



# Agenda

## Committee-of-the-Whole Open Meeting

Tuesday, October 10, 2023

6:45 – 8:30 p.m.

Catholic Education Centre – Large Boardroom

IF YOU ARE UNABLE TO ATTEND IN PERSON, [CLICK HERE TO JOIN VIA VIDEO CONFERENCE](#)

**Chairperson: Mary Ann Martin**

Members of the committee that are unable to attend are asked to please notify Amy McLeod, Administrative Assistant [amcleod@pvnccdsb.on.ca](mailto:amcleod@pvnccdsb.on.ca)

### A. Call to Order:

1. Opening Prayer.
2. Land Acknowledgement.
3. Approval of the Open Meeting Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the draft Minutes of the Open Meeting of the Committee-of-the-Whole held on Monday, September 11, 2023. Page 3
6. Business Arising from the Minutes.

### B. Presentations / Recommended Actions:

- |   |         |                         |
|---|---------|-------------------------|
| 1. 2023-2024 Trustee Honoria                                  | Page 8  | Superintendent Heuchert |
| 2. Appointment of First Nations Trustee - Report to the Board | Page 11 | Superintendent Selby    |
| 3. Long Term Growth - Capital Priorities                      | Page 26 | Superintendent Heuchert |

**C. Information Items:**

- |   |         |                         |
|---|---------|-------------------------|
| 1. Clarington New School Update                     |         | Superintendent Heuchert |
| 2. Northumberland Capital Priority Plans            |         | Superintendent Heuchert |
| 3. Enrolment Update - October 4, 2023               | Page 20 | Superintendent Heuchert |
| 4. 2023 - 2024 Staffing Report                      | Page 22 | Superintendent Kahler   |
| 5. Trustee expenses for the fiscal period 2022-2023 | Page 24 | Superintendent Heuchert |

**D. Old Business:**

There is no old business.

**E. New Business:**

There is no new business.

**F. Next Meeting:**

1. November 13, 2023  
6:30 p.m.

**G. Conclusion:**

1. Adjournment.
2. Closing Prayer



# Minutes

## The Minutes of the Open Meeting of the Committee-of-the-Whole held on Monday, September 11, 2023, at 7:00 p.m.

### Present

\* = (via video conference)

Trustees: Chair Martin, Trustee MacKenzie (Board Chairperson),  
Trustee Durst, Trustee Glover, Trustee Tanguay, Trustee Leahy,  
Student Trustee Gaskell (Senior Student Trustee), Student  
Trustee Heitzner (Junior Student Trustee).

Administration: Director O'Sullivan, Superintendent Armstrong, Superintendent Di Ianni,  
Superintendent Heuchert, Superintendent Kahler, Superintendent Piggott,  
Superintendent Selby.

Guests: Ms. Hamonic\*, Ms. Whitnall\*

Regrets:

Recorder: Mrs. McLeod

### **A. Call to Order:**

Chair Martin called the meeting to order at 7:00 pm.

#### 1. Opening Prayer

Superintendent Di Ianni led the committee in opening prayer.

2. Superintendent Heuchert provided a territorial recognition, acknowledging that the Committee-of-the-Whole Meeting was taking place on the traditional territory of the Mississauga Anishnaabeg.

#### 3. Approval of Open Meeting Agenda.

Trustee Tanguay requested a discussion around the extreme heat policy in New Business. Chair Martin also informed the committee of the additional agenda item added as C5: Legal Services

Review for 2022-2023, that was brought forward from the In-Camera meeting.

**Motion:** Moved by Trustee Leahy, seconded by Trustee Durst, that the Open Meeting Agenda be accepted with the proposed amendments.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Draft Minutes of the Committee-of-the-Whole – Open Meeting held on Monday, June 12, 2023.

**Motion:** Moved by Trustee Durst, seconded by Trustee MacKenzie, that the Draft Minutes of the Committee-of-the-Whole – Open Meeting, held on Monday, June 12, 2023, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the minutes.

**B. Recommended Actions / Presentations:**

There were no recommended actions or presentations.

**C. Information Items:**

1. Clarington New School Update

Superintendent Heuchert

Superintendent Heuchert informed the committee that the Ministry has set parameters for any new builds and the design must either be selected from a catalog provided by the Ministry or be a repeat build of another school built within the last two years. There was discussion amongst the committee members around the catalog and timelines. Superintendent Heuchert provided two blueprints for the committee to review. There was great discussion around the plans and various trustees shared their feedback. Trustee Glover requested a separate meeting on September 20, to review and further discuss the architect plans as the feedback will be considered in the final design submission. There were a few questions around the Board's architect roster which Superintendent Heuchert answered.

**Motion:** Moved by Trustee Glover, seconded by Trustee Durst, that the Committee-of-the-Whole Meeting accept the report.

## 2. Northumberland Capital Priority Plans

Superintendent Heuchert

Superintendent Heuchert shared with the committee that the Board is planning to submit a proposal for a new school build in Northumberland, replacing St. Michael CES. The same design plan will be used for both the Clarington and Northumberland submissions with a slight difference in the number of child care rooms at each location. Superintendent Heuchert informed the committee that St. Michael CES has been deemed prohibitive to repair therefore the Board has decided to submit a second proposal, as an alternate option if the new build is not approved, which will see an addition to Notre Dame CES located nearby. Both Notre Dame CES and St. Michael CES students would be amalgamated into one school. The discussion also turned to the final Capital Priority submission the Board plans to submit which is a technology addition at Holy Trinity. Trustee Glover asked a few questions around the SHSM program which Superintendent Selby addressed highlighting the increase in enrolment and expected growth which supports the plans for an addition.

**Motion:** Moved by Trustee Glover, seconded by Trustee Tanguay, that the Committee-of-the-Whole Meeting accept the report.

Carried

## 3. St. Elizabeth Annex Update

Superintendent Selby

Superintendent Selby provided a thorough presentation on the St. Elizabeth Annex which included several pictures of the new space. Superintendent Selby highlighted the custodial efforts in refreshing and renewing the Annex. Logistics and operations were reviewed and the committee asked questions. It was mentioned that there were a few spaces including the office area and permanent washrooms that had not yet been completed due to some construction and permit delays however, they were scheduled to be finished in the coming weeks. Superintendent Selby mentioned that the open house for parents to see the Annex space was set for September 26. Since this falls on the same day as the Board meeting, a separate day for trustees to view the space will be arranged. Several trustees thanked Superintendent Selby and Superintendent Heuchert for all of the work they put into the St. Elizabeth Annex project.

**Motion:** Moved by Trustee Glover, seconded by Trustee MacKenzie, that the Committee-of-the-Whole Meeting accept the report.

Carried

## 4. Capital Priorities Status Update

Superintendent Heuchert

Superintendent Heuchert commented that the previous agenda item discussions were more robust than intended therefore there were no further updates to report.

## 5. Legal Services Review for 2022-2023

Superintendent Heuchert

Superintendent Heuchert presented to the committee a summary of legal service billings from the past year. Three firms were used for various services relating to governance, collective agreements and employment law. Chair Martin questioned whether or not the Board has considered staffing an lawyer, she commented some boards do have their own general counsel on staff. Superintendent Heuchert expressed he did not feel the cost of using external services justified hiring general counsel. Superintendent Heuchert also discussed the budget for legal services and commented the Board was under budget this past year.

**Motion:** Moved by Trustee Durst, seconded by Trustee Tanguay, that the Committee-of-the-Whole Meeting accept the report.

Carried

D. **Old Business:**

There was no old business.

E. **New Business:**

Trustee Tanguay addressed the committee bringing forth concerns around the extreme weather policy for the board noting the first few days of school saw very warm weather. Trustee Tanguay felt the intolerable conditions were not conducive to learning and not healthy especially for those with preexisting conditions. She felt the Board should be considering various solutions to address the problem. The committee discussed the Board's policy and the renewal which is scheduled in 2024. Superintendent Heuchert agreed to take a broader approach in the renewal process of the policy by reviewing policies in other jurisdictions. Superintendent Heuchert provided a quick oversight of recent HVAC related costs the Board had incurred and also asked the committee to keep in mind the school renewal funding that is received by the Ministry compared to the Capital Priority list of projects that the Board plans to address.

Trustee Glover briefly touched on the appointment of a First Nations Trustee, mentioning this was scheduled to be a Board meeting agenda item however he felt it should be first discussed at the next Committee of the Whole meeting in October. It was decided that would be appropriate.

**F. Next Meeting:**

Monday, November 13, 2023  
6:30 p.m.

**G. Conclusion:**

1. Adjournment

**Motion:** Moved by Trustee Tanguay, seconded by Trustee MacKenzie that the  
Committee-of-the-Whole Meeting adjourn at 8:29 p.m.  
Carried

2. Closing Prayer

Superintendent Di Ianni led the committee in closing prayer.

Mary Ann Martin  
Committee Chairperson  
/am

Sean Heuchert  
Superintendent of Business and Finance

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# BUSINESS AND FINANCE

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## Report to Committee of the Whole

**Meeting:** ☐ In Camera

☒ Open

**Presented for:** ☐ Information

☒ Approval

**Meeting Date:** October 10, 2023

**Presented by:** Sean Heuchert, Superintendent of Business and Finance

**Subject:** 2023-2024 Trustee Honoraria

**Recommended Action(s):** The Committee of the Whole recommends that the Board approve Honoraria for Board members as outlined in the following report for the period November 15, 2023 to November 14, 2024.

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### 1. Background

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

### 2. Components

- 2.1 For a term of office beginning in 2022 (therefore November 15, 2022) the annual honorarium for a member of a District School Board (Trustee) shall consist of the following four components:
1. The Base Amount for the year (constant for the 4 year term);
  2. The Enrolment Amount for the year (to be recalculated annually, values rounded up to nearest dollar);
  3. The Attendance Amounts payable for the year (for prescribed Committees)
  4. The Distance Amounts payable for the year (if applicable)



## 2.2 Base Amount

The limit for the base amount for each Board Member, beginning on November 15, 2022 is \$5,900.

Per trustee: \$5,900

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

## 2.3 Enrolment Amount (to be adjusted annually)

The enrolment to be used for each year beginning November 15th is that of the previous fiscal year (therefore the estimated enrolment for the fiscal year ending August 31, 2023 will be used to determine the November 15, 2023 to November 14, 2024 amount). For the Peterborough Victoria Northumberland & Clarington Catholic District School Board the estimated average daily enrolment for the 2022/23 school year was 14,707 students.

- a) The basic enrolment amount for the Board as a whole is \$1.75 per student (therefore 14,707 students at \$1.75 each yields a total of \$25,738).
- b) The total amount for the Board is divided by the number of Board members (therefore \$25,738 divided by 7 Members equals an annual amount of \$3,677 per Member.
- c) The calculations contained within the Regulation would add the following amounts to the basic enrolment amount for the Chair and Vice-Chair respectively:

Chair - \$736 (\$.05 per ADE)

Vice-Chair - \$368 (\$.025 per ADE)

## 2.4 Attendance Amount (for prescribed Committees)

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

## 2.5 Distance Amount (if applicable)

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

### 3. Summary

Presented in the table below is a summary of the amount to be paid, by component, for the Chair, Vice-Chair and Trustees for the period November 15, 2023 to November 14, 2024. Comparative amounts for the previous year (November 15, 2022 to November 14, 2023) have also been provided for information purposes.

<b>For the Period November 15, 2023 to November 14, 2024:</b>			
	<b>Chair</b>	<b>Vice-Chair</b>	<b>Trustee</b>
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	\$4,413	\$4,045	\$3,677
	<b>\$15,313</b>	<b>\$12,445</b>	<b>\$9,577</b>

<b>For the Period November 15, 2022 to November 14, 2023:</b>			
	<b>Chair</b>	<b>Vice-Chair</b>	<b>Trustee</b>
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	\$4,356	\$3,993	\$3,630
	<b>\$15,256</b>	<b>\$12,393</b>	<b>\$9,530</b>

## Report to Committee of the Whole

**Meeting:** ☐ In Camera  
☒ Open

**Presented for:** ☐ Information  
☒ Approval

**Meeting Date:** October 10, 2023

**Presented by:** Julie Selby, Superintendent of Learning

**Subject:** Appointment of First Nations Trustee

**Recommended Action(s):** Senior Administration recommends to the Board of Trustees that they proceed with the process of appointment of a First Nations Representative to the Board of Trustees.

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### Appointment of a First Nations Trustee

Committee of the Whole  
October 10, 2023  
Superintendent of Learning ~ Julie Selby

“Education is the key to Reconciliation.”

The Honourable Murray Sinclair, former Chair of the  
Truth and Reconciliation Commission of Canada

## Background

At the regular Board meeting on the evening of Tuesday, September 26, 2023, the Board of Trustees passed the following motion:

"That the Board refer the following motion, that was approved at the June 27, 2023 Board meeting back to the First Nation, Métis & Inuit Education Advisory Committee Meeting for its consultation and recommendation."

As a result, the First Nation, Métis & Inuit Education Advisory Committee met on Tuesday, October 3 to hear and discuss the following motion:

"That the First Nation, Métis & Inuit Education Advisory Committee recommends to the Board that Senior Administration bring a report to the Board of Trustees, at a date and time determined by the Board, to provide information on the process regarding the appointment of a First Nation trustee."

## Considering the Why

In considering this decision, it is imperative that the Board of Trustees begin with the 'why'.

The motion to investigate the appointment of a First Nations Trustee was first introduced by former Peterborough County Trustee Mike Ayotte on June 27, 2023, with a robust discussion and resounding support from the First Nation, Métis and Inuit Committee. In the spirit of our journey toward Truth and Reconciliation, it is a way of further establishing and strengthening relationships with First Nation, Métis and Inuit Peoples; provides amplified voice to Indigenous students and families; allows for reconciliation within an educational context; and incorporates the history and worldviews of Indigenous Peoples into the fabric of PVNC Catholic District School Board. While historically education has created traumatic experiences for Indigenous peoples, we have the opportunity and responsibility to instead use education as a catalyst for change.

## Relevant Policies and Legislation

### Strategic Plan, Vision and Mission

Our Strategic Plan, entitled *Building a Community that Accompanies*, clearly denotes the nature of who we are at PVNC Catholic. By creating a culture of faith, hope and love

to ensure equity and well-being, we seek to accompany all on the journey toward Truth and Reconciliation as we strive for excellence in Catholic education.

## **Directional Policy 700 ~ Equity and Inclusive Education**

The following excerpts from this Directional Policy provide context for this discussion.

The Board acknowledges that it is located on the traditional territory of the Michi Saagiig Nishnabeg who have lived with this land since time immemorial. Many treaties exist in this area: the Gun Shot, the Dish with One Spoon, Treaty 20, and the Williams Treaties.

The Board recognizes the distinct right to self-determination of Indigenous Peoples under the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). First Nations, Inuit and Métis Peoples have distinct legal rights protected under s. 35 of the Constitution Act, 1982 which, among other aspects, recognizes and affirms existing Aboriginal and treaty rights. The Board is committed to establishing and strengthening relationships with First Nations, Inuit and Métis Peoples, and incorporating the history and world views of Indigenous Peoples throughout the Board. It is committed to truth and reconciliation and will implement the Truth and Reconciliation Commission's Calls to Action as they relate to education.

### **School–Community Relationships**

The Board recognizes that school-community relationships that enable representation and active engagement of parents/guardians, caregivers and school community partners, based on trust and mutual respect, are integral to creating and sustaining a positive school climate.

The Board will:

- Develop and sustain partnerships with, and outreach to, parents/guardians, caregivers, and communities, namely those that are marginalized as a result of systemic oppression. In doing so, the Board will identify and remove barriers that limit or prevent parents/guardians, caregivers and community groups to be engaged and represented in board activities and in the school community.
- Consult and engage with individuals and groups who are marginalized as a result of systemic oppression to develop, implement, and review policies and procedures.
- Review the structures of existing committees and partnerships to ensure they reflect the principles of equity and inclusive education, anti-racism, human rights, and truth and reconciliation.

The Board of Trustees is responsible for:

- Ensuring that every student can succeed, regardless of their background or social identity, and ensuring that education programs and services are responsive to the diverse communities it serves.
- Setting direction and policy that prioritize and embed equity and inclusive education, human rights, anti-racism, and truth and reconciliation.

- Ensuring that equity and inclusive education, anti-racism, human rights, and truth and reconciliation inform boardroom deliberations and decisions. Trustees will ensure their decisions are consistent with this Policy.

### United Nations Declaration on the Rights of Indigenous Peoples

There are a number of key clauses contained within the [United Nations Declaration on the Rights of Indigenous Peoples](#) which are directly relevant to this discussion:

- Whereas, in the outcome document of the high-level plenary meeting of the General Assembly of the United Nations known as the World Conference on Indigenous Peoples, Canada and other States reaffirm their **solemn commitment to respect, promote and advance the rights of Indigenous peoples of the world and to uphold the principles of the Declaration**;
- Whereas the Government of Canada **rejects all forms of colonialism and is committed to advancing relations with Indigenous peoples that are based on good faith and on the principles of justice, democracy, equality, non-discrimination, good governance and respect for human rights**;
- Whereas the Declaration emphasizes the **urgent need to respect and promote the inherent rights of Indigenous peoples** of the world which derive from their political, economic and social structures and from their cultures, spiritual traditions, histories, philosophies and legal systems, especially their rights to their lands, territories and resources;
- Whereas the Government of Canada recognizes that all relations with Indigenous peoples must be based on the recognition and implementation of the inherent right to self-determination, including the right of self-government;
- Whereas the Government of Canada is committed to taking effective measures — **including legislative, policy and administrative measures** — at the national and international level, in consultation and cooperation with Indigenous peoples, to achieve the objectives of the Declaration;
- Whereas the Government of Canada is committed to **exploring, in consultation and cooperation with Indigenous peoples, measures related to monitoring, oversight, recourse or remedy or other accountability measures** that will contribute to the achievement of those objectives;
- Whereas the Government of Canada acknowledges that provincial, territorial and **municipal governments each have the ability to establish their own approaches to contributing to the implementation of the Declaration by taking various measures that fall within their authority**;
- Whereas the Government of Canada **welcomes opportunities to work cooperatively with those governments, Indigenous peoples and other sectors of society towards achieving the objectives of the Declaration**.

### Council of Ministers of Education, Canada Indigenous Education Action Plan

Members of the Council of Ministers of Education, Canada (CMEC) have identified Indigenous Education as one of the priorities within their 2023-2027 Strategic Plan. A

key objective of this guiding framework is to improve the levels of intercultural competency, as well as education outcomes for all, by amplifying and celebrating the value and contributions of First Nations, Métis, and Inuit peoples. As part of this focus, the CMEC has identified that building cultural competence among non-Indigenous educators, administrators, and decision makers; and ensuring the meaningful participation of First Nations, Métis, and Inuit peoples in shared decision making are key criteria in terms of accomplishing their goal. Moreover, the CMEC seeks to evaluate their goal, in part, by surveying the levels of, and support for, authentic representation of First Nations, Métis, and Inuit peoples in education, including within decision making circles.

### Ontario First Nation, Métis & Inuit Policy Framework

Initiated in 2007 by the Ministry of Education, this policy framework, outlined in small part in the table below, cites goals, strategies and performance measures consistent with the purpose and rationale for the establishment of a First Nation Trustee:

GOALS	STRATEGIES	PERFORMANCE MEASURES
<b>3- High Levels of Public Confidence</b>	<p><b>3.1:</b> Build educational leadership capacity and coordination.</p> <p><b>3.2:</b> Build capacity to support identity building, including the appreciation of Aboriginal perspectives, values, and cultures by all students, school board staff, and elected trustees.</p> <p><b>3.3:</b> Foster supportive and engaged families and communities.</p>	<p><b>8.</b> Increased participation of First Nation, Métis, and Inuit parents in the education of their children</p> <p><b>9.</b> Increased opportunities for knowledge sharing, collaboration, and issue resolution among Aboriginal communities, First Nation governments and education authorities, schools, school boards, and the Ministry of Education</p> <p><b>10.</b> Integration of educational opportunities to significantly improve the knowledge of all students and educators in Ontario about the rich cultures and histories of First Nation, Métis, and Inuit peoples</p>

Ontario First Nation, Métis & Inuit Policy Framework p. 24

### **Considering the What and How**

As the Board of Trustees considers First Nations Representation on the Board of Trustees, the following relevant sections, subsections and articles of law have been articulated, with bold font indicating information of particular note.

## Education Act Summary

### **Ontario Regulation 462/97: *First Nations Representation on Boards***

Subsection 1(1) of Regulation 462/97 specifies that the council of a band or council of bands may designate a person on the Board to represent the interests of students who are members of the band(s) if:

1. The Board has admitted pupils who belong to a band or
2. The Board has entered into one or more agreements to provide instruction to pupils who belong to the band or bands.

Where a person is named by a band, the Board shall, subject to subsection (5) (discussed below), appoint the person as a member of the Board (subsection 1(2)).

The representative named to serve as a First Nations Trustee must be Catholic and is deemed to be an elected member of the Board (subsection 1(3)). Moreover, the term of office of a member appointed under this section terminates on the same date as the term of office of the elected members (subsection 1(8)).

The appointment of a First Nations Trustee may be made at the Board's discretion if the number of Indigenous students enrolled is fewer than the lesser of 10 percent of the average daily enrolment in the schools of the Board and 100 (subsection 1(5)). Given that the number of students enrolled with the Board is approximately 15 000, the lesser of the two figures is 100. Therefore, if the Board has fewer than 100 students who belong to a band, then the decision regarding the First Nations Trustee may be made at its discretion.

For further clarity, this diagram illustrates PVNC Catholic's trajectory in relation to the *Education Act* and Regulation 462/97: [Diagram of Reg 462/97](#).

### **Education Services Agreement (ESA)**

As outlined within the [Good Governance for School Boards Trustee Professional Development Program Module 16](#), an Education Services Agreement is an agreement between a First Nation and a school board to support one or more First Nation students who reside on reserve to attend a provincially funded school.

ESAs are a purchase-of-service agreement stating that the school board will, for an agreed-upon fee, provide accommodation, instruction, and special services to Indigenous students. Of equal importance, the ESA reflects the relationship and respect between a First Nation community and the school board and supports how the board and community will work together to provide the best possible education outcome for



Indigenous students. An ESA is a positive tool for building relationships, reciprocity and respect for shared histories. ESAs are unique to the First Nation, and are tailored to the types of services and programs that the First Nation community and the school board agree should be provided. Once the ESA is in place, the school board is committed to providing the programs and services in the agreement.

PVNC Catholic meets the requirements of the *Education Act* if it has admitted students who are members of a band in accordance with sections 188(1) and 181(1.1) of the *Education Act*. Where the requirements of the *Education Act* are met, the Regulations provide that First Nations representation is determined by the existence of one or more agreements with a band or council of bands and then by the number of First Nations students attending the schools of the Board. PVNC Catholic has indeed entered into an agreement with Curve Lake First Nation and is about to conclude a second agreement with Hiawatha First Nation. Moreover, it is anticipated that a third agreement, with Alderville First Nation, will conclude during the 2023-2024 school year.

### **Role of the First Nations Trustee**

The First Nation trustee has a key role in representing the interests of the First Nation, Métis & Inuit communities at the school board level and ensuring that there is dialogue with the communities about the work of the Board, particularly as it relates to matters affecting Indigenous students.

First Nation trustees are appointed by the community they represent and are then affirmed by the Board. They have identical rights of any other member of the Board, but also have unique responsibilities:

- monitoring the negotiation of the Education Services Agreement;
- ensuring that the actions of the Board reflect the Education Services Agreement;
- ensuring that both parties to the agreement are fulfilling their obligations;
- ensuring that mechanisms are in place for effective accountability to the First nation community;
- ensuring a high-quality academic and cultural education for Indigenous students;
- ensuring that Indigenous students are free from any expression of racism and harassment as students of the Board; and
- encouraging the involvement of Indigenous parents and communities in their students' education.

In addition, it is customary to have the First Nation Trustee Chair or Co-Chair the First Nation, Métis & Inuit Education Advisory Committee.

### **Ontario Regulation 464/97: Special Education Advisory Committees**

According to Regulation 464/97, if the Board has at least one Board member who was appointed to represent the interests of Indigenous pupils in accordance with Regulation 462/97, then the Board must appoint an Indigenous representative to the SEAC. More specifically, subsection 4(1) of Regulation 464/97 provides that:

*Where a Board has one member appointed in accordance with a regulation made under section 188 of the Act, the Special Education Advisory Committee shall include one person appointed to represent the interests of Indian pupils.*

Furthermore, Regulation 464/97 (5) states that a person must be qualified to vote for members of the Board in order to be qualified to be nominated to the SEAC. However, subsection 5(2) of Regulation 464/97 provides that these qualifications do not apply in respect to Indigenous representatives appointed under section 4. Therefore, Regulation 464/97 does not require a representative to be Catholic.

### **Process of Appointment**

At this time the Board has engaged in an agreement as outlined above with one band - Curve Lake First Nation. As a result, that First Nation community solely would be invited to appoint a representative from their community. In doing so, they would engage in the following process:

1. Notice goes out from the Curve Lake First Nation to their community requesting members interested in serving on the Board.
2. Interested members provide documentation i.e.. resume/cover letter outlining relevant experience.
3. The Curve Lake First Nation Education Committee reviews, evaluates, and provides a recommendation to Chief and Council for appointment to the Board.

### **Recommendation**

Senior Administration recommends to the Board of Trustees that they proceed with the process of appointment of a First Nations Representative to the Board of Trustees.

### **Resources**

[Council of Ministers of Education, Canada \(CMEC\) Indigenous Education Action Plan 2023-2027](#)

[Directional Policy 700 ~ Equity and Inclusive Education](#)

[Education Act and Regulations](#)

[Good Governance for School Boards Module 16 - First Nation Trustees: Unique Roles and Responsibilities](#)

[Ontario Regulation 462/97 First Nations Representation on Boards](#)

[Ontario Regulation 464/97 Special Education Advisory Committees](#)

[Truth and Reconciliation Commission of Canada: Calls to Action](#)



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# BUSINESS and FINANCE

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## Report to Committee of the Whole

**Meeting:** ☐ In Camera  
☒ Open

**Presented for:** ☒ Information  
☐ Approval

**Meeting Date:** October 10, 2023

**Presented by:** **Sean Heuchert, Superintendent of Business & Finance**

**Submitted by:** Senior Administration

**Subject:** Enrolment Update - October 4, 2023

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### Background:

The following information pertains to Board enrolment projections for developing the 2023-2024 Budget and our most current enrolment data as at October 4, 2023.

**PVNCCDSB Enrolment as of October 4, 2023**

No.	School	Budgeted Enrolment	Enrolment at 4 October 2023	Difference
102	St. Joseph (Douro) CES	215	210	(5.00)
103	St Catherine CES	631	627	(4.00)
104	St Martin CES	404	415	11.00
105	St Paul (Lakefield) CES	172	169	(3.00)
106	Immaculate Conception CES	223	222	(1.00)
108	St Alphonsus CES	219	214	(5.00)
109	St Anne CES	543	544	1.00
110	St John (Peterborough) CES	284	272	(12.00)
111	St Patrick CES	212	211	(1.00)
112	St Paul (Peterborough) CES	292	305	13.00
114	St Francis of Assisi CES	502	527	25.00
115	St John Paul II CES	231	225	(6.00)
116	St Mother Teresa CES	406	422	16.00
117	St Teresa CES	305	313	8.00
118	St Paul (Norwood) CES	289	317	28.00
119	St Joseph (Bowmanville) CES	514	488	(26.00)
120	St. Mary (Campbellford) CES	270	269	(1.00)
121	St. Joseph (Cobourg) CES	192	199	7.00
122	St Dominic CES	395	385	(10.00)
123	St Michael CES	166	159	(7.00)
124	St Mary (Grafton) CES	226	228	2.00
126	St Anthony CES	325	335	10.00
127	Monsignor Leo Cleary CES	189	192	3.00
130	St Luke CES	157	156	(1.00)
131	St. Mary (Lindsay) CES	99	102	3.00
132	St Elizabeth CES	763	745	(18.00)
133	Notre Dame CES	163	163	0.00
134	Monsignor O'Donoghue CES	408	386	(22.00)
135	Good Shepherd CES	641	628	(13.00)
137	Holy Family CES	727	742	15.00
	<b>TOTAL ELEMENTARY</b>	<b>10163</b>	<b>10170</b>	<b>7.00</b>
251	Holy Cross C.S.S.	764	776	12.00
253	St. Peter C.S.S.	1072	1017	(55.00)
254	St. Thomas Aquinas C.S.S.	272	263	(9.00)
255	Holy Trinity C.S.S.	705	706	1.00
256	St. Mary C.S.S.	740	782	42.00
257	St. Stephen C.S.S.	1249	1228	(21.00)
	<b>TOTAL SECONDARY</b>	<b>4802</b>	<b>4772</b>	<b>(30.00)</b>
	<b>GRAND TOTAL</b>	<b>14965</b>	<b>14942</b>	<b>(23.00)</b>

# Human Resource Services

## Report to the Committee of the Whole

**Meeting:** ☒ Open  
☐ In-Camera

**Presented for:** ☒ Information  
☐ Approval

**Meeting Date:** October 10, 2023

**Presented by:** Darren Kahler

**Submitted by:** Darren Kahler

**Subject:** 2023-2024 Staffing Report

**Recommended Action(s):** N/A

### Elementary Staffing Requirements:

Requirement	Board Statistic
Kindergarten: The board-wide class size average for Kindergarten must not exceed 26.0.	25.76
90% of Kindergarten classes must have 29 students or fewer.	90.8%
All kindergarten classes must have 32 or fewer students.	100 %
Primary (grades 1 to 3): At least 90% of primary classes must have 20 or fewer students;	90.6 %
All primary classes must have 23 or fewer students;	100 %
Junior/Intermediate (grades 4 to 8): must maintain a board wide average class size of 24.50 or less.	24.5
All combined primary and junior classes must have 23 or fewer students.	100%

As of September 18, 2023, the Board has met these requirements and is compliant with the Elementary Class Size Report for 2023-24.

### Secondary Staffing Requirements:

Secondary average for a classroom is 23:1

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**Retirements During 2022-23**

<b>Position</b>	<b>Number of Retirees</b>
Principal	6
Teacher	26
CUPE	25
Chaplain	3
Superintendent/Director	2
Non-Aligned	4
<b>Grand Total for 2022-23</b>	<b>66</b>

**Occasional Teacher List:**

Currently on the supply list: 345 (plus 94 retirees)  
Continuous general recruitment for OTs.

**Principal and Vice-Principal Eligibility Pool:**

- Eligibility pool consists of 1 vice-principal candidate.
- Principal/vice-principal recruitment is currently underway.

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# BUSINESS AND FINANCE

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## Report to Committee of the Whole

Meeting: ☐ In Camera  
☒ Open

Presented for: ☒ Information  
☐ Approval

Meeting Date: October 10, 2023

Presented by: Sean Heuchert, Superintendent of Business and Finance

Subject: Trustee Expenses for the Fiscal Period 2022-2023

Recommended Action(s): None

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### Background:

Administrative Procedure 617 Trustee Expenses outlines the guidelines for reimbursing trustees for out-of-pocket expenses incurred in connection with carrying out the responsibilities of a Board member.

As outlined in the Administrative Procedures, a summary of expenses incurred by each trustee, including those expenses paid centrally or by other administrative staff on behalf of a trustee, will be posted on the Board's website for a twelve month period aligned with the Board's fiscal year.

Included in this report is a summary of eligible expenses reimbursed to trustees or incurred on behalf of trustees under the categories of Mileage, Meeting Expenses, Events & Professional Development, and Supplies & Equipment. This summary is for the period September 1, 2022 to August 31, 2023, with comparatives of the year before.



**Trustee expenditures from September 1, 2022 to August 31, 2023**

<b>Trustees:</b>	<b>Mileage</b>	<b>Meeting Expenses</b>	<b>Events and Professional Development</b>	<b>Supplies and Equipment</b>	<b>Total</b>
Ainsworth, Linda	\$261	\$0	\$309	\$0	<b>\$570</b>
Ayotte, Michael	\$1,188	\$0	\$519	\$1,190	<b>\$2,897</b>
Durst, Loretta	\$370	\$0	\$2,076	\$461	<b>\$2,907</b>
Glover, Joshua	\$3,368	\$0	\$5,341	\$1,390	<b>\$10,099</b>
Leahy, Jenny	\$765	\$0	\$2,560	\$444	<b>\$3,769</b>
Leal, Braden	\$0	\$0	\$136	\$0	<b>\$136</b>
MacKenzie, Kevin	\$3,487	\$0	\$1,386	\$444	<b>\$5,317</b>
Martin, Mary Ann	\$3,143	\$0	\$4,962	\$1,390	<b>\$9,495</b>
McCarthy, Helen	\$0	\$0	\$0	\$0	<b>\$0</b>
Tanguay, Kathleen	\$1,641	\$0	\$2,183	\$461	<b>\$4,285</b>
<b>TOTAL</b>	<b>\$14,223</b>	<b>\$0</b>	<b>\$19,472</b>	<b>\$5,780</b>	<b>\$39,475</b>

For comparative purposes, the previous year's expenses are noted below. Please note that certain restrictions on travel and meetings related to Covid-19 were in place for this reporting period:

**Trustee expenditures from September 1, 2021 to August 31, 2022**

<b>Trustees:</b>	<b>Mileage</b>	<b>Meeting Expenses</b>	<b>Events and Professional Development</b>	<b>Supplies and Equipment</b>	<b>Total</b>
Ainsworth, Linda	\$849	\$0	\$586	\$0	<b>\$1,435</b>
Bernier, David	\$1,389	\$0	\$2,138	\$0	<b>\$3,527</b>
Durst, Loretta	\$339	\$0	\$2,234	\$436	<b>\$3,009</b>
Griepsma, Michelle	\$0	\$0	\$0	\$0	<b>\$0</b>
Leahy, Jenny	\$0	\$0	\$0	\$18	<b>\$18</b>
Leal, Braden	\$0	\$0	\$1,246	\$0	<b>\$1,246</b>
MacKenzie, Kevin	\$527	\$0	\$0	\$0	<b>\$527</b>
McCarthy, Helen	\$0	\$0	\$144	\$0	<b>\$144</b>
Pinto, Emmanuel	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>TOTAL</b>	<b>\$3,104</b>	<b>\$0</b>	<b>\$6,348</b>	<b>\$454</b>	<b>\$9,906</b>

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# BUSINESS AND FINANCE

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## Report to Committee of the Whole

Meeting: ☐ In Camera

☒ Open

Presented for: ☐ Information

☒ Approval

Meeting Date: October 10, 2023

Presented by: Sean Heuchert, Superintendent of Business and Finance

Subject: Long Term Growth Needs

**Recommended Action(s):** That the Board approve the Long Term Growth Needs and staff include the needs as part of the Board's Capital Priorities submission as required by the Ministry.

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### Background:

A new component of the Capital Priorities process is for Board's to develop a Long Term Growth Needs projection.

*"Boards are asked to provide details of their long-term growth needs for addressing current and projected pupil accommodation linked to the Ontario Housing Action Plan and related municipal growth plans."* -Capital Priorities Guidelines, 2023

Board staff have developed the long term growth needs in conjunction with the Municipalities of Clarington and Northumberland and also planners and economists at Watson & Associates.

School Board #	41
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October 10, 2023

Senior School Board Officials			
Name	Position	Contact Information	Date
Sean Heuchert	Superintendent of Business and Finance	705-748-4861 x1246 sheuchert@pvnccdsb.on.ca	October 10, 2023

The Ministry of Education recognizes the importance of working together with its partners, including school boards and the Ministry of Municipal Affairs and Housing to meet the government's commitment to helping build modern schools faster to support the needs of growing communities, to better utilize school capacity, and ensure value for taxpayer dollars. School boards and their local planning authorities are expected to collaborate to facilitate early and integrated planning for school facilities to meet current and future needs.

Using the excel template below, boards are asked to provide details of their longer-term growth plans for addressing current and projected pupil accommodation needs linked to the Ontario Housing Action Plan and related municipal growth plans. Elementary and secondary school information will be inserted in separate tabs. Please see page 26 [Program Guidelines](#) for further details regarding this template.

**Boards are permitted to submit supplementary documents, such as, maps and long-term capital plans.**

[Please provide additional information and/or include available links in this box]

The Board is at the end of its current Long Term Accommodation Plan. We have worked with Watson and Associates to develop these new forecasts and will continue work on our 2024 Long Term Accommodation Plan. As mentioned in our business case, we are experiencing extreme growth in Clarington and a new school build there is our number 1 priority. The Growth Trends Review for the municipality is available here: <https://www.clarington.net/en/business-and-development/Growth-Trends-Review.aspx> and the Clarington Official Plan Review is available here: <https://pub-clarington.escrimemeetings.com/filestream.ashx?DocumentId=40421>

The Board is at the end of its current Long Term Accommodation Plan. We have worked with Watson and Associates to develop these new forecasts and will continue work on our 2024 Long Term Accommodation Plan. As mentioned in our business case, we are experiencing extreme growth in Clarington and a new school build there is our number 1 priority. The Growth Trends Review for the municipality is available here: <https://www.clarington.net/en/business-and-development/Growth-Trends-Review.aspx> and the Clarington Official Plan Review is available here: <https://pub-clarington.escrimetings.com/filestream.ashx?DocumentId=40421>

## Elementary

Municipality	School Board Planning area	Proposed # of housing units	Panel	Total OTG Capacity of Area	Max portables	Total area capacity with portables	School Year Pupil Place Projections																
							2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41
Clarington	Clarington Area	44,200	Elementary (ELE)	3,498	32	4,027	3,822	3,885	3,925	3,979	4,038	4,105	4,198	4,293	4,349	4,416	4,500	4,582	4,662	4,728	4,786	4,839	4,886
Cobourg	Northumberland County	16,367	Elementary (ELE)	1,569	19	1,776	1,448	1,552	1,582	1,498	1,530	1,572	1,610	1,653	1,671	1,700	1,729	1,758	1,784	1,808	1,829	1,848	1,865
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## Long Term Growth Needs



School boards and their local planning authorities are expected to collaborate to facilitate early and integrated planning for school facilities to meet current and future needs. Please include available links and supporting documentation in your submission or using the space below.

## Secondary

Municipality	School Board Planning area	Proposed # of housing units	Panel	Total OTG Capacity of Area	Max portables	Total area capacity with portables	School Year Pupil Place Projections																
							2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41
Clarington	Clarington Area	44,200	Secondary (SEC)	1,881	20	2,318	2,049	2,069	2,096	2,135	2,125	2,201	2,244	2,298	2,335	2,405	2,462	2,510	2,562	2,613	2,682	2,742	2,844
Cobourg	Northumberland County	16,367	Secondary (SEC)	873	6	1,011	782	795	810	829	837	850	869	890	901	922	936	961	981	976	997	1,046	1,092