welcome home!

**B - Breakfast / pB – Packed Breakfast / L – Lunch / pL – Packed Lunch / D - Dinner /  
M – Airline Meal / S – Snack - denote meals included in tour cost**

Please advise your group leader in advance of any allergy and/or dietary restriction, so that we can advise our suppliers of the request. Not every location may be able to accommodate allergy and/or meal requirements for unique circumstances.

**\*Itinerary is tentative and subject to final confirmation\***

Ellison Travel & Tours is giving away four \$500 SCHOLARSHIPS. Are you a secondary school student who has travelled on an Ellison Travel & Tours school trip and are graduating from secondary school in the current year? See our website <https://www.ellisontravel.com/scholarships/> for more details.

**Recommended Actions from the Committee-of-the-Whole Meeting, November 11, 2019.**

**R.A.** Mover: Linda Ainsworth  
that the Board establishes a French Immersion program at Holy Trinity Catholic Secondary School for September 2020, beginning with Grade 9 and adding an additional grade in each successive year until full implementation is reached in September, 2023.

November 11, 2019.

Committee-of-the-Whole

**Recommended Action from the Audit Committee Meeting,  
November 13, 2019.**

**R.A.** Mover: David Bernier

that the 2018-2019 audited financial statements be  
adopted as presented.

November 13, 2019

Audit Committee

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# BUSINESS AND FINANCE

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## Report to the Audit Committee

**Meeting:**            In Camera  
                           Open

**Presented for:**    Information  
                           Approval

**Meeting Date:**   November 13, 2019

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

**Subject:**           2018-2019 Audited Financial Statements

**Recommended Action(s):**   That the Audit Committee recommend to the Board that the 2018/2019 audited financial statements be adopted as presented.

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An audit committee of the board has a number of duties related to the board's financial reporting process. From an overview perspective these can be described as follows:

1. To review, with the director of education, a senior business official and the external auditor the board's financial statements;
2. To review with the director of education, a senior business official and the external auditor, before the results of an annual external audit are submitted to the board, the results of the audit;
3. To review the board's annual financial statements and consider whether they are complete and reflect accounting principles applicable to the board; and
4. To recommend, if the audit committee considers it appropriate to do so, that the board approve the annual audited financial statements.

### 1. Background

- 1.1 Administration has concluded its preparation of the financial statements for the 2018-2019 fiscal period ending August 31, 2019. These statements have been subjected to audit by the Board's appointed external auditors, Baker Tilley KDN LLP.

- 1.2 Peterborough Victoria Northumberland & Clarington Catholic District School Board is in compliance with all of the provincial requirements with respect to funding regulations and restrictions.

## 2. Financial Position

- 2.1 Normal variations in cash flow during the year will influence the year-end balances in assets and liabilities. As at August 31, 2019, there were no significant issues regarding the collectability of funds owing to the Board from various sources. The majority of the funds receivable at August 31, 2019 represents amounts owing to the Board from other levels of government. Effective the 2018-19 fiscal year, the Ministry of Education implemented new cash management procedures that resulted in less cash being flowed through to school boards, depending on a formula related to local cash balances. This increased the amount receivable from the Government of Ontario to the school board.
- 2.2 As well, amounts owing by the Board to other parties are considered appropriately reflected and disclosed. Figures related to the liabilities for employee future benefits have been adjusted for more recent data, and for changes in some estimates.
- 2.3 The tangible capital assets on the Consolidated Statement of Financial Position represent the historical cost less accumulated amortization of assets acquired, constructed, developed or bettered. Details of the classes of assets, and their associated amortization is described in the notes to the financial statements.

## 3. Accumulated Surplus/(Deficit)

- 3.1 In accordance with PSAB requirements, the board presents an Accumulated Surplus position. The current Accumulated Surplus of \$25,387,074 is made up of a number of items including amounts formerly held in reserves. These amounts are described in three categories in relation to their status for determining the board's compliance with the Education Act.

		2019	2018
Available for Compliance	Unappropriated	\$5,336,245	\$5,848,042
Available for Compliance	Internally Appropriated	\$6,442,017	\$7,004,734
Unavailable for Compliance		\$13,608,812	\$11,443,276
<b>Total Accumulated Surplus</b>		<b>\$25,387,074</b>	<b>\$24,296,052</b>

Full details of the components of each category are described in Note 11 to the financial statements.

#### 4. Consolidated Statement of Operations

##### 4.1 Variance Analysis

As is the normal case, the operational results during the year varied from many of the budget estimates prepared and approved by the Board in June 2018. Interim financial reports are provided to the Board at checkpoints during the fiscal period. A report on final operating variances for the 2018-19 fiscal period has been presented to the Committee of the Whole on November 11, 2019.

The original budget approved by the Board in June 2018 was a planned deficit budget requiring a charge to *Accumulated Surplus Available for Compliance* of \$1,155,103. A portion of this deficit amount was specifically provided for as internally appropriated in the board's accumulated surplus - relating to the amortization of retirement gratuities and the amortization of capital projects that were built using board funds. The anticipated charge to the *Unappropriated Accumulated Surplus* was \$552,532.

Lower than expected enrolment figures had an impact on the expected deficit when the Revised Estimates were completed in the fall of 2018. Based on the information at that time, the anticipated charge to *Accumulated Surplus Available for Compliance* had increased to \$1,269,748.

During the remainder of the school year, some of the planned expenditures were deferred or modified, additional unanticipated expenditures occurred and several revenue amounts exceeded the budget. These significant swings in the overall operations of the Board reduced the final charge to *Accumulated Surplus Available for Compliance* to \$1,074,521, and a better than expected operating deficit of \$298,196 was charged to *Unappropriated Accumulated Surplus*.

Many of the underlying circumstances leading to variances in the regular operations of the board are related to enrolment and grant changes, additional revenue allocations, reduced costs, or unforeseen expenditures. Some of the more significant variances are as follows:

- Higher tuition revenues due to new Japanese exchange program
- Increased grant revenue for language and indigeneous programs due to higher participation rates
- Increased interest income as some cash outlays were slower than anticipated
- Anticipated rebates and fees earned were higher than expected

- Settlement of transportation contract extension increased the transportation expenditures approximately \$650,000 above original estimates
- Reduced expenditures across central department budgets of approximately \$370,000
- Utilities savings of approximately \$260,000
- Increased cost of Future Employee benefits due to estimate changes within the actuarial valuation
- Premium rates for Long Term Disability plans were less than anticipated
- Unfunded liability of \$485,000 related to WSIB has now been fully funded and absorbed
- Delay in filling open positions due to lack of supply staff, or lack of qualified applicants, as well as the average salary versus actual salary experience resulted in wage costs across the system being less than budgeted and offsetting some grievance/arbitration decisions and settlements

#### 4.2 In-Year Funding and Initiatives

In addition to those items planned via the Board budget process, the Ministry of Education has provided in-year funds with regard to numerous initiatives, with various requirements and timelines for expending funds, as well as individual reporting requirements. On occasion, these initiatives are incomplete as at the year end, or have some unspent funds. Non-grant revenue related to targeted initiatives and transfer payments are matched by expenses incurred for those initiatives and generally do not contribute to any surplus or deficit of a board. Unspent funds related to these transfer-payment initiatives are included in Deferred Revenue and may be recovered by the Province.

**PETERBOROUGH VICTORIA NORTHUMBERLAND AND  
CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD**

**CONSOLIDATED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED AUGUST 31, 2019**

**PETERBOROUGH VICTORIA NORTHUMBERLAND AND  
CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD**

**CONSOLIDATED FINANCIAL STATEMENTS**

**AUGUST 31, 2019**

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## PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

For The Year Ended August 31, 2019

### MANAGEMENT REPORT

The accompanying consolidated financial statements of Peterborough Victoria Northumberland and Clarington Catholic District School Board are the responsibility of management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1(a) to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Audit Committee meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the Board's approval of the consolidated financial statements.

The consolidated financial statements have been audited by Baker Tilly KDN LLP in accordance with Canadian generally accepted auditing standards on behalf of the School Board. Baker Tilly KDN LLP has full and free access to the School Board.

Director of Education / Secretary Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Superintendent of Business and Finance \_\_\_\_\_ Date \_\_\_\_\_

## **INDEPENDENT AUDITOR'S REPORT**

**To the Board of Trustees of Peterborough Victoria  
Northumberland and Clarington Catholic District School  
Board**

### *Opinion*

We have audited the consolidated financial statements of Peterborough Victoria Northumberland and Clarington Catholic District School Board (the School Board), which comprise the consolidated statement of financial position as at August 31, 2019, the consolidated statements of operations, change in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the School Board as at August 31, 2019, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with the Financial Administration Act supplemented by the Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act ("the Act").

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the School Board in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Other Matter*

The consolidated financial statements of the School Board for the year ended August 31, 2018 were audited by another auditor who expressed an unmodified opinion on those statements on November 27, 2018.

### *Emphasis of Matter*

Without modifying our opinion, we draw attention to Note 1 to the consolidated financial statements, which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards.

### *Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with the Financial Administration Act supplemented by the Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act ("the Act"), and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the School Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the School Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the School Board's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School Board to cease to continue as a going concern.

- Obtain sufficient appropriate audit evidence regarding the consolidated financial information of the entities or business activities within the School Board to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants  
Licensed Public Accountants

Peterborough, Ontario  
November 26, 2019

Draft November 6, 2019

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON CATHOLIC DISTRICT SCHOOL  
BOARD**

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
At August 31, 2019**

	2019	2018
	\$	\$
<b>FINANCIAL ASSETS</b>		
Cash	20,478,968	23,277,701
Accounts receivable		
Government of Ontario - Approved Capital (note 4)	42,426,654	47,040,497
Local government	2,864,126	3,060,943
Other	6,288,929	3,398,817
<b>TOTAL FINANCIAL ASSETS</b>	<b>72,058,677</b>	<b>76,777,958</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	10,872,198	10,850,536
Long term debt (note 6)	40,152,207	43,023,631
Deferred revenue (note 2)	4,548,869	5,826,229
Deferred capital contributions (note 3)	172,023,176	173,530,337
Retirement and other employee future benefits (note 5)	11,503,437	12,678,983
<b>TOTAL LIABILITIES</b>	<b>239,099,887</b>	<b>245,909,716</b>
<b>NET DEBT</b>	<b>(167,041,210)</b>	<b>(169,131,758)</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 16)	191,457,157	192,422,004
Prepaid expenses	971,127	1,005,806
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>192,428,284</b>	<b>193,427,810</b>
<b>ACCUMULATED SURPLUS (note 11)</b>	<b>25,387,074</b>	<b>24,296,052</b>

Approved on behalf of the Board:

\_\_\_\_\_  
Director of Education / Secretary Treasurer

\_\_\_\_\_  
Chair of School Board

*The accompanying notes are an integral part of these financial statements*

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON CATHOLIC DISTRICT SCHOOL  
BOARD**

**CONSOLIDATED STATEMENT OF OPERATIONS**  
For the Year Ended August 31, 2019

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
<b>REVENUES</b>			
Provincial legislative grants	180,883,961	179,713,543	172,578,823
Provincial grants - other	1,705,601	2,032,889	4,048,876
Federal grants and fees	241,084	240,903	236,124
Investment income	250,000	486,237	441,543
Other fees and revenues	966,207	1,393,600	1,483,117
School generated funds	4,200,000	4,510,778	4,622,006
Amortization of deferred capital contributions (note 3)	8,705,815	8,479,605	8,739,767
Education development charges	-	605,892	-
<b>TOTAL REVENUES</b>	<b>196,952,668</b>	<b>197,463,447</b>	<b>192,150,256</b>
<b>EXPENSES</b>			
Instruction	149,826,084	148,481,165	140,977,412
Administration	5,646,557	5,321,526	5,394,022
Transportation	10,970,212	12,012,471	11,018,225
Pupil accomodation	26,295,592	25,940,656	24,499,183
School generated funds	4,200,000	4,605,472	4,588,932
Other	-	11,135	1,444,629
<b>TOTAL EXPENSES</b>	<b>196,938,445</b>	<b>196,372,425</b>	<b>187,922,403</b>
<b>ANNUAL SURPLUS</b>	<b>14,223</b>	<b>1,091,022</b>	<b>4,227,853</b>
<b>ACCUMULATED SURPLUS - beginning of year</b>	<b>24,316,891</b>	<b>24,296,052</b>	<b>20,068,199</b>
<b>ACCUMULATED SURPLUS - end of year</b>	<b>24,331,114</b>	<b>25,387,074</b>	<b>24,296,052</b>

*The accompanying notes are an integral part of these financial statements*

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON CATHOLIC DISTRICT SCHOOL  
BOARD**

**CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT**  
For the Year Ended August 31, 2019

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
<b>ANNUAL SURPLUS</b>	14,223	1,091,022	4,227,853
Amortization of tangible capital assets	8,948,333	8,635,243	8,843,071
Purchase of tangible capital assets	(7,803,298)	(7,670,396)	(10,585,194)
Gain on disposal of tangible capital assets	-	(32,363)	(36,965)
Proceeds on sale of tangible capital assets	-	32,363	46,256
Transfer to assets held for sale	-	-	175,000
Change in prepaid expenses	-	34,679	10,789
<b>CHANGE IN NET FINANCIAL DEBT</b>	1,159,258	2,090,548	2,680,810
<b>NET DEBT - beginning of year</b>	(169,131,758)	(169,131,758)	(171,812,568)
<b>NET DEBT - end of year</b>	(167,972,500)	(167,041,210)	(169,131,758)

The accompanying notes are an integral part of these financial statements

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON CATHOLIC DISTRICT SCHOOL  
BOARD**

**CONSOLIDATED STATEMENT OF CASH FLOWS  
For the Year Ended August 31, 2019**

	2019	2018
	\$	\$
<b>CASH PROVIDED BY (USED IN)</b>		
<b>OPERATING ACTIVITIES</b>		
Annual surplus	1,091,022	4,227,853
Items not involving cash		
Amortization of tangible capital assets	8,635,243	8,843,071
Gain on disposal of tangible capital assets	(32,363)	(36,965)
Amortization of deferred capital contributions	(8,479,605)	(8,659,764)
Change in non-cash assets and liabilities		
Accounts receivable	(2,693,297)	(1,031,046)
Prepaid expenses	34,679	10,789
Accounts payable and accrued liabilities	21,662	4,552,270
Assets held for sale	-	175,000
Deferred revenue	(1,253,631)	1,226,565
Retirement and other employee future benefits	(1,175,546)	(4,842,442)
<b>Net change in cash from operating activities</b>	<b>(3,851,836)</b>	<b>4,465,331</b>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	(7,670,396)	(10,585,194)
Proceeds on disposal of tangible capital assets	32,363	46,256
<b>Net change in cash from capital activities</b>	<b>(7,638,033)</b>	<b>(10,538,938)</b>
<b>FINANCING ACTIVITIES</b>		
Debt repayments	(2,871,424)	(2,693,151)
Government of Ontario - approved capital	4,613,843	(84,415)
Additions to deferred capital contributions	6,972,444	10,401,401
Deferred revenues - capital	(23,727)	(1,194,860)
<b>Net change in cash from financing activities</b>	<b>8,691,136</b>	<b>6,428,975</b>
<b>NET CHANGE IN CASH</b>	<b>(2,798,733)</b>	<b>355,368</b>
<b>CASH - beginning of year</b>	<b>23,277,701</b>	<b>22,922,333</b>
<b>CASH - end of year</b>	<b>20,478,968</b>	<b>23,277,701</b>

*The accompanying notes are an integral part of these financial statements*

# PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2019

---

### 1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

#### (a) Basis of Accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian public sector accounting standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which require that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

# PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2019

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### 1. SIGNIFICANT ACCOUNTING POLICIES, continued

#### (b) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the School Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenues and expenses of various organizations that exist at the school level and which are controlled by the School Board are reflected in the consolidated financial statements.

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

#### (c) Trust Funds

Trust funds and their related operations administered by the School Board are not included in these consolidated financial statements as they are not controlled by the School Board.

#### (d) Cash

Cash and cash equivalents comprise of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

#### (e) Deferred Revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services are performed.

#### (f) Deferred Capital Contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contribution as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category:

- Government transfers received or receivable for capital purpose;
- Other restricted contributions received or receivable for capital purpose; and
- Property taxation revenues which were historically used to fund capital assets.

# PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2019

---

### 1. SIGNIFICANT ACCOUNTING POLICIES, continued

#### (g) Retirement and Other Employee Future Benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance, health care benefits, dental benefits, retirement gratuity, worker's compensation and long-term disability benefits.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the Principals and Vice-Principals Associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-2017: Ontario English Catholic Teachers' Association (OECTA). The following ELHTs were established in 2017-2018: Canadian Union of Public Employees (CUPE), and Ontario Non-union Education Trust (ONE-T) for non-unionized employees including principals and vice-principals.

The ELHTs provide health, dental and life insurance benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), and other school board staff. Currently ONE-T ELHTs also provide benefits to individuals who retired prior to the school board's participation date in the ELHT. These benefits are provided through a joint governance structure between the bargaining/employee groups, school board trustees' associations and the Government of Ontario.

Boards no longer administer health, life and dental plans for their employees and instead are required to fund the ELHTs on a monthly basis based on a negotiated amount per full-time equivalency (FTE). Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs (GSN), including additional ministry funding in the form of a Crown contribution and Stabilization Adjustment. Depending on prior arrangements and employee groups, the Board continues to provide health, dental and life insurance benefits for individuals who retired prior to August 31, 2013.

# PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2019

---

### 1. SIGNIFICANT ACCOUNTING POLICIES, continued

The Board has adopted the following policies with respect to accounting for these employee benefits:

(i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates. The cost of retirement gratuities is actuarially determined using the employee's salary, banked sick days (if applicable) and years of service as at August 31, 2012 and management's best estimate of discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For self-insured retirement and other employee future benefits that vest or accumulated over the periods of service provided by employees, such as life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation and long-term disability, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

(ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period.

(iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

# PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2019

---

### 1. SIGNIFICANT ACCOUNTING POLICIES, continued

#### (h) Tangible Capital Assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight-line basis, over their estimated useful lives as follows:

Land improvements with finite lives	15
Buildings and building improvements	40
Portable structures	20
Other buildings	20
First-time equipping of schools	10
Furniture	10
Equipment	5-15
Computer hardware	5
Computer software	5
Vehicles	5-10
Leasehold improvements	Over the lease term

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statement of financial position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

# PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2019

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### 1. SIGNIFICANT ACCOUNTING POLICIES, continued

(i) Government Transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations which give rise to a liability, they are deferred and recognized in revenue when the stipulations are met.

Government transfers for capital are deferred as required by Regulation 395/11, recorded as deferred capital contributions (DCC) and recognized as revenue in the consolidated statement of operations at the same rate and over the same periods as the asset is amortized.

(j) Investment Income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

(k) Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model.

(l) Use of Estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in Note 1(a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. The principal estimates used in the preparation of these financial statements are the determination of the liability for post-retirement benefits and the estimated useful life of tangible capital assets. Actual results could differ from these estimates, as additional information becomes available in the future.

(m) Property Tax Revenue

Under Canadian Public Sector Accounting Standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from the municipalities is recorded as part of Provincial Legislative Grants.

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON CATHOLIC DISTRICT SCHOOL  
BOARD**

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
For the Year Ended August 31, 2019**

**2. DEFERRED REVENUE**

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the Consolidated Statement of Financial Position.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2019 is comprised of:

	Balance August 31, 2018 \$	Externally Restricted Revenue and Investment Income 2019 \$	Revenue Recognized in the Period 2019 \$	Transferred to DCC 2019 \$	Balance August 31, 2019 \$
<b>Capital</b>					
School Renewal	1,383,844	2,229,400	164,510	1,849,109	1,599,625
Minor Tangible Capital Assets	-	4,412,241	3,748,264	663,977	-
Proceeds of Disposition	570,157	-	-	-	570,157
Education Development Charges	1,664,414	337,895	605,892	-	1,396,417
Rural and Northern Education Fund	-	308,457	308,457	-	-
Retrofit for Child Care	183,851	-	-	-	183,851
Temporary Accommodation	-	150,000	-	150,000	-
Interest on Capital	-	2,437,530	2,437,530	-	-
Other	68,927	131,164	-	102,676	97,415
	<b>3,871,193</b>	<b>10,006,687</b>	<b>7,264,653</b>	<b>2,765,762</b>	<b>3,847,465</b>
<b>Operating</b>					
Special Education	1,632,865	24,786,736	25,995,263	-	424,338
Student Achievement	126,151	880,611	881,878	-	124,884
Other	196,020	2,178,723	2,222,561	-	152,182
	<b>1,955,036</b>	<b>27,846,070</b>	<b>29,099,702</b>	<b>-</b>	<b>701,404</b>
	<b>5,826,229</b>	<b>37,852,757</b>	<b>36,364,355</b>	<b>2,765,762</b>	<b>4,548,869</b>

# PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2019

### 3. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life of the asset acquired.

	2019 \$	2018 \$
Balance, beginning of year	173,530,337	171,788,700
Additions to deferred capital contributions	6,972,444	10,585,194
Revenue recognized in the period	(8,479,605)	(8,659,764)
Transfers to deferred revenue	-	(183,793)
	<u>172,023,176</u>	<u>173,530,337</u>

### 4. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO

The Province of Ontario replaced variable capital funding with a one-time debt support grant in 2009-10. Peterborough Victoria Northumberland and Clarington Catholic District School Board received a one-time grant that recognizes capital debt as of August 31, 2010 that is supported by the existing capital programs. The School Board receives this grant in cash over the remaining term of the existing capital debt instruments. The School Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The School Board has an account receivable from the Province of Ontario of \$42,426,654 as at August 31, 2019 (2018 - \$47,040,497) with respect to capital grants.

### 5. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS

Liability	Retirement Gratuities \$	Retirement Benefits \$	Other Employee Future Benefits \$	2019 Total \$	2018 Total \$
Accrued employee benefit obligations at August 31	11,507,681	616,356	1,342,386	13,466,423	14,240,668
Unamortized actuarial gains (losses) at August 31	(1,962,986)	-	-	(1,962,986)	(1,561,685)
	<u>9,544,695</u>	<u>616,356</u>	<u>1,342,386</u>	<u>11,503,437</u>	<u>12,678,983</u>

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON CATHOLIC DISTRICT SCHOOL  
BOARD**

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
For the Year Ended August 31, 2019**

**5. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS, continued**

	Retirement Gratuities \$	Retirement Benefits \$	Other Employee Future Benefits \$	2019 Total \$	2018 Total \$
Change in liability					
Current year benefit cost (recovery)	-	-	-	837,054	(3,428,163)
Interest on accrued benefit obligation	336,940	18,917	27,174	383,031	417,070
Amortization of actuarial (gains) losses	249,163	88,921	-	338,084	265,394
Benefit payments <sup>1</sup>	(2,196,677)	(287,610)	(249,424)	(2,733,711)	(2,096,743)
	(1,610,574)	(179,772)	(222,250)	(1,175,542)	(4,842,442)

1 Excluding pension contributions to the Ontario Municipal Employees Retirement System, a multi-employer pension plan, described below

**Actuarial Assumptions**

The accrued benefit obligations for employee future benefit plans as at August 31, 2019 are based on the most recent actuarial valuations completed for accounting purposes as at August 31, 2019. The economic assumptions used in these valuations are the School Board's best estimates of expected rates of:

	2019	2018
Inflation	1.5%	1.5%
Wage and salary escalation	n/a	n/a
Insurance and health care cost escalation	4.5 - 7.25%	4.5 - 7.5%
Discount on accrued benefit obligations	2.00%	2.90%

**Retirement Benefits**

(a) Ontario Teacher's Pension Plan

Teachers and related employee groups are eligible to be members of Ontario Teachers Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the School Board's consolidated financial statements.

# PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2019

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### 5. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS, continued

#### (b) Ontario Municipal Employees Retirement System

All non-teaching employees of the School Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The Administration Corporation Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. OMERS provides pension services to almost 500,000 active and retired members and approximately 1000 employers.

Each year an independent actuary determines the funding status of the OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2018. The results of this valuation disclosed total actuarial liabilities of \$100,081 million in respect of benefits accrued for service with actuarial assets at that date of \$95,890 million indicating an actuarial deficit of \$4,191 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. During the year ended August 31, 2019, the School Board contributed \$2,569,751 (2018 - \$2,341,389) to the plan.

#### (c) Retirement Gratuities

The School Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The School Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the School Board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service up to August 31, 2012. As of August 31, 2019 the Board has restricted a portion of its accumulated surplus for retirement gratuities amounting to \$1,245,400 (2018 - \$1,556,750).

#### (d) Retirement Life Insurance and Health Care Benefits

The School Board continues to provide life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The premiums for certain classes of retirees are based on the School Board's experience and retirees' premiums may be subsidized by the School Board. The premiums for retiree groups that have transitioned to the One-T ELHT are based on the trust retiree premium and may be subsidized by the School Board. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the School Board's consolidated financial statements. Effective September 1, 2013, employees retiring on or after this date, will no longer qualify for School Board subsidized premiums or contributions.

# PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

## NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2019

### 5. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS, continued

#### Other Employee Future Benefits

##### (a) Workplace Safety and Insurance Board Obligations

The School Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The School Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the School Board's consolidated financial statements. Plan changes made in 2012 require school boards to provide salary top-up to a maximum of 4 ½ years for employees receiving payments from the Workplace Safety and Insurance Board, where the previously negotiated collective agreement included such provision. As at August 31, 2019 the liability included in employee future benefits for this obligation is \$1,257,047 (2018 - \$644,320).

##### (b) Sick Leave Top-Up Benefits

A maximum of eleven unused sick days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the financial statements are \$79,847 (2018 - \$81,954).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2019 and is based on the average daily salary and banked sick days of employees as at August 31, 2019.

### 6. LONG TERM DEBT

#### (a) The balance of long term debt reported on the Consolidated Statement of Financial Position is made up of the following:

	2019	2018
	\$	\$
Debenture payable - Bylaw #117 - for permanent improvements, 7.342% per annum, repayable \$292,226 per month principal and interest, due July 2026, redeemable in whole but not in part of the principal amount outstanding, at the option of the School Board on any date prior to July 2026	18,974,259	21,006,177
Ontario Financing Authority term installment loans, for permanent improvements, 3.564% - 5.232% per annum, repayable \$885,762 semi-annually principal and interest, due November 2031 - March 2039	21,177,948	22,017,454
	<u>40,152,207</u>	<u>43,023,631</u>

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON CATHOLIC DISTRICT SCHOOL  
BOARD**

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the Year Ended August 31, 2019

**6. LONG TERM DEBT, continued**

(b) The long term debt reported in (a) of this note is repayable as follows:

	Principal \$	Interest \$	Total \$
2020	3,062,126	2,216,118	5,278,244
2021	3,266,154	2,012,090	5,278,244
2022	3,484,472	1,793,772	5,278,244
2023	3,718,111	1,560,133	5,278,244
2024	3,968,182	1,310,062	5,278,244
2025 and subsequent years	22,653,162	5,225,550	27,878,712
	<u>40,152,207</u>	<u>14,117,725</u>	<u>54,269,932</u>

**7. DEBT CHARGES AND CAPITAL LOAN INTEREST**

	2019 \$	2018 \$
Principal payments on long-term liabilities	2,871,423	2,693,151
Interest payments on long-term liabilities	2,406,821	2,568,041
	<u>5,278,244</u>	<u>5,261,192</u>

**8. TEMPORARY BORROWINGS**

The School Board has an authorized line of credit of \$10,000,000 which bears interest at prime. As at August 31, 2019 the School Board had not drawn on this credit facility.

**9. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)**

The School Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$24,000,000 per occurrence.

The ultimate premiums over a five year period are based on the reciprocal's and the School Board's actual claims experience. Periodically, the School Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires December 31, 2021.

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON CATHOLIC DISTRICT SCHOOL  
BOARD**

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the Year Ended August 31, 2019

**10. EXPENSES BY OBJECT**

The expenses for the year reported on the Consolidated Statement of Operations and Accumulated Surplus by object are as follows:

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
Salaries	131,693,184	129,391,008	126,348,665
Benefits	24,179,529	24,068,991	18,158,067
Staff development	665,416	645,431	668,777
Supplies and services	14,360,109	15,089,174	14,910,475
Interest	2,388,793	2,388,796	2,568,041
Rental	32,813	32,903	36,790
Fees and contract services	14,479,947	15,925,217	14,695,240
Other	190,321	195,662	1,613,277
Amortization	8,948,333	8,635,243	8,923,071
	<b>196,938,445</b>	<b>196,372,425</b>	<b>187,922,403</b>

*Draft November 2019*

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON CATHOLIC DISTRICT SCHOOL  
BOARD**

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
For the Year Ended August 31, 2019**

**11. ACCUMULATED SURPLUS**

Accumulated surplus consists of the following:

	2019	2018
	\$	\$
<b>Available for Compliance - Unappropriated</b>		
Operating accumulated surplus	5,549,854	5,848,042
<b>Available for Compliance - Internally Appropriated</b>		
Retirement gratuities	1,245,400	1,556,750
School activities	333,920	429,646
Program capital	523,625	737,234
Committed capital projects	2,233,213	2,296,794
Facilities and sites	1,892,250	1,984,310
<b>Total Internally Appropriated</b>	<b>6,228,408</b>	<b>7,004,734</b>
<b>Unavailable for Compliance</b>		
Invested in tangible capital assets	17,205,023	16,599,131
School generated funds	1,698,229	1,792,927
Interest to be accrued	(156,502)	(174,527)
Employee future benefits	(5,137,938)	(6,774,255)
<b>Total Unavailable for Compliance</b>	<b>13,608,812</b>	<b>11,443,276</b>
<b>Total Accumulated Surplus</b>	<b>25,387,074</b>	<b>24,296,052</b>

**12. TRUST FUNDS**

Trust funds administered by the School Board amounting to \$223,354 (2018 - \$224,197) have not been included in the Consolidated Statement of Financial Position nor have their operations been included in the Consolidated Statement of Operations.

**13. CONTINGENCIES**

The School Board has an excess of loss (catastrophe) Workplace Safety and Insurance Board (WSIB) insurance policy of \$10,000,000 per accident, per employee, aggregate for disease, with a \$1,000,000 deductible per employee, per accident. The School Board brings this deductible down to \$500,000 by participating in the School Boards' Cooperative Assistance Program.

Due to the nature of the School Board's operations, the organization is periodically subject to litigation. In the opinion of management, the resolution of any current litigation would not have a material effect on the financial position or results of operations, as the School Board has valid defences and appropriate insurance coverages in place.

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON CATHOLIC DISTRICT SCHOOL  
BOARD**

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the Year Ended August 31, 2019

**14. STUDENT TRANSPORTATION SERVICES OF CENTRAL ONTARIO TRANSPORTATION  
CONSORTIUM**

On March 30, 2007, the School Board entered into an agreement with Kawartha Pine Ridge District School Board and Conseil Scolaire De District Catholique Centre-Sud in order to provide common administration of student transportation in the Region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the Boards. Under the agreement, decisions related to the financial and operating activities of Student Transportation Services of Central Ontario are shared. No partner is in a position to exercise unilateral control.

The following provides condensed financial information:

	2019		2018	
	Total \$	Board Portion \$	Total \$	Board Portion \$
<u>Expenses</u>	32,789,254	10,674,201	29,767,453	9,784,271

**15. COMMITMENT**

The School Board has entered into an agreement with the City of Peterborough to develop the Holy Cross Sports Complex. The Board's share of the project is \$1,855,000.

**PETERBOROUGH VICTORIA NORTHUMBERLAND AND  
CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD**

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
For the Year Ended August 31, 2019**

**16. TANGIBLE CAPITAL ASSETS**

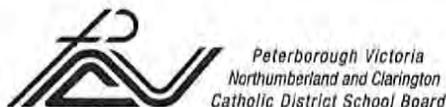
	Cost				Accumulated Amortization			Net Book Value		
	Opening Balance \$	Additions \$	Disposals \$	Closing Balance \$	Opening Balance \$	Amortization \$	Disposals, Write-offs & Other Adjustments \$	Closing Balance \$	2019 \$	2018 \$
<b>Tangible Capital Assets</b>										
Land	16,594,880	605,892	-	17,200,772	-	-	-	-	17,200,772	16,594,880
Land Improvements	9,323,377	1,018,679	-	10,342,056	3,686,247	664,218	-	4,350,465	5,985,591	5,634,130
Buildings	259,898,309	3,969,306	-	263,867,615	97,028,410	6,426,750	-	103,455,160	160,412,455	162,874,889
Portable Structures	4,049,748	1,413,543	-	5,463,291	979,945	237,826	-	1,217,771	4,245,520	3,069,803
Other Buildings	65,412	-	-	65,412	28,307	3,291	-	31,598	33,814	37,105
Computer Hardware	3,478,044	224,615	981,205	2,721,454	2,033,562	619,950	981,205	1,672,307	1,049,147	1,444,482
Computer Software	233,775	9,794	13,608	229,961	74,155	46,374	13,608	106,921	123,040	159,620
Equipment - 5 year	21,739	7,919	-	29,658	15,217	5,140	-	20,357	9,301	6,522
Equipment - 10 year	3,020,671	348,934	259,092	3,110,513	1,525,978	304,804	294,092	1,536,690	1,536,723	1,194,893
Equipment - 15 year	982,897	-	-	982,897	859,697	48,763	-	908,460	74,437	123,200
Furniture	326,280	10,340	-	336,620	121,076	33,145	-	154,221	182,399	205,204
First-time Equipping	1,908,250	-	28,085	1,880,165	1,266,107	189,421	28,085	1,417,443	462,722	652,143
Vehicles	271,915	62,477	-	334,392	146,592	55,551	-	202,143	132,226	125,323
<b>Total</b>	<b>300,175,297</b>	<b>7,670,395</b>	<b>1,316,990</b>	<b>306,528,703</b>	<b>107,753,293</b>	<b>8,635,243</b>	<b>1,316,990</b>	<b>115,071,546</b>	<b>191,457,157</b>	<b>192,422,004</b>

**Recommended Actions from the Audit Committee Meeting,  
November 13, 2019.**

- R.A.** Mover: David Bernier  
that the 2018-2019 Annual Report of the Audit Committee  
be received.

November 13, 2019.

Audit Committee




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# BUSINESS AND FINANCE

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## Report to the Audit Committee

**Meeting:**  In Camera

Open

**Presented for:**  Information

Approval

**Meeting Date:** November 13, 2019

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

**Subject:** 2018-2019 Annual Report of the Audit Committee

**Recommended Action(s):** 1) That the Audit Committee Chair be authorized to sign the Annual Report on behalf of the Audit Committee and 2) That the Audit Committee recommend to the Board that the 2018/2019 annual report of the Audit Committee be received.

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This report summarizes the Audit Committee's actions for the year ending August 31, 2019.

### Audit Committee Members

The Audit Committee consisted of members listed below:

David Bernier – Trustee representative (Chair of Audit Committee)

Ruth Ciraulo – Trustee representative (until November 30, 2018)

Braden Leal – Trustee representative (effective December 1, 2018)

Michelle Griepsma – (Chair of the Board) ex-officio member of the committee

Trang Nguyen – external member

Deb McRae – external member

In addition, regular attendees at the Committee meetings were:

Michael Nasello, - Director of Education  
 Isabel Grace - Superintendent of Business and Finance  
 Teri Smith – Controller of Finance  
 Jennifer Glasbergen - Recorder  
 Andrea Bradley - Recorder  
 Mark Connors – Regional Internal Audit Manger  
 Tracey Rodgers – Regional Senior Internal Auditor  
 Vivian Job – Regional Senior Internal Auditor  
 Jason Becker – External Auditor, BDO LLP – for year ended August 31, 2018  
 Joanna Park – External Auditor, Baker Tilly KDN LLP – appointed for fiscal period beginning September 1, 2018

**Meetings**

Three meetings were held throughout the fiscal year.

The members in attendance at the meetings were as follows:

Member's Name	Sept 13, 2018	Nov 14 2018	May 14, 2019
David Bernier	X	X	X
Michelle Griepsma	X		X
Ruth Ciraulo	X	X	
Braden Leal			X
Trang Nguyen	X	X	X
Deb McRae	X		

**Governance**

The Audit Committee operated throughout the fiscal year ending August 31, 2019. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

**Internal / External Audit**

Relationships with both internal and external auditors have been satisfactory and the opportunity for the committee to have private meetings with each was available at every meeting.

**External Auditors**

The external auditors, BDO Dunwoody LLP, presented the scope and extent of their audit work for the 2017-2018 fiscal year to the committee for approval, and the committee reviewed those plans at the meeting held on September 13, 2018.

The external auditors have confirmed their independence, and fees charged by the external auditors were reviewed in respect of the 2017-2018 audit.

Upon completion of the 2017-18 financial statement audit, Administration issued a Request for Proposal for audit services for the 5 year period beginning with the 2018-19 fiscal year. The successful proponents were Baker Tilley KDN LLP.

The external auditors, Baker Tilly KDN LLP presented the scope and extent of their audit work for the 2018-2019 fiscal year to the committee for approval and the committee reviewed those plans at the meeting held on May 14, 2019.

### **Internal Auditors**

The Audit Committee received update reports from the internal auditors, including progress on regional projects, and those planned specifically for the Board for the 2018-19 period and beyond. The audit committee reviewed and endorsed the plan.

The following is a summary of work since the last annual report of the committee:

- During the 2018/19 fiscal year, the following internal audits or other engagements were started by the regional internal audit team:
  - Transportation Review Audit
  - Facilities – Repairs and Maintenance Audit
  - Attendance Support and Disability Management Process Audit

The Audit Committee was able to engage the internal auditors and management in a discussion of various topics, including progress on implementation of recommendations from previous reports.

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By the signature noted below, we attest that we have discharged our duties and responsibilities respecting Ontario Regulation #361/10.

On behalf of the Audit Committee

David Bernier, Audit Committee Chairperson

**Annual Report to the Board of Trustees and Forwarded  
To the Ministry of Education  
For the year ended August 31, 2019**

**District School Board Name:** Peterborough Victoria Northumberland and Clarington Catholic District School Board

**Fiscal Year:** 2018/19

**Re:** Annual audit committee report to the Ministry of Education as per Ontario Regulation 361/10

During the 2018/19 fiscal year, the following internal audits or other engagements were started by the regional internal audit team but not completed by August 31st:

- Internal audit and projects
  - o Attendance Support and Disability Management Process Audit
  - o Finance/Facility Services
  - o Transportation Consortia Review

**AND**

Based on preliminary discussions, enrolment audits are not planned in the 2019/20 fiscal year. The internal audit plan has been approved.

_____	_____	<u>Audit Committee Chair</u>
Date	David Bernier	Title

**Recommended Action from the Policy Committee Meeting,  
November 19, 2019.**

**R.A.:** Mover: David Bernier  
that the Board receive the report and recommendations of  
the Policy Committee of November 19, 2019, for  
publication and implementation.

November 19, 2019

Policy Committee

**Report of the Recommended Actions from the Policy Committee Meeting,  
November 19, 2019:**

1. R.A.: Draft Administrative Procedure - #706 – Service Animals in Schools

Moved by Kevin MacKenzie, seconded by Linda Ainsworth, that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – #706 – *Service Animals in Schools* be received and posted under Directional Policy – #700 – *Equity and Inclusive Education*. Motion carried.

2. R.A.: Draft Administrative Procedure - #816 – Extreme Weather Response

Moved by Emmanuel Pinto, seconded by Braden Leal that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – #816 – *Extreme Weather Response* be received and posted under Directional Policy – #800 – *Healthy Schools and Workplaces*. Motion carried.

3. R.A.: Revised Draft Administrative Procedure - #514 – Reporting to Work on Inclement Weather Days

Moved by Michelle Griepsma, seconded by Braden Leal that the Policy Development Committee recommend to the Board that revised draft Administrative Procedure – #514 – *Reporting to Work on Inclement Weather Days*, be received and posted as amended under Directional Policy – #500 – *Employee Relations*. Motion carried.

4. R.A.: Draft Administrative Procedure - #208 – Catholic Family Life Education Program

Moved by Linda Ainsworth seconded by Michelle Griepsma, that the Policy Development Committee recommend to the Board that the new draft Administrative Procedure – #208 – *Catholic Family Life Education Program*, be received and posted under Directional Policy – #200 – *Catholic Education*. Motion carried.