



REGULAR BOARD MEETING

TUESDAY, DECEMBER 15, 2020

OPEN MEETING – 6:30 P.M.

By Google Meet: <https://meet.google.com/wby-bdna-zrd>

Please note: If you would like to join by phone, please contact
Michelle Kennedy by email - mkennedy@pvnccdsb.on.ca
or at 1-800-461-8009 ext. 1247

Arrangements to join by phone must be made prior to
5:30 p.m. on the day of the meeting

Chairperson: David Bernier

Vice-Chairperson: Michelle Griepsma

**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. Land Acknowledgement.
4. Singing of the National Anthem.
5. Approval of the Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Minutes
 - a. Approval of the Minutes of the November 24, 2020 Regular Board Meeting.
 - b. Approval of the Minutes of the December 1, 2020 Annual Board Meeting.
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, Josh Hill and Eli McColl.

3. Report from the Manager of Communications, Galen Eagle.
Highlights of System Achievements

C. Presentations:

1. R.A. Director's Report, 2019-2020.
Michael Nasello, Director of Education and Senior Team.

D. Programs and Services:

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
David Bernier, Board Chairperson and Linda Ainsworth, OCSTA Regional Representative.
2. R.A. Trustee Professional Development, Intensive Human Rights Program for School Board Leaders, January 15, 2021.
David Bernier, Board Chairperson.
3. Ontario Catholic School Trustees' Association (OCSTA) Grants for Student Needs Consultation.
Michael Nasello, Director of Education.
4. R.A. Borrowing Resolution.
Isabel Grace, Superintendent of Business and Finance.
5. R.A. Audit Committee Re-appointments.
Isabel Grace, Superintendent of Business and Finance.
6. Stabilization Funding Update.
Isabel Grace, Superintendent of Business and Finance.
7. R.A. Education Development Charges By-Law
Isabel Grace, Superintendent of Business and Finance.

F. Human Resources:

1. R.A. Semi-Annual Report from the Joint Health and Safety Committee.
Joan Carragher, Superintendent of Human Resource Services.

G. Policy Development:

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
David Bernier, Board Chairperson.
2. Committee Chairpersons' Report:
 - a. French as a Second Language Advisory Committee, November 25, 2020.
 - b. First Nation Métis and Inuit Advisory Committee, December 8, 2020.

L. Future Meetings and Events:

1. Board Meeting:
 - a. Board Meeting Open Session, January 26, 2021, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee, January 11, 2021, 4:30 p.m.
 - b. Committee-of-the-Whole, January 11, 2021, 6:30 p.m.
 - c. Policy Development Committee, February 2, 2021, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
 - a. STSCO Governance Committee, January 13, 2021, 3:00 p.m.
 - b. Special Education Advisory Committee, January 14, 2021, 6:30 p.m.
 - c. Student Council Liaison Committee, January 26, 2021, 4:15 p.m.
 - d. Accessibility for All Committee, February 2, 2021, 1:00 p.m.
 - e. Faith and Equity Advisory Committee, February 11, 2021, 6:30 p.m.
 - f. Catholic Parent Engagement Committee, February 16, 2021, 6:30 p.m.
 - g. First Nation Métis and Inuit Advisory Committee, March 9, 2021, 6:30 p.m.
 - h. French as a Second Language Advisory Committee, April 21, 2021, 4:30 p.m.
 - i. Audit Committee, TBA.
 - j. Supervised Alternative Learning Committee, TBA.

4. Board Events: (Listed in chronological order.)
 - a. Intensive Human Rights Program for School Board Leaders, January 15, 2021, 8:30 a.m. to 12:30 p.m. (virtually by zoom)
 - b. OCSTA Catholic Trustees' Seminar, January 16, 2021. (virtually by Zoom)
 - c. Catholic Leadership Development Series, Session #3, April 22, 2021, 4:00 p.m.
 - d. Catholic Education Week, May 2-7, 2021.
 - e. Catholic Parent Engagement Committee Event, May 19, 2021.

M. Conclusion:

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



Minutes

THE MINUTES OF THE OPEN SESSION OF THE REGULAR BOARD MEETING, held on Tuesday, November 24, 2020, at 6:30 p.m. at the Catholic Education Centre, Peterborough, Ontario.

PRESENT:

Trustees – Linda Ainsworth, David Bernier, Braden Leal, Kevin MacKenzie by Google Meet, Helen McCarthy by Google Meet, Eli McColl (Student Trustee), and Emmanuel Pinto by Google Meet.

Administration – Joan Carragher, Laurie Corrigan, Galen Eagle, Isabel Grace, Father Paul Massel, Tim Moloney, Michael Nasello, and Stephen O'Sullivan.

Recorder – Michelle Kennedy

REGRETS: Michelle Griepsma, Josh Hill (Student Trustee)

A. Call to Order of the Open Meeting:

In the absence of Board Chairperson Michelle Griepsma, Board Vice-chairperson David Bernier assumed the role of Chairperson and called the meeting to order at 6:32 p.m. and asked Father Paul Massel to lead the Daily Examen and open the meeting with prayer.

1. **Examen**

Father Paul Massel, Board Chaplain and Faith Animator, led everyone in a daily examen.

2. **Opening Prayer**

Following the examen, Father Paul opened the meeting with prayer.

3. **Land Acknowledgement**

David Bernier respectfully acknowledged that the Board Meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

4. **Singing of the National Anthem**

The National Anthem was sung by Trustee Linda Ainsworth.

MOTION: Moved by Braden Leal, seconded by Linda Ainsworth that Board Chairperson, Michelle Griepsma, be excused from the meeting.

Carried.

David Bernier welcomed the Principal representatives, Shelley Adair, Principal at Monsignor O'Donoghue Catholic Elementary School, Peterborough, Tammy Rutter, Principal at St. Mary Catholic Elementary and St. Pope John Paul II Catholic Elementary in Lindsay, and all visitors online.

5. Approval of the Agenda

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal that the Agenda be approved.

Carried.

6. Declarations of Conflicts of Interest

There were no of conflicts of interest declared.

7. Approval of the Minutes of the October 27, 2020 Regular Board Meeting.

MOTION: Moved by Braden Leal, seconded by Emmanuel Pinto that the minutes of the October 27, 2020 Regular Meeting be approved.

Carried.

8. Business Arising Out of the Minutes.

There was no business arising from the minutes.

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

1. Report from the Director of Education.

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

- As we end our liturgical year, we get ready for advent and spread hope through care and compassion for others.

- We pray for the repose of the soul of Brett LeBlanc who tragically died this week. Brett was a graduate of St. Anthony Catholic Elementary and St. Mary Catholic Secondary. Condolences have been sent to the family and the President of Trent University on behalf of PVNC Catholic DSB.
- An Advent Mass was recorded this week, celebrated by His Excellency, Bishop Miehm. The mass will be shared in the PVNC Catholic community through the board YouTube channel and will be celebrated virtually by classrooms throughout the board.
- Mental Health leads, Jennifer Angelo and Amy Hamu with Board Chaplain Father Paul Massel will host "To Light a Candle", an online event for the entire PVNC Catholic community on December 2 at 7 pm that will focus on the themes of advent, faith and wellness in pandemic times.
- First ever virtual Retirement Celebration was held on November 20th. Thanks were extended to those who helped to create and record the program for the 67 retirees.
- Toonies for Tuition collection will take place in our schools on November 27, 2020. Proceeds collected through the School Cash Online program will be forwarded to Canadian Catholic School Trustees' Association.
- The board experienced its first COVID-19 outbreak, as defined by Public Health, at Holy Trinity Secondary School. Superintendents Tim Moloney, Stephen O'Sullivan, and Joan Carragher and Communications Manager Galen Eagle were commended for their support to the school and on the frontline, Mark Joly has calmly and confidently guided the school through an unsettling time.
- The second 'quadmester' began on November 13. A great deal of work by central staff and school staff went into a smooth transition thanks to graciousness and patience of parents and students.
- Board staff took part in Faith Day activities on the November 12 PA Day which began with an online liturgy to celebrate those who have gone before from our PVNC Catholic community. The day continued with professional development activities relating to a Ted Talk by Pope Francis on Earth's Ecology.
- The first part of the Student Leadership Retreat took place today with the student trustees leading the online session by hosting today's and upcoming sessions for their peers.
- The next session in the Catholic Leadership Development Series will take place virtually on Thursday, November 27 and will focus on deep learning.

- The Board's Annual Meeting and election of officers will take place on Tuesday, December 1 at 4 p.m. followed by a celebration of the Eucharist at St. Peter-in-Chains Cathedral at 6:30 p.m. presided over by His Excellency, Bishop Daniel Miehm.

Following his presentation, Michael Nasello welcomed questions from the trustees.

2. Report from the Student Trustees.

Student Trustees Josh Hill and Eli McColl gave the Student Trustee report:

- As November ends, students realize the importance of health and safety, as washing hands, sanitizing, and wearing masks have become part of their basic routine
- Student leadership and school staff continue to promote school spirit as the new quadmester began this month
- During Caring and Safe Schools Week students reported many heartwarming events.
- At the Student Council Liaison Committee Meeting, Superintendent Mr. Moloney engaged with us about Bullying prevention and intervention and what we can do as student leaders to help our schools feel safe and ensure students feel welcome.
- The first session of the "Voices that Heal" student retreat series had Dr Joti Samra speak to us through Google Meet us about our mental health. She empowered us to check in on ourselves and others and impressed the importance of sleep, balance of home, work and school work, and friends.
- School communities continue to ignite hope for students, keeping everyone safe and engaging.

Following the report Eli McColl answered questions from the trustees.

3. Report from the Manager of Communications.

The Manager of Communications, Galen Eagle presented the board's newsletter for November and highlighted the following topics:

- Introduction of the student trustees, Eli Mcoll, Junior Student Trustee and Josh Hill, Senior Student Trustee who are working through challenging times to keep connected with students throughout the system.
- Announcement of Joan Carragher as Director of Education
- United Way Campaign – 75% of the board's goal has been met so far. There will

more communications to come to encourage all who can, to give.

- The first ever virtual retirement event took place with its Premiere on YouTube. At the time of the meeting, there were 450 views of the pre-recorded video, which will stay posted on the web through to the Christmas break.
- “We are all wonderfully made.” poster and messaging was launched during Safe and Caring school week. Posters have been delivered to the schools that iterate the message that all are welcome in PVNC Catholic communities, not just for one week, but always.

C. Presentations:

1. Update on Transition to Quadmester Two.

The Director of Education, Michael Nasello provided an update to the Board through a powerpoint presentation that updated trustees on the recent transition and shared planning for the transition in the next quadmester which ends on January 29. A transition survey will open for parents at the beginning of December which will take into account needs for the second half of the year. Mr. Nasello noted that there are currently 1,386 elementary students and 950 secondary students enrolled in the St. Thomas Aquinas Catholic Virtual School.

The Director also provided updates to graduate requirements. The EQAO literacy requirement has been waived for those who are scheduled to graduate in June, 2021 and the number of hours of community service has been reduced from 40 to 20 hours.

Following his presentation, Michael Nasello answered questions from the trustees.

D. Programs and Services:

E. Business, Finance and Governance:

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

Trustee Linda Ainsworth reminded trustees about the upcoming OCSTA Catholic Trustees Seminar scheduled for January 16, 2021, and reported on communications that were sent out by OCSTA regarding two private members’ bills about food education and Fetal Alcohol Spectrum Disorder training for educators.

2. Trustee Professional Development, OCSTA Virtual Catholic Trustees Seminar, January 16, 2021.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that Trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees Association (OCSTA) Virtual Catholic Trustees' Seminar on January 16, 2021.

Carried.

3. Recommended Action from Committee of the Whole, November 9, 2020: 2019-2020 Financial Variances and Transfers of Accumulated Surplus.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal
that the Board

- 1) Receive the variance report for the 2019-2020 fiscal year; and
- 2) Approve the noted transfers of Accumulated Surplus Available for Compliance in the chart contained below.

Carried.

4. Recommended Action from the Committee-of-the-Whole, November 9, 2020: Use of Accumulated Surplus in 2020-2021.

MOTION: Moved by Linda Ainsworth, seconded by Kevin MacKenzie
that the Board authorize Administration to exceed the 2020-2021 approved budget for the expenses related to re-opening and operating during the COVID-19 pandemic, thereby increasing the in-year deficit to a maximum of 3% of operating expenses, and to advise the Ministry of Education as required.

Carried.

5. Recommended Action from the Audit Committee, November 12, 2020: 2019-2020 Annual Report of the Audit Committee.

MOTION: Moved by Braden Leal, seconded by Linda Ainsworth
that the 2019-2020 Annual Report of the Audit Committee be received.

Carried.

6. Recommended Action from the Audit Committee, November 12, 2020: 2019-2020

Audited Financial Statements.

MOTION: Moved by Braden Leal, seconded by Helen McCarthy
that the 2019-2020 audited financial statements be adopted as
presented.

Carried.

7. Use of Electronic Ballots for Annual Board Meeting Elections.

MOTION: Moved by Braden Leal, seconded by Helen McCarthy
that the Board approve an exception to the Board By-laws governing
the election of officers and allow the use of electronic voting for the
purpose of elections at the Annual Board Meeting on December 1,
2020.

Carried.

F. Human Resources:

G. Policy Development:

1. Recommended Actions from the Policy Development Committee Meeting, November 17, 2020.

MOTION: Moved by Emmanuel Pinto, seconded by Braden Leal
that the Board receive the report and recommendations from the
Policy Development Committee dated November 17, 2020, for
publication and implementation.

Carried.

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report

Due to the absence of the Board Chairperson from the meeting, no report was given.

2. Amendment to Regulation 463/97, Meeting Attendance.

Michael Nasello, Director of Education brought the amendment to Regulation 463/97 to the attention of the trustees. Trustees were made aware that the amendments waive the requirement of attendance of the Director of Education and Board Chairperson to be physically present at a Board meeting.

3. Update from WE.

The Director of Education Michael Nasello noted articles in the agenda package which were received from Craig Keilburger with a note of gratitude for the boards' support in the past. The articles note independent reports and investigations conducted on the operations of the WE organization.

4. Committee Chairperson's Report:

a. Catholic Parent Engagement Committee, November 2, 2020.

It was reported that there has been increased parent participation in the meetings due to the ability to join the meetings virtually. Planning is underway for the annual event in May, 2021.

b. Special Education Advisory Committee, November 19, 2020.

Trustee Helen McCarthy reported on discussions that included an update on ventilation in schools, welcome to the newly announced Director of Education, Joan Carragher and review of the Equity and Inclusive Education policy.

L. Future Meetings and Events:

1. Board Meeting

a. Board Annual Meeting and Mass, December 1, 2020.

Meeting, 4:00 p.m. at the Catholic Education Centre.

Mass, 6:30 p.m. at St. Peter-in-Chains Cathedral, Peterborough.

a. Board Meeting Open Session, December 15, 2020, 6:30 p.m.
(In-camera Session, 6:00 p.m.)

2. Board Standing Committee Meetings: (Listed in chronological order.)

a. Chairperson's Committee, December 7, 2020, 4:30 p.m.

- b. Committee-of-the-Whole, December 7, 2020, 6:30 p.m.
- c. Policy Development Committee, February 2, 2021, 6:30 p.m.

3. Other Committee Meetings: (Listed in chronological order.):

- a. French as a Second Language Advisory Committee, November 25, 2020, 4:30 p.m.
- b. First Nation Métis and Inuit Advisory Committee, December 8, 2020, 6:30 p.m.
- c. Student Council Liaison Committee, December 15, 2020, 4:15 p.m.
- d. STSCO Governance Committee, January 13, 2021, 3:00 p.m.
- e. Special Education Advisory Committee, January 14, 2021, 6:30 p.m.
- f. Accessibility for All Committee, February 2, 2021, 1:00 p.m.
- g. Faith and Equity Advisory Committee, February 11, 2021, 6:30 p.m.
- h. Catholic Parent Engagement Committee, February 17, 2021, 6:30 p.m.
- i. Audit Committee, TBA.
- j. Supervised Alternative Learning Committee, TBA.

4. Board Events:

- a. Catholic Leadership Development Series – Session #2, November 26, 2020. (Virtual Event)
- b. Toonies for Tuition – Board-wide Fundraising Day, November 27, 2020.
- c. OCSTA Catholic Trustees’ Seminar, January 16, 2021.

M. Conclusion:

1. Report from the In-camera Meeting

MOTION: Moved by Braden Leal, seconded by Linda Ainsworth
that the Board approve the actions and the discussions arising
from the November 24, 2020, in-camera session, as follows:

- A. Call to Order:
 - 1. Opening Prayer
 - 2. Motion for the Approval of agenda.
 - 3. No conflicts of interest declared.
 - 4. Motions for the approval of the minutes from the October 27, 2020 Regular In-camera meeting and from the October 31, 2020, Special, Double In-camera meeting.

- D. Business, Finance and Governance:
 - 1. OCSTA In-Camera Report.
 - 2. Committee Chairperson's Report, Audit Committee, November 16, 2020.
- G. Old Business:
 - 1. Parent/Student Matter.
- H. New Business:
 - 1. Virtual/Physical School Transition.
 - 2. Update on Peterborough Parent Matter.
- I. Convening in Open Session:
 - 1. Closing Prayer.
 - 2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Board Vice-chairperson, David Bernier concluded the open meeting with prayer.

3. Adjournment

MOTION: Moved by Braden Leal, seconded by Linda Ainsworth
that the open session meeting be adjourned at 7:30 p.m.

Carried.

Michelle Griepsma
Board Chairperson

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



Minutes

THE MINUTES OF THE ANNUAL MEETING OF THE BOARD held Tuesday, December 1, 2020 at 4:00 p.m. at The Peter L. Roach Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, ON and virtually by Google Meet.

PRESENT:

Trustees - Linda Ainsworth (by Google Meet), Dave Bernier, Michelle Griepsma, Braden Leal, Kevin MacKenzie (by Google Meet), Helen McCarthy (by Google Meet), and Emmanuel Pinto.

Administration - Joan Carragher, Laurie Corrigan, Galen Eagle, Pepe Garieri, Isabel Grace, Fr. Paul Massel, Dawn Michie, Tim Moloney, and Michael Nasello.

Recorder – Michelle Kennedy.

Guests – His Excellency Bishop Daniel Miehm.

A. Call to Order:

1. Opening Prayer

The meeting was called to order at 4:00 p.m. Michael Nasello welcomed everyone and noted guests present. He especially thanked and welcomed His Excellency, Bishop Daniel Miehm and invited him to begin the meeting with prayer.

In accordance with the Education Act and the Board By-Laws, the Chief Executive Officer, Michael Nasello presided as meeting chair until the Chairperson of the Board was elected.

2. Land Acknowledgement

Michael Nasello respectfully acknowledged that the Annual Board Meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Singing of the National Anthem

The National Anthem was sung by Linda Ainsworth.

4. Approval of the Agenda

MOTION: Moved by Michelle Griepsma, seconded by Linda Ainsworth

that the agenda be approved with the addition of a Recommended Action under item C.2(b).

Carried.

5. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

6. Director's Remarks

The Director of Education, Michael Nasello addressed the trustees and noted the coincidence of the beginning of advent with the beginning of the new year of the Board of Trustees.

Michael Nasello offered prayers of support as trustees take on the responsibility of ensuring appropriate use of school board resources and the continuity of our Catholicity: a message of welcome and hope. Mr. Nasello thanked the trustees for their generosity in service to the community and Catholic Education.

B. Recommended Actions:

1. Appointment of the two tellers.

Due to the need to have electronic voting, the assistance of individuals to act as tellers to distribute, collect electronic ballots and report the results of the vote electronically is necessary.

MOTION: Moved by David Bernier, seconded by Kevin MacKenzie
that Michelle Kennedy and Vicki Blakely act as electronic tellers.

Carried.

Two superintendents were also required to oversee and verify the results of the electronic vote.

MOTION: Moved by Braden Leal, seconded by David Bernier
that Stephen O'Sullivan be appointed as a teller to oversee the electronic vote.

Carried.

MOTION: Moved by Braden Leal, seconded by Emmanuel Pinto

that Tim Moloney be appointed as a teller to oversee the electronic vote.

Carried.

2. Election of the Chairperson of the Board

Nominee

David Bernier

David Bernier was acclaimed the Chairperson of the Board for the term of December 1, 2020 to November 30, 2021.

David Bernier was invited by Michael Nasello to move to the head of the table to assume the position of Chairperson of the meeting.

3. Election of the Vice-chairperson of the Board.

Nominee

Michelle Griepsma

Michelle Griepsma was acclaimed the Vice-chairperson of the Board for the term of December 1, 2020 to November 30, 2021.

4. R.A. Approval of Chairperson and Vice-Chairperson as Signing Authorities.

MOTION: Moved by Braden Leal, seconded by Braden Leal
that the Chairperson, David Bernier and Vice-chairperson,
Michelle Griepsma, be approved as signing authorities for the
Board.

Carried.

5. R.A. Naming of the Standing Committees.

MOTION: Moved by Michelle Griepsma, seconded by Braden Leal
that the following Standing Committees be approved for 2020-
2021: Chairperson's Committee, Committee-of-the-Whole, and
Policy Development Committee.

Carried.

6. Election of Standing Committee Chairpersons.

a. Committee-of-the-Whole Chairperson

Nominee

Linda Ainsworth

Linda Ainsworth was acclaimed as the Chairperson for the Committee-of-the-Whole for the term December 1, 2020 to November 30, 2021.

b. Policy Development Chairperson.

Nominee

Emmanuel Pinto

Emmanuel Pinto was acclaimed as the Chairperson for the Policy Development Committee for the term December 1, 2020 to November 30, 2021.

7. Election of Board Representation to Various Committees.

a. Chairperson's Committee

Nominee

Braden Leal

Braden Leal was acclaimed as trustee-at-large to the Chairperson's Committee for the term December 1, 2020 to November 30, 2021.

b. Faith and Equity Advisory Committee.

Two trustees for a two-year term. An election was held separately for each of the trustee representative positions on the committee.

Nominees

Kevin MacKenzie
Helen McCarthy

Kevin MacKenzie was elected as one of the trustee representatives on the Faith and Equity Advisory Committee for the term December 1, 2020 to November 30, 2022.

Nominees

Helen McCarthy
Emmanuel Pinto

Emmanuel Pinto was elected as the other trustee representative on the Faith and Equity Advisory Committee for the term December 1, 2020 to November 30, 2022.

c. Catholic Parent Engagement Committee

Nominee

Kevin MacKenzie

Kevin MacKenzie was acclaimed as the trustee representative on the Catholic Parent Engagement Committee for the term December 1, 2020 to November 30, 2021.

d. First Nations, Métis and Inuit Advisory Committee.

Nominees

Braden Leal
Helen McCarthy

Helen McCarthy was elected as the trustee representative on the First Nations, Métis and Inuit Advisory Committee for the term December 1, 2020 to November 30, 2022.

e. French as a Second Language Committee.

Nominee

Linda Ainsworth

Linda Ainsworth was acclaimed as the trustee representative on the French as a Second Language Committee for the term December 1, 2020 to November 30, 2022.

f. Accessibility for All Committee.

Nominees

Braden Leal

Braden Leal was acclaimed as the trustee representative on the Accessibility for All Committee for the term December 1, 2020 to November 30, 2022.

g. Supervised Alternative Learning (SAL) Committee.

It was explained that one trustee sits on the SAL Committee and one alternate is designated. The election for the representative took place first, followed by the election of the alternate.

Nominee

Helen McCarthy
Emmanuel Pinto

Emmanuel Pinto was elected as the trustee representative on the Supervised Alternative Learning Committee (SAL) for the term December 1, 2020 to November 30, 2021.

Nominee

Helen McCarthy

Helen McCarthy was acclaimed as the alternate trustee representative on the Supervised Alternative Learning Committee (SAL) for the term December 1, 2020 to November 30, 2021.

h. Audit Committee

David Bernier's election to the position of Chairperson of the Board left a trustee vacancy on the Audit Committee. This item was added to the election process.

Nominee

Michelle Griepsma

Michelle Griepsma was acclaimed as the trustee representative on the Audit Committee for the balance of the term December 1, 2018 to November 30, 2022.

8. R.A. Destroying of the Ballots

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the ballots from the Peterborough Victoria Northumberland and Clarington Catholic District School Board 2020 Annual Meeting be destroyed.

Carried.

C. Future Meetings and Events:

The Board Chairperson, David Bernier, reminded the trustees to make note of the upcoming meetings as listed.

1. Board Meeting

- a. Board Meeting Open Session, December 15, 2020, 6:30 p.m.
(In-camera Session, 6:00 p.m.)

2. Standing Committee Meetings

- a. Chairperson's Committee, December 7, 2020, 4:30 p.m.
- b. Committee-of-the-Whole, December 7, 2020, 6:30 p.m.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the Committee-of-the-Whole meeting scheduled for December 7, 2020, be cancelled.

Carried.

- c. Policy Development Committee, February 2, 2021, 6:30 p.m.

3. Other Committee Meetings.

- a. First Nation Métis and Inuit Advisory Committee, December 8, 2020, 6:30 p.m.
- b. Student Council Liaison Committee, December 15, 2020, 4:15 p.m.
- c. STSCO Governance Committee, January 13, 2021, 3:00 p.m.
- d. Special Education Advisory Committee, January 14, 2021, 6:30 p.m.
- e. Accessibility for All Committee, February 2, 2021, 1:00 p.m.
- f. Faith and Equity Advisory Committee, February 11, 2021, 6:30 p.m.
- g. Catholic Parent Engagement Committee, February 17, 2021, 6:30 p.m.
- h. French as a Second Language Advisory Committee, April 21, 2021, 4:30 p.m.
- i. Audit Committee, TBA.
- j. Supervised Alternative Learning Committee, TBA.

4. Board Events

- a. OCSTA Catholic Trustees' Seminar, January 15, 2021. (virtually by Zoom)

- b. Catholic Education Week, May 2-7, 2021.
- c. CPEC Parent Engagement Event, May 19, 2021.

D. Conclusion:

1. Closing Prayer

David Bernier, Chairperson of the Board, called upon Father Paul Massel to lead everyone in a closing prayer.

2. Adjournment

MOTION: Moved by Emmanuel Pinto, seconded by Kevin MacKenzie that the meeting be adjourned at 4:56 p.m.

Carried.

Board Chairperson
David Bernier

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

Annual Director's Report.

R.A. that the Annual Director's Report for 2019-2020 be received by the Board and submitted to the Ministry of Education, as required.

December 7, 2020.

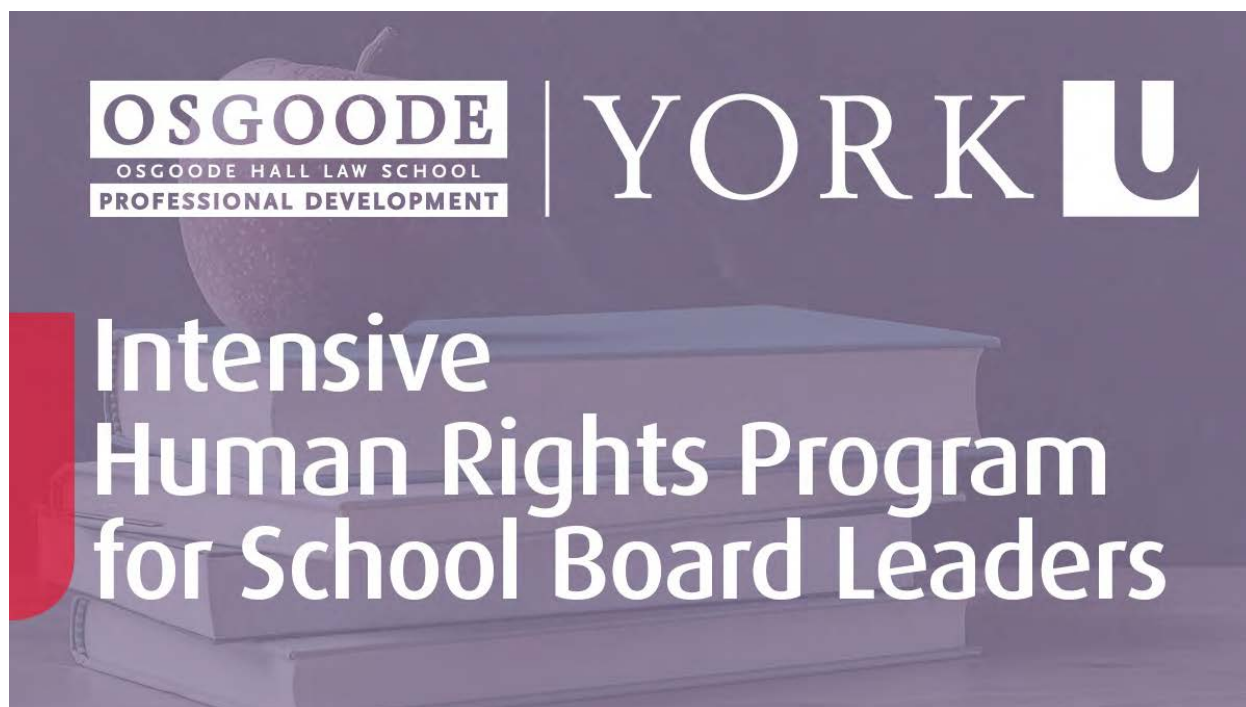
Administration

**Trustee Professional Development, Intensive Human Rights
Program for School Board Leaders, January 15, 2021.**

R.A.: that Trustees wishing to do so, be authorized to attend the Intensive Human Rights Program for School Board Leaders on January 15, 2021.

December 8, 2020

Administration



This program is designed to provide school board leaders with a foundational understanding of human rights standards and equity relevant to Ontario's publicly funded school boards.

The program will cover the principles of Ontario's Human Rights Code, with a focus on addressing systemic inequality. Each session features a keynote lecture delivered by a respected human rights expert and facilitated small group discussions of case studies professionally designed to help integrate a human rights and equity-based approach to your responsibilities as school board leaders.

This program will consist of two half-day sessions, and each half-day session will be offered on several dates. Note that some sessions will contain content specific to Catholic boards.

Participants will receive a certificate of completion after completing both parts of the program.

PROGRAM

Developed in Consultation w/ OPSBA, Public Board Council of OSTA-AECO	Developed in Consultation w/ OCSTA, Catholic Board Council of OSTA-AECO
Part 1 offered on: Wed, December 16, 8:30am – 12:00pm Mon, January 25, 5:30 – 9:00pm	Part 1 offered on: Fri, January 15, 8:30am – 12:30pm
<p>Welcome and program overview Land acknowledgment and facilitated exercise</p> <p>Part A: Perspectives on students' experiences of discrimination and systemic inequities</p> <p>Part B: Public Board Council, Ontario Student Trustees' Association</p>	<p>Opening prayer</p> <p>Welcome and program overview Land acknowledgment and facilitated exercise</p> <p>Part A: Perspectives on students' experiences of discrimination and systemic inequities</p> <p>Part B: Catholic Board Council, Ontario Student Trustees' Association presentation</p> <p>Presentation by a Representative of the Assembly of Catholic Bishops of Ontario</p>
<p>Speaker: <i>Njeri Sojourner-Campbell, Hicks Morley Hamilton Stewart Storie LLP</i> "Principled Leadership: School Board Leaders, Anti-Black Racism, and the <i>Ontario Human Rights Code</i>"</p>	
<p>Case studies – discussion in facilitated small groups</p>	
<p>Wrap-up and evaluation</p>	
<p>Part 2 dates TBD</p>	
<p>Welcome and program overview Land acknowledgment</p>	
<p>Lecture: Indigenous rights and legal issues that arise in relation to anti-Indigenous racism</p> <p>Panel: Indigenous and racialized Trustees' perspectives on combatting racism and systemic inequities</p>	
<p>Case studies – discussion in facilitated small groups</p>	
<p>Wrap-up and evaluation form</p>	

Registration Process

Note: This program is offered in two parts. Part 1 session dates and registration are available now. You will be notified when session dates and registration are available for Part 2.

Request registration access: [Click here](#)

- Please select ONE of the available Part 1 sessions.

- **Part 1 - OPTION 1:**
December 16th – 8:30 am – 12:00pm/ET

- **Part 1 - OPTION 2:**
January 15th – 8:30 am – 12:30pm/ET

- **Part 1 - OPTION 3:**
January 25th – 5:30pm – 9:00 pm/ET

Developed in consultation with OCSTA and the Catholic Board Council of OSTA-AECO

Developed in consultation with OPSBA and the Public Board Council of OSTA-AECO

- Registration is on a first-come, first-served basis – register early to secure your place
- Each session is capped; only sessions with availability will show
- Registration will close 5 business days prior to each session date

Invoice Process:

Each Board will be charged as follows:

- **Program Fee:** \$379 + HST /per person
 - this cost **includes participation in both Part 1 and Part 2**
- Osgoode Professional Development will generate an invoice for each Board, based on their number of registered attendees.
- *Invoices will be sent after all Part 1 sessions have been completed.*

Cancellations:

- If a participant has to change sessions or cancel, they can so without penalty as long as the request is received by OPD no later than 5 business days prior to the program date.

OCSTA: Memo - GSN Consultation for 2021-2022

1 message

OCSTA - Marie Palombi <MPalombi@ocsta.on.ca>
To: OCSTA - Marie Palombi <MPalombi@ocsta.on.ca>

Fri, Dec 4, 2020 at 9:06 AM



December 4, 2020

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

CC: OCSTA Directors and Staff
Board Secretaries and Administrative Assistants

FROM: Patrick J. Daly, President

SUBJECT: Grants for Student Needs Consultation for 2021-2022

On December 3, 2020, the Ministry of Education announced its annual Grants for Student Needs (GSN) consultation. We have attached the GSN Guide that provides boards with background information and specific questions the Ministry is seeking feedback on. The focus of this consultation is:

- COVID-19 Outbreak Response
- Online Learning Adjustment
- Priorities and Partnerships Fund (PPF)
- Reducing Administrative Burden and Red Tape
- School Board Administration and Governance Grant
- Managing Information for Student Achievement (MISA)
- Census data
- Secondary Class Size Compliance.

Next Steps

OCSTA will be developing a submission to reflect the needs and concerns of Catholic boards over the next month. This will then be used to guide our advocacy on the financial needs of boards. In order to assist us in this work, please provide me (pdaly@ocsta.on.ca) or Steve Andrews (sandrews@ocsta.on.ca) any feedback you may have on the issues raised in the Guide by January 5th, 2021.

Boards may also make direct submissions to the Ministry at: EDULABFINANCE@ontario.ca by January 15, 2021.

If you have any questions please do not hesitate to contact me.

A handwritten signature in black ink, appearing to be 'PDaly', is located below the text 'If you have any questions...'. The signature is stylized and cursive.

Attachment

2021-22 EDUCATION FUNDING GUIDE

INTRODUCTION

All students deserve to have every opportunity to reach their full potential and succeed personally and academically, with access to rich learning experiences that provide a strong foundation of confidence that continues throughout their lives. Schools should be safe and welcoming places where all students have the tools they need to achieve success and follow their chosen pathways to life after graduation including work, college, apprenticeship or university. Educators and school/system leaders need to have the knowledge and skills to create conditions that better support and serve all students. Together with our renewed focus on achievement, equity, and mental health and well-being, Ontario's publicly funded education system will be fairer and more inclusive for all students, educators and staff, regardless of race, religion, ethnicity, sexual orientation or any other factor related to individual identity.

Since COVID-19 has emerged as an unprecedented public health issue, the government has been diligently monitoring the developing situation to protect the health and well-being of all Ontarians. Our number one priority is and remains the health and safety of our students, teachers and staff.

As you are aware, this year's Grants for Student Needs (GSN) is projected to be \$25.52 billion – representing a historic, high level of investment for Ontario's publicly funded education system. In addition, over \$300 million is being provided for the Priorities and Partnerships Fund (PPF).

As the province responds to the COVID-19 outbreak, we continue to modernize education funding so students can succeed in school, life, and beyond, while ensuring investments have the greatest impact in the classroom.

For more information about the current education funding model, please see the [2020-21 Education Funding](#) page of the Ministry of Education's website.

ABOUT THIS CONSULTATION

As in previous years, the government remains committed to discussing education funding reform in Ontario, with education stakeholders through a consultation process that allows stakeholders to provide the benefit of their expertise, experience, and ideas. This year's guide focuses on:

- COVID-19 Outbreak Response
- Online Learning Adjustment
- Priorities and Partnerships Fund (PPF)
- Reducing Administrative Burden and Red Tape
- School Board Administration and Governance Grant
- Managing Information for Student Achievement (MISA)
- Census data
- Secondary Class Size Compliance

You may also submit feedback on education funding topics not outlined in this guide. In order to ensure your feedback is considered, please forward your electronic submission by **Friday January 15, 2021** to: EDULABFINANCE@ontario.ca. If you have questions about this consultation, please send them to the email address noted above.

COVID-19 OUTBREAK RESPONSE

This 2020-21 school year has brought new challenges due to the COVID-19 outbreak. In response, Ontario made almost \$1.3 billion in resources available to school boards to support the safe reopening of schools, which includes \$381 million in federal funds. The government's investments include additional supports for additional teachers and custodians, special education and mental health, technology-related costs, cleaning and safety measures, improved ventilation and HVAC system effectiveness, administrative staff to oversee virtual schools, and flexible funding to support a range of activities based on school board priorities.

Considerations

1. **How do we ensure that the GSN remains agile to continue to respond to the COVID-19 outbreak?**
2. **What's required to successfully help students post COVID-19?**

ONLINE LEARNING ADJUSTMENT

As announced on November 21, 2019, Ontario students will be required to take two online credits to graduate from secondary school, starting with the cohort of students entering grade 9 in September 2020. As part of this transition, for the 2020–21 school year, the ministry has included an online learning adjustment in the Cost Adjustment and Teacher Qualifications and Experience Grant in recognition of the maximum average class size of 30 for online courses.

Each school board's Online Learning Adjustment amount is based on its percentage of secondary credits taken through online learning in the 2017–18 school year, calculated separately for each category (i.e. day school programs for pupils under 21 years of age, adult day school, continuing education and summer school programs) and a cost adjustment for each category to reflect a funded average class size of 30 for secondary online courses.

As a reminder online courses will not be included in the calculation of a school board's secondary maximum average class size requirement of 23 and remote learning is not considered part of online learning.

Considerations:

1. **As future adjustments to the funding methodology for online learning courses are to be confirmed through the 2021-22 GSN, do changes and/or adjustments need to be made to the Online Learning Adjustment in order to be more responsive?**

PRIORITIES AND PARTNERSHIP FUND

The Priorities and Partnership Fund (PPF) provides education funding, supplemental to the GSN, for high impact initiatives that directly support students in the classroom. The funding is evidence-based and outcome-focused while providing streamlined, accountable, and time limited funding that will be reviewed and assessed by the Ministry of Education each year.

To further support the ministry's efforts to streamline funding while also reducing administrative burden for transfer payment recipients, some programs previously funded through PPF have been transferred into the GSN beginning in 2020–21.

The ministry also implemented a consolidated transfer payment agreement for many PPF programs for the first time. The ministry intends to continue to examine opportunities to consolidate and standardize PPF transfer payment administration, including opportunities for streamlining reporting.

Considerations:

- 1. Are there further opportunities to improve the administration of transfer payment agreements to continue supporting a reduction in administrative burden?**
- 2. Are there other PPF initiatives that should be transferred to the GSN?**
- 3. What potential areas of overlap exist within currently funded programs? What opportunities might there be to streamline funding, and to streamline reporting?**

REDUCING ADMINISTRATIVE BURDEN AND RED TAPE

The government is eliminating burdensome, outdated and unnecessary regulation to help restore Ontario's competitiveness, retain high-quality jobs and attract investment.

The Ontario government has taken more than 100 actions to modernize and streamline regulations, reducing overlap with the federal government and municipalities, updating old requirements and simplifying complicated rules.

In 2020-21, the ministry has transferred five Priorities and Partnership Fund (PPF) allocations into the GSN to support the ministry's ongoing efforts to streamline reporting.

The ministry continues to look for ways of reducing administrative burden and aligning program implementation with ministry priorities, while ensuring strong accountability and value for money.

Considerations

- 1. Are there opportunities to reduce the number of non-financial reports and PPF reports school boards currently submit to the ministry?**
- 2. Are there areas of overlap or duplication in the current reports school boards submit to the ministry?**

SCHOOL BOARD ADMINISTRATION AND GOVERNANCE GRANT

The School Board Administration and Governance Grant (SBAGG) provides funding for administration and governance costs such as operating school board offices and central facilities, board-based staff and expenditures, including supervisory officers and their administrative support.

Amongst other changes, in 2020-21, the Program Leadership Allocation (PLA) was moved from the SBAGG to become its own grant – Program Leadership Grant – as part of a realignment that better delineates funding for the development and delivery of student programming.

The school board administration and governance enveloping provision requires that a school board's net administration and governance expenses in a fiscal year not exceed the administration and governance limit. It is the ministry's expectation that school boards be in compliance with the enveloping provision within SBAGG.

Considerations:

- 1. Are there areas of overlap between this grant and other grants within the current funding formula to support school board administration and governance? Are there opportunities to streamline funding to eliminate duplication and find savings?**
- 2. How can compliance with the enveloping provisions of this grant be consistently measured across school boards?**

MANAGING INFORMATION FOR STUDENT ACHIEVEMENT (MISA)

Funding for MISA Local Capacity Building is intended for activities to help school boards build capacity and better manage information and evidence to inform school board decisions around school administration and classroom practice.

MISA funds are used to sustain and advance local capacity to use quality evidence, by targeting funds in at least two of the following four priority funding areas:

1. Build and sustain capacity by continuing work on high priority common core activities to achieve/maintain level(s), as set out in the MISA Common Core Capacities Continuum.
2. Create more collaboration at the classroom, school, board, and/or professional network level(s) in activities related to identifying, analysing, implementing, monitoring, and/or evaluating improvement strategies/initiatives.
3. Promote prioritized availability and usability of information for end-users (e.g. teacher, principal, superintendent), while having regard for privacy protection.
4. Data quality management projects that will improve the timeliness, accuracy and completeness of school board data/information submitted through the Ontario School Information System (OnSIS).

The funding is based on a fixed amount of \$35,000 for each school board and \$0.35 per Average Daily Enrolment (ADE). The MISA Local Capacity Building Allocation is \$3.2 million in 2020–21.

Considerations:

- 1. How can the ministry better support boards in their annual MISA plans and final reporting template submissions?**
- 2. Boards currently have discretion to utilize MISA funding in alignment with the 4 priority funding areas (above) – how relevant are these priorities areas for boards moving forward?**
- 3. Are there other funding priority areas where MISA funds could be directed to maximize impact?**

CENSUS DATA

The formulas for the GSN allocations that provide funding for specific education priorities include various measures of “need” – that is, they rely on quantitative data to indicate what level of need there is for a particular set of programs and services. Currently, census data is a significant input in the measurement of need. Approximately 14 per cent of total funding for the supplemental grants within the GSN are dependent (all or in part) on census data.

While several allocations within the GSN still rely on 2006 Census data and socio-economic indicators, the ministry continues to review the impacts of updating the census information for the upcoming school year and beyond. Any updates to the census data would require a redistribution of funding between school boards in recognition of increasing needs.

Considerations:

- 1. How should allocations within the GSN be adjusted to reflect updated census data based on the re-distributed impacts to school boards? Should any updates be phased-in? If yes, what is an appropriate phase-in period and why?**

SECONDARY CLASS SIZE COMPLIANCE

The Class Size Regulation (O. Reg. 132/12) sets out class size requirements for all grades. In 2015–16, the ministry announced a framework to ensure compliance with the kindergarten and primary (generally grades 1 to 3) provisions of the class size regulation. In 2017–18, this compliance framework was expanded to apply to the junior-intermediate (grades 4 to 8) provisions of the regulation.

The current compliance framework requires boards to submit a class size compliance management plan in the first year of non-compliance. Where a board is non-compliant for two or more years, the ministry will implement reductions in the funding envelope for school board administration and governance. This is effectively a requirement to re-direct funds to the classroom to assist with compliance with the class size regulation. When a school board demonstrates compliance with the limits set out in the relevant sections of the class size regulation, the compliance measures may be lifted.

Considerations:

- 1. What are the benefits and/or challenges of implementing a compliance framework for secondary class size?**

CONCLUSION

The ministry would like to acknowledge once again the ongoing, tireless efforts of school board teams to support students, families and the broader community. We have seen our education system rise to the challenge and provide innovative, flexible solutions in the best interest of students. We are grateful for your partnership and look forward to our continued collaboration going forward. The ministry continues to depend on school boards and trustees, and their knowledge of the needs of their communities, to make decisions that best support students and schools.

Thank you for taking the time to read this guide, and we look forward to your feedback.

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

BORROWING RESOLUTION

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD (THE “Board”)

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the “Act”), the Board considers it necessary to borrow the amount of up to \$10 Million Dollars (\$10,000,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2021 and ending on December 31, 2021 (the “Period”).
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

- 1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers’ acceptance from Canadian Imperial Bank of Commerce (“CIBC”) a sum or sums not exceeding in the aggregate Ten Million Dollars (\$10,000,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers’ acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
- 2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
- 3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
- 4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues of the previous year less any current revenue already collected.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in force and effect.

DATED this Fifteenth day of December, 2020.

WITNESS the corporate seal

Chair

Secretary-Treasurer

Business and Finance

Report to the Board

Meeting: ☐ In Camera

☒ Open

Presented for: ☐ Information

☒ Approval

Meeting Date: December 15, 2020

Presented by: Isabel Grace, Superintendent of Business/Finance

Submitted by: Isabel Grace, Superintendent of Business/Finance
Teri Smith, Controller of Finance

Subject: Banking Credit Amendment

Recommended Action(s):

1. That the Board approve the Borrowing Resolution in support of the Operating Line of Credit in the amount of \$10,000,000. (See attached)
2. That the Board authorize the Chair and the Director to sign the credit amendment agreement with the Canadian Imperial Bank of Commerce

Background:

Re: Banking Credit Amendment

The credit amendment is required to cover the annual renewal of the provision for the Operating Line-of-Credit.

Demand Operating Credit:

Each year, the Board is required to approve the Demand Operating Line-of-Credit to finance expenditures which occur before revenues are received. The current Line-of-Credit expires on December 31, 2020.

The \$10,000,000 level for the Operating Line-of-Credit provides coverage for any fluctuations in cash flow during the year. The cost to the Board is determined by the amount that must be drawn against this Line-of-Credit. The interest on the Operating Line-of-Credit is Prime.

BUSINESS AND FINANCE

Report to the Board

Meeting: ☐ In Camera

☒ Open

Presented for: ☐ Information

☒ Approval

Meeting Date: December 15, 2020

Submitted by: Isabel Grace, Superintendent of Business/Finance

Subject: Renewal of appointments to Audit Committee

Recommended Action(s): It is recommended that: 1) the Board reappoint Deb McRae as external member of the Audit Committee from January 1, 2021 to December 31, 2023; and 2) the Board reappoint Trang Nguyen as external member of the Audit Committee from January 1, 2021 to December 31, 2023.

Background:

The current external members of the Audit Committee are Deb McRae and Trang Nguyen. The term of the current external members will expire on December 31, 2020. Both individuals have indicated an interest in continuing on in their roles for another term, and their continuation is supported by Administration.

Ontario Regulation 361/10, as amended, governs Terms of Appointment of Audit Committee members and reads as follows:

Term of Appointment

7. (1) *The term of office of a member of the audit committee who is a board member shall be determined by the board but shall not exceed four years.*
- (2) *The term of office of a member of the audit committee who is not a board member shall be determined by the board but shall not exceed three years.*
- (3) *Subject to subsection (4), a member of the audit committee may be reappointed.*

- (4) *An individual who is not a board member may not be appointed to the audit committee more than twice unless,*
- (a) *The board advertised the position for at least 30 days; and*
 - (b) *After the 30 days, the selection committee did not identify any potential candidates.*
- (5) *When the term of a member of the audit committee expires, he or she continues to be a member until a successor is appointed or the member is reappointed.*

BUSINESS AND FINANCE

Report to the Board of Trustees

Meeting: ☐ In Camera

☒ Open

Presented for: ☒ Information

☐ Approval

Meeting Date: December 15, 2020

Presented by: Isabel Grace, Superintendent of Business/Finance

Subject: 2020-2021 Revised Estimates Update

Recommended Action(s): n/a

Background:

1. Background

- 1.1 As part of the requirements for financial reporting to the Ministry, school boards must submit revised estimates on an annual basis. These revised estimates serve to update the Ministry on a board's budget estimates taking into account changes that have occurred since the original budget was approved by the board.
- 1.2 In particular, it requires boards to update revenues and expenditures incorporating the actual enrolment as at October 31st of the school year, actual staffing placed as at October 31st, and an updated estimate of the second enrolment count date, March 31st. The Ministry filing deadline for the revised estimates is December 15, 2020.

2. Changes to Revenues

- 2.1 Changes to revenues have been incorporated in the 2020-21 Revised Estimates as a result of enrolment changes, and funding announcements related to COVID-19.
- 2.2 As described on the attached schedules, enrolment varied from projections, in great part due to the COVID-19 pandemic. The revised estimates show a net

decrease of average daily enrolment (ADE) compared to the 2020/21 budget estimates. Grants that have a component of enrolment embedded in its formula would have been significantly affected by this change. The larger changes of note include the Foundation and School Allocations for both Elementary and Secondary, Special Education, Teacher Qualification and Experience allocation, and in-year conditional supports.

Average Daily Enrolment	Actual 2019-2020		Budget 2020-2021		Revised Estimates 2020-2021
JK	927.5		892		781
SK	1,010		952		941
Gr.1-3	3,058.5		3,063		3,037.5
Gr. 4-8	5,297.75		5,325		5,264
Other pupils	13.5		13		
Total Elementary ADE	10,307.25		10,245		10,035.5
Secondary	4550.23		4,607		4,587.5

2.3 Other significant changes to revenue allocations include the following:

- Student Success and School Effectiveness enveloped funds carried over to the 20-21 school year
- Special Education enveloped funds carried over to the 20-21 school year
- Increased Declining Enrolment Allocation
- Decreased Teacher Qualification and Experience Allocation due to the significant impact of the additional (less experienced) teachers added in the fall of 2020
- New stabilization funding related to decreased enrolment experienced this year compared to budgeted figures (announced late November 2020).
- Federal and provincial funds provided specifically to address COVID expenses, including additional technology and staffing to create the virtual school and to keep class sizes as small as possible.
- Carry-over of funds negotiated centrally for CUPE and were unspent in 19-20

3. Changes to Expenditures

3.1 The more significant changes to expenditures for 2020/21 are as a result of:

- Higher FTE teaching staff in both panels to accommodate the creation of the virtual school and to maintain low class sizes where possible.
- Decrease in overall average teacher salary more than estimated
- Additional CUPE staffing supported by unspent collective agreement funds from a previous year, as well as COVID funding.
- increased Student Success and School Effectiveness expenses to match funds carried over from 2019-20

4. Projecting the Financial Position

- 4.1 Due to the significant amount of COVID and stabilization funding provided by the federal and provincial government, the board projected deficit is less than it might otherwise have been. The 2020-21 revised estimates project a deficit of \$2,588,242. This amount is distributed within the Accumulated Surplus accounts as follows”

Operating Accumulated Surplus (Unappropriated)	\$1,603,422
Internally Appropriated Surplus	\$ 984,820

- 4.2 Generally, a board is considered to be compliant with the Education Act if the Revised Estimates reflect a balanced position, or the amount of deficit projected is less than 1% of its operating allocations. Ministerial approval is required where a board is projecting a deficit greater than 1%. For the 2020-21 fiscal year, the Ministry has amended that requirement, and boards do not need to seek Ministerial approval unless the deficit is projected to be greater than 2%. At the time of submission for the revised estimates, PVNCCDSB is considered to be compliant, and does not require a Ministerial approval.

5. Risks related to Revised Estimates

- 5.1 Uncertainties related to the COVID-19 pandemic add an additional element of risk to the estimates used for projecting the board’s financial position for 2020-21. Some assumptions can reasonably be made, but there are areas of financial risk that are not estimable at this time, and will become apparent later in the school year.
- 5.2 Administration will continue to provide regular updates to the Board of Trustees via interim reports, and will monitor the financial position regularly.

Peterborough Victoria Northumberland and Clarington Catholic District School Board

Budget - Consolidated Statement of Operations
For the year ended August 31, 2021

	2020-21 Revised	2020-21 Budget	2019-20 Actual
	\$	\$	\$
REVENUES			
Provincial grants - Grants for Student Needs	157,953,202	157,393,970	149,676,963
Provincial grants - Other	7,802,866	2,697,901	2,443,453
Local taxation	23,371,884	23,879,336	23,478,898
Federal grants & fees	291,200	221,445	260,852
Investment income	180,000	200,000	377,279
Other fees & revenues	730,774	970,588	1,457,295
Subtotal	190,329,926	185,363,240	177,694,740
Grants for minor capital transferred to DCC	(853,082)	(853,298)	(237,253)
School generated funds	1,923,067	4,600,000	2,815,129
Amortization of Deferred Capital Contributions	8,584,245	8,769,248	8,534,920
TOTAL REVENUE	199,984,156	197,879,190	188,807,536
EXPENSES			
Instruction	152,192,557	147,649,416	140,177,975
Administration	5,406,500	5,331,815	5,280,576
Transportation	13,477,754	13,033,253	11,679,523
Pupil Accommodation	28,326,067	26,705,350	24,986,710
School generated funds	1,923,067	4,600,000	2,373,942
Other	75,000	750,000	104,055
TOTAL EXPENSES	201,400,945	198,069,834	184,602,781
Annual Surplus/(Deficit)	(1,416,789)	(190,644)	4,204,755
Accumulated Surplus / (Deficit) at beginning of year	29,591,821	25,150,158	25,387,066
Accumulated Surplus / (Deficit) at end of year	28,175,032	24,959,514	29,591,821
Reconciliation of Annual Surplus/(Deficit) for Compliance			
Annual Surplus/(Deficit)	(1,416,789)	(190,644)	4,204,755
PSAB Adjustments			
Employee Future Benefits	(1,151,298)	(1,151,298)	(1,151,298)
Accrued Interest	(20,155)	(20,155)	(19,058)
EDC Revenue used to fund land acquisition	-	-	(61,964)
School Generated Funds (surplus)/deficit	-	-	(441,187)
Annual Surplus/(Deficit) for Compliance Before Funded Amort	(2,588,242)	(1,362,097)	2,531,248
Capital Asset Amortization - funded by committed surplus	303,470	313,073	191,854
Annual Surplus/(Deficit) for Compliance	(2,284,772)	(1,049,024)	2,723,102
School Equipment needs funded by reserve	-	-	-
Retirement Gratuity Amortization - funded by committed surplus	311,350	311,350	311,350
Holy Cross Field Capital Reserve	(30,000)	(30,000)	-
Working funds for Land Purchase	-	-	(578,226)
School Budgets	400,000	-	(481,517)
Annual Surplus/(Deficit) funded from Working Funds	(1,603,422)	(767,674)	1,974,709

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

	Revised Budget 2020/21		Budget 2020/21		Actual 2019/20	
	\$	%	\$	%	\$	%
INSTRUCTION						
Classroom Teachers	96,566,154	47.9%	93,661,855	47.3%	90,153,247	48.8%
Supply Teachers, Teacher Assistants and RECE	5,050,363	2.5%	4,937,097	2.5%	3,999,314	2.2%
Teacher Assistants	16,344,626	8.1%	16,150,668	8.2%	15,020,804	8.1%
Early Childhood Educators	3,848,213	1.9%	4,039,119	2.0%	4,101,105	2.2%
Textbooks/Supplies	5,485,484	2.7%	4,156,544	2.1%	3,073,720	1.7%
Computers	698,014	0.3%	593,927	0.3%	1,082,279	0.6%
Professionals, Paraprofessionals	4,168,128	2.1%	4,019,032	2.0%	3,608,696	2.0%
Library and Guidance	2,606,260	1.3%	3,163,548	1.6%	2,905,031	1.6%
Staff Development	1,009,439	0.5%	909,317	0.5%	380,362	0.2%
Department Heads	274,332	0.1%	274,332	0.1%	261,426	0.1%
Principals and Vice-Principals	7,876,760	3.9%	7,409,226	3.7%	7,490,208	4.1%
School Office - Secretarial and Supplies	4,247,361	2.1%	4,299,509	2.2%	3,953,091	2.1%
Coordinators and Consultants	3,263,009	1.6%	3,226,794	1.6%	2,911,545	1.6%
Continuing Education	313,331	0.2%	237,831	0.1%	618,347	0.3%
Amortization	441,083	0.2%	570,617	0.3%	618,800	0.3%
TOTAL INSTRUCTION	152,192,557	75.6%	147,649,416	74.5%	140,177,975	75.9%
ADMINISTRATION						
Trustees	133,775	0.1%	134,249	0.1%	100,733	0.1%
Director and Supervisory Officers	1,069,536	0.5%	1,068,150	0.5%	1,077,934	0.6%
Board Administration	4,095,511	2.0%	4,023,424	2.0%	4,080,271	2.2%
Amortization	107,678	0.1%	105,992	0.1%	21,638	0.0%
TOTAL ADMINISTRATION	5,406,500	2.7%	5,331,815	2.7%	5,280,576	2.9%
TRANSPORTATION						
Pupil Transportation	13,477,754	6.7%	13,033,253	6.6%	11,679,523	6.3%
Amortization		0.0%		0.0%		0.0%
TOTAL TRANSPORTATION	13,477,754	6.7%	13,033,253	6.6%	11,679,523	6.3%
PUPIL ACCOMODATION						
School Operations and Maintenance	17,627,276	8.8%	16,307,705	8.2%	14,598,357	7.9%
School Renewal - non-capital	367,900	0.2%		0.0%	71,446	0.0%
Other Pupil Accommodation	1,991,936	1.0%	1,991,936	1.0%	2,230,571	1.2%
Amortization	8,338,955	4.1%	8,405,709	4.2%	8,086,336	4.4%
OTHER						
School Generated Funds	1,923,067	1.0%	4,600,000	2.3%	2,373,942	1.3%
Other Non-Operating	75,000	0.0%	750,000	0.4%	104,055	0.1%
TOTAL OTHER	1,998,067	1.0%	5,350,000	2.7%	2,477,997	1.3%
TOTAL EXPENSES	201,400,945	100.0%	198,069,834	100.0%	184,602,781	100.0%
Reconciliation to Summary of Operating Expenses						
Minor TCA - Capitalized	853,082		853,298		237,253	
Employee Future Benefits	1,151,298		1,151,298		1,151,298	
Amortization	(8,887,716)		(9,082,318)		(8,534,920)	
Accrued Interest	20,155		20,155		19,058	
School Generated Funds	(1,923,067)		(4,600,000)		(2,373,942)	
TOTAL EXPENSES PER OPERATING SUMMARY	192,614,697		186,412,267		175,101,528	

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

	Revised Budget 2020/21	Budget 2020/21
MINISTRY OPERATING GRANTS	\$	\$
Foundation Alloc. - Elementary	55,162,984	56,399,767
School Foundation - Elementary	7,537,552	7,624,774
Foundation Alloc. - Secondary	26,601,113	26,746,560
School Foundation - Secondary	3,922,859	3,933,805
Mental Health and Well-Being	576,246	580,612
Special Education Alloc.	24,434,851	24,659,709
Deferred Revenue SEA Equipment and ABA Training	664,842	12,347
Education and Community Partnership Program (Sec 23)	117,766	117,766
Language Allocation	2,675,517	2,753,174
Supported Schools	1,018	-
Indigenous Education Allocation	1,132,986	1,102,455
Deferred Revenue Indigenous Education	51,595	-
Remote & Rural Allocation	653,541	587,144
Rural and Northern Education Fund	371,530	371,530
Learning Opportunity Allocation	764,494	772,425
Deferred Revenue Targeted Student Supports	19,000	19,000
Deferred Revenue Experiential Learning	175,097	-
Supports for Students Fund	1,650,813	1,650,813
OFIP Tutoring, SHSM, Outdoor Ed, Experiential Learning	487,645	491,116
Continuing Education and Summer School	485,772	376,280
Cost Adjustment and Teacher Qualification and Experience,	12,616,612	14,837,135
Benefits Trust Funding	1,393,955	1,393,955
ECE Qualification and Experience	903,797	983,945
New Teacher Induction Program	115,020	115,020
Transportation Allocation	12,071,341	12,071,361
Administration & Governance	5,034,353	5,076,278
Program Leadership Allocation	905,863	905,863
School Operations Allocation	15,144,880	15,376,628
Community Use of Schools	206,581	206,581
Capital Debt Support - Interest Portion	2,024,631	2,024,631
Declining Enrolment	624,519	82,630
Support for Covid - 19 Mental Health and Technology	223,191	-
Funding Stabilization	2,573,122	-
Total Operating Grants for Student Needs	181,325,086	181,273,306
Other Revenues		
Tuition fees	303,700	248,390
School College Work - Co-ordination and Clerical Support	121,600	124,000
COVID - Additional Teaching Staff	180,370	-
COVID - Additional Teaching Staff	629,588	-
COVID - Reopening Issues	848,582	-
COVID - High Priority Regions	251,556	-
COVID - Additional Staffing Support Custodians	363,368	-
COVID - Additional Special Education	101,052	-
COVID - Additional Sp Ed /Mental Health - Federal	137,958	-
COVID - Additional Mental Health	119,782	-
COVID - Remote Learning Administration - Prov and Fed	407,036	-
COVID - Enhanced Cleaning	30,401	-
COVID- ECCP Technology Funding	1,459	-
Collective Agreement Funding - Education Worker Protection	1,991,618	1,203,722
Collective Agreement Funding - Investment in System Priorities	267,042	55,000
Community Use	30,000	90,000
Best Start, Day Care and Extended Day Rent	181,000	188,000
Interest revenue	180,000	200,000
OYAP	194,765	165,597
Secondary Commissions	-	123,999
Special Grants - Targeted Funding	2,156,689	1,149,582
Miscellaneous revenues and recoveries	135,000	170,000
Secondment	372,279	371,646
Total Other Revenues	9,004,845	4,089,936
Total revenues	190,329,932	185,363,243
Expenditures - see schedule	192,614,704	186,412,267
Net revenues (expenditures)	(2,284,772)	(1,049,024)

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

	Revised Budget 2020/21	Budget 2020/21
	\$	\$
Elementary	79,591,601	77,119,884
Secondary	42,025,405	40,186,237
Central	10,321,488	10,109,849
Department Budgets	25,587,761	25,295,309
Summer School	313,331	237,831
Special Education	31,023,417	29,967,672
Supported Capital Debt - Interest Portion	2,012,091	2,012,091
COVID 19- PPE and Cleaning	-	750,000
Total Operating Expenditures	<u>190,875,095</u>	<u>185,678,872</u>
Special Grant Expenditures	<u>1,739,609</u>	<u>733,394</u>
Total	<u>192,614,704</u>	<u>186,412,266</u>

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

	Revised Budget 2020/21		Budget 2020/21	
Expenditures	FTE	\$	FTE	\$
Classroom				
Instructional				
Salaries	547.37	49,802,887	533.46	49,088,877
Benefits		7,696,023		7,334,622
ESL Teachers				
Salaries	1.00	102,553	1.00	102,553
Benefits		12,979		12,786
Early Childhood Educators				
Salaries	65.00	2,790,746	68.00	2,932,957
Benefits		1,057,467		1,106,162
Supply Wages and Benefits		180,345		188,411
Supply Teacher Costs				
Salaries		2,356,752		2,272,101
Benefits		213,465		205,376
Library Support Specialists				
Salaries	19.25	725,481	19.25	725,481
Benefits		289,353		288,579
Supply Wages and Benefits		19,406		19,406
School Administration				
Principals				
Salaries	29.00	3,570,117	29.00	3,565,144
Benefits		594,030		560,532
Supply Wages and Benefits		143,000		43,900
Vice - Principals				
Salaries	9.84	1,108,860	7.84	879,094
Benefits		103,163		101,076
Supply Wages and Benefits		10,950		10,950
Secretarial				
Salaries	37.07	1,526,394	36.07	1,486,737
Benefits		581,546		567,045
Supply Wages and Benefits		102,075		102,075
School Operations				
Salaries	74.56	3,593,497	61.06	2,933,000
Benefits		1,270,130		1,061,640
Temp and overtime		321,114		288,793
School Budgets		1,419,269		1,242,587
Total		79,591,601		77,119,884

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

	Revised Budget 2020/21		Budget 2020/21	
Expenditures	FTE	\$	FTE	\$
Classroom				
Instructional				
Salaries	278.69	26,177,796	255.02	24,734,184
Benefits		4,129,690		3,779,912
Curriculum Chair allowances		224,031		224,031
Supply Teacher Costs				
Salaries		991,900		945,900
Benefits		88,052		83,659
Guidance				
Salaries	11.99	1,235,400	11.99	1,235,400
Benefits		155,784		153,476
Supply Wages and Benefits		-		-
Library				
Salaries	-	-	4.84	493,419
Benefits		-		61,819
Supply Wages and Benefits		-		5,268
Library Support Specialists				
Salaries	3.32	127,675	3.32	127,675
Benefits		55,775		55,639
Supply Wages and Benefits		7,961		7,961
Chaplaincy Leaders				
Salaries	5.57	426,729	5.57	446,093
Benefits		113,175		113,584
Supply Wages and Benefits		9,024		9,024
School Administration				
Principals				
Salaries	6.00	797,316	6.00	797,316
Benefits		170,685		156,107
Supply Wages and Benefits		2,200		2,200
Vice - Principals				
Salaries	11.33	1,340,809	10.33	1,223,726
Benefits		147,783		145,037
Supply Wages and Benefits		-		36,294
Secretarial				
Salaries	26.00	1,085,026	25.00	1,045,369
Benefits		418,895		404,823
Supply Wages and Benefits		54,207		54,207
School Operations				
Salaries	45.50	2,243,767	40.00	1,977,489
Benefits		822,938		724,868
Temp and overtime		186,313		186,313
School Budgets		1,012,475		955,446
Total		42,025,405		40,186,237

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

	Revised Budget 2020/21		Budget 2020/21	
Expenditures	FTE	\$	FTE	\$
Consultants and Principal				
Salaries	10.00	1,134,243	10.00	1,100,836
Benefits		133,407		128,794
Safe Schools and Students at Risk				
Salaries	3.00	261,120	3.00	261,120
Benefits		46,408		45,778
Central Professionals and Clerical				
Salaries	5.80	385,765	4.80	295,875
Benefits		108,168		92,459
Information Technology				
Salaries	17.00	1,159,854	17.00	1,139,180
Benefits		340,613		335,665
Overtime and temp wages and benefits		37,560		27,141
Trustees				
Salaries and benefits		84,700		85,174
Director and Superintendents				
Salaries	7.00	1,195,992	7.00	1,195,481
Benefits		141,512		140,131
Admin Assistants and SO Support				
Salaries	6.00	419,259	6.00	413,481
Benefits		120,566		119,832
Overtime and temp wages and benefits		14,000		14,000
General and Business Administration				
Salaries	11.91	953,795	11.91	932,378
Benefits		277,576		273,825
Overtime and temp wages and benefits		8,500		8,500
Human Resources and H&S				
Salaries	7.00	691,844	8.00	706,490
Benefits		180,362		193,843
Overtime and temp wages and benefits		5,373		5,473
Communications				
Salaries	2.57	202,274	2.57	196,507
Benefits		54,203		53,261
School Operations and Maintenance				
Salaries	18.75	1,217,685	18.75	1,200,646
Benefits		378,132		376,035
Overtime and temp wages and benefits		43,915		43,915
Transportation				
Salaries	4.00	279,806	4.00	280,639
Benefits		69,870		69,037
Secondment				
Salaries	3.50	328,439	3.50	328,439
Benefits		44,048		43,415
Total		10,321,488		10,109,849

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

	Revised Budget 2020/2021		Budget 2020/2021	
	FTE	\$	FTE	\$
Elementary Expenditures				
Special Education Teachers				
Salaries	49.00	4,773,928	48.00	4,701,784
Benefits		685,683		676,351
Supply Teacher Costs				
Salaries		87,714		87,714
Benefits		8,279		8,279
Educational Assistants				
Salaries	229.81	8,642,893	228.54	8,594,914
Benefits		3,427,119		3,472,913
Supply Wages and Benefits		570,531		572,539
Support Workers				
Salaries	11.00	426,537	11.00	426,537
Benefits		166,823		166,014
Supply Wages and Benefits		36,048		36,048
Secondary Expenditures				
Special Education Teachers				
Salaries	28.00	2,669,500	27.50	2,633,428
Benefits		392,838		387,488
Curriculum Chair allowances		25,362		25,362
Supply Teacher Costs				
Salaries		67,957		67,957
Benefits		6,414		6,414
Educational Assistants				
Salaries	62.00	2,333,526	58.43	2,199,049
Benefits		936,908		881,179
Supply Wages and Benefits		185,386		175,303
Support Workers				
Salaries	12.00	465,313	12.00	465,313
Benefits		181,989		181,107
Supply Wages and Benefits		5,049		5,049
Central Expenditures				
Special Education Teachers				
Salaries	3.00	259,201	3.00	259,201
Benefits		37,829		37,247
Section 23				
Salaries	1.00	102,403	1.00	102,403
Benefits		12,975		12,783
Consultants				
Salaries	5.00	521,673	5.00	532,872
Benefits		64,814		64,392
Paraprofessionals				
Salaries	22.04	1,520,417	21.04	1,488,976
Benefits		469,298		451,058
Sub-total Wages and Benefits		29,084,409		28,719,678
Department Budgets				
Superintendent of Special Education		54,044		29,331
Mental Health Data and Information Collection		50,000		50,000
Special Education Services		352,074		350,615
Professional Development - Supply Costs		74,456		74,456
SEA		1,300,351		674,645
CASA/ABA Support		108,083		68,947
Sub-total department budgets		1,939,008		1,247,994
Total Expenditures		31,023,417		29,967,672

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

	Revised Budget 2020/21	Budget 2020/21
Expenditures	\$	\$
Teaching and Learning		
Central Services	70,550	70,550
Teacher/Curriculum Support Services	41,754	41,754
Early Learning	26,030	26,030
Tutoring	62,136	62,136
Religion and Family Life Education	274,519	274,519
Indigenous Education	195,709	144,114
MISA	40,217	40,217
Curriculum and Assessment Implementation (prior year was EPO)	41,456	41,456
Literacy, Numeracy, Student Achievement	52,134	52,134
Student Success Initiatives	164,192	164,192
OYAP Program Support	115,300	104,028
Experiential Learning (prior year was EPO)	37,020	37,020
Specialist High Skills Major Program	237,994	62,897
Outdoor Education	131,199	131,199
Safe and Accepting Schools	67,120	67,120
Catholic Parent Engagement	25,245	25,245
Superintendent of Learning & Student Success(Elem)	14,596	14,596
Superintendent of Learning & Student Success(Sec)	9,399	9,399
Superintendent of Learning & Innovation Tech	17,096	17,096
Subtotal	1,623,666	1,385,702
Learning Technologies		
Computer Plan Current Year	904,046	904,046
Learning Technology	662,942	558,855
Teacher In-service Release	11,868	11,868
Corporate Systems	952,390	952,390
Subtotal	2,531,246	2,427,159
Administrative Departments		
Employee & Labour Relations & Leadership		
Superintendent of Learning,Leadership and HR	16,996	16,996
New Teacher Induction Program	65,020	65,020
Human Resources Services	168,646	168,646
Trustees	165,450	165,450
Director of Education	136,230	136,230
Communications and FOI	79,640	79,640
Business, Finance, Facilities and Transportation		
General Administration - School Support	188,000	150,000
General Administration - Admin Support	130,136	168,136
Superintendent of Business and Capital Planning	36,242	36,242
School Support	20,000	20,000
Emergency Preparedness	5,310	5,310
Business Administration	95,048	95,048
Health & Safety/SIPI	188,973	188,973
Community Use of Schools	28,760	28,760
School Facilities Operations	2,220,793	2,190,392
School Facilities Utilities	3,235,000	3,235,000
School Facilities Maintenance	2,011,440	2,011,440
Transportation	12,600,279	12,680,279
Total Department Budgets	25,587,761	25,295,309
Supported Capital Debt - Interest Portion	2,012,091	2,012,091
Supported Capital Debt - Principal Portion	3,266,154	3,266,154
Capital Debt Expenditures	5,278,245	5,278,245
COVID-19 PPE and cleaning Contingency	-	750,000
Total	30,866,006	31,323,554

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

	Revised Budget 2020/21	Budget 2020/21
Revenue	\$	\$
COVID - Health and Safety Training for Occasional Staff	68,807	-
COVID - Transportation	229,231	-
COVID - Transportation Federal	292,269	-
COVID - Ventilation in Classrooms	367,900	-
Ontario Labour Market Partnership	176,264	176,264
After School Skills Development Program	68,031	68,031
Educators Autism AQ Subsidy	11,667	11,667
Well-Being and Mental Health Bundle	26,255	26,255
School College Work Initiative	40,000	40,000
OLE - FML and FSL, French Extended Learning	88,137	88,137
SHSM Additional funding	450,628	401,728
Renewed Mathematics Strategy	327,000	327,000
Parents Reaching Out	10,500	10,500
Total	2,156,689	1,149,582
Expenditures - Non Staffing		
COVID - Health and Safety Training for Occasional Staff	68,807	-
COVID - Transportation	229,231	-
COVID - Transportation Federal	292,269	-
COVID - Ventilation in Classrooms	367,900	-
Ontario Labour Market Partnership	56,702	56,702
After School Skills Development Program	68,031	68,031
Educators Autism AQ Subsidy	11,667	11,667
Well-Being and Mental Health Bundle	26,255	26,255
School College Work Initiative	40,000	40,000
OLE - FML and FSL, French Extended Learning	88,137	88,137
SHSM Additional funding	450,628	401,728
Renewed Mathematics Strategy	29,482	30,374
Parents Reaching Out	10,500	10,500
Expenditures	1,739,609	733,394
Net funding allocated to Staffing	417,080	416,188

BUSINESS AND FINANCE

Report to the Board

Meeting: ☐ In Camera

☒ Open

Presented for: ☐ Information

☒ Approval

Meeting Date: December 15, 2020

Submitted by: Isabel Grace, Superintendent of Business/Finance

Subject: Education Development Charges Bylaw Renewal

Recommended Action(s): see end of the report

Background:

Administration has been working on preparation of a new education development charge by-law for Clarington since the fall of 2019. The Board's current by-law for Clarington was due to expire in July, 2020, however due to the Covid-19 pandemic, the expiry date was extended by the government so that the Board has been granted additional time to complete the process. The Board does not now have by-laws in place for the City of Kawartha Lakes, the City or County of Peterborough, or Northumberland County.

The Board released its background document on existing education development charge policies and the background study for the proposed by-law in the spring of 2020.

With respect to the proposed by-law, Board staff, its consultants and lawyers have either met in person, or had opportunities virtually to meet with the Municipality of Clarington and with representatives of the development community throughout the process.

On September 10, 2020, the Board held public meetings to discuss the policies and to discuss the education development charge background study and proposed by-law. No

member of the public attended the meetings and no delegations were received by the Board prior to the meetings.

The Board's current by-law provides that 90% of the net education land costs recovered under the by-law come from residential development and 10% come from non-residential development. Administration recommends that the Board continue with this allocation and the attached draft by-law so provides.

The Board's current by-law imposes a uniform charge on all residential development. Administration recommends that the new by-law do the same.

The Board's current by-law does not provide for any exemptions outside of those indicated by statute (with the exception of non-residential agricultural buildings or structures). The new by-law provides for an exemption for lands owned by and used for public hospitals.

Following the proposed passage of a new by-law on December 15, 2020, Administration recommends that it come into effect on January 1, 2021 to permit stakeholders to be notified of the new by-law.

The form of by-law which Administration recommends be passed by the Board is attached as Schedule 1. It is in the form of the draft by-law previously posted on the Board's website, with amounts and dates inserted - and an exemption for public hospitals - to reflect the foregoing.

The Board submitted all necessary material to the Ministry of Education and on December 11, 2020 received approval from the Minister of Education of the Board's estimates of the total number of new elementary school pupils and new secondary school pupils and the number of elementary school sites and the secondary school sites in accordance with section 10 of Ontario Regulation 20/98. That approval is required before the Board can pass a new EDC by-law.

Recommended Action:

1. That the Board determine that no further public meetings need to be held by the Board in regard to the proposed by-law since any changes in the form of by-law from that previously posted on the Board's website are clerical in nature or reflect an exemption for public hospitals.
2. That the Board levy an education development charge on both residential and non-residential development and that the percentage of the growth related net education land cost that is to be recovered from non-residential development be 10%.

3. That the education development charge on residential development be a uniform charge on all residential development.
4. That the new residential education development charge be phased in as required under current regulations from the current amount of \$710 per dwelling unit to a maximum of \$1,202 per dwelling unit as outlined in Appendix A.
5. That the new non-residential education development charge be phased in as required under current regulations from the current rate of \$.16 per square foot of gross floor area to a maximum of \$0.60 per square foot of gross floor area as outlined in Appendix A.
6. That the new by-law come into effect on January 1, 2021 and expire on December 31, 2025 (unless repealed on an earlier date).
7. That the Board enact and pass the by-law set out at Schedule "1".

PVNCCDSB							
Type of Development	2015 EDC RATE	Year 1	Year 2	Year 3	Year 4	Year 5	MAXIMUM RATE
Residential	\$710	\$1,010	\$1,202	\$1,202	\$1,202	\$1,202	\$1,202
Non-Residential	\$0.16	\$0.26	\$0.36	\$0.46	\$0.56	\$0.60	\$0.60

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

EDUCATION DEVELOPMENT CHARGES BY-LAW

FOR THE MUNICIPALITY OF CLARINGTON

A by-law for the imposition of education development charges

WHEREAS subsection 257.54 (1) of the *Education Act* provides that if there is residential development in the area of jurisdiction of a district school board of education that would increase education land costs, the district school board may pass by-laws for the imposition of education development charges against land in its area of jurisdiction undergoing residential or non-residential development provided that the development requires one or more of the actions identified in subsection 257.54(2) of the *Education Act*;

WHEREAS the Peterborough Victoria Northumberland and Clarington Catholic District School Board (the “**Board**”) has referred to the Minister of Education the following estimates with respect to the Municipality of Clarington for approval:

- (i) the total number of new school pupils and the number of existing school pupil places that could reasonably be used to accommodate those new school pupils, for each of the 15 years immediately following the day the Board intends to have this by-law come into force;
- (ii) the total number of new school pupils who were or who are, for each of the years referred to in paragraph (i), expected to be generated by new dwelling units that were since July 1, 2015 built in the area in which the charges are to be imposed under this by-law;
- (iii) the number of existing and planned school pupil places that could reasonably be used to accommodate the estimated total number of new school pupils referred to in paragraph (ii); and,
- (iv) the number of school sites used by the Board to determine the net education land cost to be recovered in the 15-year period immediately following the day the Board intends to have this by-law come into force;

which estimates the Minister of Education approved on December 11, 2020 in accordance with section 10 of Ontario Regulation 20/98, as amended;

WHEREAS the estimated average number of elementary school pupils of the Board over the five years immediately following the day this by-law comes into force will exceed the total capacity of the Board to accommodate elementary school pupils throughout its jurisdiction on the

day this by-law is passed;

WHEREAS the Board has given a copy of the education development charge background study relating to this by-law to the Minister of Education and to each school board having jurisdiction within the area to which this by-law applies;

WHEREAS the Board has provided any information related to the education development charge background study or the calculation of education development charges as set out therein requested by the Minister of Education;

WHEREAS the Board has given notice of and held a public meeting on September 10, 2020, in accordance with subsection 257.60(2) of the *Education Act*;

WHEREAS the Board has given notice of and held a public meeting on September 10, 2020 in accordance with subsection 257.63(1) of the *Education Act*;

WHEREAS the Board has permitted any person who attended the public meetings on September 10, 2020 to make representations in respect of the proposed education development charges and by-law;

WHEREAS the Board has determined in accordance with subsection 257.63(3) of the *Education Act* that no additional public meeting is necessary in respect of this by-law;

NOW THEREFORE THE PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD HEREBY ENACTS AS FOLLOWS:

PART I

APPLICATION

Defined Terms

1. In this by-law,
 - (a) “Act” means the *Education Act*, R.S.O. 1990, c.E.2, as amended, or a successor statute;
 - (b) “agricultural building or structure” means a building or structure used, or designed or intended for use for the purpose of a *bona fide* farming operation including, but not limited to, animal husbandry, dairying, fallow, field crops, removal of sod, forestry, fruit farming, horticulture, market gardening, pasturage, poultry keeping and any other activities customarily carried on in the field of agriculture, and residential buildings which are used exclusively to provide living accommodation

for employees of the operator of the farming operation and which are occupied for fewer than six (6) consecutive months during each calendar year, but shall not include a dwelling unit or any other building or structure or parts thereof used for other retail, commercial, office, industrial or institutional purposes which constitute non-residential development;

- (c) “Board” means the Peterborough Victoria Northumberland and Clarington Catholic District School Board;
- (d) “development” includes redevelopment;
- (e) “dwelling unit” means a room or suite of rooms used, or designed or intended for use by one person or persons living together, in which culinary and sanitary facilities are provided for the exclusive use of such person or persons, and shall include, but is not limited to, a dwelling unit or units in an apartment, group home, mobile home, duplex, triplex, semi-detached dwelling, single detached dwelling, stacked townhouse and townhouse;
- (f) “education land costs” means costs incurred or proposed to be incurred by the Board,
 - (i) to acquire land or an interest in land, including a leasehold interest, to be used by the Board to provide pupil accommodation;
 - (ii) to provide services to the land or otherwise prepare the site so that a building or buildings may be built on the land to provide pupil accommodation;
 - (iii) to prepare and distribute education development charge background studies as required under the Act;
 - (iv) as interest on money borrowed to pay for costs described in paragraphs (i) and (ii); and
 - (v) to undertake studies in connection with an acquisition referred to in paragraph (i).

but not:

- (vi) costs of any building to be used to provide pupil accommodation; or
- (vii) costs that are prescribed in the Regulation as costs that are not education land costs.
- (g) “education development charge” means charges imposed pursuant to this by-law in accordance with the Act;
- (h) “existing industrial building” means a building used for or in connection with,
 - (i) manufacturing, producing, processing, storing or distributing something,

- (ii) research or development in connection with manufacturing, producing or processing something,
 - (iii) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production or processing takes place,
 - (iv) office or administrative purposes, if they are,
 - (1) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
 - (2) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution;
- (i) “gross floor area of non-residential development” means in the case of a non-residential building or structure or the non-residential portion of a mixed-use building or structure, the total floor area, measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls, and, for the purpose of this definition, the non-residential portion of a mixed-use building is deemed to include one-half of any area common to the residential and non-residential portions of such mixed-use building or structure;
- (j) “local board” means a local board as defined in the *Municipal Affairs Act*, R.S.O. 1990, c. M.46, as amended, other than a board defined in subsection 257.53(1) of the Act;
- (k) “mixed use” means land, buildings or structures used, or designed or intended for use, for a combination of non-residential and residential uses;
- (l) “Municipality” means the Municipality of Clarington in the Regional Municipality of Durham;
- (m) “non-residential building or structure” means a building or structure or portions thereof used, or designed or intended for use for other than residential use and includes, but is not limited to, an office, retail, industrial or institutional, building or structure;
- (n) “non-residential development” means a development other than a residential development and includes, but is not limited to, office, retail, industrial or institutional development;
- (o) “non-residential use” means lands, buildings or structures or portions thereof used, or designed or intended for use for other than residential use and includes, but is not limited to, an office, retail, industrial or institutional use;
- (p) “*Planning Act*” means the Planning Act, R.S.O. 1990, c. P.13, as amended;

- (q) “Region” means the Regional Municipality of Durham;
 - (r) “Regulation” means Ontario Regulation 20/98, as amended, made under the Act;
 - (s) “residential development” means lands, buildings or structures developed or to be developed for residential use.
 - (t) “residential use” means lands, buildings or structures used, or designed or intended for use as a dwelling unit or units, and shall include a residential use accessory to a non-residential use and the residential component of a mixed use or agricultural use.
2. In this by-law where reference is made to a statute or a section of a statute such reference is deemed to be a reference to any successor statute or section.

Lands Affected

3. (1) Subject to subsections (2) to (6), this by-law applies to all lands in the Municipality.
- (2) This by-law shall not apply to lands that are owned by and are used for the purposes of:
- (a) the Municipality or a local board thereof;
 - (b) a board as defined in subsection 257.53(1) of the Act;
 - (c) the Region or a local board thereof;
 - (d) a public hospital receiving aid under the *Public Hospitals Act*, R.S.O. 1990, c.26, as amended; or,
 - (e) Metrolinx.
- (3) Subject to subsection (4), an owner shall be exempt from education development charges if a development on its lands would construct, erect, or place a building or structure, or make an addition or alteration to a building or structure for one of the following purposes:
- (a) a private school;
 - (b) a long-term care home, as defined in the *Long-Term Care Homes Act, 2007*, S.O. 2007, c. 8, as amended;
 - (c) a retirement home, as defined in the *Retirement Homes Act, 2010*, S.O. 2010, c. 11, as amended;
 - (d) a hospice or other facility that provides palliative care services;
 - (e) a child care centre, as defined in the *Child Care and Early Years Act, 2014*, S.O. 2014, c. 11, Sched. 1, as amended; or

- (f) a memorial home, clubhouse or athletic grounds owned by the Royal Canadian Legion.
- (4) If only a portion of a building or structure, or an addition or alteration to a building or structure, referred to in subsection (3) will be used for a purpose identified in that subsection, only that portion of the building, structure, addition or alteration is exempt from an education development charge.
- (5) An owner shall be exempt from education development charges if the owner is,
 - (a) a college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*, S.O. 2002, c. 8, Sched. F, as amended;
 - (b) a university that receives regular and ongoing operating funds from the Government of Ontario for the purposes of post-secondary education;
 - (c) an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*, S.O. 2017, c. 34, Sched. 20, as amended;
- (6) This by-law shall not apply to non-residential agricultural buildings or structures that are owned by and are used for the purposes of a *bona fide* farming operation.

Approvals for Development

- 4. (1) Education development charges shall be imposed against all lands, buildings or structures undergoing residential development if the development requires one or more of the following:
 - (a) the passing of a zoning by-law or of an amendment thereto under section 34 of the *Planning Act*;
 - (b) the approval of a minor variance under section 45 of the *Planning Act*;
 - (c) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
 - (d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
 - (e) a consent under section 53 of the *Planning Act*;
 - (f) the approval of a description under the *Condominium Act, 1998*, S.O. 1998, c. C.19, as amended; or
 - (g) the issuing of a permit under the *Building Code Act, 1992*, S.O. 1992, c.23, as amended, in relation to a building or structure.
- (2) In respect of a particular development an education development charge will be collected once, but this does not prevent the application of this by-law to future development on the same property.

5. (1) Education development charges shall be imposed against all lands, buildings or structures undergoing non-residential development which has the effect of creating gross floor area of non-residential development or of increasing existing gross floor area of non-residential development if the development requires one or more of the following:
- (a) the passing of a zoning by-law or of an amendment thereto under section 34 of the *Planning Act*;
 - (b) the approval of a minor variance under section 45 of the *Planning Act*;
 - (c) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
 - (d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
 - (e) a consent under section 53 of the *Planning Act*;
 - (f) the approval of a description under the *Condominium Act, 1998*, S.O. 1998, c. C.19, as amended; or
 - (g) the issuing of a permit under the *Building Code Act, 1992*, S.O. 1992, c.23, as amended, in relation to a building or structure.
- (2) In respect of a particular development an education development charge will be collected once, but this does not prevent the application of this by-law to future development on the same property.
6. The Board has determined that the residential development of land in the area of jurisdiction of the Board increases education land costs.

Categories of Development and Uses of Land Subject to Education Development Charges

7. Subject to the provisions of this by-law, education development charges shall be imposed upon all categories of residential development and non-residential development.
8. Subject to the provisions of this by-law, education development charges shall be imposed upon all uses of land, buildings or structures.

PART II

EDUCATION DEVELOPMENT CHARGES

Residential Education Development Charges

9. Subject to the provisions of this by-law, an education development charge per dwelling unit shall be imposed upon the designated categories of residential development and the designated residential uses of land, buildings or structures, including a dwelling unit accessory to a non-residential use, and, in the case of a mixed-use building or structure, upon the dwelling units in the mixed-use building or structure. The education development

charge per dwelling unit shall be in the following amounts for the periods set out below:

- (a) January 1, 2021 to December 31, 2021 - \$1,010.00; and,
- (b) January 1, 2022 to December 31, 2025 - \$1,202.00.

Exemptions from Residential Education Development Charges

10. (1) In this section,
- (a) “gross floor area” means the total floor area, measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls;
 - (b) “other residential building” means a residential building not in another class of residential building described in this section;
 - (c) “semi-detached or row dwelling” means a residential building consisting of one dwelling unit having one or two vertical walls, but no other parts, attached to another structure;
 - (d) “single detached dwelling” means a residential building consisting of one dwelling unit that is not attached to another building.
- (2) Subject to subsections (3) and (4), education development charges shall not be imposed with respect to,
- (a) the enlargement of an existing dwelling unit that does not create an additional dwelling unit;
 - (b) the creation of one or two additional dwelling units in an existing single detached dwelling; or
 - (c) the creation of one additional dwelling unit in a semi-detached dwelling, a row dwelling, or any other residential building.
- (3) Notwithstanding clause (2)(b), education development charges shall be imposed in accordance with section 9 if the total gross floor area of the additional unit or two additional dwelling units exceeds the gross floor area of the existing single detached dwelling.
- (4) Notwithstanding clause (2)(c), education development charges shall be imposed in accordance with section 9 if the additional dwelling unit has a gross floor area greater than,
- (a) in the case of a semi-detached or row dwelling, the gross floor area of the existing dwelling unit; or
 - (b) in the case of any other residential building, the gross floor area of the

smallest dwelling unit already contained in the residential building.

(5) For the purposes of this section 10, an “additional dwelling unit” is a dwelling unit for which the application for the building permit for such additional dwelling unit is submitted no sooner than twelve (12) months after the earliest of the dates on which any of the following events occurs:

- (i) the issuance of a certificate of occupancy for the dwelling unit already in the building;
- (ii) if no certificate of occupancy is issued by the area municipality, the occupancy of the dwelling unit already in the building, as established by proper evidence of such occupancy; or,
- (iii) the delivery of the certificate of completion, pursuant to subsection 13(3) of the *Ontario New Home Warranties Plan Act*, R.S.O. 1990, c. O.31, as amended, for the dwelling unit already in the building.

11. (1) Education development charges under section 9 shall not be imposed with respect to the replacement, on the same site, of a dwelling unit that was destroyed by fire, demolition or otherwise, or that was so damaged by fire, demolition or otherwise as to render it uninhabitable.
- (2) Notwithstanding subsection (1), education development charges shall be imposed in accordance with section 9 if the building permit for the replacement dwelling unit is issued more than 2 years after,
- (a) the date the former dwelling unit was destroyed or became uninhabitable; or
 - (b) if the former dwelling unit was demolished pursuant to a demolition permit issued before the former dwelling unit was destroyed or became uninhabitable, the date the demolition permit was issued.
- (3) Notwithstanding subsection (1), education development charges shall be imposed in accordance with section 9 against any dwelling unit or units on the same site in addition to the dwelling unit or units being replaced. The onus is on the applicant to produce evidence to the satisfaction of the Board, acting reasonably, to establish the number of dwelling units being replaced.
- (4) Education development charges shall be imposed in accordance with section 12 where the dwelling unit described in subsection (1) is replaced by or converted to, in whole or in part, non-residential development.

Non-Residential Education Development Charges

12. Subject to the provisions of this by-law, an education development charge shall be imposed upon the designated categories of non-residential development and the designated non-residential uses of land, buildings or structures and, in the case of a mixed use building or

structure, upon the non-residential uses in the mixed-use building or structure. The education development charge per square foot (square metre) of such non-residential development and uses of land, buildings or structures shall be in the following amounts for the periods set out below:

- (a) January 1, 2021 to December 31, 2021- \$0.26 per square foot (\$2.80 per square metre);
- (b) January 1, 2022 to December 31, 2022-\$0.36 per square foot (\$3.88 per square metre);
- (c) January 1, 2023 to December 31, 2023- \$0.46 per square foot (\$4.95 per square metre);
- (d) January 1, 2024 to December 31, 2024- \$0.56 per square foot (\$6.03 per square metre); and,
- (e) January 1, 2025 to December 31, 2025- \$0.60 per square foot (\$6.46 per square metre).

Exemptions from Non-Residential Education Development Charges

- 13. Notwithstanding section 12 of this by-law, education development charges shall not be imposed upon a non-residential development if the development does not have the effect of creating gross floor area of non-residential development or of increasing existing gross floor area of non-residential development.
- 14.
 - (1) Education development charges under section 12 shall not be imposed with respect to the replacement, on the same site, of a non-residential building or structure that was destroyed by fire, demolition or otherwise, or that was so damaged by fire, demolition or otherwise as to render it unusable.
 - (2) Notwithstanding subsection (1), education development charges shall be imposed in accordance with section 12 if the building permit for the replacement non-residential building or structure is issued more than 5 years after,
 - (a) the date the former building or structure was destroyed or became unusable; or
 - (b) if the former building or structure was demolished pursuant to a demolition permit issued before the former building or structure was destroyed or became unusable, the date the demolition permit was issued.
 - (3) Notwithstanding subsection (1), if the gross floor area of the non-residential part of the replacement building or structure exceeds the gross floor area of the non-residential part of the building or structure being replaced, education development charges shall be imposed in accordance with section 12 against the additional gross floor area. The onus is on the applicant to produce evidence to the satisfaction of the Board, acting reasonably, to establish the gross floor area of the non-residential building or structure being replaced.

- (4) Education development charges shall be imposed in accordance with section 9 if the non-residential building or structure described in subsection (1) is replaced by or converted to, in whole or in part, a dwelling unit or units.
15. (1) If a development includes the enlargement of the gross floor area of an existing industrial building, the amount of the education development charge that is payable in respect of the enlargement shall be determined in accordance with the following rules:
- (a) if the gross floor area is enlarged by 50 per cent or less, the amount of the education development charge in respect of the enlargement is zero;
 - (b) if the gross floor area is enlarged by more than 50 per cent the amount of the education development charge in respect of the enlargement is the amount of the education development charge that would otherwise be payable multiplied by the fraction determined as follows:
 - (i) determine the amount by which the enlargement exceeds 50 per cent of the gross floor area before the enlargement.
 - (ii) divide the amount determined under paragraph (i) by the amount of the enlargement.
- (2) For the purposes of subsection (1), the following provisions apply:
- (a) the gross floor area of an existing industrial building shall be calculated as it existed prior to the first enlargement of such building for which an exemption under section 15(1) or a similar provision of any prior education development charge by-law of the Board was sought;
 - (b) the enlargement of the gross floor area of the existing industrial building must be attached to such building;
 - (c) the enlargement must not be attached to the existing industrial building by means only of a tunnel, bridge, passageway, shared below grade connection, foundation, footing or parking facility, but must share a common wall with such building.

PART III

ADMINISTRATION

Payment of Education Development Charges

16. Education development charges are payable in full to the municipality in which the development takes place on the date a building permit is issued in relation to a building or structure on land to which this education development charge by-law applies.
17. The treasurer of the Board shall establish and maintain an educational development charge reserve fund in accordance with the Act, the Regulation and this by-law.

Payment by Services

18. Notwithstanding the payments required under section 16, and subject to section 257.84 of the Act, the Board may, by agreement, permit an owner to provide land for pupil accommodation in lieu of the payment of all or a part of the education development charges.

Collection of Unpaid Education Development Charges

19. Section 349 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, applies with necessary modifications with respect to an education development charge or any part of it that remains unpaid after it is payable.

Date By-Law in Force

20. This by-law shall come into force on January 1, 2021. On such date, the Peterborough Victoria Northumberland and Clarington Catholic District School Board 2015 Education Development Charges By-Law (Municipality of Clarington) shall be repealed.

Date By-Law Expires

21. This by-law shall expire on December 31, 2025, unless it is repealed at an earlier date.

Severability

22. In the event any provision, or part thereof, of this by-law is found by a court of competent jurisdiction to be *ultra vires*, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this by-law shall remain in full force and effect.

Interpretation

23. Nothing in this by-law shall be construed so as to commit or require the Board to authorize or proceed with any capital project at any time.

Short Title

24. This by-law may be cited as the Peterborough Victoria Northumberland and Clarington Catholic District School Board 2020 Education Development Charges By-Law (Municipality of Clarington).

ENACTED AND PASSED this 15th day of December, 2020.

.....
Chairperson of the Board

.....
Director of Education and Secretary/Treasurer of the Board

**Joint Health and Safety Committee Semi-annual Report,
December 8, 2020.**

R.A. that the Joint Health and Safety Committee Semi-annual Report to the Director of Education dated December 8, 2020, be received.

December 8, 2020.

Administration



JOINT HEALTH AND SAFETY COMMITTEE SEMI-ANNUAL REPORT

To: The Director of Education

From: The Joint Health and Safety Committee

Date: December 8, 2020

1 Introduction

Under the Ontario Occupational Health and Safety Act and Board Administrative Procedure for Occupational Health and Safety, the Board is committed to providing and maintaining a healthy and safe workplace by complying with all relevant health and safety legislation. To ensure that the Board meets its obligations, the Health and Safety Committee meets five times per school year to review, update and provide guidance to our stakeholders on health and safety related matters. All Board properties are inspected monthly by Work Site Inspection Committees.

This report summarizes the health and safety activities undertaken by the Joint Health and Safety Committee during the period July 2020- December 2020 and demonstrates the commitment of the Board, schools, administrative sites and the Committee to be compliant with the requirements of health and safety legislation.

Committee representation is comprised of the following staff members:

Management

Richard Driscoll – Co-Chair
Donna Sorrell
Darren Kahler
Derek Abrams

Worker

Bryan Dafoe- Co-Chair
Joseph DeVuono
Nora Shaughnessy
Mitch Donaldson

Melissa Featherstone, Health and Safety Officer (Guest Advisor)
Joan Carragher, Superintendent of Human Resources (Guest Attendee)
Kelly McNeely, OECTA President (Guest Attendee)

2 Highlights from July 2020 – December 2020

- Annually the Board reviews the Workplace Violence Prevention AP, Workplace Harassment Prevention AP, and Occupational Health and Safety AP. At the October 27, 2020 meeting of the JHSC, the Committee was given the opportunity to provide any comment or feedback on required changes to these to be considered prior to Board review.
- Throughout the summer of 2020 the JHSC members were helpful in reviewing proposed guidelines for PVNC Catholic staff return to work during the COVID 19 pandemic. They provided constructive feedback for incorporation into the guideline. The different perspectives of the various groups the JHSC represents was helpful in providing different viewpoints and interpretations of how the guidelines may be used as well as identifying additional information to include. This was an excellent opportunity for committee members to work together in the interest of taking all precautions reasonable to protect worker health and safety. The committee continues to discuss COVID 19 as a standing item on the committee agenda for the duration of the COVID pandemic.
- Health and Safety Training Day- the Annual Staff Health and Safety Training Day was observed prior to the students start of the school year. Information modules regarding COVID 19 safety and procedures were added to the annually completed training sessions due to the current Pandemic.
- For the first time, and due to the COVID 19 Pandemic, Work Site Inspection Committee Representative Training was offered as online SafeSchools training to any staff new to the role, or who had not completed Work Site Inspection training in the last 3 years. The training was assigned to 61 staff members and has had a 57 % completion rate to date (December 4).
- Due to COVID 19, and in the interest of minimizing contacts within a school, JHSC Audits for the 2020-2021 school year will be pre-arranged with schools and will include one manager representative and one worker representative from the committee.
- In the 2020-2021 school year, the JHSC has made 0 recommendations to the employer to date. This reflects the great efforts the committee worker and management representatives make to work together to resolve safety concerns in a timely and effective manner.
- The Ministry of Labour, Training and Skills Development has conducted three visits to PVNC Catholic sites in the period of July 2020- December 2020. The first 2 visits were in regards to COVID 19 consultation and received no orders. The third visit was in regards to a work refusal investigation and resulted in one order. The Health and Safety Officer and JHSC worker co-chair are working with the Principal to resolve the order and close it out by the December 25, 2020 deadline.
- Heating Ventilation and Air Conditioning Systems (HVAC)- The JHSC has received information updates and consultant reports in regards to the Board's current efforts to improve HVAC in light of the COVID 19 Pandemic.

3 Upcoming/Ongoing Projects

- The JHSC will continue to monitor accident and incident statistics as provided at each JHSC meeting and will recommend preventive measures to the Employer as they are identified.
- A Sub-Committee of the JHSC has been established to focus on Workplace Violence incidents. The Sub-Committee met on December 4th to establish their mandate and identify focus schools for the 2020-2021 school year. Initially the group has decided to focus on a small number of sites whereby efforts may be made in consultation with other departments to decrease the number of incidents of workplace violence against staff.
- The committee continues to work on ensuring the adequate communication of workplace violence risks in the workplace to all staff who could potentially be at risk. The Board has a form 'Notification of Risk' which is to be used to communicate this risk to staff as per the requirements of the Occupational Health and Safety Act Section 32.0.5 (3) and the Board's Workplace Violence Prevention AP. We would kindly request that the Board continue to highlight the necessity and legal obligation for Principals to share this information with staff at future Principal/Vice-Principal meetings.
- The JHSC's Terms of Reference approval by the Ministry of Labour, Training, and Skills Development is due for renewal by August 2021. The JHSC will add this item to each meeting and will endeavour to have a revised signed version ready for submission for June 2021.
- The transition to reporting and tracking accident/incident reports in CLEVR continues to cause difficulty in tracking claims information. The Manager of HR continues to work with CLEVR and the IT department to correct issues as they are identified.

4 Learning Opportunities

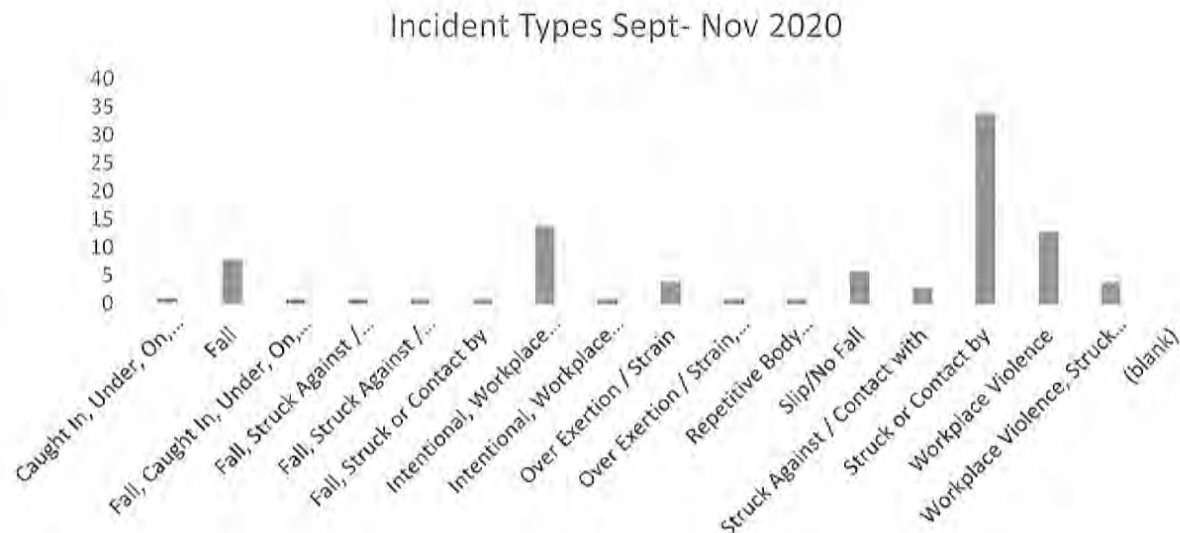
- The JHSC plans to extend an invite to Electrical Safety Authority to attend a meeting to speak about electrical safety.
- The JHSC plans to extend an invite to the Peterborough Health unit to attend a meeting to speak to COVID 19 protocols.

5 Incident Reporting

Incident Type Totals September-November 2020

* Please note- the online incident report form was changed over the summer 2020. As such, information from July and August is not captured in these report details, which came from the new report.

For the months of September 2020- November 2020, there have been 110 total incident reports placed. *Struck or Contact By* being the most reported incident type (34 reports/31% cite this as one of the incident types).



Of the 110 incident reports received in the time period of Sept- Nov 2020, 9 have resulted in staff having lost-time from work and 11 have resulted in staff requiring health-care. These incidents are reported to WSIB as compensable injuries.

Work Site Inspection Committee Inspection Completion Rates

September	89%
October	97%
November	89%

Work Site Inspection Committee Quarterly Minutes Completion Rate

Q1 (Sep- Nov) 71%

6. 2020 -2021 JHSC Goals / Priorities

The Joint Health and Safety Committee has set the following priorities/ goals for the 2020-2021 school year.

- Focus on Workplace Violence Prevention-
 - Sub-Committee formation on the topic- Committee aims to target efforts to reduce incidents in select sites.
 - As PVNC Catholic workplaces complete Workplace Violence Risk Re-assessments they will be shared with and reviewed by the JHSC. The JHSC may make recommendations to the employer, identify required policies, procedures or guidelines as a result of this review.
 - Ongoing JHSC Meeting review of WV Incident Reports
 - Ongoing review to ensure the Notification of Risk form is being used to communicate workplace violence risks to staff where necessary

- COVID-19 Safe Return to Work/School - The JHSC will be looking to be consulted with and have feedback heard regarding the return to work/school following the COVID-19 Pandemic as new procedures/ policies and practices are considered by the Board to protect workers. The JHSC should be given the opportunity to review and provide feedback regarding safety implications for staff. COVID-19 has been added as an ongoing item on the JHSC agenda for the foreseeable future to allow for such communications until such time as the risk is alleviated.
- The JHSC is committed to ensuring staff psychological health and safety is addressed in an ongoing manner. The committee will continue to provide feedback and input to the employer as new policies and procedures are developed to ensure consideration is always given to psychological health and safety impacts.

Respectfully Submitted,


Bryan D'Arce
Worker Co-Chair (CUPE)


Richard Driscoll
Management Co-Chair (Facilities)