
Regular Board Meeting

Tuesday, November 22, 2022

Open Meeting – 6:30 P.M.-9:30 P.M.

Catholic Education Centre, 1355 Lansdowne Street W., Peterborough

and by Google Meet: <https://meet.google.com/qzb-qeki-imd>

If you would like to join by telephone, 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

Please note that similar to there being physical space limitations in our boardroom for meetings held in person, the virtual meeting platform also has space limitations. Meeting attendance is limited to 100.

Chairperson: Kevin MacKenzie

Vice-chairperson: Jenny Leahy

**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 and Opening Prayer.
2. Land Acknowledgement.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the Minutes
 - a. Approval of the minutes of the October 25, 2022 Regular Board Meeting. **Page 5**
 - b. Approval of the minutes of the November 15, 2022 Inaugural Board Meeting. **Page 15**
7. Business Arising Out of the Minutes.

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

1. Report from the Director of Education, Joan Carragher.

2. Report from the Student Trustees
Siobhan Marie, Senior Student Trustee and
Madelyn Gaskell, Junior Student Trustee.
3. Report from the Manager of Communications, Galen Eagle.
Highlights of System Achievements

C. Presentations:

1. R.A. St. Mary Catholic Secondary School Excursion to New York City, New York, USA, April 12-16, 2023. **R.A.: Page 23** **Details: Page 24**
Sheila Piggott, Superintendent of Learning, Jason Roberts, Principal, St. Mary Catholic Secondary School, and Greg Conway, Teacher, St. Mary Catholic Secondary School.
2. Ensuring Equity: Updates on Equity and Inclusion at PVNCCDSB.
Jeannie Armstrong, Superintendent of Special Education and Benjamin Tenesia, Board Equity Lead.

D. Programs and Services:

E. Business, Finance and Governance:

1. R.A. Recommended Action from the Audit Committee, November 10, 2022: 2021-2022 Audited Financial Statements. **Report: Page 40** **Statements: Page 47**
Isabel Grace, Superintendent of Business, Finance and Facility Services.
2. R.A. Ontario Student Trustee Association Annual Membership Fees.
Jenny Leahy, Board Vice-chairperson. **R.A.: Page 75**
3. R.A. Trustee Professional Development, Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, January 20-21, 2023.
Kevin MacKenzie, Board Chairperson. **R.A.: Page 76**
4. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
Kevin MacKenzie, Board Chairperson.
5. STSCO Governance Committee, Open Session Report, October 26, 2022.
Kevin MacKenzie, Board Chairperson.

F. Human Resources:

G. Policy Development:

1. R.A. Recommended Action from the Policy Development Committee Meeting, November 1, 2022. R.A.: Page 77 Report: Page 78
Loretta Durst, Chairperson, Policy Development Committee.

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
Kevin MacKenzie, Board Chairperson.
2. Committee Chairpersons' Report:
 - a. French as a Second Language Advisory Committee, November 9, 2022.
 - b. Special Education Advisory Committee, November 17, 2022.

L. Future Meetings and Events:

1. Board Meetings:
 - a. Regular Board Meeting Open Session, December 20, 2022, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson Committee Meeting, December 5, 2022, 4:30 p.m.
 - b. Committee-of-the-Whole Meeting, December 5, 2022, 6:30 p.m.
 - c. Policy Development Committee Meeting, February 7, 2023, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
 - a. First Nation Métis Inuit Advisory Committee, December 6, 2022, 6:30 p.m.
 - b. Student Council Liaison Committee, December 20, 2022, 4:15 p.m.
 - c. STSCO Governance Committee, January 11, 2023, 3:00 p.m.
 - d. Special Education Advisory Committee, January 19, 2023, 6:30 p.m.
 - e. Catholic Parent Engagement Committee, January 30, 2023, 6:30 p.m.

- f. Accessibility for All Committee, February 2, 2023, 1:00 p.m.
 - g. Faith and Equity Advisory Committee, February 2, 2023, 6:30 p.m.
 - h. French as a Second Language Advisory Committee, April 26, 2023, 6:30 p.m.
 - i. Audit Committee, TBA
 - j. Supervised Alternative Learning Committee, TBA
4. Board Events: (Listed in chronological order.)
- a. Mass for Deceased PVNCCDSB Community Members, November 23, 2022, 4:30 p.m., St. Peter-in-chains Cathedral, Peterborough.
 - b. Catholic Leadership Development Series, Session #2, December 1, 2022, 4:00 p.m.
 - c. 2023 OCSTA Trustees Seminar, January 20-21, 2023, Marriott Toronto Airport & Conference Centre.

M. Conclusion:

- 1. Report from the In-camera Meeting, November 22, 2022.
- 2. Closing Prayer.
- 3. Adjournment.



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, October 25, 2022, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

Present:

Trustees – Linda Ainsworth, Loretta Durst, Madelyn Gaskell (Junior Student Trustee), Jenny Leahy, Braden Leal (Chairperson), Kevin MacKenzie, and Siobhan Marie (Senior Student Trustee).

Administration – Jeannie Armstrong, Joan Carragher, Alyssa Cymbalista, Jonathan Di Ianni, Isabel Grace, Father Paul Massel, Stephen O'Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy

Regrets: Helen McCarthy

A. Call to Order of the Open Meeting:

The Board Chairperson Braden Leal called the meeting to order at 6:30 p.m. and welcomed guests and media who had joined online. Julianne Charette, Principal at St. Catherine Catholic Elementary School was acknowledged as the principal representative who was present in the boardroom.

1. Examen and Opening Prayer

Father Paul Massel, Board Chaplain and Faith Animator, was invited by the board chairperson to lead a daily examen and open the meeting with prayer.

2. Land Acknowledgement

Braden Leal, Board Chairperson, respectfully acknowledged that the 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 played.

4. Approval of the Agenda

MOTION: Moved by Linda Ainsworth, seconded by Jenny Leahy
that the Agenda be approved.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the Minutes of the September 27, 2022 Regular Board Meeting.

MOTION: Moved by Linda Ainsworth, seconded by Kevin MacKenzie
that the minutes of the September 27, 2022 Regular Board
Meeting be approved.

Carried.

7. Business Arising Out of the Minutes.

There was no business arising out of the minutes.

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

1. Report from the Director of Education.

Joan Carragher gave the Director's Report, which included the following points:

- Congratulations to incumbent trustees, Jenny Leahy, Loretta Durst, and Kevin MacKenzie on their re-election as trustees for Peterborough County, Peterborough City, and Municipality of Clarington.
- Congratulations to newly elected trustees: for Northumberland County, Kathleen Tanguay; for City of Kawartha Lakes, Mary Ann Martin; for Peterborough City, Mike Ayotte; for Clarington, Joshua Glover.
- Congratulations to all candidates who put themselves forward to run for public office to represent and support Catholic education.
- Congratulations to Isabel Grace, Superintendent of Business, Finance and Facilities Services on the announcement of her retirement. We thank her for her 17 years of service to our board.
- Many extra-curriculars are back up and running in schools including basketball, volleyball, football, tennis, soccer, golf, 3-pitch, cross-country, rugby, Terry Fox fundraisers, Masses including Thanksgiving Masses across the system and at

the Catholic Education Centre, secondary parent teacher interviews.

- Gratitude was extended to all staff who coach and facilitate the many activities and opportunities available to students throughout the year.
- Father Paul Massel has begun his board-wide weekly online prayer service each Wednesday.
- A system-wide professional activity day was held on October 24, 2022 with a focus on Catholic School Improvement Plans for Student Achievement and Well-being, Equity and Numeracy.
- The Staff Census Data Survey has been launched and so far there has been a 66% completion rate. The data will be used to better understand and strategically address any systemic barriers that staff may face in board workplaces.
- The Ontario Government launched a direct financial support for families. An online application for a payment of \$200 per child, or \$250 per child with special education needs, is now available until March 31, 2023.
- EQAO released highlights of results from the 2021-2022 school year Ontario Secondary School Literacy Test, Grade 9 Assessment of Mathematics, and the Primary and Junior Division Assessments of Reading, Writing and Mathematics. Board results will be released in the coming days and will be shared publicly very soon after.
- The Right to Read Report was released in February, 2022 by the Ontario Human Rights Commission. We are committed to providing assistance to our youngest readers who are receiving increased literacy supports and interventions. Revised elementary language and French curriculum and the de-streamed Grade 9 English course will be implemented in September, 2023.
- New requirements from the Ministry will begin in 2023-24 to have year two Kindergarten to Grade 2 students screened for reading twice per school year using recommended evidence-based early screening tools.

Joan Carragher invited questions and comments from the trustees at the conclusion of her report.

2. Report from the Student Trustees.

Senior Student Trustee, Siobhan Marie and Junior Student Trustee, Madelyn Gaskell, gave the Student Trustee report which included the following highlights:

- Congratulations on the re-election of Trustees Durst, Leahy, and MacKenzie and best wishes to the trustees who are not returning in the next term.
- Truth and Reconciliation activities took place throughout the schools.

- Congratulations to St. Peter Catholic Secondary School who raised \$27,000 in their recent Terry Fox Fundraising Campaign.
- With guidance from schools, senior students have begun to prepare for post-secondary applications.
- Halloween activities are approaching at the end of the month with scary movies, haunted hallways, pumpkin carving and other spirit week activities.
- Both student trustees were able to attend the OSTA-AECO Fall Conference and the professional development was outstanding with excellent guest speakers.
- Preparations are underway for the board-wide “Voices that Empower” student leadership retreat being planned for December 2, 2022.

Siobhan Marie and Madelyn Gaskell invited questions and comments at the conclusion of their report.

3. Report from the Communications Department.

Communications Officer, Alyssa Cymbalista shared the system achievements from all areas of the board which included the following highlights and initiatives from the PVNC Inspires newsletter:

- The remarkable story of St. Anthony student, Shea Kerin, who has been featured in the latest Sick Kids Foundation Campaign, which recognizes extraordinary stories of its patients’ recoveries.
- United Way Campaign has reached 50% of the year’s fundraising goal.
- A day in the life series: Following a secondary and elementary principal through a typical day to highlight the work of our school administrators.
- National Day for Truth and Reconciliation events at PVNC to honour the survivors and lost children of the residential schools in Canada.
- Paige Rayne, student at Holy Trinity Catholic Secondary School and her artwork which was selected for the Visual Art Centre of Clarington’s 41st Juried Art Exhibition.
- Terry Fox marches held across the board raising money for cancer research.
- Bus Driver Appreciation Day – a video presentation was viewed. The video which was a compilation of messages from students that was posted to social media as an expression of students’ appreciation of their bus drivers.
- Communications Services recent Award of Distinction received at the Canadian Association of Communicators in Education (CACE) Conference for the creation and presentation of the ‘Everyday Hero Staff Recognition Program’.

At the conclusion of the report, Alyssa Cymbalista invited questions and comments from

the trustees.

C. Presentations:

1. Proposed Holy Trinity Catholic Secondary School Excursion to France and Italy, March 6-14, 2024.

Julie Selby introduced the team from Holy Trinity and gave an overview about the proposed excursion, including her endorsement of the trip. Principal Mark Joly and Teachers Paul Jacula and Amanda King, from Holy Trinity Catholic Secondary School, gave a presentation regarding their proposed excursion.

MOTION: Moved by Kevin MacKenzie, seconded by Linda Ainsworth
that the proposed Holy Trinity Catholic Secondary School student excursion to France and Italy, March 6-14, 2024, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

Carried.

2. Protecting the Environment: Updates on PVNCCDSB Environmental Programs.

Sheila Piggott, Superintendent of Learning and Sarah Taylor, Learning Consultant gave a power point presentation on the Environmental programs at PVNCCDSB. They noted that Learning Support Services make a report to the board twice per year to update trustees on environmental education plans and endeavours of the board, including the short and long term goals and the emerging themes and connections to curriculum. Long-term strategies for environmental education include alignment to new curriculum; classroom connections to the certification program, Indigenous education goals, and attention to embedding Faith and the witness to creation in environmental teaching.

The presenters were thanked for their presentation and trustees were invited to ask questions.

3. Providing Excellence in Teaching and Learning: Catholic Board Improvement Plan for Student Achievement and Well-being.

Superintendents Jeannie Armstrong, Jonathan Di Ianni, Sheila Piggott, and Julie Selby gave a presentation to the board about the creation of the Catholic Board Improvement Plan for Student Achievement and Well-being (CBIPSAW).

The presentation included background information about the process that was involved

in its creation through collaboration amongst central staff from a variety of departments and roles. Succinct goals were created to ensure that staff will identify with them and the learning actions are conducive to precise and personalized learning that will lead to attaining the goal. It was noted that there are equity goals in each pillar that are overarching and inform all the work that is done. The interactive CBIPSAW site that can be found on the board website was demonstrated.

The CBIPSAW was shared with schools in June and used to inform each school's Catholic School Improvement Plan for Student Achievement and Well-being. The school plan that is developed through school staff collaboration will be shared on each school's website during the week of November 1st.

At the conclusion of the presentation trustees had their questions answered by the superintendents.

D. Programs and Services:

1. Approval of the School Level Identification, Placement and Review Committees, 2022-2023.

MOTION: Moved by Linda Ainsworth, seconded by Jenny Leahy
that the Board approve the Identification, Placement and Review
Committees as listed, for the 2022-2023 school year.

Carried.

E. Business, Finance and Governance:

1. Recommended Action from the Committee-of-the-Whole Meeting, October 11, 2022, Trustee Honoraria.

MOTION: Moved by Linda Ainsworth, seconded by Jenny Leahy
that the Board approve Honoraria for Board members as outlined in
the following report for the period November 15, 2022 to November
14, 2023.

Carried.

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

Board Chairperson Braden Leal reported that all memoranda from the OCSTA has been shared with the Trustees.

In her Regional Report, Trustee Linda Ainsworth reported that there are upcoming seminars on November 23 and November 30 on the topics of Robert's Rules of Order and Trustee Conflict of Interest and registration information will be forthcoming by email from OCSTA.

F. Human Resources:

G. Policy Development:

1. Recommended Action from the Policy Development Committee Meeting, October 4, 2022.

MOTION: Moved by Kevin MacKenzie, seconded by Jenny Leahy

that the Board receive the report and recommendations from the Policy Development Committee dated October 4, 2022, for publication and implementation.

Carried.

H. Old Business:

1. Response to Board Delegation.

Braden Leal, Board Chairperson noted that the draft response to the delegation to the board was shared with trustees. The response will be delivered to the delegation following the board meeting.

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report

Board Chairperson, Braden Leal offered heartfelt congratulations to all candidates who ran campaigns in the trustee elections. Mr. Leal also extended congratulations to all of the winners who are now elected and who will be taking their seat at the Board table. He noted the importance of their role in Catholic Education and that public service is a great thing.

2. Committee Chairperson's Report:

- a. Accessibility for All Committee, October 13, 2022.
- b. Faith and Equity Advisory Committee, October 13, 2022.
Kevin MacKenzie reported on the discussions and presentations made the at the Faith and Equity Advisory Committee Meeting.
- c. Catholic Parent Engagement Committee, October 17, 2022.
Kevin MacKenzie reported that the committee heard a presentation about the Catholic Board Improvement Plan for Student Achievement and Well-being.
- d. Special Education Advisory Committee, October 20, 2022.

L. Future Meetings and Events:

1. Board Meetings:

- a. Inaugural Board Meeting and Mass, November 15, 2022, 4:00 p.m.
Large Boardroom, Catholic Education Centre.
- b. Regular Board Meeting Open Session, November 22, 2022, 6:30 p.m.
(In-camera Session, 6:00 p.m.)

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

- a. Policy Development Committee, November 1, 2022, 6:30 p.m.
- b. Chairperson's Committee, November 7, 2022, 5:00 p.m.
- c. Committee-of-the-Whole, December 5, 2022, 6:30 p.m.

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

- a. STSCO Governance, October 26, 2022.
- b. French as a Second Language Advisory Committee, November 9, 2022.
- c. Audit Committee, November 10, 2022, 6:30 p.m.
- d. Special Education Advisory Committee, November 17, 2022, 6:30 p.m.
- e. Student Council Liaison Committee, November 22, 2022, 4:15 p.m.
- f. First Nation Métis Inuit Advisory Committee, December 6, 2022, 6:30 p.m.
- g. Catholic Parent Engagement Committee, January 30, 2023, 6:30 p.m.
- h. Accessibility for All Committee, February 2, 2023, 1:00 p.m.
- i. Faith and Equity Advisory Committee, February 2, 2023, 6:30 p.m.
- j. Supervised Alternative Learning Committee (SAL), TBA.

4. Board Events:

- a. Board Retirement Celebration, November 4, 2022, 6:00 p.m., Holiday Inn, Peterborough-Waterfront, 150 George Street W., Peterborough.
- b. St. Paul Catholic Elementary School, Norwood – 50th Anniversary Celebration, November 5, 2022. (Doors open at 2:00 p.m., Mass at St. Paul's Catholic Church, Norwood, 5:00 p.m.)
- c. Mass for Deceased PVNCCDSB Community Members, November 23, 2022, 4:30 p.m., St. Peter-in-chains Cathedral, Peterborough.
- d. Catholic Leadership Development Series, Session #2, December 1, 2022, 4:00 p.m.
- e. 2023 OCSTA Trustees Seminar, January 20-21, 2023, Marriott Toronto Airport & Conference Centre.

M. Conclusion:

1. Report from the In-camera Meeting, October 25, 2022.

MOTION: Moved by Loretta Durst, seconded by Kevin MacKenzie

that the Board approve the actions and the discussions arising from the October 25, 2022, in-camera session, as follows:

- A. Call to Order:
 - 1. Opening Prayer
 - 2. Motion to excuse Trustee Helen McCarthy.
 - 3. Motion for the Approval of agenda.
 - 4. There were no conflicts of interest declared.
 - 5. Approval of the September 27, 2022 Regular In-camera minutes.
- D. Business, Finance and Governance:
 - 1. OCSTA In-Camera Report.
- H. New Business
 - 1. Motion from the Expulsion Committee meeting, October 11, 2022.
 - 2. Motion regarding a Labour Relations Matter.
- I. Convening in Open Session:
 - 1. Closing Prayer.
 - 2. Motion to convene in Open Session.

Carried.

2. Trustee Matter.

Trustee Helen McCarthy joined the meeting remotely and gave remarks regarding her final board meeting, thanking all staff and especially Father Paul Massel, noting that she was honoured to have been a part of the PVNCCDSB Board of Trustees.

Director of Education, Joan Carragher thanked Trustee McCarthy for her service and noted that trustees who served in this term served at the most difficult time in the province's history.

Trustee Linda Ainsworth gave closing remarks regarding her tenure as trustee and remarked on the importance of the Board's work in Catholic education. In response, Joan Carragher, Director of Education noted that Trustee Ainsworth is well-respected throughout the province with her service on the Ontario Catholic School Trustees' Association Board of Directors and her presence will be missed by many.

Board Chairperson Braden Leal also gave closing remarks, noting that he came with service in mind four years ago and thanked his fellow trustees, past and present for giving a young man a fair chance at the board table.

Joan Carragher, Director of Education thanked Chairperson Leal for his service to PVNC, and for his pride and unique perspective as a graduate of PVNCCDSB. Mrs Carragher wished Braden a long and healthy life of service ahead, in years to come.

3. Closing Prayer

Trustee Linda Ainsworth led the closing prayer to end the meeting.

4. Adjournment

MOTION: Moved by Kevin McKenzie, seconded by Loretta Durst
that the open session meeting be adjourned at 8:38 p.m.

Carried.

Braden Leal
Board Chairperson

Joan Carragher
Director of Education, Secretary-Treasurer
per M.K.



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

Minutes

The minutes of the inaugural meeting of the Board of Trustees for the 2022-2026 term, held Tuesday, November 15, 2022 at 4:00 p.m. at The Peter L. Roach Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, ON.

PRESENT:

Trustees – Mike Ayotte, Loretta Durst, Joshua Glover, Jenny Leahy, Kevin MacKenzie, Mary Ann Martin, and Kathleen Tanguay.

Administration - Jeannie Armstrong, Joan Carragher, Jonathan Di Ianni, Galen Eagle, Stephen O'Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy.

Guests – His Excellency Bishop Daniel Miehm and Father Joshy George.

A. Call to Order:

1. Opening Prayer.

The meeting was called to order at 4:04 p.m. Joan Carragher, Director of Education, welcomed the trustees and their family members as well as the principals and vice-principals who were in attendance. Joan Carragher welcomed special guest, His Excellency, Bishop Daniel Miehm who was invited begin the meeting with prayer.

In accordance with the Education Act and the Board By-Laws, the Director of Education, Joan Carragher presided as Chairperson of the meeting until the Chairperson of the Board was elected.

2. Land Acknowledgement.

Joan Carragher 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 played.

4. Reading of the Returns of the Election from the Clerks.

Joan Carragher, Director of Education, read the returns of the election from the municipal clerks:

City of Kawartha Lakes: Mary Anne Martin, elected.

City of Peterborough: Mike Ayotte, elected and Loretta Durst, elected.

County of Peterborough: Jenny Leahy, elected.

Municipality of Clarington: Joshua Glover, elected and Kevin MacKenzie, elected.

Northumberland County: Kathleen Tanguay, elected.

5. Administration of the Declaration of Office and Oath of Allegiance.

The Director of Education, Joan Carragher, acting as the Chief Executive Officer, administered the Declaration of Office and Oath of Allegiance.

B. Order of Business:

1. Approval of the Agenda

MOTION: Moved by Kevin MacKenzie, seconded by Kathleen Tanguay
that the agenda be approved.

Carried.

2. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

3. Director's Remarks

The Director of Education, Joan Carragher addressed the trustees and commended them on their selfless and generous act of service to the community as a school board trustee, ensuring we maintain the Catholicity which is at the heart of the mission of Catholic Educators. Joan Carragher assured the trustees of her support and prayers in their work during the next four years.

4. Appointment of the two tellers.

MOTION: Moved by Mary Ann Martin, seconded by Kevin MacKenzie
that Stephen O'Sullivan be appointed as the first teller.

Carried.

MOTION: Moved by Jenny Leahy, seconded by Kathleen Tanguay

that Jeannie Armstrong be appointed as the second teller.

Carried.

5. Election of the Chairperson of the Board

Nominee

Kevin MacKenzie - accepted

Kevin MacKenzie was acclaimed the Chairperson of the Board for the term of November 15, 2022 to November 14, 2023.

Kevin MacKenzie was invited by the Director of Education, Joan Carragher, to move to the head of the table to assume the position of Chairperson of the meeting.

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

Nominee

Jenny Leahy - accepted
Mary Ann Martin - declined

Jenny Leahy was acclaimed the Vice-chairperson of the Board for the term of November 15, 2022 to November 14, 2023.

7. R.A. Approval of Chairperson as Signing Authority.

MOTION: Moved by Mary Ann Martin, seconded by Jenny Leahy
that the Chairperson, Kevin MacKenzie, be approved as signing
authority for the Board.

Carried.

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

MOTION: Moved by Jenny Leahy, seconded by Kathleen Tanguay
that the following Standing Committees be approved for 2022-
2023: Chairperson's Committee, Committee-of-the-Whole, and
Policy Development Committee.

Carried.

9. Election of Standing Committee Chairpersons.

a. Committee-of-the-Whole Chairperson

Nominees

Loretta Durst - declined
Jenny Leahy - declined
Kevin MacKenzie - declined
Mary Ann Martin - accepted

Mary Ann Martin was acclaimed as the Chairperson for the Committee-of-the-Whole for the term November 15, 2022 to November 14, 2023.

b. Policy Development Chairperson.

Nominees

Loretta Durst - accepted
Mary Ann Martin - declined

Loretta Durst was acclaimed as the Chairperson for the Policy Development Committee for the term November 15, 2022 to November 14, 2023.

10. Election of Trustees to Statutory Committees.

a. Audit Committee.

Nominees

Mike Ayotte - accepted
Loretta Durst - accepted
Joshua Glover - declined
Jenny Leahy - declined

Mike Ayotte and Loretta Durst were acclaimed as trustee representatives on the Audit Committee for the term November 15, 2022 to November 14, 2026.

b. Special Education Advisory Committee.

Nominee

Jenny Leahy - declined
Kevin MacKenzie - declined

Kathleen Tanguay- accepted

Kathleen Tanguay was acclaimed as the trustee representative on the Special Education Advisory Committee for the term November 15, 2022 to November 14, 2026.

c. Supervised Alternative Learning (SAL) Committee.

Nominees

Mike Ayotte - declined
Joshua Glover - declined
Jenny Leahy - accepted
Mary Ann Martin - accepted

Jenny Leahy was elected as the trustee representative on the Supervised Alternative Learning Committee for the term November 15, 2022 to November 14, 2023.

Nominee

Mary Ann Martin - accepted

Mary Ann Martin was acclaimed as the alternate trustee representative on the Supervised Alternative Learning Committee for the term November 15, 2022 to November 14, 2023.

11. Board Representation to Various Committees.

a. Chairperson's Committee(Trustee-at-large)

Nominees

Mike Ayotte - declined
Joshua Glover - declined
Mary Ann Martin - declined
Kathleen Tanguay- accepted

Kathleen Tanguay was acclaimed as the trustee-at-large on the Chairperson's Committee for the term November 15, 2022 to November 14, 2023.

b. Faith and Equity Advisory Committee.

Nominees

Mike Ayotte - declined
 Loretta Durst - accepted
 Joshua Glover - declined
 Jenny Leahy - declined
 Mary Ann Martin - accepted

Loretta Durst and Mary Ann Martin were acclaimed to the Faith and Equity Advisory Committee for the term November 15, 2022 to November 14, 2024.

c. Catholic Parent Engagement Committee

Nominees

Joshua Glover - accepted
 Mary Ann Martin - accepted

Joshua Glover was elected as the trustee representative on the Catholic Parent Engagement Committee for the term November 15, 2022 to November 14, 2023.

d. First Nations, Métis and Inuit Advisory Committee.

Nominees

Mike Ayotte - accepted
 Loretta Durst - declined

Mike Ayotte was elected as the trustee representative on the First Nations, Métis and Inuit Advisory Committee for the term November 15, 2022 to November 14, 2024.

e. French as a Second Language Advisory Committee

Nominees

Joshua Glover - declined
 Jenny Leahy - accepted
 Kevin MacKenzie - declined
 Mary Ann Martin - declined
 Kathleen Tanguay - declined

Jenny Leahy was acclaimed as the trustee representative on the French as a Second Language Advisory Committee for the term November 15, 2022 to November 14, 2024.

f. Accessibility for All Committee

Nominees

Mike Ayotte - accepted
Joshua Glover - accepted
Kevin MacKenzie - declined

Mike Ayotte was elected as the trustee representative on the Accessibility for All Committee for the term November 15, 2022 to November 14, 2024. .

12. R.A. Destroying of the Ballots.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin
that the ballots be destroyed.

Carried.

C. Future Meetings and Events:

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

1. Board and Standing Committee Meetings

- a. Chairperson Committee Meeting, December 5, 2022, 4:30 p.m.
- b. Committee-of-the-Whole Meeting, December 5, 2022, 6:30 p.m.
- c. Regular Board Meeting, December 20, 2022, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
- d. Policy Development Committee Meeting, February 7, 2023, 6:30 p.m.

2. Other Committee Meetings.

- a. First Nation Métis Inuit Advisory Committee, December 6, 2022, 6:30 p.m.
- b. Student Council Liaison Committee, December 20, 2022, 4:15 p.m.
- c. STSCO Governance Committee, January 11, 2023, 3:00 p.m.
- d. Special Education Advisory Committee, January 19, 2023, 6:30 p.m.
- e. Catholic Parent Engagement Committee, January 30, 2023, 6:30 p.m.
- f. Accessibility for All Committee, February 2, 2023, 1:00 p.m.
- g. Faith and Equity Advisory Committee, February 2, 2023, 6:30 p.m.

- h. French as a Second Language Advisory Committee, April 26, 2023, 6:30 p.m.
- i. Audit Committee, TBA
- j. SAL Committee, TBA.

3. Board Events

- a. Mass for Deceased PVNCCDSB Community Members, November 23, 2022, 4:30 p.m., St. Peter-in-Chains Cathedral, Peterborough.
- b. Catholic Leadership Development Series, Session #2, December 1, 2022, 4:00 p.m.
- c. 2023 OCSTA Trustees Seminar, January 20-21, 2023, Marriott Toronto Airport & Conference Centre.

D. Conclusion:

1. Closing Prayer

Kevin MacKenzie, Chairperson of the Board, requested that Bishop Daniel Miehm lead everyone in a closing prayer.

2. Adjournment

MOTION: Moved by Kathleen Tanguay, seconded by Jenny Leahy
that the meeting be adjourned at 5:07 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

Joan Carragher
Director of Education, Secretary-Treasurer
per M.K.

Proposed St. Mary Catholic Secondary School, Student Excursion to New York City, USA, April 12-16, 2023.

R.A.: that the proposed St. Mary Catholic Secondary School Student Excursion to New York City, USA, from April 12-16, 2023, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

November 7, 2022

Administration



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Greg Conway	School: 256, St. Mary SS Cobourg
Adult Supervisors Attending: G. Conway, D. Quemby, T. Linehan, S. Carmichael	
Destination: New York City	Mode of Transportation: Motorcoach
Grade/Course: 12/Boys Rugby Team	Date of Submission: September 24, 2023
Departure Date: April 12, 2023	Return Date: April 16, 2023
Number of Students: boys: 40 girls:	Number of Adult Supervisors: female: male: 4
Name of Travel Agent: Ingrid Aird, Travel Agent Next Door	Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$850 plus insurance	

Summary of Proposed Activity: 4 Day tour of New York City. Visiting various historical and cultural sights. Meeting peers from local teams and schools, playing 2 matches against other school teams. The baseball team will play at the same locations as the rugby team, against the same schools.

Curricular Relevance: (provide the overall expectations addressed)

Experience travelling as a sport ambassador for one's country; Cross-cultural relations – visiting local secondary schools and shadowing students; Historical impact – visiting several important cultural and historic sights, including Ground Zero and the 9/11 Memorial, Central Park, TimesSquare, etc.

Estimated Cost for Entire Group: \$34,000		Anticipated Sources of Revenue:	
Accommodation	\$18,000	School Accounts	\$0
Travel	\$9,000	School Fund-raising	\$0
Cost of Supply Teachers	\$1,500	Student/Parent share	\$34,000
Meals	\$0	Other:	\$0
Programs/Materials	\$5,500	Other: Teacher contributions, if applicable	\$0
Other	\$0		
Total	\$34,000	Total	\$34,000

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

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend) #107 PP
<input checked="" type="checkbox"/> Contract Information
<input checked="" type="checkbox"/> Additional Medical Coverage needs considered
<input checked="" type="checkbox"/> History of Excursion – number of years: 5 TIMES IN 11 YRS
<input checked="" type="checkbox"/> Certification required by staff attending: CPR + FIRST AID
<input type="checkbox"/> Educational objectives stated | <input type="checkbox"/> Information and consent letter to parents
<input type="checkbox"/> Liability waivers signed
<input type="checkbox"/> Supervision ratio in alignment with A.P. 305
<input type="checkbox"/> List of destination/emergency phone numbers provided
<input type="checkbox"/> Passports (if required) |
|---|---|

COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES

Teacher Signature

 Principal Signature

 Superintendent Signature

Nov. 14/22
 Date
 Nov. 14/22
 Date
 Nov 14/22
 Date

ST.MARY'S BOYS RUGBY TOUR PROPOSAL

TOUR AGREEMENT INFORMATION

The tour will run *for 5 days/4 nights from April 12-16, 2023.*

We will be booking through the same travel agent who has organized each of our previous New York City trips. He details are:

Ingrid Aird
The Travel Agent Next Door
Cobourg, Ontario
TICO #50021282
ingridaird@ttand.com

Ingrid has organized all five of our previous trips to New York City – all of which have been this exact itinerary. She is excellent. **THERE IS NO SPECIFIC CONTRACT NEEDED TO SIGN** as Ingrid is not a Sports Tour Agency (who require specific binding contracts). She is a Travel Agent who simply takes care of all of our individual needs – hotel, coach bus, entrance tickets, etc.

We will be staying at the Manhattan at Times Square Hotel. It is a short walk to many sights in Manhattan. We stayed here in 2017 and 2019. **THERE IS NO POOL AT THE HOTEL.**

Our matches will be sanctioned by Rugby Canada and USA Rugby.

We will travel via coach bus. At this point, we will be using Foley Bus Lines out of Madoc – which may change if another option arises at a better value. We have used Foley for all of our previous NYC trips.

We will also walk and use the NYC subway.

EDUCATIONAL OBJECTIVES

Several opportunities for educational growth will arise from a sports tour to a foreign country, in this case the United States. They are:

1. Experience travelling as sports ambassadors for one's country. As a Canadian sports team travelling to the city of New York in the U.S. State of New York, we will be viewed as Canadians first. This is a unique experience few can share. The boys will learn the value of their status as ambassadors for their sport and community.
2. Cross-cultural relations. The boys will be immersed into a new and exciting culture, different from their own. They will experience foreign opinions on world issues, opinions of other nations regarding Canada and learn the value of being able to call themselves Canadians.
3. Historical Relevance. The boys will visit historical sights including Times Square, the Statue of Liberty and Ground Zero. The relevance of these sights becomes significantly higher to a student who can actually visit and engage in them personally.

COSTS

Prior to a strong fundraising campaign, the cost per player will be \$850 CAD. We also plan to include a Tour Kit, including bag, jersey and T-shirt, which will be sponsored and not raise the price. This price includes:

- Return coach transportation from Cobourg to New York, NY.
- 4 nights accommodation at the Manhattan at Times Square Hotel, NYC.
- Transfers to and from the city and the hotel
- Entrance to 9/11 Memorial Museum
- Entrance to Top of the Rock
- Ticket to a New York Rangers hockey game or Rugby NYC Major League Rugby Game
- Ticket to a New York Yankees baseball game
- A minimum of two rugby matches

INSURANCE

Old Republic Insurance Company of Canada
\$100 per person includes Medical and Cancellation.

*(\$107 actual)
SEE EMAIL

SUPERVISION

The following staff will be accompanying approximately 30 players, all Grade 10, 11 or 12:

1. Tim Linehan – coach. Teaching experience – 29 years.
2. Greg Conway – coach. Teaching experience – 24 years.
3. Drew Quemby – coach. Teaching experience – 23 years.
4. Shawn Carmichael – coach. Teaching experience – 24 years.

All of the above staff members have current Emergency First Aid and CPR Certifications as required by the OPHEA Safety Guidelines for Rugby, or are scheduled to recertify through the Board at the PA Day on November 25th.

ITINERARY

- see attached

EMERGENCY CONTACT NUMBERS

Hotel

Manhattan at Times Square Hotel
790 7th Avenue
New York, NY 10019
(212)-581-3300

Supervisors

Mr. Conway's cellphone: 613-243-2651
Mr. Quemby's cellphone: 905-396-3445
Mr. Carmichael's cellphone: 905-447-6460
Mr. Linehan's cellphone: 905-376-6550

EMERGENCY COMMUNICATION PLAN

All parents will be given the hotel and supervisors' phone numbers should they need to contact their son in the event of an emergency, and for some reason they cannot reach them on their own cell phone.

Each student is required to bring their cell phone and enable US text and data for the 5 days of the trip – in the event of an emergency, the supervisors may need to quickly gather everyone up prior to scheduled meet times. Students who do not have a cell phone are paired with a teammate who does for the duration of the trip. Supervisors are given (and carry) a full list of all player cell phone numbers while we are in NYC. This information is later recollected and thrown out.

In the event of an emergency (player injury in a game, serious incident at our location), supervisors will contact the parent of the impacted student. There is a master list of all emergency contact information for every student on the trip, which the supervisors carry on them during the trip.

See attached Detailed Emergency Plan

PARENT INFORMATION NIGHT

Once approval has been confirmed, there will be a parent information night to present the tour. This will take place the **FIRST Thursday night** following the Board Meeting where approval has been given.

The meeting will take place from 5:30-6:30pm in Room 136 at St. Mary CSS.

St. Mary's Thunder RFC
RUGBY TOUR OF NEW YORK CITY
April 12th – 16th, 2023

The St. Mary's Senior Boys Rugby Team will have the opportunity to travel to New York City from April 12th – 16th, 2023. This tour should prove to be an exciting and rewarding experience for those involved, allowing the players to experience a different culture, expand their knowledge of the game of rugby, and experience first-hand the vast history and culture of New York City.

Itinerary: April 12th – 16th, 2023

Day 1 Depart SMSS via luxury motorcoach following the completion of the school day. After crossing the border and clearing customs, we will head south to our destination of New York. We will stop en route for dinner. Late check-in at the Manhattan at Times Square Hotel, NYC.

Day 2 This morning we will walk to Rockefeller Center a few blocks away. We will climb the Top of the Rock to get our bearings on this massive city, followed by a tour of NBC Studios. This afternoon we will travel to Morristown, NJ for our first rugby game against Delbarton School. This evening we will walk to Times Square for shopping and dinner, before heading to Madison Square Garden for the New York Rangers play the Toronto Maple Leafs.

Day 3 This morning we will explore Central Park. Next we will travel to lower Manhattan for a ride on the Staten Island Ferry, passing Ellis Island and the Statue of Liberty. We will follow with a walk through lower Manhattan, passing Wall Street, ending at Ground Zero and the 9/11 Museum. We will be heading to the top of the Freedom Tower. Late lunch at the South Street Seaport. Tonight we will see Broadway show or off-Broadway performance.

Day 4 This morning, we will proceed to Randall's Island for our second rugby game vs St. Francis Prep. There will be a post-match pizza party with the host team. This afternoon we travel to Yankee Stadium to watch the New York Yankees play the Minnesota Twins. This evening we will head to lower Manhattan for some additional shopping and sightseeing.

Day 5 Morning mass at St. Patrick's Cathedral, 5th Avenue NYC. Depart for Canada. Lunch stop along the way. Cross the border and clear customs. Arrive back at SMSS.

Approximate cost per player: \$850.00 CDN, which includes:

- Return transportation via luxury coach from Cobourg and New York City
- 4 nights accommodation at the **Manhattan at Times Square Hotel, NYC**
- Transfers to and from NJ, NYC and the hotel
- Tickets to a New York Rangers game or similar.
- Tickets to a New York Yankees game or similar.
- Tickets to the 9/11 Memorial Museum and Top of the Rock
- A minimum guarantee of 2 rugby games.

*** Comprehensive travel medical insurance must also be purchased. This is an additional cost of approximately \$107 pp.**

The coaching staff is committed to assisting players in fund-raising over the next few months. Parents who wish to organize fundraising events are encouraged to contact the coaches prior to commencing any such activity.

Through the concerted efforts of all tour members, there is a strong possibility of decreasing the overall cost of the tour. However, only those players who make the effort to fund-raise will benefit. Any player who does not actively participate in the campaign can expect to pay the original price.

A non-refundable deposit of \$350 is due by October 30th to reserve the coach transportation and hotel. If the trip were not to run due to lack of numbers, you obviously would receive the deposit back! The remaining balance will be paid in installments - \$300 December 15th, balance February 1st.

Rest assured that this will not only be a rewarding and exciting experience, but also a safe one. New York City is a safe and enjoyable experience for thousands of tourists each year. The coaching staff for the tour will consist of 4 staff members, ranging in experience from 20 to 25+ years teaching, all with current CPR and First Aid certifications.

Tour players will be required to adhere to a strict, zero tolerance no drug or alcohol policy. Players are also expected to demonstrate behaviour in accordance with the St. Mary's Code of Conduct. Failure to do so will result in immediate removal from the tour at the expense of the parents/guardian of the player, removal from the team for the remainder of the year and banishment from any future rugby tour.

PERMISSION

I consent to my son, _____, participating in the St. Mary's Boys Rugby Tour of New York City, April 12th – 16th, 2023.

Signature of Parent/Guardian

Date: _____

If you have any questions or concerns, feel free to call me at the school at any time. You can reach me at (905) 372-4339.

Sincerely,

Greg Conway

Tour Director/Head Coach

Release and Indemnification Form

NYC Tour April 2023

NOTE TO PARENTS AND STUDENTS

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to New York City during the period

April 12, 2023 to April 16, 2023

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

The PVNCCDSB (St. Mary Secondary School) does NOT provide any accidental death, disability, dismemberment or medical expense insurance for students participating in this excursion; however each student may be covered by additional medical insurance, purchased privately at their own expense.

I _____, as legal guardian, understand and accept the above and provide the PVNCCDSB (St. Mary Secondary School) with the following waiver of liability and indemnification agreement.

I _____, as legal guardian, hereby release the PVNCCDSB (St. Mary Secondary School) and its staff and agents from any and all liability for any injury sustained by my child, regardless of how caused, resulting from their participation in the NYC rugby tour arranged through the PVNCCDSB (St. Mary Secondary School) during the dates above.

I _____, as legal guardian, give the teachers in charge of this tour permission to take my child out of the country and to be in charge of their well-being while traveling abroad. I designate them to provide medical treatment as deemed necessary while away and to act as a judicious parent while on the trip. I further agree to indemnify and save the PVNCCDSB (St. Mary Secondary School) and its staff and agents from and against any and all suit, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage, or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine or my child's.

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ST. MARY RUGBY TOUR OF NYC, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

(Parent/Guardian signature)

(Date)

NOTE TO STUDENTS

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging a rugby excursion to New York City during the period

April 12, 2023 to April 16, 2023

READ THE FOLLOWING WITH A PARENT/GUARDIAN

I, _____, as a student participating on this excursion, agree to cooperate fully with the supervisors of this trip by:

- not putting myself or the group at risk at any time (including theft, vandalism, ignorance of the law...)
- I will not wander from the group or “pair off” but will join with everyone as a group, or in an assigned group.
- I will follow the curfew outlined by the teachers each night and stay in my own room after the curfew check is done.
- Students must be accompanied by a teacher or adult chaperone at all times.
- I will participate fully in all group activities and be punctual.
- I will adhere to the school rules as outlined in the Code of Conduct, which include being respectful of all timelines, curfews and limits set by my supervisors.
- I will abstain from all alcohol, non-medicinal drug consumption and any other illegal substances, including cannabis. I will also abstain from all tobacco products, including vaping and electronic cigarettes.
- I will not bring or purchase/view inappropriate visual or auditory material

If I fail to observe these expectations, I realize the consequences may include being sent home, suspension from school, and the loss of any redemption for remaining tour activities and costs.

(Student Signature)

(Date)

STUDENT EXCURSION PARENTAL CONSENT FORM

I HEREBY GIVE MY PERMISSION for _____ to participate on the St Mary rugby tour of England and Scotland from April 12, 2023 to April 16, 2023.

SUMMARY OF THE TRIP:

The five-day excursion is outlined in the itinerary provided. Students will be required to attend mass for Sunday obligations.

I UNDERSTAND THAT:

- the students are responsible for meeting at St. Mary Secondary School at the designated time on or about April 12, 2023; boarding a bus to New York City and from New York City upon our arrival back to Canada; and for arranging their own transportation back home on or about April 16, 2023 upon arrival back to the school.

- I will be responsible for transporting my son to/from St. Mary Secondary School at the appropriate times.

- students will provide their own dinners /snacks for the bus and money for breakfasts, lunches and dinners.

- An additional fee will be collected by Mr. Conway to cover gratuities for bus drivers.

**** All tour reservations will be handled by Ingrid Aird (Cobourg).**

- group fundraising opportunities are available. Funds earned from fundraising events will be credited to the individual students who participate, and not distributed through the group.

- my son is expected to participate in all activities

- my son can be sent home (at the parents' expense) if any of the School Policies have been violated.

I APPOINT Mr. Conway, Mr. Carmichael, Mr. Quemby and Mr. Linehan as my agents to engage medical attention or hospitalization should the need arise.

Parent/Guardian Signature

Date

NOTE TO PARENTS AND STUDENTS

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is arranging the proposed St.Mary's Secondary School Boys Rugby Tour of New York City, April 12th-16th, 2023. THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

ELEMENTS OF RISK

Educational activity programs, such as a sporting tour, which is being offered, involve certain elements of risk. Accidents may occur while participating in this activity. These accidents may cause serious injury. A few examples of the type of accident which one is at risk of having occur while playing rugby are:

1. Muscular or skeletal injury due to physical contact/tackling.
2. Concussion due to head trauma.
3. Joint sprain or dislocation.

These accidents result from the nature of the activity and can occur without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

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

If you choose to participate in the St.Mary's Boys Rugby Tour of NYC during April 12th – 16th, 2023, you must understand that you will bear the responsibility for any accident that might occur.

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

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT PARTICIPATING IN THE ST.MARY'S BOYS RUGBY TOUR OF NEW YORK CITY, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

PERMISSION

I give _____ permission to participate in the St.Mary's Boys Rugby Tour of NYC to be held April 12th – 16th, 2023.

Signature of Parent/Guardian: _____

Date: _____



School: St. Mary Secondary

Dates of Activity: Wednesday, April 12th – Sunday, April 16th, 2023

**This form must be read and signed by every student who wishes to participate
And by a parent or guardian of a participating student.**

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

1. **Sprains and strains**
2. **Concussions**
3. **Skeletal injuries**

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

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

If you choose to give your written permission for your child to participate in the activity described above on the dates listed, you must understand that you bear the responsibility for any injury that might occur.

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

We have read the above. We understand that in participating in the activity described above, we are assuming the risks associated with doing so.

Student Name:	Student Signature:	Date:
Parent/Guardian Name:	Parent Guardian Signature:	Date:

I give [redacted] permission to participate in the NYC Boys Rugby Tour activity to be held on or about April 12-16, 2023.

Signature of Parent/Guardian:	Date:
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RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS
Students over 18 Years

School: St. Mary Secondary School

Description of Activity: 5 Day, 4 Night Boys Rugby Tour of New York City

Dates of Activity: Wednesday, April 12th, 2023 – Sunday, April 16th, 2023

This form must be read and signed by all students who wish to go.

ELEMENT OF RISK

Educational activity programs, such as, *Rugby Tours*, present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity **MUST** be assumed by the participants.

ACKNOWLEDGEMENT

I, _____ understand and accept the above and provide the Peterborough Victoria Northumberland and Clarington Catholic District School Board with the following waiver of liability and indemnification agreement:

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the Boys Rugby Tour to NYC arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about

April 12th – April 16th, 2023

I further agree to indemnify and save harmless the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: _____ Date: _____

Emergency Plan

In case of emergency, all players and their parent(s) will have emergency contact/communication using WhatsApp, a universal communication application that works on both iPhones and Android phones.

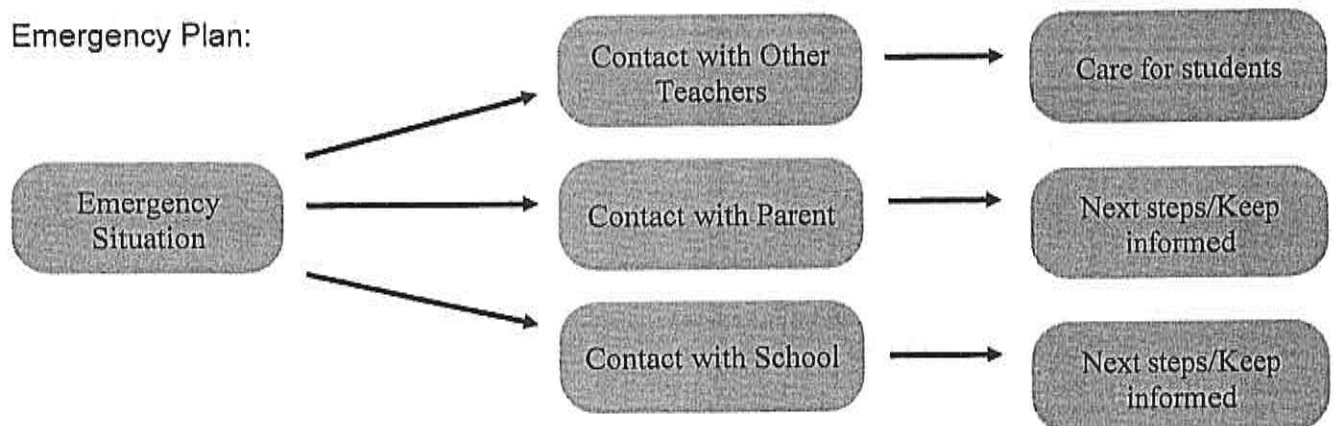
WhatsApp allows for the following means of instantaneous communication:

- Phone call;
- Video conferencing; and
- Text messaging.

Teacher(s) in charge will be assigned students they are in charge of. Communication with those student's parents and the school will be initiated by that teacher (unless they are unable to execute those responsibilities in which case those will be carried out by the other teachers).

S Carmichael	G Conway	D. Quemby	T. Linehan
Students 1-8	Students 9-16	Students 17-24	Students 25-30

Emergency Plan:





November 12th, 2022

Hi Greg,

Below is a breakdown for all the New York City tour costs, as we discussed earlier this fall. Let me know if you need anything else. Once you have approval from the Board, we can move ahead and reserve.

Cheers,

Ingrid

New York City Cost Breakdown:

Hotel: \$17,992

*includes all rooms, tax, NY state tax, mandatory baggage fee

Coach Bus: \$9,000

*\$8700 plus approximate tolls and parking

9/11 Museum: \$800

Top of the Rock: \$900

Baseball tickets: \$1300

Hockey tickets: \$2500

APPROXIMATE TOTAL: \$32,492



Gregory Conway <gconway@pvnccdsb.on.ca>

Fwd: Insurance to US

1 message

Shawn Carmichael <carmy987@mac.com>
To: Greg Conway <gconway@pvnccdsb.on.ca>

Mon, Nov 14, 2022 at 9:40 AM

Here ya go

Begin forwarded message:

From: "John Beauchamp" <lenttr@eagle.ca>
Subject: RE: Insurance to US
Date: November 14, 2022 at 9:38:37 AM EST
To: "Shawn Carmichael" <carmy987@mac.com>

14Nov22
09:35

Hi Shawn,

The rates have increased slightly since November 1 but I may have quoted you incorrectly.

All Inclusive (includes cancellation) 106.92 per person

Medical Only 52.92 per person

Are the traveler prepaying for the trip because we need to issue the policy within 72 hours of any payment which has a penalty for cancellation.

John B

-----Original Message-----

From: Shawn Carmichael [mailto:carmy987@mac.com]
Sent: November 12, 2022 11:04 AM
To: John Beauchamp
Subject: Insurance to US

John,

Cost for Ultimate Package Insurance to US for 4 days?

I think you said \$91 per student.

Shawn

Sent from my rotary phone



BUSINESS AND FINANCE

Report to the Board of Trustees

Meeting: ☐ In Camera
☒ Open

Presented for: ☐ Information
☒ Approval

Meeting Date: November 22, 2022

Presented by: Isabel Grace, Superintendent of Business/Finance

Subject: 2021-2022 Audited Financial Statements

Recommended Action(s): It is recommended that the Board approve the 2021/2022 audited financial statements as presented.

Administration has concluded its preparation of the financial statements for the 2021-2022 fiscal period ending August 31, 2022. These statements have been subjected to audit by the Board's appointed external auditors, Baker Tilly KDN LLP and were presented to the Audit Committee November 10, 2022. The Audit Committee has recommended that the audited financial statements be adopted as presented to the Board at the **November 22, 2021** board meeting.

The attached report is to provide trustees with the key variances experienced in the Board's operations for the fiscal period. Previous Trustees were provided with interim financial reports during the 2021-22 fiscal year.

Background

By way of background, the responsibilities of the Audit Committee with respect to the financial statement reporting process are articulated below.

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

1. Overview

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

2. Financial Position

- 2.1 Normal variations in cash flow during the year will influence the year-end balances in assets and liabilities. In 2018, the Ministry of Education introduced a cash management strategy with criteria that could result in delayed grant payments. The balance of delayed grant payments included in Accounts Receivable – other at August 31, 2022 is \$3,728,850.
- 2.2 As at August 31, 2022, there were no significant issues regarding the collectability of funds owing to the Board from various sources. The majority of the funds receivable at August 31, 2022 represents amounts owing to the Board from other levels of government.
- 2.3 Amounts owing by the Board to other parties are considered appropriately reflected and disclosed. Figures related to the liabilities for employee future benefits have been adjusted for more recent data, and for changes in some estimates.
- 2.4 The tangible capital assets on the Consolidated Statement of Financial Position represent the historical cost less accumulated amortization of assets acquired, constructed, developed or bettered. Details of the classes of assets, and their associated amortization is described in the notes to the financial statements. Assets under construction are related to a capital

project involving an addition and renovations to St. Joseph Catholic Elementary School in Douro.

3. Consolidated Statement of Operations

3.1 Variance Analysis

The operational results during the year varied from many of the budget estimates prepared and approved by the Board in June 2021. Events that contributed to swings in the expenditures of the Board were:

- directives and funding received from the Ministry of Education with respect to staffing and safety protocols,
- the curtailment of various activities in schools and at the Catholic Education Centre for parts of the school year as a result of the COVID-19 provincial orders and/or lack of supply staff for release time

3.2 The original budget approved by the Board in June 2021 was a planned deficit budget requiring a charge to *Accumulated Surplus Available for Compliance* of **\$128,126**. This deficit amount included amounts specifically provided for in the board's accumulated surplus relating to the amortization of capital projects that were built using board funds.

3.3 The changes in enrolment figures during the year had a limited impact on GSN revenues and the projected deficit.

3.4 Owing to:

- i) new funding received for supporting staff positions during COVID (50% was allocated during the budget process and 50% was made available later in the school year; and
- ii) the Government of Ontario continuing to take the lead on the procurement and costs for providing critical cleaning supplies and PPE;

The projected deficit in the fall of 2021 fluctuated as the board added staff positions mid-way through the fall period. Based on the calculations and information at that time, the anticipated charge to *Accumulated Surplus Available for Compliance* had increased to **\$401,334**.

3.5 During the remainder of the school year, the Board experienced a curtailment of a number of activities within schools for health and safety

reasons, a short closure period in January 2022 where students moved to remote learning, delays in filling funded positions during the school year and some unexpected changes in estimates. Various swings positively and negatively in the overall operations of the Board resulted in a charge to the *Accumulated Surplus Available for Compliance* for the year of **\$308,514**.

- 3.6 Interim financial reports were provided to the Board of Trustees at checkpoints during the fiscal period.
- 3.7 Embedded in many of the funding formulas are the enrolment figures for the Board. Variances from the preliminary budget estimates to the final financial statement figures account for some variances in the grant allocations.

	Enrolment figures as per Budget (June 2021)	Enrolment figures as per Revised Estimates (Oct.2021)	Final Enrolment figures as per financial statements
JK	810	816	816.5
SK	870	901	902.5
Grades 1 to 3	3,002	3,052	3,060
Grades 4 to 8	5,307	5,373	5,371.5
Other elem	11	13	13
Total elementary	10,000	10,155	10,163.50
Grade 9 to 12	4,520.0	4,533.25	4,525.25
Other Sec	8	8	2.67

Some of the more significant variances from the point of the Revised Estimates position in October are as follows (black signifies a positive impact on surplus, red signifies a negative impact on surplus):

Opening position of projected operating deficit at time of Revised Estimates	(270,259)
Other net adjustments to grant components	(100,000)
Interest income and miscellaneous revenues improved	47,000
Able to use some COVID funding to support staffing overages	308,000
Transportation: net changes resulting from fuel savings from route cancellations through the school year due to driver shortage, additional costs due to a small shift in the percentage share of riders between boards, staffing changes leaving some positions unfilled for a period of time,	40,441

Over subscribed tutoring program resulting in expenditures for tutoring supports for students being greater than the funding provided	(403,000)
Wages, supply staff costs and benefits: includes lags in filling permanent positions, duplicate costs for positions due to long-term absences, estimates regarding costs of lost planning time, and supply positions that were unfilled	(219,464)
Gain on sale of assets	140,000
Central departments curtailment of activities and release time, mitigation of expenses from COVID funding	231,008
Community use and rentals: improved results against the budgeted amounts	30,000
Special Education department: curtailment of non-classroom activities i.e. professional development, mileage	121,000
Sum of above identified variances	(75,274)

4. Accumulated Surplus/(Deficit)

- 4.1 PSAB accounting methods disclose an Accumulated Surplus position at the end of the year, with amounts that are *Available for Compliance* with the Education Act. Amounts that are *Available for Compliance* are categorized as **Unappropriated** or **Internally Appropriated** (formerly known as 'Working funds', and 'reserves'. Other amounts (like school generated funds and investment in tangible capital assets (land)) that are unavailable for compliance with the Education Act are disclosed separately.

Where an expenditure is incurred and funds have been internally appropriated to offset those expenditures, a transfer between an 'Internally Appropriated' category and the 'Unappropriated' category is required in order to show the drawdown of the Internally Appropriated funds. Similarly, when it is determined that an amount that was previously set aside for a specific purpose is no longer required for that purpose, then a transfer between that 'Internally Appropriated' category and the 'Unappropriated' category is processed.

- 4.2 To that end, the entries shown in the chart below illustrate the changes to the Accumulated Surplus amounts, as filed with the Ministry.

Available for Compliance	Balance at Sept.1, 2021	Transfer to Capital	In-Year Increase (Decrease)	Balance at Aug. 31, 2022
Unappropriated				
Operating Accumulated Surplus	\$6,987,156		(113,754)	6,873,399
Total Unappropriated	\$6,987,156		(113,754)	6,873,399
Internally Appropriated				
School Activities	544,765		(93,682)	451,083
Other Purposes - Operating	500,000			500,000
Committed Capital Projects	3,554,886		(285,132)	3,269,754
Committed Capital Projects, adjustment	(154,057)		154,057	
Facilities/Sites	871,952			871,952
Joint Field reserve	30,000		30,000	60,000
Program equipment capital	523,625			523,625
Total Internally Appropriated	\$5,871,171	0	(194,757)	5,676,414
Total Accumulated Surplus Available for Compliance	\$12,858,327	0	(308,514)	12,549,813

The chart below details the *Accumulated Surplus-Not Available for Compliance* as disclosed on the financial statements.

Accumulated Surplus (Deficit) Not Available for Compliance	Balance at Sept.1, 2021	Transfer to Capital	In-Year Increase (Decrease)	Balance at Aug. 31, 2022
Interest to be Accrued	(117,289)		21,321	(95,968)
School Generated Funds	1,799,956		150,628	1,950,584
Investment in tangible capital assets (land)	17,845,215			17,845,215
Committed Capital Projects, adjustment	154,057		(154,057)	0
Total Not Available for Compliance	\$19,681,937	0	17,893	19,699,830
Total Accumulated Surplus	\$32,540,264	0	(290,621)	32,249,643

5.0 In-Year Funding and Initiatives, including COVID-19 funding

5.1 In addition to those items planned via the Board budget process, the Ministry of Education has provided in-year funds with regard to numerous initiatives, with various requirements and timelines for expending funds, as well as individual reporting requirements. This year, as in prior years

because of the curtailment of activities, some of these initiatives are incomplete as at the year end, and/or have some unspent funds. Unspent funds related to these transfer-payment initiatives are included in Deferred Revenue and may be recovered by the Province.

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

CONSOLIDATED FINANCIAL STATEMENTS

AUGUST 31, 2022

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

CONSOLIDATED FINANCIAL STATEMENTS

AUGUST 31, 2022

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PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

For The Year Ended August 31, 2022

MANAGEMENT REPORT

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

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

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

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

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

November 22, 2022

Director of Education / Secretary
Treasurer

Superintendent of Business and
Finance

INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the consolidated financial statements of Peterborough Victoria Northumberland and Clarington Catholic District School Board (the board), which comprise the consolidated statement of financial position as at August 31, 2022, the consolidated statements of operations and accumulated surplus, change in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the board as at August 31, 2022, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with the Financial Administration Act, supplemented by the Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act ("the Act").

Basis for Opinion

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

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

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

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

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

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

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

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

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

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

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
November 22, 2022

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

At August 31, 2022

	2022 \$	2021 \$
FINANCIAL ASSETS		
Cash and cash equivalents	18,140,431	19,703,467
Accounts receivable		
Government of Ontario - Approved Capital (note 2)	38,149,555	41,441,031
Local government	2,445,217	2,652,759
Other (note 3)	10,393,504	6,324,277
TOTAL FINANCIAL ASSETS	69,128,707	70,121,534
LIABILITIES		
Accounts payable and accrued liabilities	13,163,210	11,418,227
Net debenture debt and capital loans (note 6)	30,339,456	33,823,928
Deferred revenue (notes 5 and 8)	7,744,598	5,934,988
Deferred capital contributions (note 4)	174,167,749	172,222,002
Employee benefits payable (note 9)	8,699,615	9,413,442
TOTAL LIABILITIES	234,114,628	232,812,587
NET DEBT	(164,985,921)	(162,691,053)
NON-FINANCIAL ASSETS		
Tangible capital assets (note 21)	195,278,461	193,617,845
Prepaid expenses and other non-financial assets (note 5)	1,957,107	1,613,474
TOTAL NON-FINANCIAL ASSETS	197,235,568	195,231,319
ACCUMULATED SURPLUS (note 16)	32,249,647	32,540,266

Approved on behalf of the Board:

Director of Education / Secretary Treasurer

Chair of School Board

The accompanying notes are an integral part of these financial statements

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF OPERATIONS For the Year Ended August 31, 2022

	Budget 2022 \$ (Unaudited)	Actual 2022 \$	Actual 2021 \$
REVENUES			
Grants for student needs (note 13)	189,942,572	181,966,442	179,190,909
Provincial grants - other	5,717,756	12,199,837	9,847,064
Federal grants and fees	251,834	432,174	1,304,332
Investment income	180,000	227,801	197,405
Other fees and revenues	685,016	1,333,826	948,422
School generated funds	3,872,172	2,861,157	721,760
Amortization of deferred capital contributions	-	9,152,950	9,061,226
TOTAL REVENUES	200,649,350	208,174,187	201,271,118
EXPENSES			
Instruction	149,465,510	153,980,779	150,178,266
Administration	5,730,518	5,738,977	5,066,134
Transportation	13,269,838	14,007,243	11,893,905
Pupil accomodation	28,046,152	28,765,811	28,995,898
School generated funds	3,872,172	2,710,529	1,061,221
Other	-	3,261,467	1,127,255
TOTAL EXPENSES	200,384,190	208,464,806	198,322,679
ANNUAL SURPLUS/(DEFICIT)	265,160	(290,619)	2,948,439
ACCUMULATED SURPLUS - beginning of year	28,500,933	32,540,266	29,591,827
ACCUMULATED SURPLUS - end of year	28,766,093	32,249,647	32,540,266

The accompanying notes are an integral part of these financial statements

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT For the Year Ended August 31, 2022

	Budget 2022 \$ (Unaudited)	Actual 2022 \$	Actual 2021 \$
ANNUAL SURPLUS/(DEFICIT)	265,160	(290,619)	2,948,439
Amortization of tangible capital assets	9,502,760	9,438,081	9,317,996
Purchase of tangible capital assets	-	(11,098,697)	(12,182,208)
Gain on disposal of tangible capital assets	-	(140,280)	(2,120)
Proceeds on sale of tangible capital assets	-	140,280	2,120
Change in prepaid expenses and other non-financial assets	-	(343,633)	(847,883)
CHANGE IN NET DEBT	9,767,920	(2,294,868)	(763,656)
NET DEBT - beginning of year	(162,691,053)	(162,691,053)	(161,927,397)
NET DEBT - end of year	(152,923,133)	(164,985,921)	(162,691,053)

The accompanying notes are an integral part of these financial statements

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CASH FLOWS For the Year Ended August 31, 2022

	2022 \$	2021 \$
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Annual surplus/(deficit)	(290,619)	2,948,439
Items not involving cash		
Amortization of tangible capital assets	9,438,081	9,317,996
Gain on disposal of tangible capital assets	(140,280)	(2,120)
Amortization of deferred capital contributions	(9,152,950)	(9,061,226)
Change in non-cash assets and liabilities		
Accounts receivable	(3,861,685)	3,966,610
Prepaid expenses and other non-financial assets	(343,633)	(847,883)
Accounts payable and accrued liabilities	1,744,983	(3,993,718)
Deferred revenue	700,156	569,595
Employee benefits payable	(713,827)	(1,380,890)
Net change in cash from operating activities	(2,619,774)	1,516,803
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(11,098,697)	(12,182,208)
Proceeds on disposal of tangible capital assets	140,280	2,120
Net change in cash from capital activities	(10,958,417)	(12,180,088)
FINANCING ACTIVITIES		
Debt repayments	(3,484,472)	(3,266,154)
Government of Ontario - approved capital	3,291,476	(2,951,580)
Additions to deferred capital contributions	11,098,697	11,373,138
Deferred revenues - capital	1,109,454	1,006,956
Net change in cash from financing activities	12,015,155	6,162,360
NET CHANGE IN CASH	(1,563,036)	(4,500,925)
CASH - beginning of year	19,703,467	24,204,392
CASH - end of year	18,140,431	19,703,467

The accompanying notes are an integral part of these financial statements

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

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

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

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

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

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

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

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(b) Reporting Entity

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

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

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

(c) Trust Funds

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

(d) Cash

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

(e) Deferred Revenue

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

(f) Deferred Capital Contributions

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

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

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(g) Retirement and Other Employee Future Benefits

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

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

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

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

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES, continued

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

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

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

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

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

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

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(h) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Initial costs for tangible capital assets that were acquired or developed prior to 2009 were obtained using historical cost information or using current fair market values discounted by a relevant inflation factor to the point of acquisition. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Land improvements with finite lives	15
Buildings and building improvement	40
Portable structures	20
Other buildings	20
First-time equipping of schools	10
Furniture	10
Equipment	5-15
Computer hardware	3
Computer software	5
Vehicles	5-10
Leasehold improvements	Over the lease term

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

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

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

(i) Government Transfers

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

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

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(j) Investment Income

Investment income is reported as revenue in the period earned.

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

(k) Non-financial Assets

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

(l) Use of Estimates

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

(m) Education Property Tax Revenue

Under Canadian Public Sector Accounting Standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the board, is the Province of Ontario. As a result, education property tax revenue received from the municipalities is recorded as part of Grants for Student Needs under Education Property Tax.

2. ACCOUNTS RECEIVABLE

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

The board has an account receivable from the Province of Ontario of \$38,149,555 as at August 31, 2022 (2021 - \$41,441,031) with respect to capital grants.

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

3. ACCOUNTS RECEIVABLE - OTHER

The Ministry of Education introduced a cash management strategy effective September 1, 2018. As part of the strategy, the Ministry delays part of the grant payment to school boards where the adjusted accumulated surplus and deferred revenue balances are in excess of certain criteria set out by the Ministry. The balance of delayed grant payments included in Accounts Receivable - other at August 31, 2022 is \$3,728,850 (2021 - \$3,705,025).

4. DEFERRED CAPITAL CONTRIBUTIONS

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

	2022	2021
	\$	\$
Balance, beginning of year	172,222,002	169,910,090
Additions to deferred capital contributions	11,098,697	11,373,138
Revenue recognized in the period	(9,152,950)	(9,061,226)
	174,167,749	172,222,002

5. IN-KIND TRANSFERS FROM THE MINISTRY OF PUBLIC AND BUSINESS SERVICE DELIVERY

The board has recorded entries, both revenues and expenses, associated with centrally procured in-kind transfers of personal protective equipment (PPE) and critical supplies and equipment (CSE) received from the Ministry of Public and Business Service Delivery (MPBSD). The amounts recorded were calculated based on the weighted average cost of the supplies as determined by MGCS and quantity information based on the Board's records. The in-kind revenue recorded for these transfers is \$3,223,579 with expenses based on use of \$3,223,579 for a net impact of \$Nil. Included in prepaid expenses and other non-financial assets and deferred revenue operating - other is \$1,355,466 of PPE and CSE that were on hand at August 31, 2022.

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

6. NET DEBENTURE DEBT AND CAPITAL LOANS

- (a) The balance of net debenture debt and capital loans reported on the Consolidated Statement of Financial Position is made up of the following:

	2022 \$	2021 \$
Debenture payable - Bylaw #117 - for permanent improvements, 7.342% per annum, repayable \$292,226 per month principal and interest, due July 2026, redeemable in whole but not in part of the principal amount outstanding, at the option of the School Board on any date prior to July 2026	11,904,898	14,435,783
Ontario Financing Authority term installment loans, for permanent improvements, 3.564% - 5.232% per annum, repayable \$885,762 semi-annually principal and interest, due November 2031 - March 2039	18,434,558	19,388,145
	30,339,456	33,823,928

- (b) The net debenture debt and capital loans reported in (a) of this note is repayable as follows:

	Principal \$	Interest \$	Total \$
2023	3,718,111	1,560,133	5,278,244
2024	3,968,182	1,310,062	5,278,244
2025	4,235,875	1,042,369	5,278,244
2026	4,230,243	755,774	4,986,017
2027	1,179,983	591,541	1,771,524
2028 and subsequent years	13,007,062	2,835,866	15,842,928
	30,339,456	8,095,745	38,435,201

7. DEBT CHARGES AND CAPITAL LOAN INTEREST

	2022 \$	2021 \$
Principal payments on long-term liabilities	3,484,472	3,266,154
Interest payments on long-term liabilities	1,793,772	2,012,090
	5,278,244	5,278,244

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended August 31, 2022

8. DEFERRED REVENUE

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

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2022 is comprised of:

	Balance August 31, 2021 \$	Externally Restricted Revenue and Investment Income 2022 \$	Revenue Recognized in the Period 2022 \$	Transferred to DCC 2022 \$	Balance August 31, 2022 \$
Capital					
School Renewal	576,289	2,270,415	434,452	1,585,731	826,521
Minor Tangible Capital					
Assets	-	4,527,942	3,380,480	1,147,462	-
Proceeds of Disposition	570,157	-	-	-	570,157
Education Development					
Charges	2,473,806	827,681	29,472	-	3,272,015
Retrofit for Child Care	183,851	-	-	-	183,851
Temporary Accommodation	-	56,097	56,097	-	-
Interest on Capital	-	1,811,774	1,811,774	-	-
Other	33,734	332,678	-	262,678	103,734
	3,837,837	9,826,587	5,712,275	2,995,871	4,956,278
Operating					
Special Education	542,521	25,279,040	25,288,509	-	533,052
Rural and Northern					
Education Fund	-	367,612	367,612	-	-
Experiential Learning					
Envelope	237,205	908,840	710,194	207,634	228,217
Student Achievement	198,585	551,175	554,339	-	195,421
Other (Note 5)	1,118,839	5,680,245	4,967,454	-	1,831,630
	2,097,150	32,786,912	31,888,108	207,634	2,788,320
	5,934,987	42,613,499	37,600,383	3,203,505	7,744,598

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

9. EMPLOYEE BENEFITS PAYABLE

Liability	Retirement Gratuities \$	Retirement Benefits \$	Other Employee Future Benefits \$	2022 Total \$	2021 Total \$
Accrued employee benefit obligations at August 31	7,593,622	101,318	1,419,570	9,114,510	11,025,017
Unamortized actuarial gains (losses) at August 31	(414,895)	-	-	(414,895)	(1,611,575)
	7,178,727	101,318	1,419,570	8,699,615	9,413,442
Change in liability					
Current year benefit cost (recovery)	-	-	685,634	685,634	(162,893)
Interest on accrued benefit obligation	160,678	2,890	15,503	179,071	161,647
Amortization of actuarial (gains) losses	415,451	(11,793)	(17,728)	385,930	461,890
Benefit payments ¹	(1,424,816)	(100,697)	(438,949)	(1,964,462)	(1,857,815)
	(848,687)	(109,600)	244,460	(713,827)	(1,397,171)

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

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

9. EMPLOYEE BENEFITS PAYABLE, continued

Actuarial Assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2022 are based on the most recent actuarial valuations completed for accounting purposes as at August 31, 2022. The economic assumptions used in these valuations are the School Board's best estimates of expected rates of:

	2022	2021
Inflation	2.0%	1.5%
Wage and salary escalation	n/a	n/a
Insurance and health care cost escalation	3.00 - 5.00%	4.5 - 7.00%
Discount on accrued benefit obligations	3.9%	1.8%

Retirement Benefits

(a) Ontario Teacher's Pension Plan

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

(b) Ontario Municipal Employees Retirement System

All non-teaching employees of the board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The OMERS Administration Corporation Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. OMERS provides pension services to over 500,000 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of the OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2021. The results of this valuation disclosed total actuarial liabilities of \$120,796 million in respect of benefits accrued for service with actuarial assets at that date of \$117,665 million indicating an actuarial deficit of \$3,131 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. During the year ended August 31, 2022, the board contributed \$2,848,863 (2021 - \$2,765,034) to the plan.

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

9. EMPLOYEE BENEFITS PAYABLE, continued

(c) Retirement Life Insurance and Health Care Benefits

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

Other Employee Future Benefits

(a) Workplace Safety and Insurance Board Obligations

The board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the board's consolidated financial statements. Plan changes made in 2012 require school boards to provide salary top-up to a maximum of 4 ½ years for employees receiving payments from the Workplace Safety and Insurance Board, where the previously negotiated collective agreement included such provision. As at August 31, 2022 the liability included in employee future benefits for this obligation is \$1,274,255 (2021 - \$1,004,150).

(b) Sick Leave Top-Up Benefits

A maximum of eleven unused sick days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the consolidated financial statements are \$127,587 (2021 - \$242,296).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2022 and is based on the average daily salary and banked sick days of employees as at August 31, 2022.

10. TEMPORARY BORROWING

The board has an authorized line of credit of \$10,000,000 which bears interest at prime. At August 31, 2022 the board had not drawn on this credit facility (2021 - \$NIL).

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended August 31, 2022

11. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

The board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$27,000,000 per occurrence.

The ultimate premiums over a five year period are based on the reciprocal's and the School Board's actual claims experience. Periodically, the School Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires December 31, 2026.

Premiums paid to OSBIE for the policy year ending December 31, 2022 amounted to \$206,284 (2021 - \$235,742). OSBIE's most recent audited financial statements, disclose total assets of \$275,326,020, total liabilities of \$133,662,194 and a Guaranteed Fund balance of \$141,663,826 at December 31, 2021. As a reciprocal, OSBIE's subscribers are participants without an ownership entitlement so no assets, liabilities or surplus amounts have been recorded on the boards' books.

12. EXPENSES BY OBJECT

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

	Budget 2022 \$ (Unaudited)	Actual 2022 \$	Actual 2021 \$
Salaries	131,433,904	134,270,009	132,832,523
Benefits	25,516,760	25,969,194	24,606,067
Staff development	607,682	560,073	320,881
Supplies and services	13,958,165	12,851,049	10,890,683
Interest	1,772,451	1,772,451	1,991,934
Rental	26,566	24,727	20,004
Fees and contract services	17,363,229	20,112,147	17,033,921
Other	202,673	3,467,075	1,308,670
Amortization	9,502,760	9,438,081	9,317,996
	200,384,190	208,464,806	198,322,679

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended August 31, 2022

13. GRANTS FOR STUDENT NEEDS

School boards in Ontario receive the majority of their funding from the provincial government. This funding comes in two forms: provincial legislative grants and local taxation in the form of education property tax. The provincial government sets the education property tax rate. Municipalities in which the board operates collect and remit education property taxes on behalf of the Province of Ontario. The Province of Ontario provides additional funding up to the level set by the education funding formulas. 87.42% of the consolidated revenues of the board are directly controlled by the provincial government through the grants for student needs. The payment amounts of this funding are as follows:

	2022 \$	2021 \$
Provincial Legislative Grants	163,287,074	157,355,152
Education Property Tax	18,679,368	21,835,757
Grants for Student Needs	181,966,442	179,190,909

14. TRUST FUNDS

Trust funds administered by the School Board amounting to \$221,334 (2021 - \$222,202) have not been included in the Consolidated Statement of Financial Position nor have their operations been included in the Consolidated Statement of Operations and Accumulated Surplus.

15. CONTINGENT LIABILITIES

The board has an excess of loss (catastrophe) Workplace Safety and Insurance Board (WSIB) insurance policy of \$27,000,000 per accident, per employee, aggregate for disease, with a \$1,000,000 deductible per employee, per accident. The School Board brings this deductible down to \$500,000 by participating in the School Boards' Cooperative Assistance Program.

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

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

16. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:

	2022 \$	2021 \$
Available for Compliance - Unappropriated		
Operating accumulated surplus	6,873,402	6,987,156
Available for Compliance - Internally Appropriated		
School activities	451,083	544,765
Program capital	523,625	523,625
Committed capital projects	3,269,754	3,554,886
Facilities and sites	871,952	871,952
IT infrastructure and software	500,000	500,000
Joint field agreement	60,000	30,000
Total Internally Appropriated	5,676,414	6,025,228
Unavailable for Compliance		
Invested in tangible capital assets	17,845,215	17,845,215
School generated funds	1,950,584	1,799,956
Interest to be accrued	(95,968)	(117,289)
Total Unavailable for Compliance	19,699,831	19,527,882
Total Accumulated Surplus	32,249,647	32,540,266

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

17. STUDENT TRANSPORTATION SERVICES OF CENTRAL ONTARIO TRANSPORTATION CONSORTIUM

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

Through the Student Transportation Services of Central Ontario the Board shares the costs for the service in the following manner: operational administrative cost - 30.729% (2021 - 29.83%); shared contractual services 31.534% (2021 - 30.643%); and non shared board direct costs 100% (2021 - 100%).

The following provides condensed financial information:

	2022		2021	
	Total	Board Portion	Total	Board Portion
	\$	\$	\$	\$
Expenses	38,968,679	12,749,743	34,417,807	10,641,681

18. IMPACT OF COVID-19

On March 11, 2020 the COVID-19 outbreak was declared a pandemic by the World Health Organization. Since this time, the pandemic has had a significant financial, market and social impacts, due to government imposed lockdowns and social distancing requirements. The board has experienced physical closure of schools based on public health recommendations, implemented temporary virtual schooling, implemented mandatory working from home requirements for those able to do so, and cancelled fundraising events and other programs.

The duration and ongoing impact of the COVID-19 pandemic remains unclear at this time. Although all 2021-22 financial impacts were managed, the full extent of the financial impact on the financial position and results of the board for future periods is not possible to reliably estimate.

19. COMMITMENT

The board has entered into a construction for a classroom addition and interior renovations to St. Joseph Catholic Elementary school, Douro. The remaining value of the contract at August 31, 2022 is \$4,023,043.

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

20. FUTURE ACCOUNTING STANDARD ADOPTION

The board is in the process of assessing the impact of the upcoming new standards and the extent of the impact of their adoption on its financial statements.

While the timing of standard adoption can vary, certain standards must be adopted concurrently. The requirements in PS 1201 Financial Statement Presentation, PS 2601 Foreign Currency Translation, PS 3041 Portfolio Investments and PS 3450 Financial Instruments must be implemented at the same time. The board has not adopted any new accounting standards for the year ended August 31, 2022.

i. Standards applicable for fiscal years beginning on or after April 1, 2022 (in effect for the board as of September 1, 2022 for the year ending August 31, 2023):

PS 1201 Financial Statement Presentation replaces PS 1200 Financial Statement Presentation. This standard establishes general reporting principles and standards for the disclosure of information in government financial statements. The standard introduces the Statement of Remeasurement Gains and Losses separate from the Statement of Operations. Requirements in PS 2601 Foreign Currency Translation, PS 3450 Financial Instruments, and PS 3041 Portfolio Investments, which are required to be adopted at the same time, can give rise to the presentation of gains and losses as remeasurement gains and losses.

PS 2601 Foreign Currency Translation replaces PS 2600 Foreign Currency Translation. The standard requires monetary assets and liabilities denominated in a foreign currency and non-monetary items denominated in a foreign currency that are reported as fair value, to be adjusted to reflect the exchange rates in effect at the financial statement date. Unrealized gains and losses arising from foreign currency changes are presented in the new Statement of Remeasurement Gains and Losses.

PS 3401 Portfolio Investments replaces PS 3040 Portfolio Investments. The standard provides revised guidance on accounting for, and presentation and disclosure of, portfolio investments to conform to PS 3450 Financial Instruments. The distinction between temporary and portfolio investments has been removed in the new standard, and upon adoption, PS 3030 Temporary Investments will no longer apply.

PS 3280 Asset Retirement Obligations (ARO) establishes the accounting and reporting requirements for legal obligations associated with the retirement of tangible capital assets controlled by a government or government organization. A liability for a retirement obligation can apply to tangible capital assets either in productive use or no longer in productive use.

PS 3450 Financial Instruments establishes accounting and reporting requirements for all types of financial instruments including derivatives. The standard requires fair value measurement of derivatives and portfolio investments in equity instruments that are quoted in an active market. All other financial instruments will generally be measured at cost or amortized cost. Unrealized gains and losses arising from changes in fair value are presented in the Statement of Remeasurement Gains and Losses.

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended August 31, 2022

20. FUTURE ACCOUNTING STANDARD ADOPTION, continued

ii. Standards applicable for fiscal years beginning on or after April 1, 2023 (in effect for the board for as of September 1, 2023 for the year ended August 1, 2024):

PS 3400 Revenue establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

PSG- 8 Purchased Intangibles provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act.

PS 3160 Public Private Partnerships (P3s) provides specific guidance on the accounting and reporting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner.

21. TANGIBLE CAPITAL ASSETS

	Cost				Accumulated Amortization				Net Book Value	
	Opening Balance \$	Additions \$	Disposals \$	Closing Balance \$	Opening Balance \$	Amortization \$	Disposals, Write-offs & Other Adjustments \$	Closing Balance \$	2022 \$	2021 \$
Tangible Capital Assets										
Land	17,840,961	-	-	17,840,961	-	-	-	-	17,840,961	17,840,961
Land Improvements	15,725,299	1,286,071	-	17,011,370	6,034,776	1,039,398	-	7,074,174	9,937,196	9,690,523
Buildings	271,231,721	7,684,823	-	278,916,544	116,553,370	6,730,168	-	123,283,538	155,633,006	154,678,351
Portable Structures	8,551,093	2,159	-	8,553,252	1,360,922	427,609	-	1,788,531	6,764,721	7,190,171
Other Buildings	192,419	6,698	-	199,117	43,649	9,865	-	53,514	145,603	148,770
Computer Hardware	1,614,263	842,067	224,615	2,231,715	456,687	640,997	224,615	873,069	1,358,646	1,157,576
Computer Software	262,597	63,135	10,420	315,312	110,351	57,791	10,420	157,722	157,590	152,246
Equipment - 5 year	93,807	-	-	93,807	13,695	18,761	-	32,456	61,351	80,112
Equipment - 10 year	3,559,629	250,034	393,168	3,416,495	1,578,390	348,806	393,168	1,534,028	1,882,467	1,981,239
Equipment - 15 year	588,005	18,109	-	606,114	516,067	9,747	-	525,814	80,300	71,938
Furniture	330,611	116,343	41,177	405,777	178,791	36,820	41,177	174,434	231,343	151,820
First-time Equipping	992,870	-	270,920	721,950	796,100	85,741	270,920	610,921	111,029	196,770
Vehicles	283,698	76,620	-	360,318	234,128	32,378	-	266,506	93,812	49,570
	321,266,973	10,346,059	940,300	330,672,732	127,876,926	9,438,081	940,300	136,374,707	194,298,025	193,390,047
Assets Under Construction										
Buildings	227,798	752,638	-	980,436	-	-	-	-	980,436	227,798
	227,798	752,638	-	980,436	-	-	-	-	980,436	227,798
Total	321,494,771	11,098,697	940,300	331,653,168	127,876,926	9,438,081	940,300	136,374,707	195,278,461	193,617,845

Ontario Student Trustee Association (OSTA-AECO) Annual Membership Fees, 2022-2023.

R.A. that the payment of the 2022-2023 Ontario Student Trustees Association membership fees in the amount of \$1,839.64 be approved.

November 7, 2022

Administration

Trustee Professional Development, Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, January 20-21, 2023.

R.A.: that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, January 20-21, 2023, in Toronto, Ontario.

November 7, 2022

Administration

**Recommended Action from the Policy Development
Committee Meeting, November 1, 2022.**

R.A.: Mover: Loretta Durst

that the Board receive the report and recommendations
from the Policy Development Committee dated November
1, 2022, for publication and implementation.

Policy Development Committee

November 1, 2022.

**Report of the Recommended Actions from the Policy Committee Meeting,
November 1, 2022.****1. Revised Administrative Procedure – AP #1106, .**

Moved by Braden Leal, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #1106, Display of Flags, be received and posted as amended under Directional Policy #1100, Communications; and, that Board Policy #1108, Display of Flags, and the corresponding Administrative Procedure #1108, be deleted. Carried.

2. New Administrative Procedure – AP #602, Cybersecurity.

Moved by Braden Leal, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #602, Cybersecurity, be received and posted under Directional Policy #600, Stewardship of Resources. Carried.

3. Revised Administrative Procedure – AP #803, Pediculosis in Schools (Head Lice).

Moved by Jenny Leahy, seconded by Loretta Durst that the Policy Development Committee recommend to the Board that Administrative Procedure #803 Pediculosis in Schools, received and posted under Directional Policy #800, Healthy Schools and Workplaces; and, that Administrative Procedure #316, Pediculosis in Schools, be deleted. Carried.

4. Revised Administrative Procedure – AP #1302, Bus Operator Contracted Services.

Moved by Braden Leal, seconded by Loretta Durst that the Policy Development Committee recommend to the Board that Administrative Procedure #1302, Bus Operator Contracted Services, be received and posted under Directional Policy #1300, Student Transportation; and, that Board Policy #1302, Bus Operator Contracted Services, and the corresponding Administrative Procedure #1302, be deleted. Carried.

5. New Administrative Procedure – AP #1305, Accidents Involving School Purpose Vehicles.

Moved by Braden Leal, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that Administrative Procedure #1305, Accidents Involving School Purpose Vehicles, be received and posted under Directional Policy #1300, Student Transportation; and, that Board Policy #1305, Bus Accidents and Resulting Injuries, the corresponding Administrative Procedure #1305, be deleted. Carried.