

REGULAR BOARD MEETING
REVISED AGENDA

Date: Tuesday, June 20, 2017
 Time: 7:30 pm
 Location: Catholic Education Centre - Board Room
 802 Drury Lane
 Burlington, Ontario

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15.	Resolution re Absentees	

16. Adjournment and Closing Prayer (A. Danko)

Prayer for the End of the School Year

In the name of the Father, and of the Son, and of the Holy Spirit
Amen

Leader

O God of all beginnings and endings,
We praise and thank you for the gift of this school year.
It has been a time filled with grace and blessings,
With challenges and opportunities, joys and sorrows.

All

The days have passed quickly, O Lord.
The weeks, the months, the seasons, the holidays, and holy days.
The exams, vacations, breaks, and assemblies,
All have come forth from your hand.

A Reading from the Gospel of Mark (6:30-34)

The apostles gathered together with Jesus and reported all they had done and taught. He said to them, “Come away by yourselves to a deserted place and rest awhile.” People were coming and going in great numbers, and they had no opportunity even to eat. So they went off in the boat by themselves to a deserted place. People saw them leaving and many came to know about it. They hastened there on foot from all the towns and arrived at the place before them. The Gospel of the Lord

All: Praise to You, Lord Jesus Christ!

Leader

Reflection: Please take a moment and in light of God’s word and your experience this year, reflect on something that you are 1) grateful for having received or been a part of in this Halton Catholic community, and 2) hopeful for in the summer months.

2 minutes Silent Reflection

All

Prayer: Gracious and loving God, watch over us in these final days of the school year. Guide each day as you have done this past year. Let our efforts of this past year bear fruit. Bring all of our plans to a joyful conclusion and bless us all.

May we continue to grow in age, wisdom, knowledge and grace all the days of our lives. Amen.



MINUTES OF THE REGULAR BOARD MEETING

Date: June 6, 2017
 Time: 7:00 pm
 Location: Catholic Education Centre – Board Room
 802 Drury Lane, Burlington, ON

Members Present: A. Danko D. Rabenda, Chair of the Board
 A. Iantomasi J.M. Rowe
 P. Marai A. Quinn
 J. Michael S. Trites, Vice Chair of the Board

Student Trustees: C. Atrach Schwecht

Members Excused: H. Karabela M. Zapata

Senior Staff: B. Browne R. Negoj
 C. Cipriano J. O’Hara
 P. Dawson, Secretary of the Board T. Overholt
 C. McGillicuddy T. Pinelli
 L. Naar A. Prkacin

Also Present: A. Bartucci, Communications Officer, Strategic Communications
 J. Chanthavong, Manager, Budget and Capital
 L. Collimore, Chief Officer, Research and Development
 T. Durham, Curriculum Consultant
 A. Lofts, Senior Administrator, Financial Services
 R. Merrick, Senior Administrator, Facility Management Services
 A. Swinden, Administrator, Strategic Communications
 F. Thibeault, Administrator, Planning Services

Recording Secretary: R. Di Pietro

1. Call to Order

The Chair called the meeting to order.

1.1 Opening Prayer, National Anthem and Oath of Citizenship (C. Atrach)

The meeting opened at 7:30 p.m. with a prayer led by C. Atrach.

1.2 Motions Adopted In-Camera

There were no motions adopted in-camera.

1.3 Information Received In-Camera

Trustee Trites read the following information received in-camera:

RETIREMENTS

Melita Aquilina, Maeve Brockbank, Christina Daly, Rose Iantorno, Kevin O'Connor and Mary Frances Tuffner retiring effective June 30, 2017.

DEPARTMENT HEADS

Michael Jenny, Charles LoPresti and Patricia Yurincich appointed as Department Heads effective September 1, 2017 for a period of up to four (4) years.

ACTING DEPARTMENT HEADS

Natalie Giorgio, Christopher Haley, John Kosir, Emily Liota and Bruce Mazer appointed as Acting Department Heads effective September 1, 2017 for a period of up to one (1) year.

CURRICULUM CONSULTANT GENERALIST

Jacqueline Mickle appointed as Curriculum Consultant Generalist effective September 1, 2017 for a period of up to three (3) years with the possibility of a one (1) year extension.

2. Approval of the Agenda

Trustee Quinn requested the deferral of agenda item 9.3 - Staff Report - The Angelus as the main sponsor of motion was not in attendance. The Chair explained that the staff report would be presented and the action would come to the meeting of June 20, 2017.

The following was added to the agenda:

10.7 Notice of Motion – Transparency in Compensation (P. Marai)

10.8 Notice of Motion – Secondary School Robotics Program Funding (P. Marai)

10.9 Notice of Motion – 2017-2018 Budget without New Initiatives (S. Trites)

#122/17

Moved by: A. Quinn

Seconded by: J.M. Rowe

RESOLVED, that the agenda be accepted as amended.

The Chair called for a vote on resolution **#122/17** and it **UNANIMOUSLY CARRIED**.

3. Declarations of Conflict of Interest

There were no conflicts on interest declared.

4. Presentations**4.1 Promotional Product Professionals of Canada (PPPC) Image Award (B. Browne)**

The PPPC Image Award was awarded to the Halton Catholic District School Board in recognition of the image and branding work to support the Mental Health Strategy of Talk. Learn. Support.

4.2 Theological Theme Artist Recognition (L. Naar)

Doreen Zheng, grade twelve student from St. Ignatius of Loyola Catholic Secondary School was recognized for her artwork.

5. Delegations

There were no delegations.

6. Approval of Minutes**6.1 Minutes of the May 16, 2017 Regular Board Meeting
#123/17**

Moved by: P. Marai

Seconded by: S. Trites

RESOLVED, that the minutes of the May 16, 2017 Regular Board Meeting be approved as presented.

The Chair called for a vote on resolution **#123/17** and it **UNANIMOUSLY CARRIED**.

7. Business Arising from Previous Meetings**7.1 Summary of Outstanding Items from Previous Meetings**

The Summary of Outstanding Items from Previous Meetings was received as information.

8. Action Items

There were no action items.

9. Staff Reports**9.1 2017-18 Budget Estimates (Draft) (R. Negoj)**

The draft of the 2017-18 Budget Estimates reflects projected funding based on Education Finance Information System (EFIS) forms completed to date, and the most current expenses based on available information to date.

Additional analysis is required in order to finalize the 2017-18 estimated revenues and expenses. Staff will complete a review of the enrolment projections, staffing and other operating expenses, in order to determine any necessary changes. Further, staff will complete a review of the EFIS forms to ensure all revenue information has been included and calculated properly and that the expenses are appropriately allocated and enveloped.

9.2 2017 Capital Priorities Business Cases Submission (R. Negoj)

Following a detailed analysis of Board enrolment projections and through monitoring of ongoing development activities with the Region of Halton, staff have identified eight (8) priorities: four (4) in Oakville; three (3) in Milton; and one (1) in Burlington.

Once business cases are drafted, staff will request a meeting with the Ministry of Education to review business cases prior to the estimated submission date of July 15, 2017.

The situation in Georgetown has not changed. Trustee J.M. Rowe made a request for the submission of a business case.

9.3 The Angelus (A. Prkacin, P. Dawson)

Staff provided a report in response to the April 18, 2017 motion, that all Halton Catholic District School Board elementary school children at, or prior to the lunch bell, be led by the teachers in the classroom in the recitation of the Angelus, each and every school day for the months of May and October, every year, starting in May 2017.

Elementary students in the Halton Catholic District School Board consistently receive faithful, relevant and ongoing catechesis on Mary through their Religious Education program. Schools engage in inspired, spiritual and celebratory devotions to honour Mary in the months of October and May and throughout the school year. Staff highlighted Catholic Church teaching that authentic prayer emanates from the wellspring of the heart, through the prompting of the Holy Spirit, and that both individual and communal prayer rooted in a voluntary response to this call.

A judicious course of action to continue to encourage praying with Mary is to invite and support opportunities for Marian prayer during the months of May and October. Such opportunities, when embraced by staff and students of their own volition, encourage fidelity to the nature and spirit of prayer and the development of the disposition of a prayerful heart. The Angelus could be encouraged through explicit suggestion and the provision of resources. Focus on the 100th anniversary of Fatima could continue through 2017, with special emphasis given in October. On July 1, 2017 the Canadian Conference of Catholic Bishops are re-consecrating Canada to Mary in light of Canada 150. This would be an excellent and relevant focus to highlight in October. As well, the new Theological theme, "Do You Love Me," is rolling out in October 2017. Schools, with support, could be invited to focus on how Mary loved Jesus in October and May.

Continuing to providing relevant catechesis and appropriate opportunities for students to respond to prayer's invitation is the most fruitful path to foster spiritual development. "The Lord leads all persons by paths and in ways pleasing to him, and each believer responds according to his heart's resolve and the personal expressions of his prayer" (CCC 2699).

9.4 Milton No. 8 Catholic Elementary School Sketch Plan Design and Preliminary Budget (G. Corbacio)

The 671 pupil places sketch plan design and preliminary budget information for the new Milton No. 8 Catholic Elementary School project was presented.

Building permit submission and construction tendering for the project is expected to be completed by late July 2017. Construction of the new school is anticipated to commence by early August. The September 2018 occupancy date is an ambitious goal and is contingent on a number of factors, some beyond the control of the Board. Every effort will be made to achieve the September 2018 completion date.

9.5 Request for Out of Canada Travel (T. Pinelli)

A request was made to attend the upcoming ICEF Berlin Workshop and the Trade Mission being held in Czech republic and Kyiv, Ukraine which are recommended by the Canadian Association of Public Schools - International (CAPS-I).

10. Information Items**10.1 Student Trustees Update (C. Atrach)**

Student Trustees attended OSTAAECO Annual AGM from May 15 - 28, 2017 where they had the opportunity to collaborate with other boards in province as well as speak to Mitzie Hunter, Minister of Education.

Student Senate participated in a leadership retreat June 6, 2017.

10.2 School Educational Field Trips (T. Overholt)

School trips were provided as information.

10.3 Provincial Consolidation of School Board Financial Statements Accountants' Report with Respect to the Seven-Month Period from September 1, 2016 to March 31, 2017 (R. Negoï)

A report was provided to inform the Board of the recent "Accountants' Report with Respect to the period from September 1, 2016 to March 31, 2017" dated May 22, 2017, prepared by the Board's external auditor (KPMG), addressed to the Ministry of Education, and referred to as the "Seven-Month Report."

The Education Finance Information System (EFIS) schedules were submitted to the Ministry on May 15, 2017 and the Accountants' Report with Respect to the period from September 1, 2016 to March 31, 2017 on May 19, 2017. The Ministry uses these numbers to prepare their March 31, 2017 Consolidated Financial Statements for the entire Ministry of Education. The requirement of school boards to prepare the Seven-Month Report (for capital and operating) will be ongoing.

10.4 Long Term Accommodation Plan (LTAP) (R. Negoï)

Trustees were updated in staff's intention to proceed with the development of the 2018 Long Term Accommodation Plan (LTAP).

Staff is aiming to complete annual updates for the LTAP rather than the 5-year term currently in place. Annual updates allow for closer monitoring of accommodation pressures throughout the school district as well as ongoing updates to capital needs. The LTAP can be described as 'living document' in this regard.

10.5 Halton Student Transportation Services (HSTS) Annual Home to School Transportation Review (R. Negoï)

Changes to the 2017-2018 transportation service were shared. All new residential developments will continue to be reviewed by HSTS staff and any transportation issue will be addressed accordingly. Traffic and safety hazards in established areas will continue to be monitored by HSTA staff and reviewed with municipalities.

Results from a survey regarding efficiency will be presented at the next joint transportation meeting.

Trustee Danko brought forward concerns of safety. F. Thibeault to look into by-laws regarding contractor vehicles in residential neighbourhoods.

10.6 New Theological Theme 2017 - 2021 (L. Naar)

The New Theological Theme for the 2017-2021 school year is “Do you love me?”

The theme will continue to support schools in their reflection and intentional planning on the infusion of faith into the life of the school. As well, it will support the following strategic directions:

- All learners experience a Catholic learning environment rooted in Gospel Values and the Ontario Catholic School Graduate Expectations.
- Our schools foster the relationship between home and parish.
- Staff and students are discerning believers, formed in the Catholic faith community, who model Christ in their actions.

A committee will continue to work throughout the year to provide on-going support and resources for staff, students, parishes, and parents to bring about a deeper understanding of the Faith that we share, promote, and align the daily lived experience of God for our school communities, our broader Catholic communities within our diocese, our Province, and worldwide.

10.7 Notice of Motion – Transparency in Compensation

***WHEREAS**, employee salaries represent the vast majority of the Halton Catholic District School Board budget;*

***WHEREAS**, trustees are stewards of tax payer dollars;*

***BE IT RESOLVED**, that public consultation occur before any employee group compensation increases occur, as allowed under the Education Act.*

10.8 Notice of Motion – Secondary School Robotics Program Funding

***WHEREAS**, the Halton Catholic District School Board is committing to expanding options for students in Stem fields;*

***WHEREAS**, Holy Trinity Catholic Secondary School has demonstrated tremendous success in their extra-curricular robotics program;*

***WHEREAS**, this Robotics program encourages students to graduate into high value educational streams;*

***WHEREAS**, the total cost of building the robots and the cost of the competition is in excess of \$15,000 per year;*

***WHEREAS**, the minimum cost for registration at regional competitions is \$7,500 per team;*

***WHEREAS**, students and staff can only spend a portion of time fundraising for extra-curricular activities;*

BE IT RESOLVED, that the Halton Catholic District School Board fund \$7500 per Halton Catholic District School Board Secondary School Robotics Program annually, to those secondary schools that apply.

10.9 Notice of Motion – 2017-2018 Budget without New Initiatives

BE IT RESOLVED, that Board of Trustees approve the proposed 2017-2018 budget without the aforementioned new initiatives and that staff propose them in a future budget cycle when financial pressures subside.

11. Miscellaneous Information

11.1 Minutes of the April 26, 2017 SEAC Meeting

The minutes of the April 26, 2017 SEAC meeting were provided as information.

12. Correspondence

12.1 C. Cotton, Chair, York Catholic District School Board

12.2 Monsignor M. Kroetsch, Chancellor, Diocese of Hamilton

12.3 Catholic Principals' Association

13. Open Question Period

There were no questions.

14. In Camera

There was no follow-up In-Camera session.

15. Resolution re Absentees

#124/17

Moved by: A. Danko

Seconded by: A. Quinn

RESOLVED, that H. Karabela and M. Zapata be excused from the meeting.

The Chair called for a vote on **#124/17** and it **UNANIMOUSLY CARRIED**.

16. Adjournment and Closing Prayer (S. Trites)

#125/17

Moved by: A. Iantomasi

Seconded by: J. Michael

RESOLVED, that the meeting adjourn.

The Chair called for a vote on **#125/17** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 9:45 p.m. with a prayer led by S. Trites.

Secretary of the Board

Chair

MINUTES OF THE SPECIAL BOARD MEETING

Date: June 14, 2017
Time: 7:12 p.m.
Location: Director's Meeting Room and Teleconference

Members Present: A. Danko (via telephone) A. Quinn (via telephone)
A. Iantomasi D. Rabenda, Chair of the Board
H. Karabela (via telephone) S. Trites, Vice Chair of the Board
J. Michael (via telephone)

Members Excused: P. Marai J.M. Rowe

Senior Staff: P. Dawson, Secretary of the Board
J. O'Hara

Also Present: A. Swinden, Administrator, Strategic Communications

Recording Secretary: R. Di Pietro

1. Call to Order

The meeting was called to order at 7:12 p.m.

2. Motion Adopted In-Camera

On behalf of the Chair, the Director of Education read the following motion adopted in-camera:

RESOLVED, that the Halton Catholic District School Board approve the provincial terms and conditions of employment contained within the Extension Agreement, Amendment Letter and the Letter of Agreement re System Investments all dated May 18, 2017, made between the Principals' and Vice-Principals' Associations (comprised of Association des Directions et Directions Adjointes des Ecoles Franco-Ontarienne (ADFO), the Catholic Principals' Council of Ontario (CPCO) and the Ontario Principals' Council (OPC)) and the l'Association des conseils scolaires des ecoles publiques de l'Ontario (ACEPO), l'Association franco-ontarienne des conseils scolaires catholiques (AFOCSC), the Ontario Catholic School Trustees' Association (OCSTA) and the Ontario Public School Boards' Association (OPSBA) and agreed to by the Crown.

BE IT FURTHER RESOLVED, that the approval of the ratification of the central and local terms be reported to OCSTA by June 16, 2017.

3. Resolution re Absentees

#126/17

Moved by: H. Karabela

Seconded by: J. Michael

RESOLVED, that Trustees P. Marai and J.M. Rowe be excused from the meeting.

The Chair called for a vote on **#126/17** and it **UNANIMOUSLY CARRIED**.

4. Rise and Report

4.1 Adjournment and Closing Prayer (D. Rabenda)

#127/17

Moved by: A. Iantomasi

Seconded by: S. Trites

RESOLVED, that the meeting adjourn.

The Chair called for a vote on **#127/17** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 7:15 p.m. with a prayer led by Chair. D. Rabenda.

Secretary of the Board

Chair



BUSINESS ARISING FROM PREVIOUS MEETINGS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
June 20, 2017	Policy I-26 Student Trustees on the Halton Catholic District School Board	Approval, as amended	T. Overholt	October 2017

ACTION REPORT

ITEM 8.1

THE ANGELUS

RATIONALE AND RECOMMENDATION

RESOLUTION

Moved by: H. Karabela

Seconded by:

WHEREAS, May 13, 2017 is the 100th anniversary of the commencement of the apparitions of Our Lady of Fatima and;

WHEREAS, Pope Francis has highlighted this centennial by declaring a Jubilee Year and;

WHEREAS, praying the “The Noon Angelus” is a beautiful Catholic devotion to Our Lady, both in the home, and the work-place and;

WHEREAS, the Angelus calls us to pause in our daily routine and turn to thoughts of God, the Blessed Mother and eternity and;

WHEREAS, it being the 170th year anniversary of the Ontario Catholic school system providing Catholic Education in the spirit of “Together in Faith”

BE IT RESOLVED THAT, all Halton Catholic District School Board elementary school children at, or prior to the lunch bell, be led by the teachers in the classroom in the recitation of the Angelus, in the format below, each and every school day for the months of May and October, every year, starting in May 2017.

Teacher: The Angel of the Lord declared unto Mary:

Response: And she conceived by the Holy Spirit.

All: Hail Mary, full of grace, the Lord is with thee; blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Teacher: Behold the handmaid of the Lord:

Response: Be it done unto me according to Thy word.

All: Hail Mary, full of grace, the Lord is with thee; blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Teacher: And the Word was made Flesh:

Response: (bow or kneel): And dwelt among us.

All: Hail Mary, full of grace, the Lord is with thee; blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Teacher: Pray for us, O Holy Mother of God

Response: That we may be made worthy of the promises of Christ.

Teacher: Let us pray:

All: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the Incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord.

All: Amen.

**H. KARABELA
TRUSTEE**

ACTION REPORT

ITEM 8.2

TRANSPARENCY IN COMPENSATION

RATIONALE AND RECOMMENDATION

RESOLUTION

Moved by: P. Marai

Seconded by:

WHEREAS, employee salaries represent the vast majority of the Halton Catholic District School Board budget;

WHEREAS, trustees are stewards of tax payer dollars;

BE IT RESOLVED, that public consultation occur before any employee group compensation increases occur, as allowed under the Education Act.

P. MARAI
TRUSTEE

ACTION REPORT

ITEM 8.3

SECONDARY SCHOOL ROBOTICS PROGRAM FUNDING

RATIONALE AND RECOMMENDATION

RESOLUTION

Moved by: P. Marai

Seconded by:

WHEREAS, the Halton Catholic District School Board is committing to expanding options for students in Stem fields;

WHEREAS, Holy Trinity Catholic Secondary School has demonstrated tremendous success in their extra-curricular robotics program;

WHEREAS, this Robotics program encourages students to graduate into high value educational streams;

WHEREAS, the total cost of building the robots and the cost of the competition is in excess of \$15,000 per year;

WHEREAS, the minimum cost for registration at regional competitions is \$7,500 per team;

WHEREAS, students and staff can only spend a portion of time fundraising for extra-curricular activities;

BE IT RESOLVED, that the Halton Catholic District School Board fund \$7500 per Halton Catholic District School Board Secondary School Robotics Program annually, to those secondary schools that apply.

P. MARAI
TRUSTEE

2017-2018 BUDGET WITHOUT NEW INITIATIVES

RATIONALE AND RECOMMENDATION

RESOLUTION

Moved by: S. Trites

Seconded by:

BE IT RESOLVED, that Board of Trustees approve the proposed 2017-2018 budget without the aforementioned new initiatives and that staff propose them in a future budget cycle when financial pressures subside.

S. TRITES
TRUSTEE

ACTION REPORT

ITEM 8.5

2017-18 BUDGET ESTIMATES (FINAL)

PURPOSE:

To provide the Board with a final draft of the 2017-18 Budget Estimates for approval.

BACKGROUND:

The following information regarding the Board's budget process was previously provided to Trustees:

1. Staff Report 9.1 "2017-18 Budget Estimates (Draft)", from the June 6, 2017 Regular Board Meeting.
2. Staff Report 9.1 "2017-18 Budget Estimates Update", from the May 16, 2017 Regular Board Meeting.
3. Information Report 10.4 "2017-18 Budget Estimates Discussion-Session II", from the April 18, 2017 Regular Board Meeting
4. Information Report 10.3 "Release of 2017-18 Grants for Student Needs (GSN)", from the April 18, 2017 Regular Board Meeting
5. Information Report 10.5 "2017-18 Budget Strategy Discussion-Session I", from the April 4, 2017 Regular Board Meeting
6. Staff Report 9.1 "2017-18 Budget Estimates Schedule, Objectives and Updates", from the February 7, 2017 Regular Board Meeting.
7. Information Report 11.6 "2017-18 Grants for Student Needs (GSN) Ministry Consultation", presented at the December 6, 2016 Regular Board Meeting.

COMMENTS:

Trustees and Staff discussed the 2017-18 budget challenges and priorities for the upcoming school year at the Regular Board Meetings held on April 4th and 18th, 2017. Staff also provided Trustees with budget estimate updates on May 16, 2017 and June 6, 2017, which addressed the staffing and program enhancements as well as new initiatives for the upcoming year. Building on this update, Staff has prepared a final budget estimate of revenues, expenses and priorities for the 2017-18 year.

During the April Budget Strategy Sessions, numerous challenges were identified, ranging from sick leave and benefit costs to Special Education needs and transportation costs for optional programming. For the 2017-18 school year, Staff was able to present a balanced budget. These challenges were mitigated through additional revenues from the expansion of the International Students program and a projected increase in facility rentals. Also additional revenue stemming from average daily enrolment growth as well as \$3.3 million in local priorities funding assisted in balancing the 2017-18 budget.

As part of the June 6, 2017 Board Meeting, Staff included Staff Report 9.1 “2017-18 Budget Estimates Draft”. In this report, Trustees were presented with a \$394,080,080 budget that included \$6.9 million and 106.2 FTE in staffing enhancements, \$435,000 in program enhancements, \$590,000 in new initiatives, a \$2.0 million transfer to the Capital Reserve and a \$300,000 transfer to the Operating Reserve.

After adjusting for the enhancements and new initiatives, the following Board Financial Position was presented at the June 6, 2017 regular Board meeting:

TABLE 1: 2017-18 FINANCIAL POSITION AS OF JUNE 6, 2017			
	OPENING BALANCE	IN-YEAR CHANGE	CLOSING BALANCE
Operating Surplus	\$344,000	\$54,000	\$398,000
Internally Restricted Reserves			
Operating Reserve	\$3,296,000	\$300,000	\$3,596,000
School Budget Rollovers	\$320,000		\$320,000
Capital Reserve	\$5,384,000	\$2,000,000	\$7,384,000
Capital Capacity Planning Reserve	\$70,000		\$70,000
Committed Capital Projects	\$7,858,000	(\$273,000)	\$7,585,000
Sinking Fund Interest Earned	\$1,520,000	(\$76,000)	\$1,444,000
TOTAL Internally Restricted Reserves	\$18,448,000	\$1,951,000	\$20,399,000
TOTAL ACCUMULATED SURPLUS (DEFICIT) AVAILABLE FOR COMPLIANCE	\$18,792,000	\$2,005,000	\$20,797,000

Following the June 6, 2017 Board meeting, Staff was made aware of additional information and requirements impacting the 2017-18 Budget. The list below summarizes these changes:

- *French as a Second Language Education Program – Other grant total \$108,010 was announced.*
- *Additional \$50,000 Human Resource Transition Support required for the transfer of the remaining employee groups to the Employee Life and Health Trust.*
- *Additional 3.0 FTE Elementary Teachers to address class-size reduction outlined in the Collective Agreement contract extension and 0.5 FTE relating to teacher planning time.*
- *Reduction of 4.0 FTE Early Childhood Educators (ECE) to match class sizes to enrolment distribution. Overall, ECEs are still 3.0 FTE higher than previous year.*
- *Minor budget reductions of \$4,000 in Operating Expenses.*

The impact of these changes represents a \$70,010 increase in revenue and a \$236,010 increase in expenses. Thus, the net change is a reduction to surplus of \$166,000. Please refer to Appendix G for further details.

After adjusting for the above, the revised staffing enhancements are presented in Table 2, as well as Appendix D-2.

TABLE 2: STAFFING ENHANCEMENTS (INCLUDED IN THE 2017-18 BUDGET)

EMPLOYEE GROUP	POSITIONS	FTE	\$
Elementary Teachers (OECTA Elementary)	Elementary Teachers - due to enrolment growth	16.2	
	English as a Second Language (ESL) Teachers	2	
	Elementary Teachers (Change Program)	3	
	Special Education Resource Teachers (SERTs)	6.5	
	Deaf/Hard of Hearing Special Education Resources Teacher (SERT)	1	
	Blind and Hard of Hearing Special Education Resources Teacher (SERT)	1	
	SEA Lead – Special Education identified need	1	
TOTAL ELEMENTARY TEACHERS		30.7	\$2,198,000
Secondary Teachers (OECTA Secondary)	Secondary Teachers – classroom due to enrolment growth	34.2	
	Secondary Teacher (Transformation Program)	1	
	English as a Second Language (ESL) Teacher	1	
	Adult Learning Teacher	1	
	Special Education Resource Teachers (SERTs)	3	
TOTAL SECONDARY TEACHERS		40.2	\$2,811,000
Professional & Paraprofessional Staff (APSSP)	Speech Language Pathologist – as per APSSP agreement	1	
	Child and Youth Counsellor – Special Education need (Change Program) – <i>0.5 FTE addition from previous May 16, 2017 report</i>	1.5	
	Social Worker – Special Education need (Change Program)	1	
TOTAL PROFESSIONAL & PARAPROFESSIONAL STAFF		3.5	298,000
School Support Staff (CUPE)	Educational Assistants – as per CUPE agreement	14	
	Early Childhood Educators – to address growth	4	
	Custodial Staff– as per CUPE agreement	4	
	School Office Assistance – as per CUPE agreement	5	
	Library Technician – as per CUPE agreement	1	
	Computer Technician – as per CUPE agreement	1	
	SEA Secretarial Assistant – Special Education – <i>addition from previous May 16, 2017 report</i>	0.3	
TOTAL SCHOOL SUPPORT STAFF		29.3	\$1,485,000
School Administration Staff	Secondary Vice-Principal – International Students Program	0.5	
	Secondary Vice-Principal – to address enrolment growth	0.5	
TOTAL SCHOOL ADMINISTRATION STAFF		1	\$126,000
Administrative Staff	Athletic Convenor for Halton Catholic Athletic Association	1	
TOTAL ADMINISTRATIVE STAFF		1	\$80,000
TOTAL NEW INVESTMENTS		105.7	\$6,998,000

Table 3, which is also summarized in Appendix D-1, lists the revised program enhancements which are required to accommodate an expanding system.

TABLE 3: PROGRAM ENHANCEMENTS (INCLUDED IN THE BUDGET)		
DESCRIPTION	DEPARTMENT	\$
School Wireless Network Infrastructure Upgrades	Business Services	\$230,000
School Operations and Maintenance Budget	Facility Services	\$1,416,000
Transfer Facilities Operating Budget to Capital Reserve	Facility Services	(\$2,000,000)
Student Accommodations and Repairs Contingency Fund	Facility Services	\$50,000
Advance Placement – Professional Development and Support	School Services	\$20,000
International Baccalaureate – Professional Development and Support	School Services	\$20,000
Expansion of International Students Program	School Services	\$15,000
Contingency Fund for Thomas Merton Centre (Adult Faith Day)	School Services	\$10,000
Additional Textbook Purchases and Increase to Catholic Curriculum Corporation membership	Curriculum Services	\$537,000
Speech Language Pathologist Clinical Practice Lead (change existing role to a Management position)	Special Education	\$30,000
Employee Assistance Program	Human Resources	\$3,500
Religious Education – Increased Reimbursement of Courses	School Services	\$15,000
Institute for Catholic Education (ICE) Symposium	Director’s Office	\$8,500
Mileage Reimbursement Increase	Overall	\$80,000
Human Resource Transition Support for ELHT	Human Resources	\$50,000
TOTAL PROGRAM ENHANCEMENTS		\$485,000

Table 4, which is also summarized in Appendix D-3, lists the new initiatives included in the budget (no change from June 6, 2017 Board Report).

TABLE 4: NEW INITIATIVES (INCLUDED IN THE BUDGET)		
DESCRIPTION	DEPARTMENT	\$
Non-Union Job Evaluation Review	Human Resources	\$100,000
1.0 FTE Job Evaluation Officer (1 year contract)	Human Resources	\$80,000
1.0 FTE Equity Officer	Director's Office	\$130,000
EMPOWER Reading Program	Curriculum Services	\$135,000
Implement through savings in school contingency, school budgets and Curriculum Services operating budget	Curriculum Services	(\$135,000)
1.0 FTE IT Server Analyst position	Business Services	\$85,000
Apply to Education Non-Teaching Module (annual service fee)	Human Resources	\$10,000
1.0 FTE Records Coordinator (1 year contract)	Director's Office	\$60,000
Wellness Program	Human Resources	\$50,000
Electronic File Project	Human Resources	\$50,000
Museum of Tolerance (Simon Wiesenthal Center) - Partnership Educational Tour	School Services	\$25,000
TOTAL NEW INVESTMENTS		\$590,000

Adjusting for these changes, below represents the amended Financial Position summary:

TABLE 5: 2017-18 FINANCIAL POSITION AS OF JUNE 20, 2017			
	OPENING BALANCE	IN-YEAR CHANGE	CLOSING BALANCE
Operating Surplus	\$344,000	\$38,000	\$382,000
Internally Restricted Reserves			
Operating Reserve	\$3,296,000	\$150,000	\$3,446,000
School Budget Rollovers	\$320,000		\$320,000
Capital Reserve	\$5,384,000	\$2,000,000	\$7,384,000
Capital Capacity Planning Reserve	\$70,000		\$70,000
Committed Capital Projects	\$7,858,000	(\$273,000)	\$7,585,000
Sinking Fund Interest Earned	\$1,520,000	(\$76,000)	\$1,444,000
TOTAL Internally Restricted Reserves	\$18,448,000	\$1,801,000	\$20,249,000
TOTAL ACCUMULATED SURPLUS (DEFICIT) AVAILABLE FOR COMPLIANCE	\$18,792,000	\$1,839,000	\$20,631,000

Staff is presenting a balanced (surplus) budget to the Trustees. The budget also reflects \$150,000 allocated to the Operating Reserve, contributing to the Ministry of Education's goal of having 2% of the Board's Provincial allocations in reserves. The budget also allocates \$2,000,000 to the Capital Reserve to complement school renewal, allow for project economies of scale and enhanced costing.

The 2017-18 Budget Estimates includes the required new initiatives for the Board totaling \$590,000, with approximately 50% of the new initiatives representing ongoing commitments to the Board beyond the 2017-18 school year. The remaining initiatives are one-time expenditures required to maintain the Halton Catholic District School Board's high level of service.

Throughout the Budget Consolation process, Staff has made reference to the three reporting cycles: (1) Budget Estimates, approved by the Board of Trustees and submitted to the Ministry of Education in June, before the applicable school year begins; (2) Revised Budget Estimates, approved by the Board of Trustees and submitted to the Ministry of Education in December of the budgeted school year; and (3) Audited Financial Statements, also referred to as Actuals, approved by the Board of Trustees and submitted to the Ministry of Education in November, three months after year-end.

The following table compares the Board's financial position between 2017-18 Budget Estimates, 2016-17 Revised Budget Estimates, and 2015-16 Financial Statements (Actuals):

TABLE 6: FINANCIAL POSITION: PRIOR THREE REPORTING CYCLES			
	2017-18 Budget Estimates (As of June 20, 2017)	2016-17 Revised Estimates (Dec. 2016)	2015-16 Financial Statements (Actuals) (Nov. 2016)
Operating Surplus	\$38,000	\$14,000	\$299,000
Internally Restricted Reserves			
Operating Reserve	\$150,000	\$790,000	\$1,800,000
School Budget Rollovers	\$0	\$35,000	(\$625,000)
Capital Reserve	\$2,000,000	\$0	\$1,431,000
Capital Capacity Planning Reserve	\$0	\$0	\$71,000
Committed Capital Projects	(\$273,000)	(\$271,000)	\$156,000
Sinking Fund Interest Earned	(\$76,000)	(\$76,000)	(\$1,570,000)
Student Success Reserve	\$0	\$0	(\$193,000)
TOTAL Internally Restricted Reserves	\$1,801,000	\$478,000	\$1,070,000
TOTAL ACCUMULATED SURPLUS (DEFICIT) AVAILABLE FOR COMPLIANCE	\$1,839,000	\$492,000	\$1,369,000

Notice of Motion

At the June 6, 2017 Board meeting, Trustee Trites suggested the following motion:

BE IT RESOLVED, that Board of Trustees approve the proposed 2017-2018 budget without the aforementioned new initiatives and that staff propose them in a future budget cycle when financial pressures subside.

The elimination of \$590,000 in new initiatives would be added directly to the Board's Operating Reserve. \$325,000 of the new initiatives would also be required in the 2018/19 budget. The remaining \$265,000 are only required for the upcoming school year, as they are a one-time investment.

Below is a revised Financial Position should the motion pass.

TABLE 7: 2017-18 FINANCIAL POSITION AS OF JUNE 20, 2017-Eliminate New Initiatives			
	OPENING BALANCE	IN-YEAR CHANGE	CLOSING BALANCE
Operating Surplus	\$344,000	\$38,000	\$382,000
Internally Restricted Reserves			
Operating Reserve	\$3,296,000	\$740,000	\$4,036,000
School Budget Rollovers	\$320,000		\$320,000
Capital Reserve	\$5,384,000	\$2,000,000	\$7,384,000
Capital Capacity Planning Reserve	\$70,000		\$70,000
Committed Capital Projects	\$7,858,000	(\$273,000)	\$7,585,000
Sinking Fund Interest Earned	\$1,520,000	(\$76,000)	\$1,444,000
TOTAL Internally Restricted Reserves	\$18,448,000	\$2,391,000	\$20,839,000
TOTAL ACCUMULATED SURPLUS (DEFICIT) AVAILABLE FOR COMPLIANCE	\$18,792,000	\$2,429,000	\$21,221,000

With all initiatives included in the budget, Trustees would be approving a 2017-18 Budget Estimates of \$394,316,490. With all the new initiatives excluded, Trustees would be approving a 2017-18 Budget Estimates of \$393,726,490.

REVENUE PROJECTIONS (APPENDICES A-1 & A-9, F AND G)

Revenue has been estimated at \$406.3 million before compliance adjustments and \$394.3 million after including compliance adjustments. The total revenue after compliance adjustments includes \$356.6 million in grant revenue, \$2.8 million in other provincial grants (Appendix A-9), \$1.7 million in Federal grants, and \$4.4 million in other revenue and transfers from (to) internally restricted reserves, including Operating Reserve, Capital Reserve, Committed Capital Projects and Committed Sinking Fund. An additional \$13.0 million has been estimated for school generated funds and \$15.8 million in amortization of deferred capital contributions (DCC).

The grant revenue of \$356.6 million includes \$27.7 million in Teacher Qualification and Experience Allocation (Q&E) Grant, which represents an increase of \$900,000 over 2016-17 Revised Estimates. This grant includes the Early Childhood Educators (ECEs), which amounts to \$2.3 million. The remaining \$25.4 million relates to elementary and secondary teaching staff. This grant incorporates the additional staffing full time equivalent (FTE) required to accommodate growth and forecasted retirements placed at a projected grid step. Furthermore, the Q&E Grant includes a 0.5% lump sum allocation for professional development and a benefits trust adjustment (reduction) to support the transition to the Employee Life and Health Trusts (ELHTs).

Appendix F outlines the Board's provincial allocation, including the capital allocation, as compared to the 2016-17 Revised Estimates, 2016-17 Original Estimates and 2015-16 Actuals. The operating allocation calculated through the EFIS forms is 4.9% higher than the 2016-17 Revised Estimates, primarily due to increases in enrolment, salary and benefits benchmarks, and non-staffing component benchmarks. These operating allocation increases are mainly reflected in the Pupil Foundation Grant, Special Education Grant,

Learning Opportunities Grant, School Facilities Operations Grant, and Transportation Grant. Furthermore, the Learning Opportunities Grant increased significantly with the introduction of the Local Priorities Fund to address the addition of instruction and school support staff identified in the extension of collective agreements.

The capital allocation is higher than the 2016-17 Revised Estimates. Capital grants are in part, based on the Board's estimated capital expenses for the year, which are higher than the 2016-17 Revised Estimates and include capital grants relating to the new Milton #8 Catholic Elementary School (CES).

Appendix G outlines the changes in revenues from the 2016-17 Revised Estimates as submitted to the Ministry on December 15, 2016 through the EFIS forms, as well as changes since the June 6, 2017 Budget Estimates update. The only changes since June 6 are a decrease in the Q&E grant as a result of the 3.5 FTE increase in elementary teachers and the 4.0 FTE decrease in ECEs totaling (\$37,000). Also there was an increase of \$108,000 relating to the Education Program-Other announcement for French as a Second Language.

Overall, operating revenue (before PSAB adjustments) has increased by \$18.0 million over 2016-17 Revised Estimates. The majority of this increase is due to enrolment growth (increase of 730.4 Average Daily Enrolment (ADE) including 68.0 ADE international students over 2016-17 Revised Estimates), salary benchmark increases, and funding for staffing enhancements related to the collective agreement extensions.

ENROLMENT (APPENDIX C)

The majority of the Board's funding allocation is based on estimated Average Daily Enrolment. The elementary and secondary enrolments are both based on estimated Full-Time Equivalent (FTE) enrolment for October 31 and March 31. The two count dates are then averaged to give the annualized Average Daily Enrolment (ADE) used for funding purposes. Enrolment projections were submitted to the Ministry in December 2016 and incorporated into the projections released by the Ministry in April 2017.

Staff conducted a final review of the enrolment projections against actual registrations, and no further adjustments to elementary or secondary enrolment projections were required.

Therefore estimated elementary ADE is 22,551.5 students and 11,278.5 secondary students (excludes International Students). This represents an overall increase of 2.2% relative to the 2016-17 Revised Estimates.

EXPENSE PROJECTIONS (APPENDICES A-2 TO A-8, B, B-1, B-2, D-1, D-2, G, AND I)

Total expenses have been estimated at \$394.3 million (including compliance adjustments). These expenses include program expansion items listed in Appendix D-1, staffing enhancements listed in Appendix D-2, and new initiatives listed in Appendix D-3. The new initiatives are required for the Board to remain competitive in the labour market for non-union staff, implement a lead position and foundation for the Ministry directive of Equity and Inclusion, and achieve operational efficiencies and enhance security within the organization.

The salary and benefits budget has been estimated at \$309.4 million, which represents 87.0% of total operating expenses, and is \$13.8 million higher than the 2016-17 Revised Estimates. This is mainly due to enrolment growth, salary benchmark increases, staffing enhancements and new initiatives incorporated into this final budget.

The other operating expenses have been estimated at \$46.4 million or 13.0% of total operating budget. The capital expenses are estimated at \$9.1 million; school generated funds expenses amount to \$13.0 million; amortization of capital assets is estimated at \$17.0 million (\$602,000 higher than at 2016-17 Revised Estimates, due to the opening of the new St. Gregory the Great CES and various school improvement projects); and employee future benefits and accrued interest adjustments amount to (\$625,000).

School budgets of \$4.3 million have been included in the operating expenses, with \$1.9 million for elementary, \$1.4 million for secondary schools, and \$1.0 million for school contingencies (yet to be allocated by school).

The Special Education expenses, including salary and benefits and other operating expenses, amount to \$48.0 million (as listed in Appendix A-4), increasing from \$45.3 million presented in the 2016-17 Revised Estimates. The increase in expenses is due to staffing additions to address growth and staffing enhancements as part of collective agreement extensions. The additions include: 9.5 FTE Special Education Resource Teachers, 1.0 FTE Deaf and Hard of Hearing Teacher, 1.0 FTE Blind and Hard of Hearing Teacher, 1.0 FTE Speech Language Pathologist, 14.0 FTE Educational Assistants, 1.5 FTE Child and Youth Counsellors, 1.0 FTE Social Worker, 1.0 FTE SEA Lead, and 0.3 FTE SEA Secretary (as listed in Appendix D-2). The Special Education Allocation is \$43.3 million, plus \$1.8 million in funding for self-contained classes and \$2.2 million in other EPO and related revenues allocated to Special Education, for total Special Education revenues for enveloping purposes of \$47.3 million. As a result, the Special Education shortfall for 2017-18 Budget Estimates is \$733,000. It should however be noted that there are other areas within the GSN that are meant to complement the Special Education Expenditures, including a portion of the Teacher Qualification and Experience Grant for the Special Education Resource Teachers, and a portion to cover some of the professional / para-professional resources. The exact amount of these additional revenues are not tracked through the EFIS forms.

The Board Administration and Governance expenses, including salary and benefits and other operating expenses, amount to \$10.7 million (as listed in Appendix A-5), as compared to \$9.6 million at 2016-17 Revised Estimates. The increase in expenses is mainly as a result of salary benchmark increases, movement on the grid and \$380,000 in new initiatives listed in Appendix D-3 of which \$240,000 are one-year cost commitments. The Board Administration and Governance Grant allocation is \$9.5 million and other revenues attributed to this area are \$1.4 million, for a total of \$10.9 million for enveloping purposes. Therefore, the Board is in compliance with the enveloping provisions for this grant.

The 2017-18 Budget Objectives outlined in Appendix I directs staff to set aside sufficient funds to achieve an Operating Reserve of 1% of the provincial allocation over a 5 year period while achieving a balanced budget, to comply with the Ministry's Risk Assessment Analysis of the Board. Most recently, the Ministry Finance Officer informed staff that the 1% guideline has been revised to 2% of the provincial allocation, in order to maintain a low financial risk rating. As the Board is currently in a surplus position, transfers of \$150,000 to the Operating Reserve and \$2.0 million to the Capital Reserve were made.

CAPITAL PROJECTIONS (APPENDIX A-1, A-2, AND E)

As the Board reports to the Ministry using Public Sector Accounting Board (PSAB) standards, capital assets are recorded on the Statement of Financial Position and amortization and deferred capital contributions are recorded on the Statement of Financial Activities. Appendix E outlines the capital projects budgeted for the 2017-18 fiscal year, including funding sources for each project.

Construction of capital assets is funded in part by the Ministry (referred to as supported funding), and in part by the Board's reserves (referred to as unsupported funding). Once construction is complete, capital assets are amortized over their useful life. The Ministry provides a grant to cover the portion of the amortization expense related to the Ministry supported funding, referred to as amortization of deferred capital contributions. This amounts to \$15.8 million, as outlined in Appendix A-1. However, as mentioned under the Expenses section above and in Appendix A-2, amortization expense is estimated at \$17.0 million. The difference of \$1.2 million has to be funded through other areas of the budget.

UPDATED 2017-18 BUDGET SCHEDULE (APPENDIX H)

As the budget schedule indicates, staff intends to file the final 2017-18 Budget Estimates with the Ministry by the June 30, 2017 deadline.

BALANCED BUDGET, ENVELOPING, FLEXIBILITY & OTHER REPORTING REQUIREMENTS

School Boards continue to be responsible for setting their budgets. Education funding recognizes that school boards need flexibility to decide how best to allocate resources within those budgets. At the same time, there are restrictions on how school boards may use certain components of their allocation. The different types of spending restrictions for boards are as follows:

1. Budgets must be balanced.
2. Class-size targets are to be met.
3. The Special Education Grant is limited to special education expenditures.
4. The allocations within the Student Achievement Envelope of the Learning Opportunities Grant are limited for use collectively on seven programs.
5. The Library Staff Allocation is to be used to fund library staff.
6. The Per-Pupil Amount Allocation within the Indigenous Education Grant is limited to expenditures that support the Framework. Each board is required to spend at least half of the minimum funding received through this Allocation for the dedicated Indigenous Education Lead position and confirm that any remainder has been used to support the Framework through its Board Action Plan (BAP).
7. The Mental Health Leader Allocation is to be used to ensure that each board has at least one Mental Health Leader.
8. New Teacher Induction Program (NTIP) funding is to be used for eligible NTIP expenditures which are required to meet NTIP program requirements.

9. School Board Administration and Governance spending shall not exceed the envelope (excluding internal audit).
10. The School Renewal Allocation is primarily limited to capital renewal expenditures.
11. The School Condition Improvement Allocation is to be used for renewal expenditures that are capitalized.
12. Capital funding is to be used for approved capital projects.
13. The Temporary Accommodation Allocation is to be used for portable moves, leases, and purchases, as well as lease costs for permanent instructional space.
14. A portion of GSN funding is to be used first for minor tangible capital assets (furniture and equipment that is capitalized).
15. The Ministry also provides funding outside the GSN through Education Programs -Other (EPO) for a variety of projects. Restrictions related to this funding are included in Transfer Payment contracts.

School boards continue to be accountable for how they use all of the revenue that they receive from education funding grants, including the revenue that they can use flexibly.

CONCLUSION:

The final draft of the 2017-18 Budget Estimates reflects an update to the projected funding and the most current expenditures based on the best available information at this time.

Once information on actual enrolments and related staffing adjustments becomes available, budget revisions will be required. Any necessary budget revisions will be reviewed by Senior Staff. The Ministry will also require the submission of Revised Estimates in December 2017, based on the actual October 31 enrolment and funding from the Province will be adjusted to reflect any changes. Any other Provincial operating grants that are announced up to the Revised Estimates date will also be included along with the corresponding expenditures.

Budget pressures that will continue to exist include: sick leave trends, benefits funding gap, repairs and maintenance of aging schools, additional costs associated with employee transitions to the Employee Life and Health Trusts, and increasing transportation costs. In order to relieve these pressures, the Board will explore revenue generating options, such as expanding or enhancing student programs (e.g. International Students, Advanced Placement, and International Baccalaureate) and expanding facility rental programs. The Board will also explore measures to achieve efficiencies, such as school closure and consolidation projects, which would realize continual cost savings beyond the 2017-18 fiscal year.

It is expected that the Board will balance the budget and identify savings and revenues going forward.

RECOMMENDATION:

RESOLUTION

Moved by:
Seconded by:

RESOLVED, that the Halton Catholic District School Board approve the 2017-18 Budget Estimates in the amount of \$394,316,490.

REPORT PREPARED BY:

J. CHANTHAVONG
MANAGER OF BUDGET AND CAPITAL

REPORT REVIEWED BY:

A. LOFTS
SENIOR ADMINISTRATOR, FINANCIAL SERVICES

REPORT SUBMITTED BY:

R. NEGOI
SUPERINTENDENT OF BUSINESS AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Halton Catholic District School Board
Revenue
2017/2018 Budget Estimates

Appendix A-1

	2017/2018 Budget Estimates	2016/2017 Revised Estimates	2016/2017 Original Budget	2015/2016 Actuals
	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)
OPERATING REVENUE				
Province of Ontario				
Legislative Grants	\$ 268,005,480	\$ 254,414,945	\$ 253,132,369	\$ 248,710,602
Municipal Taxes	88,560,247	86,191,000	86,119,550	85,297,338
	<u>356,565,727</u>	<u>340,605,945</u>	<u>339,251,919</u>	<u>334,007,940</u>
Other Provincial Grants				
Prior Year Grant Adjustment - Operating	-	-	-	(1,000,594)
Other Provincial Grants (Appendix A-9)	2,793,746	3,143,025	2,296,977	3,417,345
	<u>2,793,746</u>	<u>3,143,025</u>	<u>2,296,977</u>	<u>2,416,751</u>
Other Revenue				
Government of Canada	1,695,066	1,686,312	1,637,646	1,612,107
Tuition Fees	2,948,000	2,058,550	1,909,750	1,408,801
Use of Schools/Rentals	1,300,000	1,076,000	848,000	934,690
Cafeteria/Vending/Uniform Commissions	-	-	-	57,397
Interest Revenue	75,000	50,000	50,000	78,543
Donations	-	2,934	-	1,770
Miscellaneous Recoveries	-	-	-	107,059
Recoveries - Secondments	1,703,100	1,628,218	1,497,235	1,557,414
Miscellaneous Revenue	930,000	1,469,857	1,365,774	1,264,650
EDC Revenue	9,500,000	9,000,000	8,000,000	2,424,873
	<u>18,151,166</u>	<u>16,971,871</u>	<u>15,308,405</u>	<u>10,579,959</u>
School Generated Funds Revenue	<u>13,000,000</u>	<u>12,500,000</u>	<u>12,500,000</u>	<u>12,665,806</u>
Amortization of Deferred Capital Contribution	<u>15,770,167</u>	<u>15,114,896</u>	<u>14,746,120</u>	<u>14,505,808</u>
Total Operating Revenue	<u>406,280,806</u>	<u>388,335,737</u>	<u>384,103,421</u>	<u>374,176,265</u>
Available for Compliance				
(Surplus) Deficit - Operating	(38,090)	(13,988)	(15,383)	(298,828)
Available for Compliance - Transfer from (to) Internally Reserve (net) [Note#1]	(1,800,903)	(477,422)	341,060	(1,069,968)
Total (Surplus) Deficit Available for Compliance	<u>(1,838,993)</u>	<u>(491,410)</u>	<u>325,677</u>	<u>(1,368,796)</u>
Unavailable for Compliance				
Unavailable for Compliance (PSAB Adjustment)	(167,105)	(158,253)	(158,253)	(150,124)
Amortization of EFB - Retirement Gratuity & ERIP Liability	-	-	-	-
Amortization of EFB - Retirement/Health/Dental/Life Insurance	(458,218)	(458,219)	(458,219)	(458,219)
Unavailable for Compliance (Increase) Decrease in School Generated Funds	-	-	-	97,136
Revenues Recognized for Land	(9,500,000)	(9,000,000)	(8,000,000)	(2,424,873)
Total Unavailable for Compliance (Surplus)	<u>(10,125,323)</u>	<u>(9,616,472)</u>	<u>(8,616,472)</u>	<u>(2,936,080)</u>
Total Annual (Surplus) Deficit	<u>(11,964,316)</u>	<u>(10,107,882)</u>	<u>(8,290,795)</u>	<u>(4,304,876)</u>
Total Revenue After PSAB Adjustment	<u>\$ 394,316,490</u>	<u>\$ 378,227,855</u>	<u>\$ 375,812,626</u>	<u>\$ 369,871,388</u>

Note #1				
Net Transfer (to) from Operating Reserve	(150,000)	(790,000)		(1,800,000)
Net Transfer (to) from Capital Reserve	(2,000,000)			(1,431,006)
Net Transfer (to) from Student Success, PDSS & School Activities Reserve		(35,000)		746,630
Net Transfer (to) from Committed Capital Projects	272,715	271,196	264,678	(156,118)
Net Transfer (to) from Committed Sinking Fund	76,382	76,382	76,382	1,570,526
	<u>\$ (1,800,903)</u>	<u>\$ (477,422)</u>	<u>\$ 341,060</u>	<u>\$ (1,069,968)</u>

**Halton Catholic District School Board
Expenditure Summary
2017/2018 Budget Estimates**

Appendix A-2

	2017/2018 Budget Estimates	2016/2017 Revised Estimates	2016/2017 Original Budget	2015/2016 Actuals
	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)
Classroom Instruction				
Classroom Teachers	\$ 208,346,768	\$ 198,266,200	\$ 198,876,593	\$ 194,188,544
Occasional Teachers	5,057,600	4,911,109	4,358,000	4,864,375
Early Childhood Educators (ECE) & Supply	8,394,100	8,039,250	7,821,015	7,857,723
Teacher Assistants	20,595,200	19,811,300	19,772,214	20,029,379
Textbooks & Classroom Supplies	7,241,999	7,309,509	7,249,499	6,780,730
Computers	1,977,000	2,079,114	1,750,103	2,244,284
Professionals, Paraprofessionals & Technical	11,811,222	11,314,082	10,556,613	10,372,847
Library & Guidance	4,473,490	4,547,116	4,953,434	4,941,029
Staff Development	1,989,850	2,144,879	1,806,112	2,734,507
Subtotal Classroom Instruction (Appendices A-3 & A-4)	269,887,229	258,422,559	257,143,583	254,013,418
Non Classroom - School Support Services				
School Administration (Appendix A-3)	21,900,403	20,642,269	20,257,152	20,486,688
Teacher Consultants (Appendices A-3 & A-4)	4,743,931	4,445,266	4,576,903	4,260,076
Continuing Education (Appendix A-7)	6,547,912	6,511,700	6,093,367	6,076,899
Subtotal Non Classroom - School Support Services	33,192,246	31,599,235	30,927,422	30,823,663
Recoverable Expenses	1,703,100	1,628,218	1,497,235	1,557,414
Other Non Classroom				
Board Administration (Appendix A-5)	10,743,596	9,635,774	9,614,195	9,115,388
Transportation (Appendix A-8)	7,983,743	7,365,494	7,272,313	6,692,172
Subtotal Other Non Classroom	18,727,339	17,001,268	16,886,508	15,807,559
Pupil Accommodation				
School Operations & Maintenance	30,525,659	30,003,900	29,865,723	27,935,037
ALC & Portable Leases	1,770,000	1,613,000	1,613,000	1,571,566
Debt Charges	47,375	47,375	47,375	47,375
Other Debenture Payments (Interest only from 10-11)	9,041,338	9,583,205	9,583,205	10,096,616
Subtotal Pupil Accommodations (Appendix A-6)	41,384,372	41,247,480	41,109,303	39,650,594
School Generated Funds Expenses	13,000,000	12,500,000	12,500,000	12,762,942
Amortization Expense	17,047,527	16,445,566	16,365,046	15,864,140
Total Expenses Before PSAB Adjustments	\$ 394,941,813	\$ 378,844,326	\$ 376,429,097	\$ 370,479,730
PSAB Adjustments				
<i>Increase in Employee Future Benefits</i>	(458,218)	(458,218)	(458,218)	(458,218)
<i>(Decrease) in Accrued Interest on Debentures</i>	(167,105)	(158,253)	(158,253)	(150,124)
Total PSAB Adjustments	\$ (625,323)	\$ (616,471)	\$ (616,471)	\$ (608,342)
Total Expenses After PSAB Adjustments	\$ 394,316,490	\$ 378,227,855	\$ 375,812,626	\$ 369,871,388

**Halton Catholic District School Board
Instruction Expenditures
2017/2018 Budget Estimates**

Appendix A-3

	2017/2018 Budget Estimates (in PSAB Format)	2016/2017 Revised Estimates (in PSAB Format)	2016/2017 Original Budget (in PSAB Format)	2015/2016 Actuals (in PSAB Format)
CLASSROOM				
Regular Day School				
Classroom Teachers - Salaries & Benefits	\$ 188,693,168	\$ 180,121,400	\$ 180,392,211	\$ 176,165,189
Classroom Teachers - ESL - Salaries & Benefits	2,716,700	2,643,400	2,831,747	2,715,521
Classroom Teachers - Travel	14,000	13,000	12,000	12,716
Occasional Teachers - Salaries & Benefits	4,043,500	3,924,000	3,502,000	3,905,457
Early Childhood Educators (ECE) - Salaries & Benefits	8,067,900	7,739,500	7,563,515	7,568,918
Supply ECE - Salaries & Benefits	326,200	299,750	257,500	288,805
Textbooks & Classroom Material	5,590,399	5,501,294	5,339,261	5,388,915
Furniture & Equipment	332,130	407,955	324,230	633,330
Computer - Furniture & Equipment	157,400	361,114	272,103	742,671
Computer - Supplies & Services	1,610,600	1,509,000	1,469,000	1,353,609
Professionals & Paraprofessionals - Computer - Salaries & Benefits	2,284,822	2,196,550	1,955,685	1,941,225
Professionals & Paraprofessionals - Salaries & Benefits	2,144,500	2,026,007	1,910,960	1,866,940
Professionals & Paraprofessionals - Supplies & Equipment	769,700	773,525	847,401	727,745
Library & Guidance - Salaries & Benefits	4,095,700	4,205,700	4,628,974	4,560,924
Library & Guidance - Books & Supplies	377,790	341,416	324,460	380,105
Staff Development	1,931,850	2,095,379	1,731,612	2,638,563
Total Regular Day School - Classroom	223,156,359	214,158,990	213,362,659	210,890,634
NON-CLASSROOM				
Consultants				
Teacher Consultants - Salaries & Benefits	3,032,600	3,041,051	3,156,575	2,840,823
Teacher Consultants - Supplies & Services	425,867	353,089	329,600	357,826
Subtotal Consultants	3,458,467	3,394,140	3,486,175	3,198,649
School Administration				
School Administration - Salaries & Benefits	20,833,500	19,534,520	19,350,744	19,256,172
School Administration - Supplies & Services	1,066,903	1,107,749	906,408	1,230,516
Subtotal School Administration	21,900,403	20,642,269	20,257,152	20,486,688
Total Regular Day School - Non Classroom	25,358,870	24,036,409	23,743,327	23,685,337
Recoverable Expenses	1,703,100	1,628,218	1,497,235	1,557,414
Total Instruction Expenses	\$ 250,218,329	\$ 239,823,617	\$ 238,603,221	\$ 236,133,385

**Halton Catholic District School Board
Special Education Expenditures
2017/2018 Budget Estimates**

Appendix A-4

	2017/2018 Budget Estimates (in PSAB Format)	2016/2017 Revised Estimates (in PSAB Format)	2016/2017 Original Budget (in PSAB Format)	2015/2016 Actuals (in PSAB Format)
CLASSROOM				
Classroom Teachers - Salaries & Benefits	\$ 16,861,100	\$ 15,436,800	\$ 15,589,035	\$ 15,250,528
Classroom Teachers - Travel	61,800	51,600	51,600	44,590
Teacher Assistants - Salaries & Benefits	20,595,200	19,811,300	19,772,214	20,029,379
Supply Teacher Assistants - Salaries & Benefits	1,014,100	987,109	856,000	958,918
Textbooks & Classroom Material	247,070	327,860	313,608	326,046
Furniture & Equipment	1,072,400	1,072,400	1,272,400	432,439
Computer Equipment	209,000	209,000	9,000	148,004
Professionals & Paraprofessionals - Salaries & Benefits	6,482,800	6,220,000	5,739,567	5,677,389
Professionals & Paraprofessionals - Supplies & Equipment	129,400	98,000	103,000	159,547
Workshops	58,000	49,500	74,500	95,943
Subtotal Classroom	46,730,870	44,263,569	43,780,924	43,122,783
NON CLASSROOM				
Consultants - Salaries & Benefits	1,222,500	1,004,200	1,043,802	1,013,969
Consultants - Supplies & Services	62,964	46,926	46,926	47,458
Subtotal Consultants	1,285,464	1,051,126	1,090,728	1,061,427
Total Special Education Expenses	\$ 48,016,334	\$ 45,314,695	\$ 44,871,652	\$ 44,184,211

Halton Catholic District School Board
Board Administration and Governance Expenditures
2017/2018 Budget Estimates

Appendix A-5

	2017/2018 Budget Estimates	2016/2017 Revised Estimates	2016/2017 Original Budget	2015/2016 Actuals
	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)
Governance /Trustees	\$ 212,800	\$ 207,900	\$ 207,900	\$ 155,330
Directors & Supervisory Officers				
Salaries & Benefits	1,758,000	1,598,300	1,613,009	1,741,994
Supplies & Services	140,850	113,800	113,800	126,166
Furniture & Equipment	8,900	11,065	10,450	1,924
Other Expenditures	20,350	18,850	18,850	11,097
Subtotal Directors & Supervisory Officers	1,928,100	1,742,015	1,756,109	1,881,181
Business & General Administration				
Salaries & Benefits	3,983,800	3,565,400	3,515,965	3,282,764
Supplies & Services	355,840	362,683	375,073	211,330
Furniture & Equipment	27,700	30,000	30,000	29,464
Fees & Contractual Services	631,117	528,170	513,170	440,389
Other Expenditures	226,417	219,167	219,167	199,230
Parent Engagement Expenses	38,752	38,627	38,567	32,499
Subtotal Business & General Administration	5,263,626	4,744,047	4,691,942	4,195,676
Human Resources				
Salaries & Benefits	1,646,650	1,491,050	1,477,077	1,485,321
Supplies & Services	90,409	79,509	79,509	52,589
Furniture & Equipment	9,500	9,500	9,500	1,016
Fees & Contractual Services	489,853	286,353	266,353	268,514
Other Expenditures	13,600	11,600	11,600	15,064
Subtotal Human Resources	2,250,012	1,878,012	1,844,039	1,822,504
Information Technology				
Salaries & Benefits	625,178	581,300	580,705	581,167
Supplies & Services	18,400	23,000	23,000	32,163
Furniture & Equipment	10,500	15,500	15,500	10,067
Other Expenditures	15,000	5,000	5,000	4,891
Subtotal Information Technology	669,078	624,800	624,205	628,289
Bank Financing Charges				
Operating Interest & Bank Charges	57,280	89,000	140,000	59,124
Subtotal Bank Financing Charges	57,280	89,000	140,000	59,124
Operations & Maintenance				
Utilities	156,700	145,000	145,000	137,428
Building Repairs & Maintenance	103,000	103,000	103,000	133,365
Landscape & Snow Removal	33,000	33,000	33,000	39,608
Fire/Security/Monitoring	3,000	3,000	3,000	1,901
Waste Disposal	3,000	3,000	3,000	-
Contractual Services	64,000	63,000	63,000	60,840
Building Improvements				142
Subtotal Operations & Maintenance	362,700	350,000	350,000	373,284
Total Board Administration Expenses	\$ 10,743,596	\$ 9,635,774	\$ 9,614,195	\$ 9,115,388

Halton Catholic District School Board
Pupil Accommodation Expenses
2017/2018 Budget Estimates

Appendix A-6

	2017/2018 Budget Estimates <small>(in PSAB Format)</small>	2016/2017 Revised Estimates <small>(in PSAB Format)</small>	2016/2017 Original Budget <small>(in PSAB Format)</small>	2015/2016 Actuals <small>(in PSAB Format)</small>
School Operations				
Salaries & Benefits	\$ 10,181,700	\$ 10,207,500	\$ 10,329,323	\$ 9,959,089
Professional Development	21,160	18,000	18,000	12,236
Community Use of Schools	438,000	462,752	462,752	149,920
Utilities - Hydro	5,846,000	4,922,195	4,922,195	4,829,503
Utilities - Natural Gas	804,880	790,000	790,000	566,019
Utilities - Water & Sewer	630,000	802,000	802,000	615,435
Maintenance - Supplies & Materials	823,000	890,000	890,000	821,780
Travel & Mileage	66,800	89,000	89,000	67,191
Custodial Equipment Repairs	80,000	135,000	135,000	108,849
Creative Playground Equipment	20,000	25,000	25,000	11,467
Telephone	16,910	18,250	18,250	16,213
Plant Office	16,904	20,200	20,200	20,056
School Maintenance Services	6,914,721	6,692,000	6,692,000	6,878,033
Furniture & Equipment	78,000	150,000	150,000	34,361
Professional Fees	430,278	541,458	631,458	345,430
Contractual Services - Security, Fire, etc.	3,303,231	3,256,255	2,906,255	2,489,444
Insurance	608,075	728,000	728,000	610,041
Portables Set-ups/Moving Expenses	36,000	46,500	46,500	190,311
Continuing Education/ALC Operating Costs	210,000	209,790	209,790	209,660
Subtotal School Operations	<u>30,525,659</u>	<u>30,003,900</u>	<u>29,865,723</u>	<u>27,935,037</u>
New Pupil Places				
Portable Leases & Moving expenses	1,770,000	1,613,000	1,613,000	1,571,566
Subtotal New Pupil Places	<u>1,770,000</u>	<u>1,613,000</u>	<u>1,613,000</u>	<u>1,571,566</u>
Debt Charges				
Debt Charges - Permanent Financing of NPF	47,375	47,375	47,375	47,375
Subtotal Debt Charges	<u>47,375</u>	<u>47,375</u>	<u>47,375</u>	<u>47,375</u>
Other Debenture Payments				
LEIP Debenture Interest	204,460	225,518	225,518	245,770
OSBFC Debenture Interest	4,518,342	4,833,452	4,833,452	5,129,118
OFA Debenture Interest	4,318,536	4,524,235	4,524,235	4,721,729
Subtotal Other Debenture Payments	<u>9,041,338</u>	<u>9,583,205</u>	<u>9,583,205</u>	<u>10,096,616</u>
Total Pupil Accommodation Expenses	<u>\$ 41,384,372</u>	<u>\$ 41,247,480</u>	<u>\$ 41,109,303</u>	<u>\$ 39,650,594</u>

Halton Catholic District School Board
Continuing Education/Adult Learning Centre Expenditures
2017/2018 Budget Estimates

	2017/2018 Budget Estimates (in PSAB Format)	2016/2017 Revised Estimates (in PSAB Format)	2016/2017 Original Budget (in PSAB Format)	2015/2016 Actuals (in PSAB Format)
Continuing Education				
Salaries & Benefits	\$ 5,192,266	\$ 5,303,505	\$ 4,936,059	\$ 4,996,089
Supplies & Services	243,444	226,079	206,692	186,691
Furniture & Equipment	22,000	27,000	17,000	5,811
Fees & Contractual Services	44,250	36,600	25,100	13,314
ALC Leases/Rentals	1,045,952	918,516	908,516	874,994
Total Continuing Education Expenses	\$ 6,547,912	\$ 6,511,700	\$ 6,093,367	\$ 6,076,899

**Halton Catholic District School Board
Transportation Expenditures
2017/2018 Budget Estimates**

Appendix A-8

	2017/2018 Budget Estimates (in PSAB Format)	2016/2017 Revised Estimates (in PSAB Format)	2016/2017 Original Budget (in PSAB Format)	2015/2016 Actuals (in PSAB Format)
Transportation - General				
Salaries & Benefits	\$ 454,430	\$ 398,417	\$ 386,668	\$ 380,711
Supplies & Services	57,277	57,203	54,891	26,337
Furniture & Equipment	6,101	6,101	6,521	3,424
Fees & Contractual Services	118,062	118,545	115,385	102,397
Subtotal Transportation - General	635,870	580,266	563,465	512,869
Transportation - Home to School	7,347,873	6,785,228	6,708,848	6,179,303
Total Transportation Expenses	\$ 7,983,743	\$ 7,365,494	\$ 7,272,313	\$ 6,692,172

Halton Catholic District School Board
Other Provincial Grants
2017/2018 Budget Estimates

Appendix A-9

Grant Description	2017/2018 Original Budget Estimates	2016/2017 Revised Budget Estimates	2016/2017 Original Budget Estimates
A. Prkacin - EPO			
French As A Second Language	\$ 108,010	\$ 113,612	\$ 113,612
Early Development Instrument		26,480	
Early Years Leadership Strategy	95,130	95,130	95,130
Renewed Mathematics Strategy	468,986	468,986	422,458
	672,126	704,208	631,200
B. Browne - EPO			
Autism Support & Training	51,364	49,926	49,926
Learning For All			46,528
Ontario Autism Program	136,889	174,809	
Board Leadership Development Strategy (BLDS)		52,571	
	188,253	277,306	96,454
C. McGillicuddy - EPO			
Specialist Highskills Major (SHSM) Special Funding		61,053	
Re-Engagement 12 & 12+		4,469	
Gap Closing for Grade 7-12		32,340	
	-	97,862	-
C. Cipriano - EPO			
Parents Reaching Out (PRO)		40,604	
Parents Reaching Out - Regional		12,500	
Teacher Learning & Leadership Program - PKE		44,243	
Teacher Learning & Leadership Program - Mahler		32,360	
Teacher Learning & Leadership Program - Ramirez		14,121	
Teacher Learning & Leadership Program - Daugherty		47,033	
Teacher Learning & Leadership Program - Brun Del Re		23,930	
	-	214,791	-
T. Pinelli - EPO			
Safe, Equitable & Inclusive Schools	91,179	90,849	90,849
	91,179	90,849	90,849
J. O'Hara - EPO			
Transitional Support - MOU	66,000	68,083	80,473
	66,000	68,083	80,473
G. Corbaccio - EPO			
Outreach Coordinator	73,600	73,600	73,600
	73,600	73,600	73,600
Sub-total	1,091,158	1,526,699	972,576
OYAP Grant	99,949	106,439	106,439
Province Of Ontario - Citizenship	1,186,000	1,052,668	1,119,562
LBS Grant	97,900	98,400	98,400
PBLA 1X Funding		38,819	
Province Of Ontario - HOME	318,739	320,000	
Sub-total	1,702,588	1,616,326	1,324,401
Total Other Provincial Grants per Appendix A-1	\$ 2,793,746	\$ 3,143,025	\$ 2,296,977

**Halton Catholic District School Board
Summary of Expenses by Expense Type
2017/2018 Budget Estimates**

	2017/2018 Budget Estimates	% of total budget	\$ increase (from 16/17 to 17/18)	% increase (from 16/17 to 17/18)	2016-2017 Revised Estimates	% of total budget	2015/2016 Actuals	% of total budget
Operating								
Salary & Wages	\$ 265,555,351	74.6%	\$ 12,630,630	5.0%	\$ 252,924,721	74.3%	\$ 246,968,434	74.6%
Employee Benefits	43,889,391	12.3%	1,165,048	2.7%	42,724,343	12.6%	42,816,128	12.9%
Total Salaries & Benefits	309,444,742	87.0%	13,795,678	4.7%	295,649,064	86.9%	289,784,562	87.5%
Professional Development	926,100	0.3%	80,977	9.6%	845,123	0.2%	919,141	0.3%
Supplies & Services (Appendix B-1)	26,247,173	7.4%	855,329	3.4%	25,391,844	7.5%	24,081,126	7.3%
Replacement Furniture & Equipment	2,500	0.0%	(24,000)	-90.6%	26,500	0.0%	6,066	0.0%
Operating Interest	57,280	0.0%	(31,720)	-35.6%	89,000	0.0%	59,124	0.0%
Rentals & Leases	2,587,683	0.7%	318,467	14.0%	2,269,216	0.7%	2,222,375	0.7%
Fees & Contractuals (Appendix B-2)	14,789,493	4.2%	575,535	4.1%	14,213,958	4.2%	12,436,718	3.8%
Other	704,650	0.2%	(160,309)	-18.5%	864,959	0.3%	866,335	0.3%
ALC Lease/Rentals	1,045,952	0.3%	127,436	13.9%	918,516	0.3%	874,994	0.3%
Total Other Operating	46,360,831	13.0%	1,741,715	3.9%	44,619,116	13.1%	41,465,879	12.5%
Total Operating Expenses	355,805,573	100.0%	15,537,393	4.6%	340,268,180	100.0%	331,250,441	100.0%
Capital								
Debt Charges & Interest	47,375	0.5%	-	-	47,375	0.5%	47,375	0.4%
OSBFC Debenture Interest Payments	4,518,342	49.7%	(315,110)	-6.5%	4,833,452	50.2%	5,129,118	48.5%
OFA Debenture Interest Payments	4,522,996	49.8%	(226,757)	-4.8%	4,749,753	49.3%	4,967,499	46.9%
Total Capital Expenses	9,088,713	100.0%	(541,867)	-5.6%	9,630,580	100.0%	10,143,992	100.0%
PSAB Adjustments								
School Generated Funds	13,000,000	44.2%	500,000	4.0%	12,500,000	44.1%	12,762,942	3.9%
Amortization Expenses	17,047,527	57.9%	601,961	3.7%	16,445,566	58.1%	15,864,140	4.8%
Increase in Employee Future Benefits	(458,218)	-1.6%	-	-	(458,218)	-1.6%		0.0%
(Decrease) in Accrued Interest on Debenture	(167,105)	-0.6%	(8,852)	5.6%	(158,253)	-0.6%	(150,124)	-0.5%
	(625,323)	-2.1%	(8,852)	1.4%	(616,471)	-2.2%	(150,124)	-0.5%
Total PSAB Adjustments	29,422,204	100.0%	1,093,109	3.9%	28,329,095	100.0%	28,476,958	8.6%
Total Expenses	\$ 394,316,490	100.0%	\$ 16,088,635	4.3%	\$ 378,227,855	100.0%	\$ 369,871,391	100.0%

**Supplies and Services Expenses
2017/2018 Budget Estimates**

Description	2017/2018 Budget Estimates	2016/2017 Revised Budget Estimates	2015/2016 Actual
Advertising	\$ 91,030	\$ 120,373	\$ 181,228
Application Software	67,909	98,209	42,871
Asphalt/Concrete	100,000	350,000	323,740
Association & Membership Fees	4,000	4,000	3,672
Audio Visual Materials	150,500	150,500	134,999
Automobile Reimbursement	481,766	429,916	392,482
Conferences/Workshops	-	12,500	13,811
Copying Instructional	373,000	371,900	219,029
Field Trips	677,314	749,479	750,773
Instructional Materials	1,950,019	2,228,255	1,320,276
Instructional Supplies	2,323,527	1,847,936	2,882,140
Library Books	291,790	241,720	241,584
Maintenance Supplies & Services	7,523,621	6,956,731	6,868,943
Miscellaneous	44,500	60,020	81,097
Non-Capital Furniture & Equipment	1,528,181	2,070,435	2,950,054
Office Supplies & Services	91,718	234,389	227,348
Other Travel	10,300	12,350	14,586
Other Strategic Communication	4,150	4,150	-
Periodicals	32,350	32,600	42,315
Plant Operations Supplies	838,000	905,000	746,008
Postage	19,315	23,065	36,652
Printing & Photocopying	265,423	269,823	351,280
Recruitment of Staff	22,720	22,800	31,302
Repairs	289,574	339,274	248,038
SGF Reimbursements	-	-	2,126,136
Telecommunications	513,602	466,669	607,238
Textbooks & Learning Materials	1,037,284	552,265	1,177,340
Utilities - Electricity	6,007,500	5,160,485	5,078,962
Utilities - Heating (Gas & Other)	821,080	815,000	580,736
Utilities - Water & Sewage	640,000	812,000	624,343
Vehicle Maintenance & Supplies	38,000	40,000	22,991
Waste Disposal	9,000	10,000	11,424
Total Services and Supplies Expenses	\$ 26,247,173	\$ 25,391,844	\$ 24,081,126

Notes:

"Maintenance Supplies and Service" plus "Utilities-Electricity" represent an approximate \$1.4 million increase over the 2016/17 Revised Estimates.

**Halton Catholic District School Board
Fees and Contractual Expenses
2017-2018 Budget Estimates**

Appendix B-2

Description	2017/2018 Budget Estimates	2016/2017 Revised Budget Estimates	2015/2016 Actual
Audit Fees	\$ 82,098	\$ 85,998	\$ 83,007
Legal Fees	263,200	247,680	182,805
Other Professional Fees*	703,547	712,751	478,237
Other Contractual Services**	1,371,058	1,389,415	1,309,156
Contractual Custodial Services	2,908,731	2,894,125	2,243,981
Contractual Waste Disposal	247,000	225,000	198,742
Miscellaneous	35,000	35,000	173,812
Transportation***	7,465,935	6,903,773	6,281,700
Temporary Assistance	92,500	39,500	44,867
Courier	140,050	134,250	100,983
Software Fees & Licenses	745,899	692,064	614,692
Hardware Maintenance	100,000	100,000	96,919
Insurance	634,475	754,402	627,818
Total Fees and Contractual Expenses	\$ 14,789,493	\$ 14,213,958	\$ 12,436,719

*Including Plant & Maintenance Professional fees of \$598,366, HR fees for grievances/negotiations of \$30,000, Special Education psychological assessment fees of \$65,000, Capital capacity planning of \$36,217, etc.

** Including commissionaires expenses (School Services) of \$270,000, employee assistance program (Human Resources) of \$183,000, Ceridian fee (Payroll Services) of approximately \$150,000, infrastructure and cabling services (IT) for \$135,000, and Halinet/CanCopy (Curriculum Services) \$125,000, BAS software conversion and maintenance fee for \$90,000.

***Transportation represents the majority of the budget increase.

**Halton Catholic District School Board
Average Daily Enrolment (ADE)
2017/2018 Budget Estimates**

	2017/2018 ORIGINAL ESTIMATES				2016/2017 REVISED ESTIMATES				2016/2017 ORIGINAL ESTIMATES			2015/2016	
	Projected FTE Oct 31/17	Projected FTE Mar 31/18	Projected ADE	% Change	Actual FTE Oct 31/16	Projected FTE Mar 31/17	Revised ADE	% Change	Projected FTE Oct 31/16	Projected FTE Mar 31/17	Original ADE	Actual ADE	% Change
	JK	2,043.00	2,043.00	2,043.00	0.0%	2,040.00	2,048.00	2,044.00	5.9%	1,930.00	1,930.00	1,930.00	2,064.50
SK	2,148.00	2,148.00	2,148.00	-2.3%	2,195.00	2,203.00	2,199.00	1.1%	2,175.00	2,175.00	2,175.00	2,212.00	0.8%
Gr. 1 to 3	6,898.00	6,916.00	6,907.00	0.1%	6,891.00	6,916.00	6,903.50	-0.2%	6,893.00	6,939.00	6,916.00	6,725.50	3.3%
Gr. 4 to Gr. 8	11,437.00	11,470.00	11,453.50	2.1%	11,215.00	11,229.00	11,222.00	0.8%	11,132.00	11,133.00	11,132.50	10,964.00	0.3%
Elementary Day School Enrolment	22,526.00	22,577.00	22,551.50	0.8%	22,341.00	22,396.00	22,368.50	1.0%	22,130.00	22,177.00	22,153.50	21,966.00	1.1%
Secondary Day School Enrolment	11,421.72	11,135.19	11,278.46	5.1%	10,866.63	10,595.48	10,731.06	1.3%	10,766.73	10,420.43	10,593.58	10,371.55	4.7%
Total Day School ADE	33,947.72	33,712.19	33,829.96	2.2%	33,207.63	32,991.48	33,099.56	1.1%	32,896.73	32,597.43	32,747.08	32,337.55	2.2%

Notes: ADE - Average Daily Enrolment

FTE - Full Time Equivalent

Average Daily Enrolment (ADE) is based on 50% of March 31 FTE plus 50% Oct 31 FTE

% change equals the increase (decrease) in ADE from the prior year

Program Enhancements (Included in the Budget)

	<i>Description</i>	<i>Requested By</i>	<i>Link to Board Strategic Plan</i>	<i>Total</i>	<i>Budget Off-set</i>	<i>Proposed Total (June 6)</i>	<i>Reductions</i>	<i>Revised Total</i>
1	Upgrades required to school network wireless infrastructure and operating costs	R. Negoj	Foundational Elements (#1 and #4) and Achieving (#1)	\$ 338,000		\$ 338,000	\$ (108,000)	\$ 230,000
2	Financial Services re-organization to change analyst position to manager position	R. Negoj	Foundational Elements (#5) and Achieving (#3)	10,000	(10,000)	-		-
3	Job re-evaluation for International Students clerk to incorporate additional duties, as program continues to expand (off-set by International Students tuition revenues)	R. Negoj	Foundational Elements (#5) and Achieving (#3)	7,000	(7,000)	-		-
4a	Increases to various operating costs: utilities, general repairs, electrical, plumbing, fire/security, HVAC, snow clearing, professional fees, contractual services, waste disposal, professional development	G. Corbacio	Foundational Elements (#4) and Belonging (#1)	2,837,609	(1,421,800)	1,415,809		1,415,809
4b	Allocation of facilities operating budget to Capital Reserve	G. Corbacio	Foundational Elements (#4) and Belonging (#1)	-		-	(2,000,000)	(2,000,000)
5	Contingency for student accommodation repairs	G. Corbacio	Foundational Elements (#4) and Belonging (#1)	50,000		50,000		50,000
6	Additional support for AP program at Holy Trinity and Assumption	T. Pinelli	Achieving (#1, #2 and #3)	20,000		20,000		20,000
7	Budget for International Baccalaureate program	T. Pinelli	Achieving (#1, #2 and #3)	20,000		20,000		20,000
8	Increase to advertising and promotion budget for International Students program (off-set by International Students tuition revenues)	T. Pinelli	Foundational Elements (#04)	15,000		15,000		15,000
9	Increase to contingency fund for Thomas Merton Faith Day	C. McGillicuddy	Believing (#1, #2 and #3)	10,000		10,000		10,000
10	Purchase of additional grade for Growing in Faith Religion textbooks and Many Gifts Social Studies textbooks	A. Prkacin	Believing (#1, #2 and #3)	507,000		507,000		507,000
11	Increase to Catholic Curriculum Corporation membership and When Faith Meets Pedagogy conference	A. Prkacin	Believing (#1 and #3)	30,000		30,000		30,000
12	Employee assistance program - Increase budget to reflect amounts expensed in 2015-16 + 2% increase	J. O'Hara	Belonging (#1)	3,500		3,500		3,500
13	Employee Life and Health Trust (ELHT) transition costs (off-set by Local Priorities Funding within the GSN)	J. O'Hara	Belonging (#1)	50,000		50,000		50,000
14	SLP-Clinical Practice Lead - Change from APSSP to management position	B. Browne	Belonging (#1)	30,000		30,000		30,000
15	Religious Education reimbursement for courses	L. Naar	Believing (#1 and #3)	25,000	(10,250)	14,750		14,750
16	Institute for Catholic Education (ICE) Symposium	P. Dawson	Believing (#1, #2 and #3) and Belonging (#2)	8,500		8,500		8,500
17	Expected increase in mileage reimbursement as mileage rate increases from \$0.45 to \$0.54 per km, in accordance with CRA guidelines and CRA recommendations on a recent sector audit	Overall	Foundational Elements (#1 and #4)	80,000		80,000		80,000
Total Program Enhancements (Included in the Budget)				\$ 4,041,609	\$ (1,449,050)	\$ 2,592,559	\$ (2,108,000)	\$ 484,559

Staffing Enhancements (Included in the Budget)

	Description	Requested By	Link to Board Strategic Plan	Salary & Benefits	Non-Salary	Total	Cumulative Total
REVENUE NEUTRAL-NO IMPACT TO EXISTING BUDGET							
1	1.0 FTE Athletic Convenor for HCAA (off-set savings of \$40,000 from convenor secondment, plus at least an additional annual cost savings from HSSAA/consulting fees of \$40,000)	A. Prkacin	Achieving (#1); Belonging (#2 and #3)	\$ 80,000		\$ 80,000	\$ 80,000
2	0.5 FTE Vice-Principal for International Students (off-set by International Students tuition revenues)	T. Pinelli	Achieving (#1); Belonging (#2); Foundational Elements (#4)	63,000		63,000	143,000
3	12.5 FTE Elementary Teachers - as per additional staffing identified in the OECTA extension of collective agreement (Allocated between Special Education teachers, Classroom teachers, Change/Transition Support Teachers and ESL teachers)	Overall	Achieving (#1 and #2) and Foundational Elements (#1 and #5)	875,000		875,000	1,018,000
4	6.0 FTE Secondary Teachers - as per additional staffing identified in the OECTA extension of collective agreement (To be allocated between Special Education teachers, Classroom teachers, Change/Transition Support Teachers and ESL teachers)	Overall	Achieving (#1 and #2) and Foundational Elements (#1 and #5)	420,000		420,000	1,438,000
5	1.0 Speech Language Pathologist (Additional APSSP staff) - as per additional staffing identified in the APSSP extension of collective agreement	B. Browne	Achieving (#1), Belonging (#1) and Foundational Elements (#1)	101,000		101,000	1,539,000
6	Additional staffing to support Library services - as per additional staffing identified in the APSSP extension of collective agreement	A. Prkacin	Achieving (#1 and #2) and Foundational elements (#1 and #5)	15,000		15,000	1,554,000
7	Approx. 14.0 FTE Educational Assistants (EAs) at average salary and benefits of \$48,000 per FTE - as per additional staffing identified in the CUPE extension of collective agreement	B. Browne	Achieving (#1), Belonging (#1) and Foundational Elements (#1)	665,000		665,000	2,219,000
8	Additional CUPE staff - as per additional staffing identified in the CUPE extension of collective agreement (staffing is yet to be finalized with the Union): 5.0 FTE Office Assistants 1.0 FTE Library Technician 1.0 FTE Computer Technician 4.0 FTE Custodial Staff	Overall	Belonging (#1) and Foundational elements (#1)	601,000		601,000	2,820,000
9	Additional Community Use of Schools support - as per additional staffing identified in the CUPE extension of collective agreement	G. Corbacio	Belonging (#1) and Foundational elements (#1)	12,000		12,000	2,832,000
10	1.5 FTE Child and Youth Counsellors (CYCs) to Support the Additional Change Teachers (to be offset by growth in the Special Education revenue)	B. Browne	Achieving (#1 and #2) and Belonging (#1)	101,000		101,000	2,933,000
11	1.0 FTE Social Worker to Support the Additional Change Teachers (to be offset by growth in the Special Education revenue)	B. Browne	Achieving (#1 and #2) and Belonging (#1)	81,000		81,000	3,014,000
12	1.0 FTE Blind and Hard of Hearing Special Education Resource Teacher - to address special education needs	B. Browne	Achieving (#1 and #2) and Belonging (#1)	82,000		82,000	3,096,000
13	1.0 FTE SEA Lead (covered by SEA funding)	B. Browne	Achieving (#1 and #2) and Belonging (#1)	110,000		110,000	3,206,000
14	0.3 FTE SEA Secretarial Assistant (covered by SEA funding)	B. Browne	Achieving (#1 and #2) and Belonging (#1)	16,000		16,000	3,222,000
15	0.5 FTE Secondary VP - to address enrolment growth	Overall	Achieving (#1 and #2) and Foundational Elements (#1 and #5)	63,000		63,000	3,285,000
16	4.0 FTEs Early Childhood Educators (ECEs) to enrolment address growth and class size restrictions	Overall	Achieving (#1 and #2) and Foundational Elements (#1 and #5)	191,000		191,000	3,476,000
17	16.15 FTE Elementary Teacher positions to address enrolment growth and class size reductions	Overall	Achieving (#1 and #2) and Foundational Elements (#1 and #5)	1,130,500		1,130,500	4,606,500
18	34.16 FTE Secondary Teacher positions to enrolment address growth	Overall	Achieving (#1 and #2) and Foundational Elements (#1 and #5)	2,391,200		2,391,200	6,997,700
Total Staffing Enhancements (Included in the Budget)							\$ 6,997,700

NOTE: These staffing enhancements are included in the budget and offset by other cost savings or additional funding to be received.

New Initiatives (Included in the Budget)

	Description	Requested By	Link to Board Strategic Plan	Salary & Benefits	Non-Salary	Total	Cumulative Total
BUDGETARY IMPACT							
1A	Non-union job evaluation review - Last review was completed in 2012 and this project is necessary to ensure Board remains competitive and in line with the market	J. O'Hara	Foundational Elements (#4 and #5)		\$ 100,000	\$ 100,000	\$ 100,000
1B	Job Evaluation Officer (1 year contract) to assist with non-union job evaluation review and processes	J. O'Hara	Foundational Elements (#4 and #5)	80,000		80,000	180,000
2	1.0 FTE Equity Officer	P. Dawson	Achieving (#1 and #2); Believing (#1); and Belonging (#1, #2 and #3)	130,000		130,000	310,000
3A	EMPOWER Reading Program - to be accessible at all elementary schools	A. Prkacin	Achieving (#1, #2 and #3)		135,000	135,000	445,000
3B	Implement through savings in school contingency, school budgets and Curriculum Services operating budget	A. Prkacin	Achieving (#1, #2 and #3)		(135,000)	(135,000)	310,000
4	IT Server Analyst position - Required to address cloud computing, security monitoring and maintenance, assisting with implementation of security policies and procedures and to provide training, direction and support to school computer technicians in regards to server, storage and virtualization	R. Negoj	Foundational Elements (#1, #4 and #5) and Achieving (#1)	85,000		85,000	395,000
5	Purchase of software module to move non-teaching applicants directly through Apply to Education (annual service fee)	J. O'Hara	Foundational Elements (#4 and #5)		10,000	10,000	405,000
6	1.0 FTE Records Coordinator (1 year contract) to assist the Manager, Privacy and RIM Services with ensuring compliance to the Anti-Spam Legislation, assist with transcript requests, and assist in all aspects of records management.	P. Dawson	Foundational Elements (#1, #2 and #4)	60,000		60,000	465,000
7	Wellness Program - Due to Provincial Benefit Trusts, program is no longer paid through consulting fees of Mosey & Mosey	J. O'Hara	Belonging (#1)		50,000	50,000	515,000
8	Electronic file project - Start up costs / scanner / consultant	J. O'Hara	Foundational Elements (#1 and #4)		50,000	50,000	565,000
9	Museum of Tolerance (Simon Wiesenthal Center) - Partnership educational tour for 4 secondary principals and 1 SO to attend	T. Pinelli	Belonging (#1, #2 and #3)		25,000	25,000	590,000
Total				\$ 355,000	\$ 235,000	\$ 590,000	\$ 590,000
Total New Initiatives (Included in the Budget)							\$ 590,000

**Halton Catholic District School Board
Capital Budget
2017/2018 Budget Estimates**

Projects	Total Estimated Project Budget	Total 2017/2018 Capital Expenses	Funding Sources				Total Funding
			Capital Priorities	Full Day Kindergarten	School Condition Improvement	School Renewal	
Milton #8 - New School	13,668,474	12,301,627	10,758,867	1,542,760			\$ 12,301,627
School Improvement Projects	4,100,000	4,100,000			3,750,000	350,000	\$ 4,100,000
Natural Playgrounds	1,500,000	1,500,000				1,500,000	\$ 1,500,000
							-
TOTAL	\$ 19,268,474	\$ 17,901,627	\$ 10,758,867	\$ 1,542,760	\$ 3,750,000	\$ 1,850,000	\$ 17,901,627

**Halton Catholic District School Board
GSN Calculations
2017/2018 Budget Estimates**

Appendix F

	2017/2018 Original Budget	% Change from 2016/2017 Revised Estimates	2016/2017 Revised Budget Estimates	2016/2017 Original Budget Estimates	2015/2016 Actuals
Enrolment Forecast - JK/SK	4,191.00	-1.23%	4,243.00	4,105.00	4,276.50
- 1 to 3	6,907.00	0.05%	6,903.50	6,916.00	6,725.50
- 4 to 8	11,453.50	2.06%	11,222.00	11,132.50	10,964.00
Enrolment Forecast - Elementary	22,551.50	0.82%	22,368.50	22,153.50	21,966.00
- Secondary	11,278.46	5.10%	10,731.06	10,593.58	10,371.55
	33,829.96	2.21%	33,099.56	32,747.08	32,337.55
Pupil Foundation Grant - JK/SK	\$ 26,187,296	1.15%	\$ 25,888,749	\$ 25,046,740	\$ 25,818,086
Pupil Foundation Grant - 1 to 3	39,110,680	1.59%	38,497,782	38,567,489	37,112,923
Pupil Foundation Grant - 4 to 8	54,629,530	4.81%	52,122,487	51,706,789	50,395,368
Pupil Foundation Grant - Secondary	66,314,300	6.69%	62,156,768	61,360,452	59,458,644
Total Pupil Foundation Allocation	186,241,806	4.24%	178,665,786	176,681,470	172,785,021
School Foundation Grant - Elementary	14,772,005	1.82%	14,507,630	14,392,226	14,177,317
School Foundation Grant - Secondary	7,378,392	4.89%	7,034,643	6,967,133	6,858,828
Additional Compensation for Principals and Vice Principals	186,580	21.29%	153,827	153,827	
Total School Foundation Allocation	22,336,977	2.95%	21,696,100	21,513,186	21,036,145
SEPPA - JK to Grade 3	10,829,094	2.28%	10,587,726	10,468,517	10,244,182
SEPPA - Grade 4 to 8	8,584,627	4.85%	8,187,796	8,122,495	7,841,672
SEPPA - Secondary	5,581,710	7.94%	5,170,976	5,104,728	4,900,350
Special Education Equipment Amount	1,481,295	1.12%	1,464,927	1,585,202	1,421,929
Special Incidence Portion	983,000	-0.20%	985,000	945,000	982,715
High Needs Amount	15,405,825	1.74%	15,142,306	15,103,042	15,038,961
Behavioural Expertise	184,504	2.87%	179,361	178,356	175,287
Total Special Education Allocation	43,050,056	3.19%	41,718,092	41,507,340	40,605,096
Total Language Allocation	7,685,129	6.51%	7,215,316	7,146,222	6,667,758
Total Learning Opportunities Allocation	6,276,665	115.84%	2,907,966	2,873,414	2,436,271
Total Continuing Education and Other Programs Allocation	2,145,881	1.58%	2,112,403	2,257,578	2,094,081
Total Teacher Qualification and Experience Allocation	25,385,495	-5.23%	24,631,519	26,066,430	28,003,275
ECE Q&E Allocation	2,315,538	7.50%	2,154,075	2,043,938	1,973,447
New Teacher Induction Program (NTIP)	264,780	4.11%	254,330	175,000	177,339
Restraint Savings	(140,878)	0.00%	(140,878)	(140,878)	(140,878)
Total Transportation Allocation	7,340,624	4.72%	7,009,984	6,889,307	6,932,619
Total Administration and Governance Allocation	9,347,208	4.28%	8,963,405	8,896,503	8,620,873
Total School Operations Allocations	32,102,777	3.08%	31,143,758	30,869,452	30,276,439
Community Use of Schools	445,632	5.41%	422,752	422,752	408,367
First Nations, Metis and Inuit Education Supplement	303,414	1.40%	299,217	320,788	179,380
Safe Schools	565,905	3.92%	544,563	538,700	526,756
Permanent Financing of NPF	47,375	0.00%	47,375	47,375	47,375
Labour-related enhancements					
TOTAL OPERATING	345,714,384	4.87%	329,645,762	328,108,578	322,629,365
Deduct:					
Minor TCA	(8,642,860)	4.87%	(8,241,144)	(8,202,714)	(8,065,734)
Add:					
Temporary Accommodations					1,571,566
Trustees' Association Fee	43,017	0.00%	43,017	43,017	43,017
TOTAL OPERATING ALLOCATION	337,114,541	4.87%	321,447,635	319,948,881	316,178,214
Capital Grants	16,051,627	28.24%	12,516,887	8,428,733	19,185,950
Minor TCA	8,642,860	4.87%	8,241,144	8,202,714	8,065,734
School Renewal Allocation	4,398,357	1.27%	4,343,332	3,775,326	4,299,852
School Condition Improvement		0.00%			
Temporary Accommodations	1,735,000	0.35%	1,729,000	1,729,000	170,934
Retrofitting School Space for Child Care		0.00%			-
Short Term Interest on Capital		0.00%			39,370
Capital Debt Support - Interest Portion	8,546,061	-5.45%	9,039,007	9,039,007	9,505,993
TOTAL CAPITAL ALLOCATION	39,373,905	9.77%	35,869,370	31,174,780	41,267,833
TOTAL FUNDING ALLOCATION	\$ 376,488,446	5.37%	\$ 357,317,005	\$ 351,123,661	\$ 357,446,047

**Halton Catholic District School Board
Operating and Capital - Revenues and Expenditures
2017/2018 Budget Estimates**

Appendix G

	2017/2018 Budget Estimates @ June 20	Change from 2017/2018 Budget Estimates @ June 6	2017/2018 Budget Estimates @ June 6	Change from 2016/2017 Revised Estimates	2016/2017 Revised Estimates	Change from 2016/2017 Budget Estimates	2016/2017 Budget Estimates
Revenue							
GSN (Note 1)	\$ 356,565,727	\$ (37,193)	\$ 356,602,920	\$ 15,959,782	\$ 340,605,945	\$ 17,313,808	\$ 339,251,919
Other Provincial Grants (Note 2)	2,793,746	108,010	2,685,736	(349,279)	3,143,025	496,769	2,296,977
Other Operating	18,151,166	-	18,151,166	1,179,295	16,971,871	2,842,761	15,308,405
Amortization of Deferred Capital Contribution	15,770,167	-	15,770,167	655,271	15,114,896	1,024,047	14,746,120
School Generated Funds	13,000,000	-	13,000,000	500,000	12,500,000	500,000	12,500,000
Unavailable for Compliance							
Employee Future Benefits & Interest Accrual	(625,323)	-	(625,323)	(8,851)	(616,472)	(8,851)	(616,472)
Revenues Recognized for Land	(9,500,000)	-	(9,500,000)	(500,000)	(9,000,000)	(1,500,000)	(8,000,000)
Total Revenue	\$ 396,155,483	\$ 70,817	\$ 396,084,666	\$ 17,436,218	\$ 378,719,265	\$ 20,668,534	\$ 375,486,949
Expenditures							
Operating							
Salary & Benefits (Note 3)	\$ 309,444,742	\$ 144,200	\$ 309,300,542	\$ 13,795,678	\$ 295,649,064	\$ 15,250,474	\$ 294,194,268
Other Operating Expenditures (Note 4)	46,360,831	92,210	46,268,621	1,741,715	44,619,116	2,621,628	43,739,203
Capital							
OSBFC Debenture Payments	4,565,717	-	4,565,717	(315,110)	4,880,827	(315,110)	4,880,827
OFA Debenture Payments	4,522,996	-	4,522,996	(226,757)	4,749,753	(226,757)	4,749,753
PSAB							
Amortization Expense	17,047,527	-	17,047,527	601,961	16,445,566	682,481	16,365,046
School Generated Funds	13,000,000	-	13,000,000	500,000	12,500,000	500,000	12,500,000
Employee Future Benefits & Interest Accrual	(625,323)	-	(625,323)	(8,852)	(616,471)	(8,852)	(616,471)
Total Expenses	\$ 394,316,490	\$ 236,410	\$ 394,080,080	\$ 16,088,635	\$ 378,227,855	\$ 18,503,864	\$ 375,812,626
In-Year Surplus (Deficit) Available for							
Compliance - Unappropriated	\$ 38,090	\$ (903,693)	\$ 941,783	\$ 24,102	\$ 13,988	\$ 22,707	\$ 15,383
Surplus (Deficit) Available for Compliance	\$ 1,838,993	\$ (165,593)	\$ 2,004,586	\$ 1,347,583	\$ 491,410	\$ 2,164,670	\$ (325,677)

Note 1 - The GSN decreased due to updates to the Teacher Qualification and Experience allocation.

Note 2 - The Other Provincial Grants increased as the French as a Second Language (FSL) grant was announced after June 6.

Note 3 - The Salary and Benefits increase is due to updates to the staffing enhancements on Appendix D-2 (addition of 3.5 teachers and reduction of 4.0 ECEs) and the addition of corresponding costs related to the FSL grant.

Note 4 - The Other Operating Expenditures increase is a result of identifying employee life and health trust (ELHT) transition costs to correspond to specified funding allocation and the addition of corresponding costs related to the FSL grant.

Halton Catholic District School Board
2017-18 Budget Estimates Schedule

Date	Completed	Item	Description of Activity
September 20th	✓	Ministry Memorandum 2016:SB28	District School Board Enrolment Projections for 2017-18 to 2020-21 memorandum issued
September 25th	✓	ADM Memorandum, September 25, 2015	Ministry invitation to Education Funding consultation sessions
November 25th	✓	Provincial Consultation (Regional Symposium)	Ministry consultation on 'Education Funding'
November 25th	✓	Ministry Memorandum 2016:SB28	District School Board Enrolment Projections for 2017-18 to 2020-21 submitted to the Ministry.
December 6th	✓	Budget Process - Provincial Consultation	Information Report to Board regarding 2017-18 GSN Consultation Sessions
January 30th	✓	Budget Estimates Schedule & Objectives	Discuss 2017-18 Budget Estimates Schedule & Objectives at Administrative Council
February 7th	✓	Budget Estimates Schedule & Objectives	Present 2017-18 Budget Estimates Schedule & Objectives to the Board
February 10th	✓	Budget Process Memorandum	Distribute the 2017-18 Budget Process Memorandum to Superintendents, Administrators, Managers
February 10th	✓	Departmental Budget Reviews	Distribute Budget Input Package to Departments (by this date)
February 22nd	✓	Public Consultation	At Catholic School Council of Chairs meeting, present Budget process to group with understanding that information presented will be brought to individual schools' Council meeting and discussed
February 24th	✓	Departmental Budget Reviews	Receive Budget Submissions from Departments (by this date)
March 10th	✓	Departmental Budget Reviews	Complete Budget Review Meetings with Departments (by this date)
March 20th	✓	Budget Update	Budget Estimates Update (Administrative Council) / Approval of Program Enhancements
March 31st	✓	School Budgets	Development of School Budgets Based on Forecasted Enrolment
March 31st	✓	Salary and Benefits Budget	Salary and FTE staffing "snapshot" from HR/Payroll System (base for 2017-18 Budget)
April 3rd	✓	Budget Update	Budget Estimates Update (Administrative Council) / Prioritization of New Initiatives
April 4th	✓	Trustee Budget Strategy Session 1	Trustee/Senior Staff Budget Strategy Session: 2017-18 Budget Challenges and Priorities
April 12th	✓	Ministry Memorandum 2017:B04	Release of Grants for Student Needs (GSN)
April 13th	✓	Salary and Benefits Budget	Send FTE staffing reports to Superintendents for review and confirmation
April 18th	✓	Trustee Budget Strategy Session 2	Trustee/Senior Staff Budget Strategy Session: 2017-18 Budget Challenges and Priorities
April 18th	✓	Ministry Memorandum 2017:B04	Board Report - Release of Grants for Student Needs (GSN)
April 18th	✓	Release of EFIS 2.0 Forms	Release of EFIS 2.0 Forms and Instructions
April 19th	✓	Ministry Training Session	Ministry Training on 2017-18 Estimates EFIS changes and 2017 March Report changes
April 21st	✓	Salary and Benefits Budget	Complete Review of Benefits Budget (Financial Services and Human Resources)
April 21st	✓	Salary and Benefits Budget	Receive FTE staffing confirmations
April 25th	✓	Town Hall Meeting (Including on-line Survey)	Trustees lead presentation. Online survey to be offered to public and will close 10 calendar days later (May 5th)
April 28th	✓	Salary and Benefits Budget	Complete Salary and Benefits Budget
May 8th	✓	Budget Update	Budget Estimates Update (Administrative Council)
May 11th	✓	Budget Survey	Review and collate results of online budget survey
May 15th	✓	Budget Update	Budget Estimates Update (Administrative Council)
May 16th	✓	Budget Update	Present the Board of Trustees with a Budget Update
May 29th	✓	Budget Consultation	Present Special Education Funding / Budget Challenges and Priorities - SEAC
June 5th	✓	Budget Estimates Report (Draft)	Budget Estimates Draft Report (Administrative Council)
June 6th	✓	Budget Estimates Report (Draft)	Present Budget Estimates Draft Report to the Board (Draft #1)
June 12th	✓	Budget Estimates Report (Draft)	Budget Estimates Draft Report (Administrative Council)
June 20th		Budget Estimates Report (Final)	Final Budget Estimates Report to the Board for Approval
June 23rd		Budget Estimates Report (Final)	Post Final Budget Report on Public Website
June 23rd		Ministry Memorandum 2017:B04	Submission of Budget Estimates to the Ministry (EFIS)
June 30th		Budget Estimates Report (Final)	Submission of Budget Estimates to OCSTA (EFIS)

Note 1: Items in Italics are to be confirmed in term of date or title.

Note 2: Items highlighted in "green" are Board meetings.

ACTION REPORT

ITEM 8.6

POLICY I-10 BANKING

PURPOSE:

To approve *Policy I-10 Banking* as presented.

COMMENTARY:

Established on February 21, 2012, Board staff have conducted a comprehensive review of the *Policy I-10 Banking*.

It is recommended that the policy should be renamed to *Policy I-10 Banking, Investment and Borrowing* to better reflect the content. The revisions made to the policy reduce the amount of procedural information contained and focus more prominently on the purpose & principles of the policy. Administrative Procedure VI-91 was created, which provides detailed instructions and requirements.

CONCLUSION:

Policy I-10 Banking was submitted to the Policy Committee at the June 13, 2017 meeting, with a recommendation that it be forwarded to the board of trustees for approval.

RECOMMENDATION:

Moved by:

Seconded by:

RESOLVED, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee that *Policy I-10 Banking* name be changed to *Policy I-10 Banking, Investment and Borrowing* and be approved as amended.

**REPORT SUBMITTED AND
APPROVED BY:**

A. DANKO
CHAIR OF THE POLICY COMMITTEE

PURPOSE

To define the Halton Catholic District School Board’s (“the Board”) policy with regard to the selection and/or retention of the Board’s banker, signing authorities, investing and borrowing, in accordance with the Education Act.

APPLICATION AND SCOPE

This policy applies to all Halton Catholic District School Board (the Board) employees and trustees having financial stewardship responsibilities.

REFERENCES

- Education Act, Ontario Regulation 41/10
- Bank Act (Canada) Loan and Trust Corporations Act
- Credit Unions and Caisses Populaires Act
- [Administrative Procedure VI-91 Banking, Investment and Borrowing](#)

PRINCIPLES

- Financial operations support the overall goals, priorities, strategic directions and accountability measures established by the Board.
- Providing financial stewardship requires taking care of the Board’s financial resources and ensuring they are used for the purpose intended.
- Effective and efficient financial management practices ensure:
 - the prudent use of the Board’s fiscal and tangible capital assets;
 - an annual budget that is linked to Board-approved goals and priorities and complies with legal and statutory requirements; and
 - The Board’s assets are safeguarded for the use of future generations of students by limiting fiscal exposure to risk.
- The Board strives to optimize the utilization of its cash resources within statutory limitations and its basic fiduciary responsibility to protect and preserve capital, while maintaining liquidity to meet on-going financial requirements.
- The Board shall maintain and foster high ethical standards, integrity and respect for all stakeholders in conducting the Board’s business.

REQUIREMENTS

- All investments of surplus cash and/or accumulated surplus and/or deferred revenue are made by Management in accordance with the Education Act, Ontario Regulation 41/10. All investments must be in accordance to following Investment Goals:
 - To provide a positive rate of return on funds invested, in accordance with this policy, and consistent with the Board’s governing values, mission, and vision.
 - To utilize self-financing where practical and possible.
 - To limit fiscal exposure to risk or loss.
- All Board borrowing will be as instructed in the Education Act, Ontario Regulation 41/10 and follow the Board’s By-Laws.
- The banking agent for the Board shall be limited to, but may be any bank to which the Bank Act (Canada) applies or any trust company to which the Loan and Trust Corporations Act applies or any credit union to which the Credit Unions and Caisses Populaires Act.
- Signing authorities for Halton Catholic District School Board’s operating, capital and US banks are as follows:
 - i. Cheques over \$100,000 must be signed by one of two signatures (Chair of the Board; or Vice-Chair of the Board) and one of three signatures (Secretary of the Board, Treasurer of the Board; or Senior Administrator, Financial Services).
 - ii. Cheques under \$100,000 must be signed by the Secretary of the Board and one of four signatures (Treasurer of the Board; Senior Administrator, Financial Services; Chair of the Board; or Vice Chair of the Board).
 - iii. The Board’s payroll cheques require two of three signatures (Secretary of the Board; Treasurer of the Board; Senior Administrator, Financial Services)

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

ACTION REPORT

ITEM 8.7

POLICY I-15 SCHOOL NAME SELECTION

PURPOSE:

To approve *Policy I-15 School Name Selection*, as amended

COMMENTS:

Policy I-15 originated in 1991 to provide a process specifically to name new schools that have been constructed in our system. As a growing board, we have had to utilize this process on numerous occasions and will continue to do so for that purpose.

The policy have been amended to address the process to follow in considering a school name change when consolidation of existing schools in the system takes place.

Amendments to the composition of the committee to add student trustees, Principal of the naming school and a parent representative from the naming school.

CONCLUSION:

Policy I-15 School Name Selection was submitted to the Policy Committee at the June 13, 2017 meeting, with a recommendation that it be forwarded to the board of trustees for approval.

RECOMMENDATION:

Moved by:
Seconded by:

RESOLVED, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee that *Policy I-15 School Name Selection*, be approved as amended.

**REPORT SUBMITTED AND
APPROVED BY:**

A. DANKO
CHAIR OF THE POLICY COMMITTEE

PURPOSE

To develop a policy for the selection of names for elementary and secondary schools within the Halton Catholic District School Board.

APPLICATION AND SCOPE

This policy applies to all new schools in the Halton Catholic District School Board and existing schools involved in consolidation.

REFERENCES

[Policy I-09 School Accommodation Review – Consolidation and Closure](#)

[Administrative Procedure VI-35 School Accommodation Review - Consolidation - Closure](#)

PRINCIPLES

The Board recognizes that the selection of the name of each school should:

- serve to express our Catholic heritage both local and universal;
- provide our youngsters with an exemplar for their appropriate development; and
- be appropriate to various uses commonly required in a school operation.

There is a Diocese opinion that schools should be named after divine persons of the Trinity, members of the Holy Family, recognized/verifiable Saints, or local (Ontario/Canadian) exemplary Catholics, now deceased.

REQUIREMENTS**Consolidation Process:**

The Transition Committee established through Policy I-09 will determine whether a name change is recommended for the consolidated school.

If a new name is not recommended, the existing name of the building in which the consolidation will take place will remain.

SCHOOL NAME SELECTION

POLICY No.: I-15

DATE : JANUARY 30, 1991

AMENDED: JULY 30, 1991

AMENDED: SEPTEMBER 5, 2006

AMENDED: OCTOBER 16, 2012

AMENDED: JUNE 20, 2017

If a new name is recommended by the Committee, the established process outlined in the New School Process will be followed.

New School Process:

The Board will establish a Committee comprised of trustees and student trustees, including but not necessarily exclusive to local area representative; Family of Schools Superintendent, principal of the naming school (if appointed); Pastor(s) of the associated Parish(es); and parent representative(s) from the naming school.

The Committee:

- will invite submissions of suggested names based on diocesan criteria
- will review possible names and develop a priority list of at least two (2) names for consideration
- shall survey local public comment including parents and students who will attend the naming school community

The Board will review and approve a list of two (2) names: a preferred name and an alternate. This list will be forwarded to the Bishop of the Diocese for review and consideration.

The Bishop is requested to advise the Board if:

- The preferred name is acceptable;
- In the event the preferred name does not meet diocesan criteria, or, is for any reason not acceptable to the Bishop. The Bishop is requested to advise the Board if the alternate name is acceptable.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

ACTION REPORT

ITEM 8.8

POLICY I-28 ELECTRONIC MEETINGS

PURPOSE:

To approve *Policy I-28 Electronic Meetings* as amended.

COMMENTS:

Policy I-28 Electronic Meetings was established in 2001. This policy was created to meet the Education Act and Ontario Regulations of attending meetings through electronic means. Minor changes have been made to clarify what electronic meetings student trustees can attend through electronic means as well as who is required to be physically present at a meeting.

CONCLUSION:

Policy I-28 Electronic Meetings was submitted to the Policy Committee at the June 13, 2017 meeting, with a recommendation that it be forwarded to the board of trustees for approval.

RECOMMENDATION:

Moved by:
Seconded by:

RESOLVED, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee and approve *Policy I-28 Electronic Meetings*, as amended.

REPORT SUBMITTED AND

A. DANKO

APPROVED BY:

CHAIR OF THE POLICY COMMITTEE

PURPOSE

To ensure the participation of trustee(s) and/or pupil representative(s) in Board and/or committee meetings via electronic means in accordance with the provisions of the Education Act (Section 208.1) and Ontario Regulation (OR) 463/97.

APPLICATION AND SCOPE

Electronic meetings of the Board are intended to allow for meetings arising from extenuating circumstances rather than to replace regularly scheduled Board and/or committee meetings.

Electronic meetings permit the trustees and/or pupil representatives to hear and be heard through audio and/or visual (teleconference and/or video conference) means.

Trustees and pupil representatives who participate in a meeting through electronic means shall be deemed to be present at said meeting subject to such conditions or limitations that may be provided for in the Education Act and attendant Regulation(s).

PRINCIPLES

Electronic meetings of the Board and/or of committees of the Board, as defined in the approved Board By-Laws, are recognized as being a legitimate means of the Board conducting its business.

The Halton Catholic District School Board recognizes the necessity of providing trustees and pupil representatives with the ability to participate in all meetings arranged by the Board (i.e. Regular and Special Board Meetings, Ad Hoc Committee Meetings and/or Standing Committees and/or any other Meeting) that requires trustee/pupil representative membership and participation.

Electronic meetings of the Board are intended to provide for more efficient use of time and productive use of resources in circumstances where time and/or availability of trustees and pupil representatives and/or staff make it a better means of conducting a Board or Committee Meeting.

REQUIREMENTS

1. At the request of trustee(s) and/or pupil representative(s) or as otherwise determined by the Board, the provision of electronic (audio and/or visual) means shall be afforded to trustee(s) and/or pupil representative(s) for their participation in all Board meetings including all meetings of committees of the Board as defined in its By-Laws. Trustee(s) and/or pupil representative(s) participation at said meetings shall be subject to such conditions or limitations that may be provided for in the Education Act and attendant Regulation(s). Student trustees and/or student representatives who are participating through electronic means shall not participate in any proceedings that are closed to the public.

2. A request by trustee(s) and/or pupil representative(s) for participation by electronic means shall be made to the Chair of the Board or designate a minimum of two working days (excluding Saturday and Sunday) in advance of Board and/or committee meetings
3. Notwithstanding Paragraph 1 and 2 in the **Requirements** section of this policy, the Board may refuse to provide to trustee(s) and/or pupil representative(s) the electronic means of participation in a meeting of the Board or a meeting of a committee of the Board in accordance with Section 5.3 of (OR) 463/97.
4. The Chair of the Board or designate, the Director of Education or designate and one other trustee (Cannot be a Student Trustee) shall be physically present at an In-Camera (closed) session of an electronic meeting of the Board in the Board Room or at a site or sites as otherwise determined by the Board.
5. The Chair of the Board or designate, the Director of Education or designate and one other trustee shall be physically present at all open sessions of an electronic meeting of the Board in the Board Room or at a site or sites as otherwise determined by the Board.
6. For committee meetings other than Board meetings, the Chair of the Committee or designate and the Director of Education or designate shall be physically present in the Board Room or at a site or sites as otherwise determined by the Board and/or Committee.
7. Electronic meetings shall permit the trustee(s) and/or pupil representative(s) to hear and be heard through audio and/or visual (teleconference and/or video conference) means.
8. Electronic meetings of the Board shall be conducted in accordance with the Board’s approved By-Laws on General Procedures for Board and Committee Meetings.
9. Electronic meetings shall be provided in such a way to ensure compliance with the rules governing Conflict of Interest of trustees.
10. The designated meeting location must be such that the public can attend the open session proceedings of Board and committee meetings.
11. The Director of Education and/or designate shall be responsible for ensuring the provision of electronic (audio and/or visual) means for the participation of trustees and/or pupil representatives and appropriate staff in meetings of the Board inclusive of Board committee meetings.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

ACTION REPORT

ITEM 8.9

POLICY I-29 SCHOOL BOUNDARY REVIEW PROCESS

PURPOSE:

To approve *Policy I-29 School Boundary Review Process* as amended.

COMMENTS:

Last updated on May 20, 2003, Board staff conducted a comprehensive review of the principles and approach to enacting the requirements under *Policy I-29 School Boundary Review Process*.

The global approach taken in reviewing and updating the policy sought to reduce the amount of procedural information contained within the policy, and focus more prominently on the *purpose & principles* of the school boundary review process. This was accomplished by introducing Administrative Procedure VI-88, which provides detailed instructions and requirements of the process.

Accordingly, there are significant changes made to the current version of Operating Policy I-29, as sections of the policy were either: newly introduced; expanded upon for greater clarity; moved for flow and clarity; and some removed entirely. Sections of the policy that were originally recommended to be removed for the procedure only have remained in policy as suggested by trustees at the May Policy Committee Meeting.

CONCLUSION:

Policy I-29 School Boundary Review Process was submitted to the Policy Committee at the June 13, 2017 meeting, with a recommendation that it be forwarded to the board of trustees for approval.

RECOMMENDATION:

Moved by:
Seconded by:

RESOLVED, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee and approve *Policy I-29 School Boundary Review Process*, as amended.

**REPORT SUBMITTED AND
APPROVED BY:**

A. DANKO
CHAIR OF THE POLICY COMMITTEE

PURPOSE

To provide direction in the establishment of School Boundaries for schools within the jurisdiction of the Halton Catholic District School Board (“the Board”).

APPLICATION AND SCOPE

This policy applies to the review process for the creation and/or alteration of school boundaries for the schools under the jurisdiction of the Board.

This Policy applies to schools of the Board offering elementary and/or secondary programs. Wherever possible, schools should be subject to a School Boundary Review process that has the effect of re-directing student enrolment only once in a five-year period, unless high rates of growth in developing areas or other circumstances that necessitate a review, as determined by the Board.

REFERENCES

[Administrative Procedure VI-88 School Boundary Review Process](#)

DEFINITIONS

Boundary Review Committee (BRC): The Boundary Review Committee is an advisory committee established by the Director of Education, or designate, that represents the affected school(s) of a boundary review. The Committee will act as the official conduit for information shared between the Board and the affected school communities.

School Boundary/Attendance Boundary: A delineated geographical area/boundary that represents the official attendance boundary for a particular school and/or program identifying where students are to receive their educational instruction based on their home address.

PRINCIPLES

1. The Halton Catholic District School Board (the Board):
 - 1.1. Has the authority under Section 171 (1), s.7 of the Education Act to determine the number and type of schools to accommodate its student enrolment and to delineate the attendance boundary (“school boundaries”) for each school, as well as those boundaries specific to academic programs offered by the Board

- 1.2.** The Board of Trustees is responsible for making the final decision regarding the establishment and modification of school boundaries. In making their decision, the Board of Trustees is tasked in:
 - 1.2.1.** Deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs.
 - 1.2.2.** Uphold their primary responsibility of fostering student academic achievement and well-being, and ensuring effective stewardship of Board resources and the Board’s financial viability and sustainability.
 - 1.2.3.** Have regard to the principles and option development criteria set out herein.
- 1.3.** Is responsible for undertaking School Boundary Reviews where appropriate, to optimize utilization of schools in circumstances of increased enrolment pressures and/or declines.
- 1.4.** Endorses and welcomes the input of members of the Catholic school communities into the School Boundary Review Process.
- 1.5.** Will share relevant information pertaining to the school boundary review process with those affected by the process.
- 2.** The Boundary Review Committee (BRC) is tasked and committed to actively and equitably review boundary review options with an objective lens, which seeks to benefit Catholic school communities as a whole, and not the individual.
- 3.** In developing and/or amending school boundaries, the Boundary Review Committee (BRC) and Board Staff shall develop school boundary options and/or changes that meet the following criteria:
 - 3.1.** Optimizing the use of existing school facilities, while ensuring that pupils are accommodated to the extent possible, in permanent school facilities that are within their enrolment capacities;
 - 3.2.** Minimizing the use of portable classrooms whenever possible, except during the establishment phases of new communities and throughout the peak enrolment phases of schools;
 - 3.3.** To the extent possible, minimizing school boundary adjustments, thereby ensuring that said boundaries remain stable, over the long-term;
 - 3.4.** Optimize the cost-effective use of school transportation in accordance with Board policy, and have consideration for maximizing the number of students that can walk-to schools where feasible;
 - 3.5.** Ensure that the boundary creates classroom organizations that are sustainably sized according to Ministry loading requirements, and appropriately sized to foster an ideal environment for academic achievement, social diversity, and overall student wellbeing; and,
 - 3.6.** To the extent possible, give due consideration to the concept of a community of associated schools and where feasible, give consideration to a Catholic School Community in which school boundaries will substantially match Catholic Parish boundaries.

REQUIREMENTS

1. An annual update of enrolment and review of accommodations is to be conducted for every school
2. On the basis of the annual review, the Board is presented with a list, for approval, of those schools needing to undertake the appropriate boundary review process.
3. School communities on the approved Board list are informed and are provided with details with respect to the Board’s process for boundary reviews.
4. Chairs of affected Catholic School Council(s) in collaboration with the affected school Principal(s) will appoint two (2) representatives to join the Boundary Review Committee.
5. Appropriate HCDSB Senior Staff, and Board Staff are non-voting members of the committee
6. Public consultation meeting(s) are to be held, allowing for community participation wherein all scenarios are posted and discussed.
7. At the Public Consultation Meeting, the communities are invited to provide input to the School Boundary Review Committee via written comments and other electronic means of communication, as appropriate.
8. Criteria for decision making on boundary changes is as per Board policy.
9. The interim Staff Report, which includes the Boundary Review Committee’s final recommendation, shall be posted on the Board’s public website, in accordance with Board By-laws.
10. The affected school communities will be provided the following information:
 - i. A link to the Interim Staff Report which includes the Boundary Review Committee’s final recommendations
 - ii. the date at which such recommendations will be presented to the Board;
 - iii. information around the Delegation Process;
 - iv. The scheduled date the Board of Trustees will render its final decision
11. Board Staff will inform the affected communities of the final Board approved recommendation(s).

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

ACTION REPORT

ITEM 8.10

**POLICY I-34A REIMBURSEMENT OF BOARD BUSINESS
EXPENSES FOR EMPLOYEES**

PURPOSE:

To approve *Policy I-34A Reimbursement of Board Business Expenses for Employees*, as presented.

COMMENTARY:

Board staff conducted a review of *Policy I-34A Reimbursement of Board Business Expenses for Employees*. Changes were made in regards to wording, and presentation, ensuring the policy follows the correct template and references as required.

In addition, a new procedure was created *VI-90 Reimbursement of Board Business Expenses for Employees Travel*. Information was removed from the policy, and has been included in the new procedure.

CONCLUSION:

Policy I-34A Reimbursement of Board Business Expenses for Employees was submitted to the Policy Committee at the June 13, 2017 meeting, as amended, with a recommendation that it be forwarded to the board of trustees for approval.

RECOMMENDATION:

The following recommendation is presented for the consideration of the Board:

Moved by:
Seconded by:
RESOLVED, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee and approve *Policy I-34A Reimbursement of Board Business Expenses for Employees*, as amended.

**REPORT SUBMITTED AND
APPROVED BY:**

A. DANKO
CHAIR OF THE POLICY COMMITTEE

PURPOSE

To describe the terms and conditions under which an expense incurred by an employee, in the course of discharging Board-recognized duties and responsibilities in accordance with the Education Act and its amendments, will be approved by the Board.

APPLICATION AND SCOPE

This operating policy applies only to approved expenses incurred by an employee, when performing Board recognized duties and responsibilities.

REFERENCES

This Operating Policy is in accordance with:

- Education Act and Regulations
- Broader Public Sector (BPS) Expenses Directive
- Broader Public Sector Perquisites Directive
- [Policy III-13 Corporate Purchasing Card Distribution and Usage](#)
- [Administrative Procedure VI-73 Meal and Hospitality Expenses at Board Sanctioned Events](#)
- [Administrative Procedure VI-86 Corporate Purchasing Card Distribution and Usage](#)

PRINCIPLES

- Where appropriate, employees are entitled to be reimbursed for approved out-of-pocket expenses that are incurred for an official duty, function or on behalf of the Board and which are reasonable and appropriate in the circumstances in which the expense is incurred.
- The Board will reimburse employees for travel, meals, accommodations and other business eligible expenses incurred while on Board business.
- Reimbursement for extraordinary or unusual expenses must be pre-approved by the employee's immediate supervisor (e.g. Principal or designate, Superintendent, Director of Education, or Chair of the Board), as appropriate.

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR EMPLOYEES****POLICY No.: I-34 (A)****DATE : NOVEMBER 6, 2007****AMENDED: NOVEMBER 4, 2008****AMENDED: JUNE 2, 2009****AMENDED: DECEMBER 20, 2011****AMENDED: MAY 20, 2014****AMENDED: JUNE 20, 2017**

- For expenses to be reimbursed, these must be appropriately authorized and approved. The expenses must be reasonable and relevant to the Board sanctioned event or business activity, and be accompanied by appropriate proof of payment.
- Employees make every effort to contain business expenses, by sharing transportation whenever possible or selecting the most economic mode of travel. Where hotel accommodations are required, a standard room is booked, unless one is not available.
- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses, potential impact to current board practices as well as any potential benefits to the system
- The Board recognizes the moral, ethical and monetary value of responsible financial stewardship of the Board's resources as it relates to expenses claimed for reimbursement.

REQUIREMENTS

- Designated employees, who are issued a Board Purchasing Card (P-card) in accordance with the Board's Corporate Purchasing Card Distribution and Usage Policy and Administrative Procedures, should use it to pay for approved expenses whenever possible.
- Submission of Board-related expenses require the following information, handwritten by the purchaser on the back of the original itemized receipt or detailed on the P-card reconciliation sheet:
 - a. Event name/Expenditure
 - b. Names/Roles of participants
 - c. Reason for expense
- Reimbursement for expenses where receipts are not provided by the vendor or are lost, require the employee to submit in writing the event name, expense, names of participants, reason for the expense and include the signature of the immediate supervisor.
- The Director of Education, Superintendent of Business or Chair of the Board may request additional information regarding expense details of the conference. A request may also be made for an Information Report, to be submitted at a subsequent Board meeting, outlining the conference's potential impact to current board practices and benefits to the system.
- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses, potential impact to current board practices as well as any potential benefits to the system.
- All expense claims, both those using a Board P-card and those submitted for reimbursement, must have signed approval of the employee's immediate supervisor. The Chair of the Board must approve the Director of Education's expense claims.
- All expense claims must be submitted and approved within 30 days of the end of the fiscal year in which the expenses were incurred and shall be paid promptly.

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR EMPLOYEES****POLICY No.: I-34 (A)****DATE : NOVEMBER 6, 2007****AMENDED: NOVEMBER 4, 2008****AMENDED: JUNE 2, 2009****AMENDED: DECEMBER 20, 2011****AMENDED: MAY 20, 2014****AMENDED: JUNE 20, 2017**

-
- All expense claims are subject to audit by the Board.
 - All expenses not approved or not deemed as Board-related business by the employee's immediate supervisor (e.g. Principal or designate, Superintendent, Director of Education, or Chair of the Board), as appropriate or are not in compliance with the Education Act, and its amendments, will not be eligible for reimbursement.
 - The following expense items, where appropriate, are those for which claims may be submitted to the Board as approved expenses while on Board business.

1. Mileage Expenses

- The rate per kilometer paid, to be reviewed annually, is established by the Board based on the Canada Revenue Agency deemed reasonable rate, taking into consideration the following assumptions and conditions:
 - a) That the rate and/or amount paid is calculated to cover all operating expenses of the vehicle, including depreciation, insurance, interest, license, fuel, oil, tires and maintenance.
 - b) That the rate paid or to be paid relieves the Board of any further responsibility for costs or expenses resulting from accidents, fines, or other extraordinary costs incurred while the vehicle is being operated on Board business.
- Mileage expenses will be reimbursed to all Board employees, as applicable, when expenses are incurred as a result of attendance at an activity where mileage is incurred in discharging their responsibilities.

Home to Employment/Employment to Home of Staff:

- Mileage from home to the first Board location shall be considered as part of the required normal duties and will not be reimbursed, unless travelling outside the Halton Region.
- Mileage from the last Board location to home shall be considered as part of the required normal duties and will not be reimbursed, unless travelling outside the Halton Region.
- When travelling to a non-Board location, the shorter distance between employee's home and non-Board location or Board-assigned location to non-Board location will be the eligible distance for mileage reimbursement.
- Where specific language in any collective bargaining agreement is in conflict with this mileage allowance, the collective bargaining agreement shall supersede this policy.

Day Time Meetings:

- Recognized mileage will include that mileage incurred by staff members to attend meetings during the working day called by or authorized by Board Administration staff.
- Attendees cannot claim mileage on Professional Activity Days and Faith Days if these occur within the Region of Halton, or if transportation is provided for the group. If the Professional Activity Day or Faith Day occurs outside of Halton Region, and transportation is not provided, the shorter of the employee's home to the out-of-Region location, or Board assigned location to out-of-Region location is eligible for reimbursement.

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR EMPLOYEES****POLICY No.: I-34 (A)****DATE : NOVEMBER 6, 2007****AMENDED: NOVEMBER 4, 2008****AMENDED: JUNE 2, 2009****AMENDED: DECEMBER 20, 2011****AMENDED: MAY 20, 2014****AMENDED: JUNE 20, 2017****Special Assignments:**

- Recognized mileage will include that mileage incurred by Board personnel, including teachers and support staff, where the Board, through the Director of Education, requires the employees to use an automobile or other vehicle for a specified purpose.

After Hours Meetings for Employees:

- When an employee's attendance is required at "after hours" meetings that occur at the same location that the employee is assigned to during the day, the immediate supervisor shall approve a reasonable meal expense **or** mileage reimbursement, but not both. Any application for a reasonable meal expense or mileage reimbursement pertaining to "after hours" meetings must be authorized by the employee's immediate supervisor, prior to the meeting. If however, the "after hours" meeting takes place at a secondary location, both a reasonable meal expense and mileage from assigned location of the day to the meeting place can be claimed. Examples of "after hours" meetings where an employee's attendance is required include:
 - Catholic School Council meetings
 - Curriculum Nights
 - Sacramental Preparations meetings
 - Board meetings
 - Other "after hour" Board related events as pre-approved by the appropriate supervisor.

2. Toll Fees

- Where necessary and approved by the appropriate Supervisory Officer or the Chair of the Board, only toll fees may be claimed. Transponder fees will not be reimbursed.

3. Other Travel Within and Outside the Province/Country

- Transportation is provided on rail and/or economy flight with transportation service to and from the airport/train station. If a private vehicle is authorized and used, mileage is paid to the driver in accordance with Board policy rates. Every effort shall be made by participants to share transportation.

4. Accommodations

- Whenever possible, all hotel reservations will be made four (4) weeks in advance, and hotel accommodation costs will be charged to the Board's P-card or reimbursed to the individual. Where appropriate, hotel reservations will be confirmed to attendees employing a confirmation number, which will be provided to the attendee prior to the function.
- It is also required, if available, that a standard room is the set option for accommodation.

5. Professional Development/Conference Fees

- Employees should consider financial support that may also be available through a local federation or group before requesting reimbursement.

OPERATING POLICY
REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR EMPLOYEES

HALTON CATHOLIC DISTRICT SCHOOL BOARD
POLICY No.: I-34 (A)
DATE : NOVEMBER 6, 2007
AMENDED: NOVEMBER 4, 2008
AMENDED: JUNE 2, 2009
AMENDED: DECEMBER 20, 2011
AMENDED: MAY 20, 2014
AMENDED: JUNE 20, 2017

- All employees shall secure the necessary approval, from the employee’s immediate supervisor (e.g. Principal or designate, Superintendent, Director of Education, or Chair of the Board), as appropriate, to attend any function for which reimbursement of expenses is sought from the Board.
- Whenever feasible, registration fees will be prepaid by the Board.
- The approving supervisor will maintain a list of attendees and provide same to all participants in order to assist in facilitating shared travel and/or hotel accommodations.

6. Parking

- Parking costs for Board related business will be eligible when supported with receipts or an explanation in the case of metered parking.

7. Meals

- Meals will be reimbursed at actual cost up to a maximum of \$75.00 per day including taxes and gratuities. Extenuating circumstances will be considered on an individual basis and require approval of the Director of Education, Superintendent of Business Services or Chair of the Board, as appropriate.

8. Telephone Calls

- Telephone calls for Board related business are eligible expenses.

9. Alcohol

- Alcohol is not an eligible employee expense unless it is included in the cost of the conference or event by the organizer/sponsor.

10. Other Expenses

- Other expenses when accompanied by an explanatory note are eligible employee expenses when approved by the Director of Education or Chair of the Board, as appropriate.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

ACTION REPORT

ITEM 8.11

POLICY I-34B REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES

PURPOSE:

To approve *Policy I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*, as amended.

COMMENTARY:

Board staff conducted a review of *Policy I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*. The revisions include more clear instruction regarding reimbursement for expenses.

There were also changes made in regards to wording, and presentation, ensuring the policy follows the correct template and references as required.

CONCLUSION:

Policy I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees was submitted to the Policy Committee at the June 13, 2017 meeting, as amended, with a recommendation that it be forwarded to the board of trustees for approval.

RECOMMENDATION:

The following recommendation is presented for the consideration of the Board:

Moved by:
Seconded by:
RESOLVED, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee and approve *Policy I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*, as amended.

REPORT SUBMITTED AND APPROVED BY:

A. DANKO
CHAIR OF THE POLICY COMMITTEE

REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES

POLICY No.: I-34 (B)
DATE: NOVEMBER 6, 2007
AMENDED: NOVEMBER 4, 2008
AMENDED: JUNE 2, 2009
AMENDED: DECEMBER 20, 2011
AMENDED: MAY 20, 2014
AMENDED: OCTOBER 18, 2016
AMENDED: JUNE 20, 2017

PURPOSE

To describe the terms and conditions under which an expense incurred by a trustee, student trustee, or external members of Board committees in the course of discharging Board-recognized duties and responsibilities in accordance with the Education Act and its amendments, will be approved by the Board.

APPLICATION AND SCOPE

This operating policy applies only to approved expenses incurred by a trustee or student trustee of the Board, or an external member of one of the Board’s standing committees (e.g. Audit Committee, SEAC, CPIC) when performing Board recognized duties and responsibilities.

REFERENCES

- This Operating Policy is in accordance with:
- Education Act and Regulations
 - Broader Public Sector(BPS) Expenses Directive
 - Broader Public Sector Perquisites Directive
 - [Policy III-13 Corporate Purchasing Card Distribution and Usage](#)
 - [Administrative Procedure VI-73 Meal and Hospitality Expenses at Board Sanctioned Events](#)
 - [Administrative Procedure VI-86 Corporate Purchasing Card Distribution and Usage](#)

PRINCIPLES

- Where appropriate, trustees, student trustees, and Board committee members are entitled to be reimbursed for approved out-of-pocket expenses that are incurred for an official duty, function or on behalf of the Board and which are reasonable and appropriate in the circumstances in which the expense is incurred.

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR TRUSTEES AND EXTERNAL MEMBERS
OF BOARD COMMITTEES**

POLICY No.: I-34 (B)
DATE: NOVEMBER 6, 2007
AMENDED: NOVEMBER 4, 2008
AMENDED: JUNE 2, 2009
AMENDED DECEMBER 20, 2011
AMENDED MAY 20, 2014
AMENDED OCTOBER 18, 2016
AMENDED: JUNE 20, 2017

- The Board will reimburse trustees, student trustees, and Board committee members for travel, meals, accommodations and other business eligible expenses incurred while on Board business.
- Reimbursement for extraordinary or unusual expenses must be pre-approved by the Superintendent (or Resource to the Committee), Superintendent of Business Services or Chair of the Board, as appropriate. For expenses to be reimbursed, these must be appropriately authorized and approved. The expenses must be reasonable and relevant to the Board sanctioned event or business activity, and be accompanied by appropriate proof of payment.
- Trustees, student trustees, and Board committee members make every effort to contain business expenses, by sharing transportation whenever possible or selecting the most economic mode of travel. Where hotel accommodations are required, a standard room is booked, unless one is not available.
- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses, potential impact to current board practices as well as any potential benefits to the system
- The Board recognizes the moral, ethical and monetary value of responsible financial stewardship of the Board’s resources as it relates to expenses claimed for reimbursement.

REQUIREMENTS

- Trustees, who are issued a Board Purchasing Card (P-card) in accordance with the Board's Corporate Purchasing Card Distribution and Usage Policy and Administrative Procedures, should use it to pay for approved expenses whenever possible.
- Submission of Board-related expenses require the following information, handwritten by the purchaser on the back of the original itemized receipt or detailed on the P-card reconciliation sheet:
 - a. Event name/Expenditure
 - b. Names/Roles of participants
 - c. Reason for expense
- Approval for reimbursement of expenses shall be provided by:
 - Superintendent (or Resource to the Committee) for external members of a Board standing committee (i.e. CPIC, SEAC)
 - Chair of the Board for Trustees
 - Superintendent of Business Services for the Chair of the Board
- Reimbursement for expenses where receipts are not provided by the vendor or are lost, require the Trustee to submit in writing the event name, expense, names of participants, reason for the expense

REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES

POLICY No.: I-34 (B)
DATE: NOVEMBER 6, 2007
AMENDED: NOVEMBER 4, 2008
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AMENDED MAY 20, 2014
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AMENDED: JUNE 20, 2017

and include the signature of the Chair of the Board, or the Superintendent of Business Services.

- The Director of Education, Superintendent of Business Services or Chair of the Board may request additional information regarding expense details of the conference and possible future changes to the practices and benefits to our system, which will be presented to the Board through an Information Report at a subsequent Board meeting
- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses and possible future changes to our practices and benefits to our system.
- All expense claims, both those using a Board P-card and those submitted for reimbursement, must have signed approval. The Chair of the Board must approve trustee expense claims. The Superintendent of Business Services must approve the Chair of the Board’s expense claims.
- All expense claims must be submitted and approved within 30 days of the end of the fiscal year in which the expenses were incurred and shall be paid promptly.
- All expense claims are subject to audit by the Board.
- All expenses not approved or not deemed as Board-related business by the Superintendent (or Resource to the Committee), Director of Education, Chair of the Board or Superintendent of Business Services under the provisions in accordance with the Education Act, and its amendments, will not be eligible for reimbursement.
- The following expense items, where appropriate, are those for which claims may be submitted to the Board as approved expenses while on Board business.

1. Mileage expenses

- The rate per kilometer paid, to be reviewed annually, is established by the Board based on the Canada Revenue Agency deemed reasonable rate, taking into consideration the following assumptions and conditions:
 - a) That the rate and/or amount paid is calculated to cover all operating expenses of the vehicle, including depreciation, insurance, interest, license, fuel, oil, tires and maintenance.
 - b) That the rate paid or to be paid relieves the Board of any further responsibility for costs or expenses resulting from accidents, fines, or other extraordinary costs incurred while the vehicle is being operated on Board business.
- Mileage expenses will be reimbursed to trustees and/or external members of Board committees, as applicable, when expenses are incurred as a result of attendance at an activity where mileage is incurred in discharging their responsibilities.

REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES

POLICY No.: I-34 (B)
DATE: NOVEMBER 6, 2007
AMENDED: NOVEMBER 4, 2008
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AMENDED DECEMBER 20, 2011
AMENDED MAY 20, 2014
AMENDED OCTOBER 18, 2016
AMENDED: JUNE 20, 2017

- Trustees will be reimbursed for mileage to/from Board meetings and other Board related business from/to their home.

2. Toll Fees

- Where necessary and approved by the Chair of the Board or the Superintendent of Business Services, toll fees may be claimed. Transponder fees will not be reimbursed.

3. Other Travel Within and Outside the Province/Country

- Transportation is provided on rail and/or economy flight with transportation service to and from the airport/train station. If a private vehicle is authorized and used, mileage is paid to the driver in accordance with Board policy rates. Every effort shall be made by participants to share transportation.

4. Accommodations

- Whenever possible, all hotel reservations will be made four (4) weeks in advance, and hotel accommodation costs will be charged to the Board’s P-card or reimbursed to the individual. It is understood that staff require a minimum four (4) weeks advanced notice from attendees in order to facilitate travel arrangements.
- All hotel reservations for Student Trustees shall be made by Board staff.
- Where appropriate, hotel reservations will be confirmed to attendees employing a confirmation number, which will be provided to the attendee prior to the function.
- It is also required that, if available, a standard room is the set option for accommodation.

5. Professional Development/Conference Fees

- Trustees shall secure the necessary approval where appropriate, from the Chair of the Board or Superintendent of Business Services as appropriate; to attend any function for which reimbursement of expenses is sought from the Board.
- Whenever feasible, registration fees will be prepaid by the Board.

6. Parking

- Parking costs for Board related business will be eligible when supported with receipts or an explanation in the case of metered parking.

7. Meals

- Meals will be reimbursed at actual cost up to a maximum of **\$75.00** per day including taxes and gratuities at conferences and conventions. Extenuating circumstances will be considered on an individual basis and require approval of the Chair of the Board or the Superintendent of Business Services.

REIMBURSEMENT OF BOARD BUSINESS EXPENSES FOR TRUSTEES AND EXTERNAL MEMBERS OF BOARD COMMITTEES

POLICY No.: I-34 (B)
DATE: NOVEMBER 6, 2007
AMENDED: NOVEMBER 4, 2008
AMENDED: JUNE 2, 2009
AMENDED DECEMBER 20, 2011
AMENDED MAY 20, 2014
AMENDED OCTOBER 18, 2016
AMENDED: JUNE 20, 2017

8. Telephone Calls

- Telephone calls for Board related business are eligible expenses

9. Alcohol

- Alcohol is not an eligible trustee and/or external members of Board committees expense unless it is included in the cost of the conference or event by the organizer/sponsor.

10. International Travel

- Expenses for any travel outside of Canada and the United States will not be reimbursed.

11. Other Expenses

- Other expenses when accompanied by an explanatory note are eligible trustee and/or external members of Board committees expenses when approved by the Superintendent (or Resource to the Committee), Director of Education, Chair of the Board or Superintendent of Business Services, as appropriate.
- Office supplies for Board related business are eligible trustee expenses where/when they are not available using the Board's regular procurement process.
- Mailing and photocopying for Board related business are eligible trustee expenses where/when they are not available through the Board.

12. A trustee can expense a maximum of \$3,000 during a school year.

13. In addition to the \$3000.00 budget, the following expense items, where appropriate, are those for which claims may be submitted to the Board as approved expenses while on Board business:

- Eligible mileage expenses.
- All costs, incurred by a Trustee, at annual conferences, professional development sessions, meetings & events related to the discharging of their responsibilities. These items are approved at the discretion of the Chair.
- "As per the Trustee Expense Guidelines developed at the November 8, 2011 Policy Committee Meeting".
- All expense claims must be submitted and approved within thirty (30) days of end of fiscal year and will be paid promptly and posted on Board's website.

14. The Superintendent of Business Services, in collaboration with the Chair of the Board, will make available a summary report of individual trustee expenses, on an annual basis.

- Trustees are eligible for the following items/expenses, by the Board, for the duration of their role as trustee:
 - one (1) laptop/desktop and relevant software programs;
 - one tablet
 - one printer
 - one PDA (ie Smartphone)

**REIMBURSEMENT OF BOARD BUSINESS EXPENSES
FOR TRUSTEES AND EXTERNAL MEMBERS
OF BOARD COMMITTEES**

POLICY No.: I-34 (B)
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AMENDED: JUNE 20, 2017

- all other eligible expenses for trustees as defined in this policy.
- All items must be returned to the Board, and all expenses will cease to be covered upon the trustee's end of term or date of resignation from the Board.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Halton Catholic District School Board EXPENSE GUIDELINES BOARD REPRESENTATION AND TRUSTEES ATTENDANCE AT EVENTS

These guidelines are intended to identify expenses that are eligible for reimbursement, that are consistent with commonly held values and accepted practices that are not perceived as excessive.

Trustees are often called to attend numerous functions throughout the year. Trustees may also choose to attend events and/or conferences that are of interest to them. As stewards of the Board, they must uphold the Board's Mission statement and its' governing values whereby: *The Halton Catholic District School Board, in partnership with home and Church, is dedicated to providing excellence in Catholic education by developing Christ-centred individuals enabled to transform society.*

In addition to the honorarium, the Act provides that boards may establish a policy in order to reimburse trustees "for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member". Boards are authorized to reimburse trustees for travel to and from a trustee's residence to a meeting of the Board, or of a committee of the Board or for reasonable out-of-pocket expenses incurred in connection with the travel. Boards may also pay for expenses and membership fees of any member of the Board to attend meetings of an educational association. These expenses are addressed in Board Policy I-34 (B).

Reimbursable expenses can be classified as those that are related directly and/or indirectly to Board business. For the purposes of clarification, within these guidelines, events have been placed into five categories: Board Business; Board-Related Business; Community; Local; and Professional Development/Trustee-Liaison.

Board Business:

Examples of events that may be related to Board Business include Trustee Association meetings or events and/or Board or committee meetings. The costs associated with these events are covered through the Board budget. Such events include, but are not limited to:

- CCSTA Conference
- ICE Symposium
- OCSTA Conferences and Seminars

Board-Related Business:

Board-Related events are usually hosted by the Board and/or held in partnership with the Board. The costs associated with these events are covered through the Trustee's allocated budget. Such events include, but are not limited to:

- Board Recognition Night (optional)
- Parent Conference

Community Events:

The Board is committed to creating and promoting opportunities for community outreach. It is in the interest of the Halton Catholic District School Board that its presence is visible within the community at community events. The Board, through the office of the Director and/or the Chair of the Board, may determined that it is advisable to attend or be represented at such events.

Examples of community events where the Board would cover the costs associated with these events by purchasing tickets or a table include, but are not limited to:

- Burlington and Oakville Prayer Breakfasts
- CYO Dinner
- Father Fogarty Awards
- Events in support the Halton Catholic Children Education Foundation
- Halton Food for Thought Breakfast Gala
- Halton Multicultural events
- Halton Alive Dinner
- HIEC's Spring and Fall Breakfast
- Breakfast with the Mayor

Local Events:

At times, trustees are invited to attend local events within their respective jurisdiction. These events benefit from having local trustee representation and provide opportunities for trustees to remain connected to, and active within their local community and parishes.

The costs associated with these events are covered through the trustee's allocated budget. Such events include, but are not limited to:

- Local Municipal Celebrations (Civic Remembrance Day Celebrations, etc...)
- School-related events such as Spaghetti dinners or yearly BBQ
- Parish Celebrations

Professional Development / Trustee Liaison:

Trustees are often invited to attend seminars/workshops. The costs associated with these sessions, although attendance is voluntary, can be covered through the trustee's respective budget allocation. Trustees may also choose to pursue learning opportunities related to their role as school trustee. These events must be approved by the Chair of the Board. Such events include, but are not limited to:

- Ontario Association of Parents in Catholic Education
- Ontario Catholic Student Leadership Conference
- Safe Schools, Supervision and Collective Bargaining Conference
- When Faith Meets Pedagogy
- People for Education

Unreasonable Expenses:

Examples of events that would not be directly supported by the Board, nor eligible for reimbursement for individual trustees include, but are not limited to:

- Partisan Political events
- Events that are contrary to the governing values of the Halton Catholic District School Board
- Events that are contrary to the tenets and teachings of the Catholic Church

ACTION REPORT

ITEM 8.12

POLICY II-08 TEACHER SUPERVISION DUTIES

PURPOSE:

To rescind *Policy II-08 Teacher Supervision Duties*.

COMMENTS:

Policy II-08 Teacher Supervision Duties originated back in 1987 and most recently amended in 1991 to address staff requirements to supervise students before, during and after the school day for specified periods of time. Since that time, the government and Union leaders have bargained provincially which have included parameters around supervision. As well, local discussions during bargaining have included supervision and are now part of collective agreements. Supervision is also covered in the Education Act.

Supervision is a shared responsibility at schools by a number of different staff beyond just teachers.

As such, the current policy is redundant and no longer required.

CONCLUSION:

The Policy Committee has reviewed Policy II-08 Teacher Supervision Duties and now brings forward the proposed recommendation to rescind these policies.

RECOMMENDATION:

Moved by:
Seconded by:

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee and rescind *Policy II-08 Teacher Supervision Duties*.

**REPORT SUBMITTED AND
APPROVED BY:**

A. DANKO
CHAIR OF THE POLICY COMMITTEE

POLICY

TEACHER SUPERVISION DUTIES:

- a) The principal shall assign to his/her teaching staff those supervision duties necessary for the safety of the pupils during the school day and for activities the pupils of the school may engage in, as approved by the Board.
- b) The Principal shall, involve staff in an advisory role in creating the supervision schedule.
- c) The maximum number of teacher supervision minutes per week per teacher must meet the requirements in the Elementary Teachers Collective Agreement.
- d) If students are admitted into the school at any time prior to the commencement of classroom instruction, the principal shall assign teachers for the supervision of those students.
- e) The principal shall ensure that student entry and dismissal is in an orderly manner.
- f) The principal shall ensure that classrooms where applicable, corridors and washrooms receive adequate supervision during the school day.
- g) The following times and activities shall be assigned as supervision duties to the teachers by the principal:

ELEMENTARY PANEL:

- bus unloading and loading at the school
- supervision of those bus children who arrive at the school site before the one-half hour period prior to the commencement of classroom instruction
- yard and in-school supervision of pupils twenty (20) minutes prior to the commencement of classroom instruction for the day. Students should not be on school property prior to twenty (20) minutes before the start of the instructional day. Principals must communicate this annually to their school communities
- morning and afternoon recess
- noon hour
- lunch room
- yard supervision for fifteen (15) minutes after classes end for the day and until the last bus is loaded and has left the school site
- any other school related activities deemed necessary by the superintendent or principal for the safety of the pupils
- other situations at the discretion of the principal.

SECONDARY PANEL:

- bus loading - end of day
- lunch hour
- on-call periods

APPROVED: Regular Meeting of the Board

Authorized by: _____
Chair of the Board

ACTION REPORT

ITEM 8.13

POLICY III-04 EMPLOYEE ASSISTANCE PROGRAM

PURPOSE:

To approve *Policy III-04 Employee Assistance Program* as amended.

COMMENTARY:

The Halton Catholic District School Board has a longstanding history of providing assistance to employees who are experiencing problems in their personal life. The rationale for offering assistance was to promote both mental and physical health among employees which would address difficulties through a referral to professional help.

Historically, the Employee Assistance Program budget line has exceeded the budgeted amount. Over the years, adjustments have been made to the budget to try and reflect actual costs.

Recommended changes to *Policy III-04 Employee Assistance Program* allow the Board to proceed with a competitive bid process in order to secure a more modernized and cost effective Employee Assistance Program.

CONCLUSION:

Policy III-04 Employee Assistance Program was submitted to the Policy Committee at the June 13, 2017 meeting, with a recommendation that it be forwarded to the board of trustees for approval.

RECOMMENDATION:

*Moved by:
Seconded by:*

RESOLVED, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee that *Policy III-04 Employee Assistance Program*, be approved as amended.

**REPORT SUBMITTED AND
APPROVED BY:**

A. DANKO
CHAIR OF THE POLICY COMMITTEE

PURPOSE

The purpose of the Employee Assistance Program (EAP) is to provide confidential professional assessment, referral and short term counselling services to assist employee and their dependents on a wide range of issues. The goal is to keep employees healthy, at work, productive and engaged.

APPLICATION AND SCOPE

The Halton Catholic District School Board fully supports this program for all Board employees and their immediate family members, who self-choose, are recommended and/or mandated to the program for professional counselling services. The statistics regarding the EAP program will be provided to a committee comprising of representatives of the various employee groups, management and trustees, on an annual basis for review and information. This will allow for feedback to be provided regarding the program.

PRINCIPLES

That the Halton Catholic District School Board recognizes and supports a program based on:

- An attitude of compassion for the treatment of difficulties encountered by employees and their immediate family members.
- The knowledge that successful resolutions to serious difficulties require a high degree of individual personal motivation and co-operation on the part of the individual undergoing counselling.
- The recognition that employees and their immediate family members share a primary concern for the education and well-being of children within the Board, which may place considerable stress on these individuals to be both professionally competent and personally contented.
- The recognition that economic and social conditions may place added pressures on individuals who work, making it difficult for them to lead productive and principled lives.
- The acceptance that an employee who seeks assistance through the EAP will not have, by so doing, adversely affected that individual's position with the Board.
- The recognition that confidentiality shall be maintained in relation to all aspects of an employee's decision to seek assistance through this program.

REQUIREMENTS

The Halton Catholic District School Board maintains strict confidentiality for all employees who self-choose, are recommended to and/or are mandated for entry into the EAP. The Board expectations are the following;

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****EMPLOYEES ASSISTANCE PROGRAM****POLICY NO.: III-04****DATE : JUNE 30, 1987****AMENDED: APRIL 1, 2003****AMENDED: OCTOBER 4, 2005****AMENDED: FEBRUARY 5, 2008****AMENDED: JUNE 20, 2017****(A) SELF-CHOSEN TREATMENT PROGRAM:**

- Employee must maintain acceptable job performance throughout the treatment period.
- Employee must maintain an acceptable attendance level at work.

(B) RECOMMENDED TREATMENT PROGRAM:

- Employee must maintain acceptable job performance throughout the treatment period.
- Employee must maintain an acceptable attendance level both at work and within the program.
- That while a referral may be suggested by an employee's colleague or immediate supervisor, it is at the discretion of that employee to actually register in the program.
- That should an employee decline assistance through the program and job performance and attendance at work do not improve or continue to deteriorate, the employee may be subject to a further review through the appropriate Board program.

(C) MANDATORY TREATMENT PROGRAM:

- That a determination of deteriorating job performance, as noted by an employee's immediate supervisor, shall result in a referral of that employee to an approved resource individual.
- Employee must maintain acceptable job performance throughout the treatment period.
- Employee must maintain an acceptable attendance level both at work and within the program.
- That should an employee decline assistance through the program and job performance and attendance at work do not improve or continue to deteriorate, the employee shall be subject to a further review through the appropriate Board program.

(D) PROGRAM PARAMETERS:

- Will be determined by the Board and the Employee Assistance Program (EAP) Provider through a Competitive Bid process, which may be reviewed and modified from time to time.
- Details about how to access the Board's EAP will be made readily available to all employees via regular communication, posters and electronic postings.

APPROVED: Regular Meeting of the Board**AUTHORIZED BY:** _____

Chair of the Board

ACTION REPORT

ITEM 8.14

**POLICY V-14 ALCOHOL AT BOARD/SCHOOL SANCTIONED EVENTS –
OFF PREMISES**

PURPOSE:

To approve *Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises*, as amended

COMMENTARY:

Last updated on October 6, 2009, Board staff conducted a comprehensive review of *Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises*.

The Board's insurer, Ontario School Board Insurance Exchange (OSBIE) recommended changes with respect wording around necessary insurance coverage and limits.

In addition, the proposed updated policy now follows the template currently in place.

CONCLUSION:

Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises was submitted to the Policy Committee at the June 13, 2017 meeting, as amended, with a recommendation that it be forwarded to the board of trustees for approval.

RECOMMENDATION:

The following recommendation is presented for the consideration of the Board:

Moved by:

Seconded by:

RESOLVED, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee and approve *Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises*, as amended.

**REPORT SUBMITTED AND
APPROVED BY:**

A. DANKO
CHAIR OF THE POLICY COMMITTEE

PURPOSE

To outline procedures to be followed regarding alcohol being served or consumed at Board/School sanctioned events that are off Board/School premises.

APPLICATION AND SCOPE

This policy applies to all community or school-related groups or individuals who have applied for and received permission from the Principal or other Board-designated employees:

- i. to organize an event, that is affiliated with the school, or school Board and,
- ii. is held off any Board/School property and which serves alcohol or where alcohol is consumed by participants at the event.

REFERENCES

Operating Policy V-1 Community Use of Schools
[Alcohol and Gaming Commission of Ontario \(AGCO\)](#)
[Liquor Delivery Service Employees - Mandatory Server and Sale Training](#)

PRINCIPLES

The Halton Catholic District School Board recognizes the importance of fostering cooperation with community organizations and various school groups, e.g. Catholic School Councils, whose intention is to benefit the school.

Board and school sanctioned events can be defined as Catholic School Council activities, Celebrations, Sporting Events, Concerts, Social Events, School Fundraisers. Events are sanctioned by the Director, Superintendents, or designates at the Board level, and the Principal. or designate at the school level.

REQUIREMENTS

1. A minimum of \$5 million Host Liquor Liability insurance is required when alcohol is being served and/or consumed at Board or school sanctioned events that occur off Board or school premises. This applies specifically to a Board/School sanctioned event where an individual or group rents a facility and serves and/or sells and/or distributes and consumes its own alcohol. In this situation the following condition must be met:

OPERATING POLICY

HALTON CATHOLIC DISTRICT SCHOOL BOARD

**ALCOHOL AT BOARD/SCHOOL SANCTIONED EVENTS
– OFF PREMISES**

POLICY No.: V-14
DATE : JUNE 20, 2006
AMENDED: OCTOBER 6, 2009
AMENDED: JUNE 20, 2017

- Host Liquor Liability coverage of at least \$5 million must be purchased through an insurance company. Coverage may be purchased through PAL, All Sports, SportsCan or an accredited insurance carrier for this purpose. The actual amount of liability coverage is to be determined by the individual/group and the owner of the facility. NOTE: this requirement reduces the risk assumed by the Board. However, in the event of a claim, OSBIE would cover the Board up to \$24 million if the claim went over the limit of the first insurance provider.
 - The Board/School authority who sanctions the event must also inform the individual or group of the requirements of Board Policy V-1 Community Use of Schools, especially with reference to events where alcohol is serviced, consumed and/or distributed.
2. Board/School sanctioned events must be approved, in writing, by the Principal of the affiliated school, or by another board-designated employee, as appropriate (see Principles).
 3. An individual who seeks approval of a Board/School sanctioned event shall be 19 years of age or older and be present at the same event.
 4. All Events must comply with AGCO regulations.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

ACTION REPORT

ITEM 8.15

**MILTON NO. 8 CATHOLIC ELEMENTARY SCHOOL
SKETCH PLAN DESIGN AND PRELIMINARY BUDGET**

PURPOSE:

To obtain Sketch Plan Design and Preliminary Budget approval for the new Milton No. 8 Catholic Elementary School Project.

BACKGROUND:

On November 21, 2016 the Board received school capital funding for the construction of the Milton No. 8 Catholic Elementary School. See Appendix "A".

The Board responded quickly to the Ministry's announcement. At the December 6, 2016 Regular Meeting of the Board, Trustees received Action Report Item 9.2 regarding the approval to proceed with the new Milton No. 8 Catholic Elementary School Project with the primary objective to establish the new school by September 2018. After careful consideration, the Board unanimously approved Resolution #10/16 which authorized staff to:

- 1) select an architect and proceed with the school capital planning process for the proposed Milton No. 8 Catholic Elementary School Project, and
- 2) initiate a school attendance boundary review process for the proposed Milton No. 8 Catholic Elementary School, and any other elementary schools as determined by staff that may be impacted by the opening of this new school.

Action Report Item 9.2 from the December 6, 2016 Board Meeting is attached for information. See Appendix "B".

COMMENTS:

Staff has been working diligently to expedite the project preparations and the start of construction for the new Milton No. 8 Catholic Elementary School to achieve an occupancy date of September 2018.

The Milton No. 8 Catholic Elementary School is designed to accommodate an academic program for 671 students and has a Ministry School Capital allocation of approximately \$13.67 million. The school is situated on a 2.8 ha (6.94 acres) site fronting on Whitlock Crossing, east of Bronte Street and south of Louis St. Laurent. See the attached aerial photo of the school site in Appendix "C".

The school site is adjacent to a municipal park and the school building is a two story facility with a total gross floor area of approximately 6,690 square metres (72,000 square feet). Building drawings and specification preparations, site plan applications, project scheduling, site servicing approvals and preparations, cost estimate refinement and other necessary project tasks are underway.

To assist with achieving the occupancy date of September 2018, the Board's Construction Management Method will be utilized to construct the new elementary school. The Building Permit submission for the project is planned for mid-June, followed by the issuing of construction tender packages by early July 2017. Construction work should begin by early August 2017.

A Preliminary Budget Estimate has been prepared for the project. As the construction drawings and specifications are completed, tender pricing is received and as the project progresses, the Preliminary Project Budget will be updated. The Milton No. 8 project Preliminary Budget Estimate is attached to this report. See Appendix "D".

Svedas Architects Inc. has prepared a Sketch Plans document which summaries the preliminary project work for the new elementary school project. See Appendix "E". The Sketch Plans document includes a description of the school design, the academic building program, preliminary school site and building information, preliminary project budget, project schedule, site plan, ground floor plan, second floor plan and building elevations.

CONCLUSION:

The 671 pupil places, \$13.67 million Milton No. 8 Catholic Elementary School Project is underway. Preliminary project information including the school design description, academic building program, project schedule, site and floor plans, and preliminary budget estimates have been summarized by Svedas Architects and are attached to this report.

Building Permit submission and construction tendering for the project is expected to be completed by late July 2017. Construction of the new school is anticipated to commence by early August. The September 2018 occupancy date is an ambitious goal and is contingent on a number of factors, some beyond the control of the Board. Every effort will be made to achieve the September 2018 completion date.

RECOMMENDATION:

The following resolutions are respectfully submitted for Trustee consideration and approval to proceed with the Milton No. 8 Catholic Elementary School Project.

RESOLUTION:	Moved by: Seconded by:
<i>RESOLVED, that the Halton Catholic District School Board approve Borrowing By-Law No. 2017 F01 in the amount of Thirteen Million, Six Hundred Sixty-Eight Thousand and Four Hundred Seventy- Four Dollars (\$13,668,474) to finance the construction of Milton No. 8 Catholic Elementary School, Milton.</i>	

RESOLUTION:	Moved by: Seconded by:
<i>RESOLVED, that the Halton Catholic District School Board approve the Preliminary Estimated Project Budget not to exceed \$13,818,474 for the Milton No. 8 Catholic Elementary School.</i>	

RESOLUTION:

**Moved by:
Seconded by:**

RESOLVED, that the Halton Catholic District School Board authorize staff to proceed with the construction of the Milton No. 8 Catholic Elementary School as outlined in the Board Action Report dated June 20, 2017.

REPORT PREPARED BY:

J. DUFFIELD
MANAGER, SCHOOL CAPITAL AND RENEWAL

R. MERRICK
SENIOR ADMINISTRATOR, FACILITY MANAGEMENT SERVICES

G. CORBACIO
SUPERINTENDENT, FACILITY MANAGEMENT SERVICES

REPORT SUBMITTED BY:

G. CORBACIO
SUPERINTENDENT, FACILITY MANAGEMENT SERVICES

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Ministry of Education

Office of the ADM
Financial Policy and Business Division
900 Bay Street
20th Floor, Mowat Block
Toronto ON M7A 1L2

Ministère de l'Éducation

Bureau du sous-ministre adjoint
Division des politiques financières et des
opérations
900, rue Bay
20^e étage, Édifice Mowat
Toronto ON M7A 1L2



November 21, 2016

Ms. Paula Dawson
Director of Education and Secretary of the Board
Halton Catholic District School Board
PO Box 5308
802 Drury Lane
Burlington ON L7R 3Y2

Dear Ms. Dawson,

I am writing to inform you that the Ministry of Education has completed a detailed review of the business cases that each school board submitted for consideration under the 2016 Capital Priorities Grant funding program and Child Care Centres and Child and Family Programs.

As outlined in **Memorandum 2016: B11 – Request for Capital Project Funding Submissions**, school boards were asked to submit no more than eight business cases to the ministry by July 15, 2016. Fifty-four school boards submitted 205 requests for 193 school capital projects, worth approximately \$2.6 billion, for funding consideration. The ministry also received 168 requests from 47 boards for Child Care capital funding for the creation of 443 new Child Care rooms and 94 Child and Family Program rooms.

After careful review of your board's submission, I am pleased to confirm that the ministry has approved funding to support 1 project identified by your board. In total, your board will be allocated \$13,668,474 to undertake this project:

Funding Allocation					
Project	Capital Priorities	Full Day Kindergarten	Child Care	Child and Family Centre	Total
South Milton (Boyne 'Ford') Elementary School (CE #8)	\$12,125,714	\$1,542,760	\$ -	\$ -	\$13,668,474
Total	\$12,125,714	\$1,542,760	\$ -	\$ -	\$13,668,474

The ministry is currently reviewing stand-alone Child Care and Child and Family Program submissions and will be communicating decisions in the near future.

In recognition of the increase in construction costs, the ministry has increased its funding benchmarks by two percent and is reflected in the funding for this round of capital approvals. This increase does not apply to any previously approved projects.

Please be aware that the ministry has funding available to address costs related to site acquisition and/or demolition and will consider providing additional funding to the board based on the submission of a detailed estimate of these costs.

Please note this funding is conditional upon amendments to the 2016-17 Grants for Student Needs (GSN) regulation by the Lieutenant Governor in Council.

Appendices

Appendix A provides a complete list of the Capital Priorities projects submitted by your board along with the ministry's rationale for the funding decisions and the funding allocation. The ministry's decisions were based upon the needs identified in your school board's business cases, and in the case of Child Care and/or Child and Family Program capital projects, the Joint Use Submission form submitted by your school board and municipal partner.

If your board chooses to address this project with a project other than the one outlined in the board's Capital Priorities business case your board must receive the ministry's approval prior to retaining an architect. In some cases, this may require your board to forfeit their project approval and resubmit their request in a future round of Capital Priorities or School Consolidation Capital funding.

Should your school board and CMSM/DSSAB continue to see a Capital Priorities, Child Care or Child and Family Program project that did not receive funding approval as a priority, you may resubmit it during future rounds of Capital Priorities Grant or School Consolidation Capital programs.

Appendix B provides a table showing how funding was determined for your project.

Payment

The Capital Priorities Grant, New Construction of Child Care and Child and Family Programs operate on a modified grant payment process, where cash flow is based on school board spending. There are two annual reporting periods these programs:

- For the period of September 1st to March 31st, all related expenditures are recorded in the board's March Report; and,
- For the period of April 1st to August 31st, all related expenditures are recorded in the board's financial statements.

School boards will also be funded for the short-term interest costs related to these capital programs reflecting that cash flows will occur on a semi-annual basis. The short-term

interest payments will be calculated in a manner similar to how they have been calculated for other eligible capital programs.

School boards should continue to report any new capital projects that have received a funding allocation/approval in the Inventory Data section of the ministry's School Facilities Information System (SFIS).

Board Responsibilities

Your board is responsible and will be held accountable for implementing appropriate measures to ensure that the cost and scope are within the approved funding and does not exceed the ministry's space benchmarks.

Communication Protocols

All public announcements regarding capital investments in the publicly funded education system are joint communications opportunities for the provincial government and the district school board.

Effective April 2016, school boards should not issue a news release or any other media-focused public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards can contact the Ministry of Education to receive additional content for the media-focused public communications, such as quotes from the Minister.

The Ministry of Education may also choose to issue its own news release about various project milestones in addition to those prepared by school boards. If the Ministry chooses to do so, school boards will be contacted to get quotes from the school board Chair and/or Director of Education.

The intent is to secure as much coverage for these events as possible, and in doing so, help promote the role of both the Ministry of Education and the school board in bringing exciting new capital projects to local communities.

Important: For all new school openings, or openings of major additions which includes Child Care or Child and Family Programs, the Minister of Education must be invited as early as possible to the event. Invitations can be sent to Minister.EDU@ontario.ca, with a copy sent to the ministry's Regional Manager, Field Services Branch, in your area. School boards are not to proceed with their public event until they have received a response from the Minister's Office regarding the Minister's attendance. School boards will be notified at least four to six weeks in advance of their opening event as to the Minister's attendance. Please note that if the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

If the Minister of Education is unavailable, the invitation may be shared with a government representative who will contact your school board to coordinate the details (e.g., a joint announcement). School boards are not expected to delay their announcements to accommodate the Minister or a Member of Provincial Parliament (MPP); the primary goal is to make sure that the Minister is aware of the announcement opportunity.

Should the event be focused on Child Care or Child and Family Program capital, the Ministry of Education highly recommends inviting your partner CMSMs/DSSABs, who may also wish to participate and contribute.

For all other media-focused public communications opportunities, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education by email with at least three weeks' notice. Again, please send a copy to the ministry's Regional Manager, Field Services Branch, in your area. Please note that if the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

School boards are not expected to delay these "other" events to accommodate the Minister. Only an invitation needs to be sent, a response is not mandatory to proceed.

This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance to existing processes.

You must acknowledge the support of the Government of Ontario in media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, Vine, etc. where there is a tight restriction on content, school boards are not required to include government acknowledgement. In addition, when engaged in reactive communications (e.g., media calls) the school board does not have to acknowledge government funding; however, if possible, such an acknowledgement is appreciated.

For these approved capital construction projects, school boards will be required to display signage at the site of construction that identifies the support of the Government of Ontario. Signage will be provided to school boards by the Ministry of Education. School boards are then responsible for posting the signage for the projects identified by the Ministry of Education in a prominent location. This should be done in a timely manner following the receipt of the signage. All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards.

Should you have any communications-related questions, please contact Ryan Rigby at 416-325-2540 or via email at Ryan.Rigby@ontario.ca.

We would like to take this opportunity to thank you and your staff for your assistance and support throughout this process, and look forward to continuing to work with your board.

Should you have any questions about CPG requests, please contact your Capital Analyst, Diamond Tsui at Diamond.Tsui@ontario.ca or 416-325-2017.

For any questions related to the Child Care and/or Child and Family Program capital requests, please contact your Early Years Education Officer or Child Care Advisor:

Dolores Cascone at Dolores.Cascone@ontario.ca or 416-314-6300;

Isilda Kucherenko at Isilda.Kucherenko@ontario.ca or 416-325-3244.

Sincerely,

*Original signed by
Joshua Paul for:*

Gabriel F. Sékaly
Assistant Deputy Minister
Financial Policy and Business Division

Attached:

Appendix A – Complete List of Submissions

Appendix B – Details of 2016 Approved Projects

cc: Shannon Fuller, Assistant Deputy Minister, Early Years Division
Grant Osborn, Director, Capital Policy and Programs Branch
Julia Danos, Director, Early Years Implementation Branch
Mary-Beth Jonz, Director, Children's Services - The Regional Municipality of Halton
Roxana Negoj, Superintendent of Business Services, HCDSB

Appendix B: Details of Approved 2016 Capital Priorities Projects

46 Halton Catholic DSB

Priority	3
Project Name	South Milton (Boyne 'Ford') elementary school CE #8
Panel	Elementary
Location	MILTON

New Construction	Pupil Places to Add	671
	Resulting Pupil Places	671
	Gross Floor Area / Pupil Place	9.99
	\$ / Gross Floor Area	1,959.89
	Geographic Adjustment Factor	1.02
	Benchmark	13,400,465
Total Project Benchmark		13,400,465

Final Funding

Funding Source	2% increase	Amount
Capital Priorities Grant	11,887,955	12,125,714
Full Day Kindergarten	1,512,510	1,542,760
Total Funding		13,668,474



Regular Board Meeting
Tuesday, December 6, 2016

ACTION REPORT

ITEM 9.2

MILTON NO. 8 CATHOLIC ELEMENTARY SCHOOL APPROVAL TO PROCEED WITH SCHOOL CAPITAL PLANNING

PURPOSE:

To obtain Board authorization for staff to select an architect for the proposed Milton No. 8 Catholic Elementary School, to initiate a School Attendance Boundary Review and to proceed with any other planning matters for this school project.

BACKGROUND INFORMATION:

At the November 15, 2016 Regular Meeting of the Board, Staff Report 9.3 Milton No. 8 Catholic Elementary School Approval to Proceed with School Capital Planning, was presented (Appendix "A"). On May 26, 2016 the Ministry issued Memorandum 2016:B11 directing school boards to submit their 2016 Capital Priorities funding requests for consideration by the Ministry no later than July 15, 2016. Staff prepared a priority ranking of the proposed 2016 Capital Priorities and presented Action Report 8.6 for Trustee approval at the June 21, 2016 Regular Meeting of the Board. Subsequently, staff submitted to the Ministry the Board's 2016 Capital Priorities Projects and the associated Business Cases for the top 5 capital project priorities as approved by the Board.

REMARKS:

On October 28, 2016 the Board was informed of its Capital Priorities allocation for the new Milton No. 8 Catholic Elementary School (Appendix "B"). Now that the Board has received this school capital allocation, the objective is to establish the new Milton No. 8 school community and to construct the school at the earliest opportunity.

A number of activities are required to be initiated for the new Milton No. 8 Catholic Elementary School capital planning process. One of the first steps in the school capital planning process is to select and appoint an architect for the project. Therefore, it is recommended that staff be authorized to immediately commence the Board's Request for Proposal – Architectural Services process, which has been successfully implemented for the past several school capital projects, for the new Milton No. 8 Catholic Elementary School.

Another important activity to initiate when a new school is being planned is a school attendance boundary review process. It is recommended that staff be authorized to commence a school attendance boundary review process for the new Milton No. 8 Catholic Elementary School.

The commencement of the above noted school capital planning steps would greatly assist the Board to achieve a September 2018 school opening date for the new Milton No. 8 Catholic Elementary School, and avoid a serious elementary student accommodation situation in the Town of Milton.

CONCLUSION:

The Board is very appreciative of the Ministry’s recognition of the Board’s student accommodation pressures in Milton with its announcement of funding for the new Milton No. 8 Catholic Elementary School. It is recommended that staff be authorized to proceed with the school capital planning for the new Milton No. 8 Catholic Elementary School, including the selection of an Architect and the commencement of a School Attendance Boundary Review.

RECOMMENDATION:

The following recommendations are submitted for Trustee consideration and approval:

RESOLUTION:	<i>Moved by:</i> <i>Seconded by:</i>
<i>RESOLVED, that the Halton Catholic District School Board authorize staff to select an architect and proceed with the school capital planning process, for the proposed Milton No. 8 Catholic Elementary School Project.</i>	

RESOLUTION:	<i>Moved by:</i> <i>Seconded by:</i>
<i>RESOLVED, that the Halton Catholic District School Board direct staff to initiate a school attendance boundary review process for the proposed Milton No. 8 Catholic Elementary School, and any other elementary schools as determined by staff that may be impacted by the opening of this new school.</i>	

**REPORT PREPARED AND
SUBMITTED BY:**

G. CORBACIO
SUPERINTENDENT, FACILITY MANAGEMENT SERVICES

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

STAFF REPORT**ITEM 9.3**

MILTON No. 8 CATHOLIC ELEMENTARY SCHOOL APPROVAL TO PROCEED WITH SCHOOL CAPITAL PLANNING

PURPOSE:

To obtain Board authorization for staff to select an architect for the proposed Milton No. 8 Catholic Elementary School, to initiate a School Attendance Boundary Review and to proceed with any other planning matters for this school project.

BACKGROUND:

On May 26, 2016 the Ministry issued Memorandum 2016:B11 directing school boards to submit their 2016 Capital Priorities funding requests for consideration by the Ministry no later than July 15, 2016. Staff prepared a priority ranking of the proposed 2016 Capital Priorities and presented Action Report 8.6 for Trustee approval at the June 21, 2016 Regular Meeting of the Board. A copy of Action Report 8.6 is attached for Trustee reference (Appendix "A"). Subsequently, staff submitted to the Ministry the Board's 2016 Capital Priorities Projects and the associated Business Cases for the top 5 capital project priorities as approved by the Board.

COMMENTS:

On October 28, 2016 the Board was informed of its Capital Priorities allocation for the new Milton No. 8 Catholic Elementary School (Appendix "B"). Now that the Board has received this school capital allocation, the objective is to establish the new Milton No. 8 school community and to construct the school at the earliest opportunity.

A number of activities are required to be initiated for the new Milton No. 8 Catholic Elementary School capital planning process. One of the first steps in the school capital planning process is to select and appoint an architect for the project. Therefore, it is recommended that staff be authorized to immediately commence the Board's Request for Proposal – Architectural Services process, which has been successfully implemented for the past several school capital projects, for the new Milton No. 8 Catholic Elementary School.

Another important activity to initiate when a new school is being planned is a school attendance boundary review process. It is recommended that staff be authorized to commence a school attendance boundary review process for the new Milton No. 8 Catholic Elementary School.

The commencement of the above noted school capital planning steps would greatly assist the Board to achieve a September 2018 school opening date for the new Milton No. 8 Catholic Elementary School, and avoid a serious elementary student accommodation situation in the Town of Milton.

CONCLUSION:

The Board is very appreciative of the Ministry's recognition of the Board's student accommodation pressures in Milton with its announcement of funding for the new Milton No. 8 Catholic Elementary School. It is recommended that staff be authorized to proceed with the school capital planning for the new Milton No. 8 Catholic Elementary School.

The following recommendations will be submitted for Trustee consideration and approval at the December 6, 2016 Regular Meeting of the Board:

RESOLUTION:	<i>Moved by:</i> <i>Seconded by:</i>
<i>RESOLVED, that the Halton Catholic District School Board authorize staff to select an architect and proceed with the school capital planning process, for the proposed Milton No. 8 Catholic Elementary School Project.</i>	

RESOLUTION:	<i>Moved by:</i> <i>Seconded by:</i>
<i>RESOLVED, that the Halton Catholic District School Board direct staff to initiate a school attendance boundary review process for the proposed Milton No. 8 Catholic Elementary School, and any other elementary schools as determined by staff that may be impacted by the opening of this new school.</i>	

**REPORT PREPARED
AND SUBMITTED BY:**

G. CORBACIO
SUPERINTENDENT, FACILITY MANAGEMENT SERVICES

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

ACTION REPORT

ITEM 8.6

2016 CAPITAL PRIORITIES BUSINESS CASES SUBMISSION

PURPOSE:

To obtain Board approval for the proposed list and priority ranking of capital projects for the 2016 Ministry request for Capital Priorities Business Cases.

BACKGROUND INFORMATION:

- 1) Staff Report 9.2, "2016 Capital Priorities Business Cases Submission" from the June 7, 2016, Regular Board Meeting.
- 2) Action Item 8.1, "North Georgetown Modified Pupil Accommodation Review" from the April 19, 2016, Regular Board Meeting.
- 3) Action Item 8.4, "Oakville South Central Modified Pupil Accommodation Review" from the April 19, 2016, Regular Board Meeting.
- 4) Information Report Item 10.4, "2016 Annual Facility Accommodation Report" from the January 19, 2016, Regular Board Meeting.
- 5) Information Report Item 10.6, "Four Year Ministry Enrolment Projection" from the December 15, 2015, Regular Board Meeting.
- 6) Action Report Item 8.8, "2015 Capital Priorities Business Cases Submission" from the June 16, 2015 Regular Board Meeting.

COMMENTS:

On May 19, 2016, the Board received correspondence from the Ministry of Education indicating that none of the Business Cases submitted for the four (4) Modified Pupil Accommodation Reviews (MPAR) were approved, as the Board decision regarding the school closure/consolidation was not made before the required deadline. The Ministry indicated that once the decision has been made, each proposal may be eligible for funding in future rounds of Capital Priorities or School Consolidation Capital – accordingly, staff is submitting the two (2) approved business cases to the Ministry.

On May 26, 2016, the Ministry of Education circulated Memorandum 2016: B11 "Request for Capital Project Funding Submissions". This memo requests that Boards submit their most pressing capital priority needs in the next three years, opening no later than the 2019-20 school year. The memo also requests that the Board submit jointly with their local Consolidated Municipal Service Managers (CMSM) potential Child Care and/or Family Support projects. Business cases for selected projects must be submitted to the Ministry no later than July 15, 2016.

The Capital Priorities program serves as the primary funding mechanism to fund projects that address accommodation pressures resulting from new growth; facility condition of existing building stock; and potential closure and consolidation projects.

As such, following the completion of two Modified Pupil Accommodation Reviews (MPAR) in Georgetown and Oakville, the Board now has two (2) eligible projects for consolidation projects eligible under the Capital Priorities grants.

In the last Capital Priorities Business Case submission to the Ministry on July 15, 2015, the Board presented six (6) business cases, and identified a number of subsequent priorities to be met in later years. The six (6) priorities submitted in 2015 included:

TENTATIVE RANKING	2015 CAPITAL PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR
1	North Oakville CE#2 'The Preserve' Catholic Elementary School	2014-15	2016-17
2	Boyne Secondary Plan Milton #8 'Ford' Catholic Elementary School	2016-17	2018-19
3	12-14 Classroom Addition to Bishop P.F. Reding Catholic Secondary School	2015-16	2017-18
4	Georgetown West Catholic Elementary School – Holy Cross Catholic Elementary School Replacement	2016-17	2018-19
5	4 Classroom Addition to Holy Rosary (M) Catholic Elementary School (Combined with allocated FDK funding for two classrooms)	2015-16	2016-17
6	Boyne Milton Secondary #3 Catholic Secondary School	2016-17	2019-20

North Oakville has a total of 4 additional elementary sites and 1 secondary site designated; the Town of Milton has a total of 3 additional elementary sites and 1 secondary site designated for the HCDSB; and Georgetown (Town of Halton Hills) has a total of 2 additional elementary sites designated for the HCDSB.

On November 9, 2015, the Ministry approved Priority 1, the North Oakville Catholic Elementary School, and Priority 5, the four (4) classroom addition to Holy Rosary (M) Catholic Elementary School. In addition to this, the Ministry also approved funding for the construction of a five (5) room Child Care Facility as part of the North Oakville School. As for the remaining four (4) priorities, both Priority 2 and Priority 6 will be re-submitted.

In developing the 2016 proposed priority listing, the Board's 2013 Long Term Capital Plan, and updated Planning Services projections were used. Additional background information in support of the priorities can be found in the annual Ministry Enrolment Projection report, which was presented at the Regular Meeting of the Board on December 15, 2015 and the 2016 Annual Facility Accommodation Report presented at the Regular Meeting of the Board on January 19, 2016. A full list of future projects is found in Appendix A. The 2016 Annual Facility Accommodation Report provides a full summary of information on new school needs and consolidation needs within the Region of Halton.

Based on this information, and following a detailed analysis of Board enrolment projections and monitoring of ongoing development activities within the Region of Halton, the following growth related and consolidation priorities have been identified:

TENTATIVE RANKING	2016 CAPITAL PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR
1	North Georgetown Catholic Elementary School (MPAR Approved on April 19, 2016)	2016-17	2018-19
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild (MPAR Approved on April 19, 2016)	2016-17	2018-19
3	Boyne Secondary Plan Milton #8 'Ford' Catholic Elementary School	2016-17	2018-19
4	Boyne Milton Secondary #3 Catholic Secondary School	2017-18	2019-20
5	Oakville South Central Catholic Elementary School – St. Dominic Partial Rebuild (MPAR Approved on April 19, 2016)	2018-19	2019-20

The Board will retain Watson and Associates to assist in peer reviewing Priorities 1 and 4, the updated Capital Priorities for the 2016 submission.

On June 9, 2016, Board staff met with the Consolidate Municipal Service Managers (CMSM) of the Halton Region, and discussed future Child-Care projects that align with capital priorities projects as well as potential standalone projects that would serve to introduce new programs in neighbourhoods of need.

The two (2) Child Care centres referred to below, which were contemplated as part of the original School Consolidation Capital submission in February and proposed as part of the MPAR process, will be re-submitted. The following priorities were ranked by the local CMSM as regional priorities:

RANKING	BOARD	SITE/PROJECT	PROJECT TYPE	OPENING
1	HDSB	Milton Elementary	Child Care & Ontario Early Years Centre	2018-19
2	HDSB	South QEW Oakville	Ontario Early Years Centre	2017-18
3	HDSB	Oakville Elementary	Child Care & Ontario Early Years Centre	2018-19
4	HCDSB	North Georgetown CES (Halton Hills)	Child Care	2018-19
5	HCDSB	St. Dominic CES – Rebuild (Oakville)	Child Care	2019-20
6	HDSB	Acton	Ontario Early Years Centre	2018-19

The Region expressed an interest in providing for community supports within St. James Catholic Elementary School once consolidations and closures were completed and the Oakville Adult Learning Centre is relocated. Future discussions on this matter will be undertaken once the Ministry provides additional guidelines and funding details on Community Hubs, expected later this years.

CONCLUSION:

Following a detailed analysis of Board enrolment projections and through monitoring of ongoing development activities within the Region of Halton, staff have identified five (5) priorities: two (2) in Oakville; two (2) in Milton; one (1) in Georgetown. In addition, three (3) child care support projects have been identified by the local CMSM as priorities.

Once draft business cases are completed, staff will request a meeting with the Ministry of Education to review business cases prior to submission on July 15, 2016.

Staff is requesting approval of the Capital Priorities list as presented below.

RECOMMENDATION:

RESOLUTION:	Moved by:
	Seconded by:
RESOLVED , that the Board approve the proposed ranking of the Capital Priorities Business Cases for 2016 as follows:	
RANKING	2016 CAPITAL PROJECT DESCRIPTION
1	North Georgetown Catholic Elementary School
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild
3	Boyne Secondary Plan Milton #8 'Ford' Catholic Elementary School
4	Boyne Milton Secondary #3 Catholic Secondary School
5	Oakville South Central Catholic Elementary School – St. Dominic Partial Rebuild
RESOLVED , that the Board approve the potential Child Care projects for 2016 as follows:	
	2016 CHILD CARE PROJECT DESCRIPTION
	North Georgetown Catholic Elementary School – Child Care Centre
	St. Dominic Catholic Elementary School – Child Care Centre
RESOLVED , that the Board authorize staff to submit the Board's 2016 Capital Priorities Business Cases Submission to the Ministry of Education for funding consideration on July 15, 2016.	

REPORT PREPARED BY: F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES
G. CORBACIO
SUPERINTENDENT OF FACILITY SERVICES

SUBMITTED BY: P. MCMAHON
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

FUTURE CAPITAL PRIORITIES

As was discussed in the 2016 Annual Facility Accommodation report, there are seventeen (17) additional 'FUTURE PRIORITY' projects have also been listed below to identify future capital needs that are anticipated to be submitted to the Ministry in future capital funding and consolidation capital requests. These future projects are based on needs extending beyond the 2019-20 opening deadline or reliant on Pupil Accommodation Reviews (PAR) that have not yet been completed.

FUTURE CAPITAL PROJECT DESCRIPTION	EFFECTIVE SCHOOL YEAR	PROJECT TYPE
Bishop P. F. Reding 12-14 classroom addition	TBD ^{1.}	Growth
Boyne Secondary Plan Milton #10 'Cobden' Catholic Elementary School	2020-21 ^{4.}	Growth
Boyne Secondary Plan Milton #9 'Walker' Catholic Elementary School	2022-23	Growth
Boyne Secondary Plan Milton #11 'Bowes' Catholic Elementary School	2024-25	Growth
Education Village Secondary Plan Milton #12 Catholic Elementary School	2025-26 ^{4.}	Growth
North Oakville CE#4 'Minto/Shieldbay' Catholic Elementary School	2020-21	Growth
North Oakville CE#1 Catholic Elementary School	TBD ^{2.}	Growth
North Oakville CE#3 Catholic Elementary School	TBD ^{2.}	Growth
North Oakville CE#5 Catholic Elementary School	TBD ^{2.}	Growth
North Oakville CS#1 Catholic Secondary School	TBD ^{2.}	Growth
CEO4: Oakville – Southeast Oakville North of QEW	TBD	PAR
Vision Georgetown Secondary Plan CE#1 Catholic Elementary School	2022-23	Growth
Vision Georgetown Secondary Plan CE#2 Catholic Elementary School	2025-26	Growth
Vision Georgetown Secondary Plan CS#1 Catholic Secondary Accommodations ^{3.}	2025-26 ^{4.}	Growth
CEB2: Burlington South of the QEW Review Areas	TBD	PAR
CEB4: Burlington – Mountainside, Palmer, Headon, Brant Hills	TBD	PAR
CS01: Burlington Secondary Schools	TBD	PAR

1. Awaiting the Completion of the Regional Official Plan Amendment that will allocate units in the new Milton Expansion Area. Development phase will need to be reviewed in collaboration with the Town.
2. An update to the Long-Term Capital Plan projections is required to assess the year that future North Oakville schools will be required. Development phasing will need to be reviewed in collaboration with the Town.
3. At this preliminary stage, it is uncertain as to whether a second secondary school of 1,200 (typical construction size) is warranted. Accordingly, staff is reviewing alternatives to construct based on needs and within construction benchmarks.
4. A site has not been designated as part of the Municipal Plan at this time. Staff is working closely with the Town of Milton to identify and designate a site.

Ontario Building New Halton Schools

Province Supporting Students with Better Learning Spaces

NEWS

October 28, 2016

Ontario is building five new high-quality, modern schools that will better support student achievement and well-being in Halton.

The new projects — all of which are located in fast-growing Milton — are:

- A new elementary school for 776 students to relieve accommodation pressure.
- A new secondary school for 1,200 students to relieve accommodation pressure.
- A new Catholic elementary school for 671 students to relieve accommodation pressure.
- A new elementary school for 354 French-language students to address the accommodation needs of French language rights holders.
- A new French Catholic elementary school for 308 students to relieve accommodation pressure.

Across the province, Ontario is building 28 new schools and expanding and renovating 23 existing ones. This investment will ensure more students are benefitting from state-of-the-art learning facilities that can deliver a full range of programming.

Investing in better buildings for better learning is part of the government's plan to create jobs, grow our economy and help people in their everyday lives.

QUOTES

"Building new and improved schools is one of the many ways our government is supporting improved student achievement and well-being. The investment announced today will have a strong impact on students' learning experience and will help them reach their full potential."
— Indira Naidoo-Harris, MPP for Halton

"High-quality schools are the heart of our local communities and the foundation of our publicly funded education system. We know that better buildings support better learning. The funding announced today is a strategic investment in student achievement and well-being, and in the long-term prosperity of our province."
— Mitzie Hunter, Minister of Education

"We thank the Ontario Ministry of Education for this great news, which will allow more families from the Milton area to exercise their right to French-language Catholic education. Many families wish to register their child in a French-language Catholic school. We look forward to working with the Ontario Ministry of Education on making this possible in Halton region and in other communities served by our school board."
— Melinda Chartrand, Chair, CSD Catholique Centre-Sud

"We are very pleased to begin planning for these two new schools in the growing community of Milton. The addition of these schools will help us continue to provide safe, accessible and engaging learning environments for our students."
— Kelly Amos, Chair, Halton District School Board

"We are grateful for the support of the Ministry of Education in this project, as in all other past and future projects. Each investment is a tangible sign that the government believes in the French language secular education. The financing of a Viamonde elementary school in Milton is an investment in the success of students and increases the vitality of our community. "

— Jean-François L'Heureux, Chair, Conseil scolaire Viamonde

"Today's announcement is wonderful news for our school district and for the families who reside in the growing community of Milton. We are grateful for the ongoing support and commitment of the Ministry of Education through the provision of funding to help us build new schools so that we may better serve the needs of our students."

— Diane Rabenda, Milton Board Trustee, Halton Catholic District School Board

QUICK FACTS

- Ontario is investing more than \$77 million towards these projects in Milton.
- Since 2013, the province has provided more than \$2.5 billion in capital funding for school boards to support 155 new schools and 156 additions and renovations.
- The province is investing \$2.7 billion over two years to support school repair and renewal. This funding is estimated to benefit more than 2,100 schools that have repair and renewal projects valued at \$100,000 or more.
- Ontario is providing school boards across the province with more than \$12 billion over 10 years to help build new schools in areas of high growth, improve the condition of existing schools and invest in projects to reduce surplus space through school consolidations.

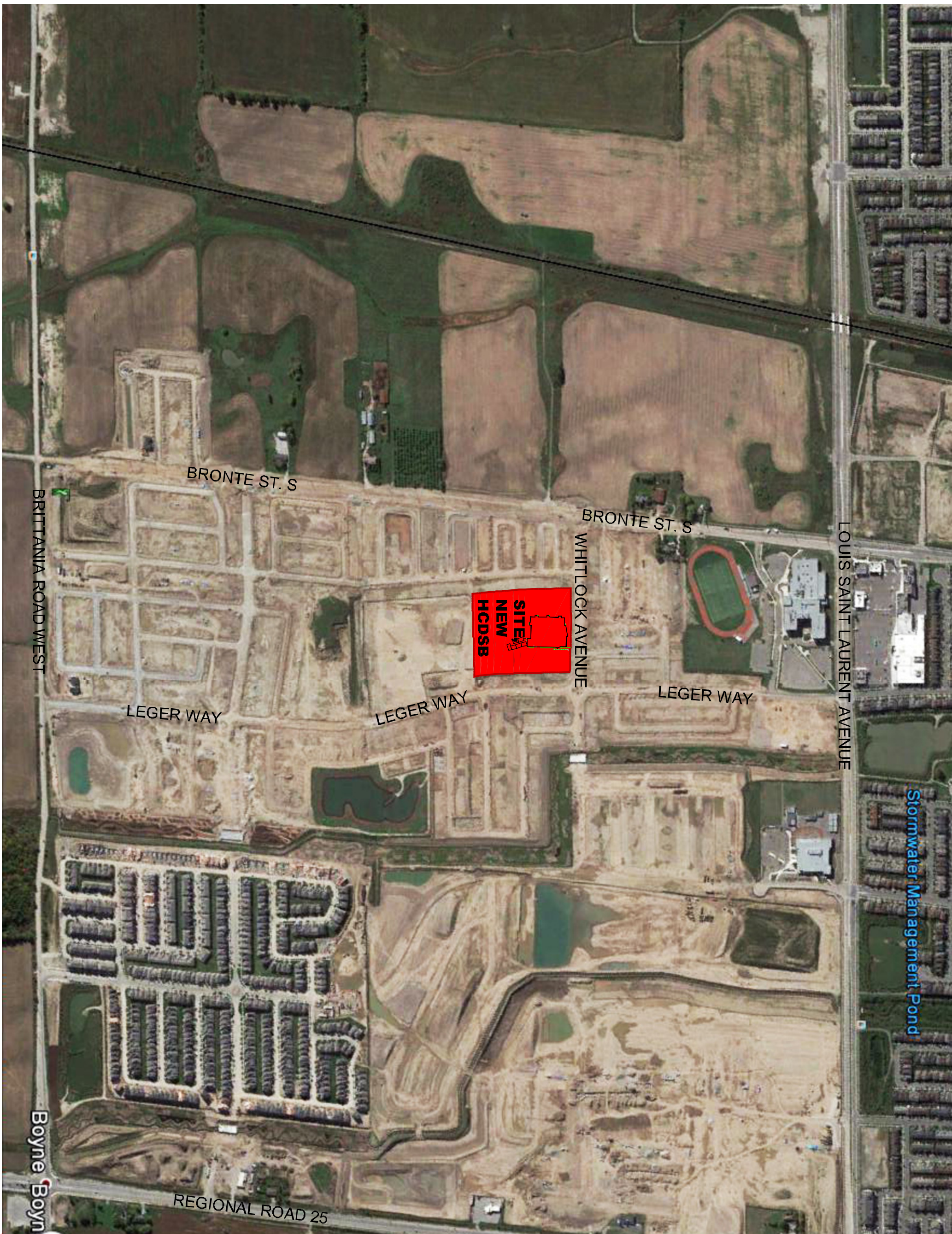
LEARN MORE

[Capital Investments](#)

[Achieving Excellence — A Renewed Vision for Education in Ontario](#)

Patrick Searle, Minister's Office,
Patrick.Searle@ontario.ca
Heather Irwin, Communications Branch, 416-325-2454
Public Inquiries, 416-325-2929 or 1-800-387-5514
TTY 1-800-268-7095

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HALTON CATHOLIC DISTRICT SCHOOL BOARD
**MILTON #8 CATHOLIC ELEMENTARY
SCHOOL PROJECT**
PRELIMINARY BUDGET ESTIMATE

<i>EXPENSES</i>	<i>April 26, 2017 BUDGET ESTIMATE</i>		
<i>Construction</i>	\$11,570,000		
<i>Professional Fees</i>	985,000		
<i>Inspections, soil test, surveys</i>	175,000		
<i>Site Plan & Building Permit fees</i>	150,000		
<i>Contingencies</i>	170,000		
<i>Net HST (2.21%)</i>	288,474		
<i>Furniture & Equipment, Including IT</i>	330,000		
SUB-TOTAL	13,668,474		
<i>Bridge Financing</i>	150,000		
TOTAL	\$13,818,474		

<i>REVENUE</i>			
<i>Ministry of Education</i>			
<i>a) Capital Priorities (671 Pupil Places)</i>	\$12,125,714		
<i>b) Full Day Kindergarten</i>	1,542,760		
SUB-TOTAL	13,668,474		
<i>GSN – Interest Revenue</i>	150,000		
TOTAL	\$13,818,474		

Sketch Plans

For the New

MILTON No. 8 CATHOLIC ELEMENTARY SCHOOL

May 18, 2017



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2. Drawings: Site Plan, Floor Plans, Perspectives.....	2
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1.0 School Design Description

The proposed new Milton No. 8 Catholic Elementary School has a Ministry Rated Capacity (MRC) of 671 pupils. The total square footage for the school building is 6,693 square meters (72,042 square feet) and is located on a 2.81 ha (6.94 acres) site in the Ford neighbourhood survey.

The Milton No. 8 Catholic Elementary School design complies with the Board's elementary academic program in a compact two-storey "loop-corridor" school concept, while achieving a low ratio of ancillary circulation space to actual program space.

The site and building configuration provides two separate drop-off/pick-up areas. One for kindergarten/students and one for school buses and staff. The School's Learning Commons/Library Resource Centre is located at front of the school building creating a visual connection with the neighbourhood. The entrance to the school is from the North and a visual connection has been created giving prominence to the School's Main Entrance from Whitlock Crossing.

All classrooms are located on the outer perimeter of the circulation system thus ensuring natural light into the instructional spaces. Resource Rooms have been incorporated in between Classrooms, to allow for operable partitions in between the Classrooms and Resource Rooms to maximize the flexibility in the learning spaces and support 21st Century Learning Strategies. The two-storey gymnasium is centrally located within the school and has visual connections from the loop-corridor on both floors. The South wall of gymnasium has clear storey windows to allow light to spill into the gymnasium.

The school has six kindergarten classrooms with their own entrance and access to a separate southerly exposure outdoor natural play area. The main feature of the school is the Learning Commons/Library Resource Centre. The two storey Learning Commons/Library Resource Centre features learning steps against the exterior wall and stairs connecting to the second floor Break-out space, and Technology Lab. Similarly, students can access the Learning Commons/Library Resource Centre from the Second Floor of the school.

The main entrance opens up to the school Foyer lined with structural columns. The Foyer is at the heart of the school with a visual connection to the Learning Commons/Library Resource Centre, the Stage, Gymnasium and the second floor. Electric operable acoustic dividing partitions can separate the stage from the gymnasium and the Foyer area.

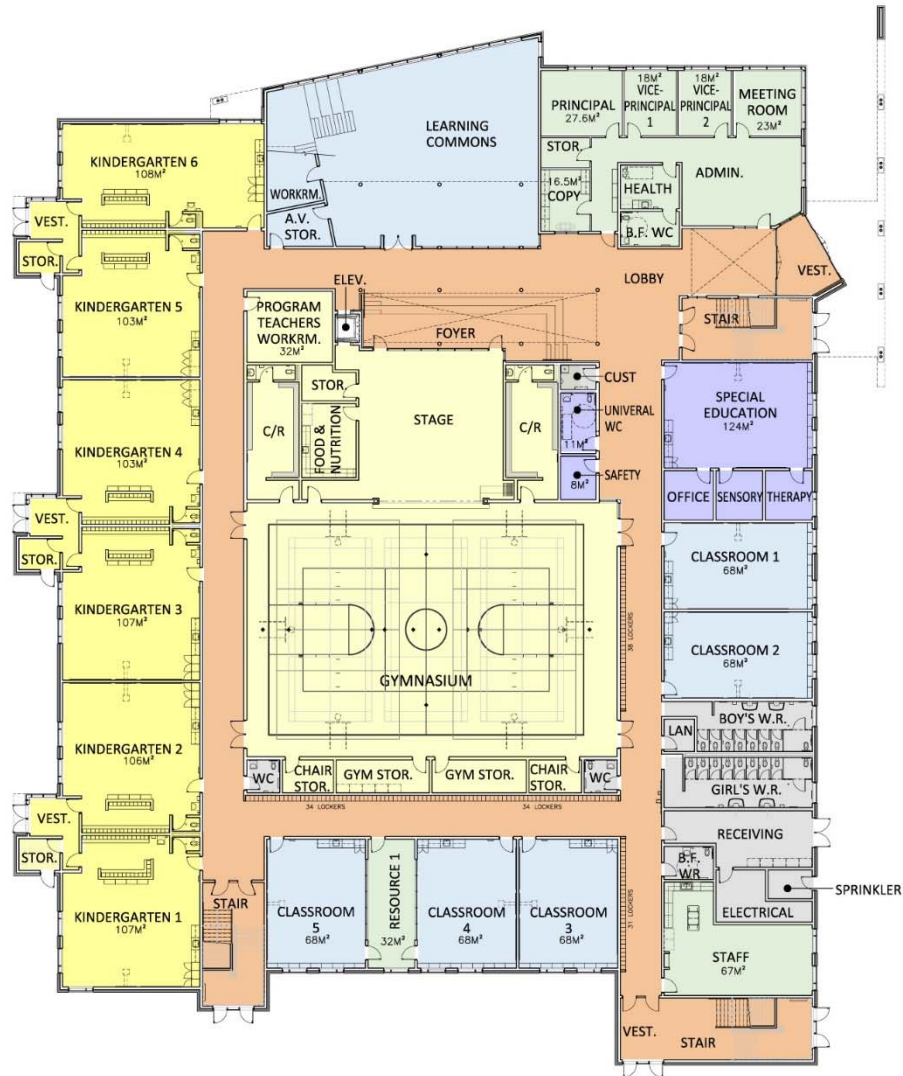
An elevator serves both floors and the stage, and it is located in close proximity to the Learning Commons/Library Resource Centre. The Specialty Classrooms: Art Room, Instrumental Music Room and Science Room are grouped together and are also located near the Second Floor entrance to the Learning Commons/Library Resource Centre.

The school site has been carefully planned to promote the safety of students, parents and staff. Pathways, driveways and drop-off/pick-up areas have been design to ensure optimal safety with minimal interference between each other. The school is also located next to the municipal park to facilitate common use and promotes a park-like setting. Walkways from south and south-east end of the subdivision have been incorporated into the site plan design.

2.0 Drawings

Drawings of the proposed new Milton No. 8 Catholic Elementary School follow. They include Site plan, Ground and Second Floor Plans, and Perspectives.



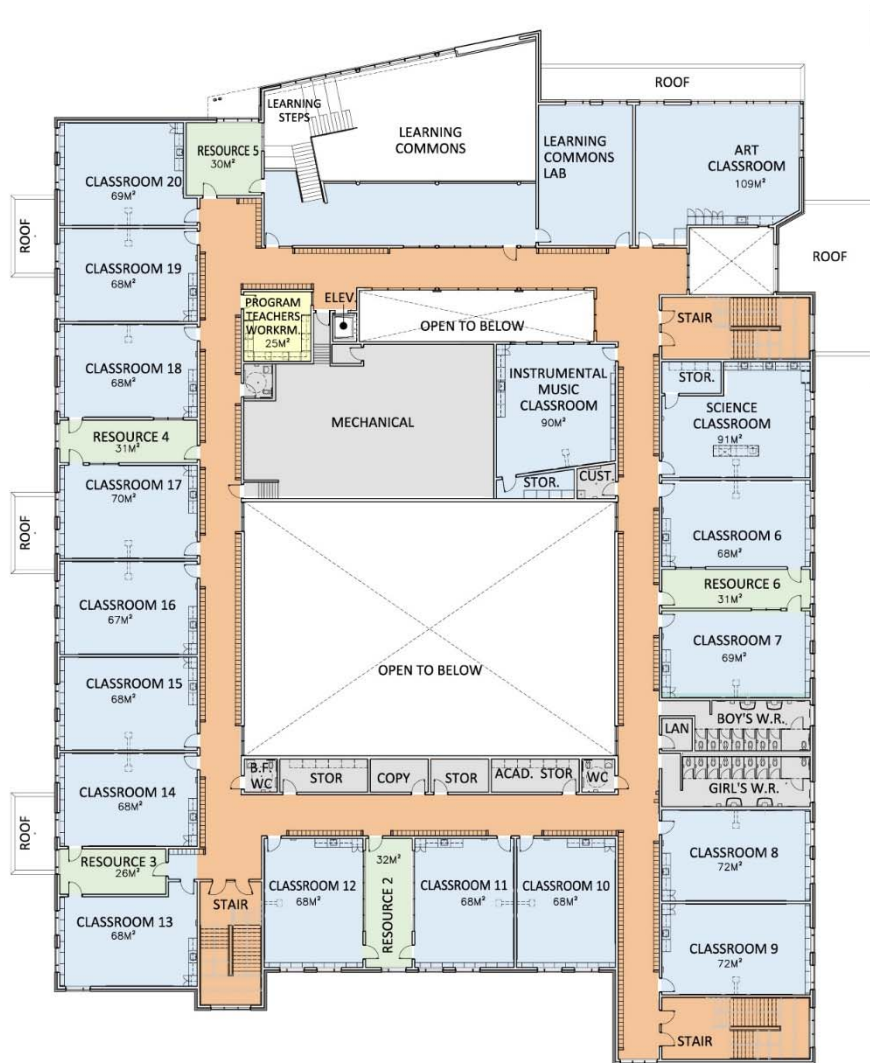


NEW MILTON NO. 8 ♦ Ground Floor

AREA = 3,794M² (40,838s.f.)

TOTAL LOCKERS - GROUND FLOOR = 137

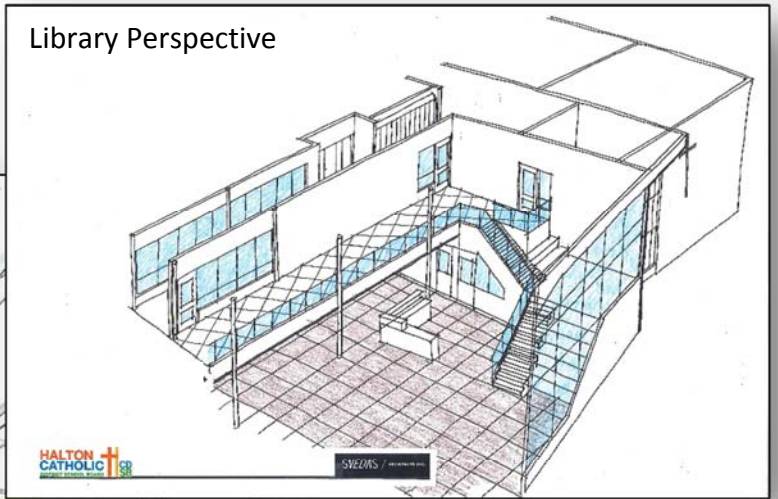




NEW MILTON NO. 8 ♦ Second Floor

AREA = 2,899² (31,204s.f.)





3.0 Building Program

No.	Room	Pupil Loading	Floor	Area (m ²)
1	Kindergarten 1	26	1	107
2	Kindergarten 2	26	1	106
3	Kindergarten 3	26	1	107
4	Kindergarten 4	26	1	103
5	Kindergarten 5	26	1	103
6	Kindergarten 6	26	1	108
7	Special Education	9	1	124
8	Classroom 1	23	1	68
9	Classroom 2	23	1	68
10	Classroom 3	23	1	68
11	Classroom 4	23	2	68
12	Classroom 5	23	2	68
13	Classroom 6	23	2	68
14	Classroom 7	23	2	69
15	Classroom 8	23	2	72
16	Classroom 9	23	2	72
17	Classroom 10	23	2	68
18	Classroom 11	23	2	68
19	Classroom 12	23	2	68
20	Classroom 13	23	2	68
21	Classroom 14	23	2	68
22	Classroom 15	23	2	68
23	Classroom 16	23	2	67
24	Classroom 17	23	2	70
25	Classroom 18	23	2	68
26	Classroom 19	23	2	68
27	Classroom 20	23	2	69
28	Art Room	23	2	109
29	Instrumental Music Room	0	2	90
30	Science Room	23	2	91
31	Gymnasium	0	1	500
32	Gym Storage	0	1	16
33	Gym Storage	0	1	16
34	Chair Storage	0	1	9
35	Chair Storage	0	1	9
36	Program Teacher's Wk Rm	0	1	32
37	Program Teacher's Wk Rm	0	2	25

No.	Room	Pupil Loading	Floor	Area(m ²)
38	Changeroom 1	0	1	37
39	Changeroom 2	0	1	37
40	Food & Nutrition	0	1	21
41	Stage/Foyer	0	1	117
42	Learning Commons/ Library/ResourceCentre	0	1	405
43	Resource Room 1	0	1	32
44	Resource Room 2	0	1	32
45	Resource Room 3	0	1	26
46	Resource Room 4	0	2	31
47	Resource Room 5	0	2	30
48	Resource Room 6	0	2	31
49	Administration	0	1	225
50	Staff Room	0	1	67
51	Staff Washrooms	0	1	20
52	Staff Washrooms	0	2	15
53	Boys Washroom	0	1	33
54	Girls Washroom	0	1	39
55	Boy's Washroom	0	2	33
56	Girl's Washroom	0	2	39
57	Storage/Workroom	0	2	15
58	Academic Storage Rooms	0	1	10
59	Academic Storage Room	0	2	15
60	Storage	0	2	10
61	Storage	0	2	15
62	Copy	0	2	10
63	Receiving	0	1	37
64	Mechanical Rooms	0	2	190
65	Sprinkler Room	0	1	7
66	Electrical Room	0	1	19
67	Elevator Machine Room	0	2	3
68	LAN	0	1	5
69	LAN	0	2	5
70	Custodian	0	1	5
71	Custodian	0	2	6
72	Outdoor Storage	0	1	7
73	Outdoor Storage	0	1	7
74	Outdoor Storage	0	1	7

Total	671
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4.0 Preliminary Project Information

SITE	
Site Area	2.81 ha (6.94 acres)
Building Coverage	3,794 m ²
Lot Coverage	13.5 %
Designated Parking	5
Total Parking Provided (incl. overflow)	107

BUILDING	
First Floor GFA	3,794 m ² (40,838 ft ²)
Second Floor GFA	2,899 m ² (31,204 ft ²)
Total GFA	6,693 m ² (72,042 ft ²)

BUDGET	
Construction (\$160.60/SF)	\$11,570,000.00
Professional Fees	\$985,000.00
Inspections, soil test, surveys	\$175,000.00
Site Plan & Building Permit fees	\$150,000.00
Contingencies	\$170,000.00
Net H.S.T. (2.21%)	\$288,474.00
Sut-Total	\$13,338,474.00
Furniture, Equipment & Computer	\$330,000.00
Bridge Financing	Not Included
Total	\$13,668,474.00

SCHEDULE *	
Tender (sequential)	July 10, 2017
Start of Construction	August 8, 2017
Occupancy	July 3, 2018

Note that the July 2018 occupancy date is contingent upon the June 2017 Municipal Approvals Date.

*

5.0 Project Schedule

ii. PROJECT MANAGEMENT CAPABILITY



F) PRELIMINARY SCHEDULE - MILTON NO. 8



DATE: Feb. 17, 2017

REPORTING SCALE % COMPLETE				2017												2018													
100	80	60	40	20	0	#	TASK DESCRIPTION	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
						1	Preliminary Schematic Design																						
							Schematic Design / Site Services																						
						2	Schematic Design Review & Approval																						
						3	Site Plan Application																						
						4	Detail Design Drawings & Specification																						
							Detail Design Drawings & Specifications																						
						5	Building Permits																						
							Building Permit Submission & Department Review																						
						6	Issuing Building Permit																						
						7	General Trade Tender																						
							Contractor's Pre-Qualification Request (May 29/17 - June 9/17)																						
						8	Tender Documents issued to General Trade Contractor																						
						9	Tender Close																						
						10	Tender Analysis & Board Approvals																						
						11	Letter of Intent Issued to General Trade Contract (Aug. 2/17)																						
						12	New Construction																						
							Construction																						
						13	Occupancy - July 3, 2018																						
						14	Furniture Move in																						
						15	Project Close Out																						

Note: Occupancy is based on a Building Permit being issued by the Town of Milton by July 27, 2017. Any delay in Permit issuance will affect the Occupancy Date.

Halton Catholic District School Board
By-Law No. 2017 F01

WHEREAS, the Halton Catholic District School Board deems it necessary to extend the borrowing By-law 2017 F01 in an amount not exceeding the sum of Thirteen Million, Six-Hundred Sixty Eight Thousand and Four Hundred Seventy Four Dollars (\$13,668,474) to provide permanent funding for *Milton No. 8 Catholic Elementary School* until the amounts advanced are recovered.

AND WHEREAS, no debentures in respect of the said work have been pledged or otherwise disposed of.

NOW THEREFORE, the Halton Catholic District School Board enacts as follows:

1. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, of the Halton Catholic District School Board be and they are hereby authorized and empowered to borrow on behalf of the Halton Catholic District School Board from time to time as may be required from TD Canada Trust by way of promissory note and/or by way of overdraft such sums as may be necessary, but not exceeding in all the sum of Thirteen Million, Six Hundred Sixty-Eight Thousand and Four Hundred Seventy-Four Dollars (\$13,668,474).
2. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, are authorized to pay or allow the said Bank interest on the said sum so borrowed at a variable interest rate, currently at 1.95%. The Bank will notify Halton Catholic District School Board of any changes to the interest rate.
3. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, be authorized and empowered on behalf of the Halton Catholic District School Board to sign and execute under, its corporate seal, a grid promissory note and/or cheques representing any sum or sums so borrowed and deliver the said note to the said Bank. Any cheques signed by either the Chair of the Board or Vice-Chair of the Board together with the Treasurer of the Board and presented for payment at a time when there are not, in the hands of the Bank, funds of the Halton Catholic District School Board, the amount of such cheques shall be deemed to be moneys loaned by the said Bank to the Halton Catholic District School Board upon the authority of this By-Law.
4. **THAT** the proceeds of every such loan shall be applied for the purposes above mentioned but the TD Canada Trust shall not be bound to see to the application of any loan.
5. **THAT** this By-Law shall come into force and have effect immediately from and after its passing for a period of two years.

READ and FINALLY PASSED this **20th** of **June 2017**.

D. Rabenda, Chair of the Board

P. Dawson, Secretary of the Board

ACTION REPORT

ITEM 8.16

**PROPOSED 2017 AMENDMENT TO THE
2013 EDUCATION DEVELOPMENT CHARGES (EDC) BY-LAW**

PURPOSE:

The purpose of this report is to seek Board approval for the proposed 2017 amendment to the 2013 Education Development Charges (EDC) By-Law, resulting in increased development levies for residential and non-residential.

This amendment is in response to continued increases in land values over the past two (2) years in the Halton Region since the 2015 amendment passed in June 2, 2015, and later amended on March 1, 2016, following an appeal made by Building Industry and Land Development Association (BILD) to the Ontario Municipal Board (OMB).

BACKGROUND:

- 1) Staff Report Item 9.2, "Proposed 2017 Amendment to the 2013 Education Development Charges (EDC) By-Law" from the May 2, 2017 Regular Board Meeting.
- 2) Information Report Item 10.9, "Education Development Charges (EDC) By-Law Amendment" from the January 17, 2017 Regular Board Meeting.
- 3) Action Report Item 8.3, "2015 Joint Review of the 2013 Education Development Charges By-Law" from the June 2, 2015 Regular Board Meeting.
- 4) Action Report Item 8.1, "2014 Joint Review of the 2013 Education Development Charges By-Law" from the June 3, 2014 Regular Board Meeting.
- 5) Action Report Item 9.2, "2013-2018 Education Development Charges By-Law" from the June 18, 2013 Regular Board Meeting.

HISTORY:

An Education Development Charge (EDC) is a levy that is imposed under a Board enacted By-Law respecting growth related net education land costs incurred or proposed to be incurred by a School Board. EDCs are the primary source of funding for the acquisition and preparation of school sites, and other costs related to accommodating growth-related pupil needs within a Board's jurisdiction.

To collect the necessary funds, levies are applied and collected to all new residential and non-residential development, with certain exceptions. The existing By-Law recovers 85% of education land costs from residential development and 15% from non-residential development.

On June 18, 2013, the Board adopted a region-wide 2013 EDC By-Law under the Education Act, a joint undertaking with the Halton District School Board (HDSB). The 2013 EDC By-Law had an effective implementation date of June 24, 2013 and is to be in effect for no more than five (5) years. The by-law shall come to term on June 18, 2018.

In 2014, Board staff undertook a review of the 2013 EDC By-Law in response to recent land purchases made in Oakville by the HCDSB, and in Milton by the HDSB. These transactions demonstrated that the price per acre in both municipalities had increased significantly over the course of the year. Accordingly, on June 3, 2014 the Board passed Education Development Charges Amending By-Law (2014) that amended the levies listed within the 2013 Education Development Charges By-Law of the Board.

As a result of the site valuation review, the EDC's at the time needed to be increased so that the Board collects the appropriate amount of funds that are required to finance the cost of site acquisitions. Watson & Associates Economists Ltd. updated the calculation model. As a result the Board of Trustees approved an amendment to the EDC By-law on June 2, 2015.

<i>Development Type</i>	<i>June 18, 2013 EDC By-Law</i>	<i>June 3, 2014 EDC By-Law</i>	<i>June 2, 2015 EDC By-Law</i>
\$ per residential unit (as defined in the EDC By-Law)	\$1,484 per residential unit	\$1,839 per residential unit	\$2,176.00 per residential unit
\$ per sq. ft. of gross floor area or \$ per sq. m. of gross floor area (as defined in the EDC By-Law)	\$0.38 per sq. ft. or \$4.09 per sq. m.	\$0.47 per sq. ft. or \$5.06 per sq. m.	\$0.56 per sq. ft. or \$6.03 per sq. m.

However, both the HCDSB and HDSB 2015 EDC By-law amendments were appealed by the Building Industry and Land Development Association (BILD) to the Ontario Municipal Board (OMB), citing concerns with the methodology used by the boards' consultant in developing the rates.

A mediation was held by the OMB in February 2016 in an attempt to resolve the issues before going to a full OMB hearing. Respective staff from both Boards, legal counsel, and Watson & Associates met with BILD representatives.

The results of the mediation are as follows:

1. The methodology used in the respective Boards' EDC By-law amendments was modified, resulting in a new residential rate of \$2,035 per unit and a non-residential rate of \$0.51 per square foot;
2. BILD agreed to the new methodology when the Boards calculate future EDC By-law amendments;
3. The EDC By-law amended by the OMB as of March 1, 2016 would reflect the new rates;
4. The HCDSB and HDSB would not be required to refund any portion of the EDCs collected; and,
5. The next EDC By-law amendments for the respective school boards would not take effect prior to December 1, 2016.

The current Halton Catholic District School Board (HCDSB) EDC charges (as amended in March 1, 2016) are as follows:

<i>Development Type</i>	<i>June 2, 2015 EDC By-Law</i>	<i>March 1, 2016 EDC By-Law</i>
\$ per residential unit (as defined in the EDC By-Law)	\$2,176.00 per residential unit	\$2,035.00 per residential unit
\$ per sq. ft. of gross floor area or \$ per sq. m. of gross floor area (as defined in the EDC By-Law)	\$0.56 per sq. ft. or \$6.03 per sq. m.	\$0.51 per sq. ft. or \$5.49 per sq. m.

COMMENTARY:

As part of the Education Development Charges Background Study completed for the 2013 EDC By-Law, the Board identified a total of twelve (12) sites anticipated for purchase over the next 15 years. This includes three (3) elementary and one (1) secondary school site in Oakville; five (5) elementary and one (1) secondary school site in Milton; and two (2) new elementary school sites in Halton Hills.

Of the aforementioned sites, the Board has: purchased one (1) elementary school site in Oakville for the St. Gregory Catholic Elementary School; placed on option to purchase on a second elementary site in North Oakville also referred to as North Oakville CE#4; and exercised an option to purchase an elementary school site in Milton expected to close in early May 2017, referred to as Milton #8 CES.

The Education Act provides the Board an opportunity to amend its EDC By-Law annually, based on increasing site acquisition and site preparation costs. For this purpose, staff from HCDSB and HDSB met with Jack Ammendolia from Watson & Associates Economists Ltd. and Brad Teichman of Overland LLP in January 2017 for the purpose of completing an annual review of the 2013 EDC By-Law to monitor ongoing increases in site acquisition costs in Halton.

At the meeting, both boards confirmed that they will be proceeding with an amendment to their respective EDC By-Laws. Cushman & Wakefield was retained to provide appraisals on the remaining designated sites by utilizing recent school site purchases and other land transactions information across the Halton Region to assess the required levy increases for each Board.

The results of the appraisal confirmed the need to increase both residential and non-residential EDC levies to ensure the Board collects the appropriate amounts of funds to continue financing the purchase of lands required for new growth, and to ensure the existing EDC reserve account shortfall is balanced over a 15 year horizon.

Note that as of January 31, 2017, the HCDSB EDC reserve shortfall is approximately \$39.6 million, which has caused increased cash flow pressures to the Board.

Accordingly, Watson & Associates Economists Ltd. has completed their Amendment Background Report (Appendix A) and Cashflow Model (Appendix B). Based on the updated appraisal and model, the new proposed levies are as follows:

<i>Development Type</i>	<i>March 1, 2016 EDC By-Law</i>	<i>June 20, 2017 EDC By-Law</i>	<i>Change (+/-)</i>
\$ per residential unit (as defined in the EDC By-Law)	\$2,035.00 per residential unit	\$2,269.00 per residential unit	+\$234.00 per residential unit
\$ per sq. ft. of gross floor area or \$ per sq. m. of gross floor area (as defined in the EDC By-Law)	\$0.51 per sq. ft. or \$5.49 per sq. m.	\$0.58 per sq. ft. or \$6.24 per sq. m.	+\$0.07 per sq. ft. or +\$0.75 per sq. m.

Both the completed appraisal and background report were circulated to the Building Industry and Land Development Association (BILD) for review and comment.

A board seeking to amend its EDC By-Law is not required to secure Ministry approval or hold a public meeting; however, Paragraph 6.2 of the EDC Guidelines issued by the Business Services Branch of the Ministry encourages a board to hold at least one public meeting prior to passing an amending By-Law.

To notify the community, a newspaper ad was published in local newspapers (Thursday, April 6, 2017). Notifications were also sent to all community partners and all persons and/or organization that has given the secretary of the board a written request for notice of any amendments to the EDC By-Law (notice attached as Appendix C). This notice was provided 20 days prior to the scheduled public meeting, as recommended by legal counsel.

The required public meeting was held during the Regular Meeting of the Board of May 2, 2017, at 7:30 p.m. and is attached as Appendix E for your convenience. There were no delegation requests on this matter on the night of the public meeting, nor have there been any requests to delegate in any Board Meeting thereafter.

On May 24, 2017, HCDSB and HDSB staff, as well as the Board legal and professional counsel met with BILD to discuss the amendment. In the meeting, BILD had requested clarification on the timing of site purchases that didn't align with the EDC background study; clarification of specific school site purchases and works on site; the assumptions made in the appraisal; and additional details on EDC expenditures. Staff addressed all questions and provided the clarification requested by BILD.

Adoption of the By-Law amendment is scheduled for the June 20, 2017 Regular Meeting of the Board, and will be adopted five (5) days after adoption on June 25, 2017. A notice will be provided in all local newspapers within 20 days of its passing.

CONCLUSION:

Board staff from HCDSB and HDSB have undertaken a review of the joint EDC By-Law as a result of increasing land acquisition costs. Watson and Associates, in collaboration with Cushman & Wakefield, have reviewed the actual site acquisition costs for properties acquired since the last EDC By-Law Amendment. The form of the By-Law amendment is attached (refer to Appendix D).

To address rising land costs and to ensure that the existing EDC shortfall is appropriately managed over the course of the By-Law, the levies will need to increase. It is proposed by Watson and Associates that the residential levy should increase by \$234.00 or 11.5% per dwelling unit and the non-residential levy increase by \$0.07 or 13.7% per square foot.

The purpose of this report is to provide the Board of Trustees with the necessary information to consider and decide on the approval of the proposed 2017 EDC By-Law Amendment.

If approved, HCDSB will provide the public with a "Notice of Passing" within 20 days of passing, and the By-Law will come into effect on June 25, 2017.

RECOMMENDATION:

RESOLUTION:

Moved by:
Seconded by:

BE IT RESOLVED THAT, RESOLVED, that the Halton Catholic District School Board enact an Education Development Charge By-Law amendment to apply to the Region of Halton;

RESOLVED, that the amending EDC By-Law be in the form attached hereto and that it amend the Board's EDC By-Law 2013 in the following respects:

- In paragraph 9, \$2,269 as the Education Development Charge on each dwelling unit in a residential development;
- In paragraph 12, \$0.58 as the Education Development Charge per square foot of gross floor area applied to non-residential development.

REPORT PREPARED BY:

F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

REPORT SUBMITTED BY:

R. NEGOTI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**HALTON CATHOLIC DISTRICT
SCHOOL BOARD**

**CONSIDERATION OF AN
EDUCATION DEVELOPMENT
CHARGE AMENDMENT**

BACKGROUND REPORT

April 11, 2017



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 **Planning for growth**

1. EDUCATION DEVELOPMENT CHARGE AMENDMENT

1. EDUCATION DEVELOPMENT CHARGE AMENDMENT

1.1 The Education Development Charge Amendment Process

Education Development Charges (EDC's) are a revenue source, for school boards that qualify, to purchase and develop land for growth related schools. EDC's are based on a formulaic approach which focuses on three main areas – enrolment forecasting to determine need, the number of school sites necessary to accommodate that need and a determination of the estimated costs. The *Education Act* and Ontario Regulation 20/98 provide the direction, methodology and guidelines necessary for a school board to pass an EDC by-law.

The *Education Act* stipulates that an EDC by-law can have a maximum term of 5 years and that school boards can amend their by-laws within that period, should they choose to do so. Under the *Education Act*, a Board can amend a by-law only **once** in a **one year** period if the amendment would;

- A. Increase the quantum of the charge.
- B. Remove or reduce the scope of an exemption.
- C. Extend the term of the by-law.

It is the Halton Catholic District School Board's (HCDSB) intention to amend its current Education Development Charge by-law. The amendment would serve to increase the quantum of the charge to reflect the increasing costs related to the purchasing of land for new school sites in the Region of Halton.

1.2 BACKGROUND

The Halton Catholic District School Board's current and in-force EDC by-law was originally passed in June of 2013 and is applicable to the Region of Halton. The charge at the time of passage was \$1,484 per residential dwelling unit and \$0.38 per square foot of gross floor area (GFA) for non-residential development. The residential and non-residential allocation at the time of passage was 85% of the costs charged to residential development and 15% to non-residential development. The original by-law was amended in June of 2014 and the amending by-law had a residential charge totaling \$1,839 per residential dwelling unit – an increase of \$355 over the previous charge. The amended non-residential EDC was \$0.47 per square foot of GFA, an increase of \$0.09 over the previous charge.

In 2015, the Board passed an additional amendment to its EDC bylaw and the charges increased for both the residential and non-residential component. The residential charge was \$2,176 per unit and the non-residential charge was \$0.56 per square foot of GFA – an 18-19% increase over the 2014 charges. The 2015 amending bylaw was appealed to the Ontario Municipal Board by a developer organization (BILD) and a revised EDC was settled upon through OMB mediation. The new amended EDC which went into effect on March 1, 2016 resulted in a residential charge of \$2,035 per unit and a non-residential charge of \$0.51 per square foot of GFA. These are the existing and in-force EDC rates for the HCDSB that currently apply to the Region of Halton.

The price of land in Halton Region has continued to increase significantly since the last amendment process and current land values continue to outpace the appraisals and escalation assumptions contained in the EDC Background Study. To keep pace with rising land costs, board staff proposed that a further amendment to the EDC by-law be considered. To that end, the Board engaged the appraisal firm of Cushman & Wakefield to re-evaluate the EDC eligible school sites and provide updated appraisals. The updated appraisals confirmed the increase in land values and the HCDSB began the process of amending its EDC by-law.

1.3 THE PROCESS

The EDC amendment is being proposed to revise/adjust the land values used in the 2015 EDC amending by-law to better reflect the actual cost of land in the Region of Halton. Amending the current bylaw would help ensure that the Board has sufficient revenues to purchase future school sites and mitigate future deficits.

In the amendment process, it is important to note that there are no changes or revisions made to the inherent assumptions or calculations on which the original study is based and which the Minister of Education has approved (ie. enrolment projections from new development and the number of required school sites). The Ministry of Education's EDC Guidelines state that, "The EDC Regulation specifies that adjustments to the original calculation are to be made by a board amending the quantum of the EDC. This provision requires boards to make 'necessary modifications' to the application of section 7 of the EDC Regulation when determining an amended EDC."

When revising land costs in the EDC amendment process, school boards typically have two options available to them; they can use historical purchases as a basis or use a qualified appraiser

to provide updated current values. In this case, the Board engaged the same valuation firm that completed the original appraisals as part of the 2013 EDC Study and each subsequent amendment. Cushman & Wakefield re-appraised all the sites contained in the 2013 study (with the exception of sites that had been purchased or in respect of which option agreements setting out a purchase price had been entered into).

The appraisal report prepared by Cushman & Wakefield has an effective date of April 1, 2017 and contains the methodologies, approach and background to the new appraised land values. A table has been provided that outlines the average per acre acquisition costs by municipality from 2013 to the most current appraisals in 2017. Appraisals were completed on a site by site basis and per site values can be found in both the appraisal report as well as in the updated Ministry forms found at the end of this document.

Municipality	2013 EDC Bylaw	2014 EDC Amendment	2013-14 Difference	2015 Amendment	2014-15 Difference	2017 Proposed Amendment	2015-17 Difference
Oakville	\$ 900,000	\$ 1,250,000	39%	\$ 1,440,000	15%	\$ 2,115,000	47%
Milton	\$ 725,000	\$ 950,000	31%	\$ 1,050,000	11%	\$ 1,420,000	35%
Halton Hills	\$ 625,000	\$ 625,000	0%	\$ 950,000	52%	\$ 1,235,000	30%

The average per acre value for the EDC eligible sites that were appraised in the 2013 EDC Background Study was approximately \$750,000 per acre with site values ranging from \$625,000 per acre in Halton Hills to \$900,000 per acre in Oakville. The new appraised land values used for the 2017 EDC Amendment analysis averaged approximately \$1.6 million per acre – an increase in the average per acre price of approximately 112%. In addition, the per acre site values in the 2017 appraisals ranged from \$1.2 million to \$2.1 million. Since the 2015 amendment, land values in Oakville have increased by just below 50% while Milton increased by 35% and Halton Hills by 30%.

In addition to providing updated land values, the appraiser also reviewed the land escalation factor assumptions that are used to index the price of land for appraised sites. The annual land escalation factor in the 2015 amendment analysis was 6% per annum and the valuation firm increased the escalation rate to 10% for the 2017 amendment analysis.

Another component of the EDC Amendment process, is the reconciliation of the EDC reserve fund. The EDC reserve fund balance must be updated to reflect any expenditures or collections that have been made since the last amending by-law came into force. The Board's Finance and

Planning Departments provided an updated reserve fund balance based on actual expenditures and collections that the Board has made since the last amendment in 2015. This estimate is based on both the Ministry of Education Appendix D1/D2 submissions (which track all EDC collections and expenditures) to August 31 2016 and Board records and estimates from September 2016 to May 2017.

The Board's EDC reserve fund balance, for the purposes of calculating an amended EDC rate has been estimated at **\$-43,982,168** (ie. a deficit of \$43,982,168).

The final step in the process is to make adjustments to the residential and non-residential development forecast to account for the actual collections/expenditures that have taken place since the original bylaw and for which the reserve fund balance has been adjusted. The actual number of residential building permits and square footage of non-residential permits for which EDC's have been paid, have been removed from the original EDC forecasts. According to Board and municipal records and estimates, the consultant concluded that a total of approximately 13,251 residential permits and 8,858,957 square feet of non-residential space permits have been issued for which EDC's have been collected since the inception of the bylaw. The original EDC forecast in 2013 had projected a total of 82,659 residential permits and 56,902,759 square feet of non-residential space permits over the 15 year forecast period. Therefore, the new adjusted residential units for the purposes of calculating the amending EDC rate are 69,409 and the new adjusted non-residential square foot forecast is 48,043,802 (both are for the remainder of the forecast period, now 11 years). This information is outlined in Form H1 at the end of this document.

1.4 FINDINGS

The EDC is meant to recover funds to pay for the **total growth-related net education land costs**. These total growth-related education land costs include the costs to acquire land, provide services to the land and all associated study and financing costs. The increase in the price of land and the revisions made to the estimated costs in the EDC has resulted in the total growth-related education land costs increasing.

The total growth-related education land costs in the proposed EDC amendment total \$185,247,744.

Based on the above findings, the proposed new residential charge is **\$2,269** per dwelling unit compared with the existing charge of \$2,035. The increase in the charge is \$234 for the residential component. For the non-residential component, the new proposed charge is **\$0.58** per square foot of gross floor area. This is an increase of \$0.07 from the existing non-residential charge of \$0.51 per square foot.

A revised Form G and Form H1 can be found at the end of this document. Form G identifies the Board's EDC eligible school sites and the revised education land costs. Form H1 summarizes the total costs, allocations between residential and non-residential development, the adjusted residential units and non-residential square footage and the quantum of each charge.

The Halton Catholic District School Board will hold a public meeting to consider the proposed amendments and inform the public on May 2, 2017 at 7PM and will consider passage and adoption of the Education Development Charge Amendment at a separate Board meeting on June 20, 2017 at 7PM at the Board's offices. Official notice of the proposed amendment has been provided by the Board.

Halton Catholic District School Board
 Education Development Charges Submission - 2017 Amendment
 Form G - Growth-Related Net Education Land Costs

ELEMENTARY PANEL

Review Area	Site Status (Optioned, Purchased, Reserved, Etc.)	Proposed Year Of Acquisition	Site Location/ Facility Type	Net Growth- Related Pupil Place Requirements	Proposed School Capacity	Percent of Capacity Attributed to Net Growth- Related Pupil Place Requirements	Total Number of Acres Required (Footnote Oversized Sites) *	Acreage To Be Funded in EDC By-Law Period	Cost Per Acre	Education Land Costs	Eligible Site Preparation Costs	Land Escalation Costs	Financing Costs	Total Education Land Costs
CEB3	-	-	Accommodated in existing facilities	13						\$ -	\$ -	\$ -		
CEB6	-	-	Accommodated in existing facilities	13						\$ -	\$ -	\$ -		
CEB7	-	-	Accommodated in existing facilities	3						\$ -	\$ -	\$ -		
CEO2	-	-	Accommodated in existing facilities	119						\$ -	\$ -	\$ -		
CEO5	-	-	Accommodated in existing facilities	11						\$ -	\$ -	\$ -		
CEO6	PURCHASED	2014	New North Oakville Elementary School	612	612	100.00%	7.00	7.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CEO6	TBD	2017	New North Oakville Elementary School	612	612	100.00%	7.00	7.00	\$ 2,115,000	\$ 14,805,000	\$ 1,312,317	\$ -	\$ 3,123,051	\$ 19,240,368
CEO6	TBD	2025	New North Oakville Elementary School	318	612	51.96%	7.00	3.64	\$ 2,115,000	\$ 7,692,794	\$ 830,817	\$ 769,279	\$ 1,800,682	\$ 11,093,572
CEM1	-	-	Accommodated in existing facilities	194						\$ -	\$ -	\$ -		
CEM2A	PURCHASED	2017	New Milton Elementary School	671	671	100.00%	6.94	6.94	\$ -	\$ -	\$ 1,301,443	\$ -	\$ 252,180	\$ 1,553,623
CEM2A	TBD	2021	New Milton Elementary School	467	671	69.60%	7.00	4.87	\$ 1,420,000	\$ 6,918,003	\$ 1,008,158	\$ 691,800	\$ 1,669,901	\$ 10,287,862
CEM2B	TBD		Accommodated in existing facilities	3						\$ -	\$ -	\$ -		
CEM3A	TBD	2019	New Milton Elementary School	671	671	100.00%	7.00	7.00	\$ 1,420,000	\$ 9,940,000	\$ 1,378,753	\$ 994,000	\$ 2,385,841	\$ 14,698,594
CEM3A	TBD	2023	New Milton Elementary School	671	671	100.00%	7.00	7.00	\$ 1,420,000	\$ 9,940,000	\$ 1,521,885	\$ 994,000	\$ 2,413,575	\$ 14,869,460
CEM3A	TBD		Accommodated in existing facilities	49						\$ -	\$ -	\$ -		
CEM3B	TBD	2027	New Milton Elementary School	160	671	23.77%	7.00	1.66	\$ 1,420,000	\$ 2,362,787	\$ 399,315	\$ 236,279	\$ 580,996	\$ 3,579,377
CEH1	TBD	2020	New Halton Hills Elementary School	612	612	100.00%	7.00	7.00	\$ 1,235,000	\$ 8,645,000	\$ 1,413,221	\$ 864,500	\$ 2,116,494	\$ 13,039,215
CEH1	TBD	2023	New Halton Hills Elementary School	287	612	46.90%	7.00	3.28	\$ 1,235,000	\$ 4,054,109	\$ 713,694	\$ 405,411	\$ 1,002,413	\$ 6,175,627
Total:				5,485	6,415		69.94	55.40		\$ 64,357,693	\$ 9,879,603	\$ 4,955,269	\$ 15,345,134	\$ 94,537,699

Halton Catholic District School Board
 Education Development Charges Submission - 2017 Amendment
 Form G - Growth-Related Net Education Land Costs

SECONDARY PANEL

Review Area	Site Status (Optioned, Purchased, Reserved, Etc.)	Proposed Year Of Acquisition	Facility Type	Net Growth- Related Pupil Place Requirements	Proposed School Capacity	Percent of Capacity Attributed to Net Growth- Related Pupil Place Requirements	Total Number of Acres Required (Footnote Oversized Sites)	Acreage To Be Funded in EDC By-Law Period	Cost Per Acre	Education Land Costs	Eligible Site Preparation Costs	Land Escalation Costs	Financing Costs	Total Education Land Costs
CS02	TBD	2023	New North Oakville Secondary School	458	1350	33.93%	16.00	5.43	\$ 2,115,000	\$ 11,480,533	\$ 1,180,145	\$ 1,148,053	\$ 2,675,716	\$ 16,484,447
CS04	TBD	2017	New Milton Secondary School	1303	1350	96.55%	16.00	15.45	\$ 1,420,000	\$ 21,935,739	\$ 2,896,040	-\$ 0	\$ 4,811,651	\$ 29,643,430
CS05	-	-	Accommodated in existing facilities	180						\$ -		\$ -		
Total:				1,942	2,700		32.00	20.88		\$ 33,416,273	\$ 4,076,185	\$ 1,148,052	\$ 7,487,367	\$ 46,127,877

**Halton Catholic District School Board
 Education Development Charges Submission - 2017 Amendment
 Form H1 - EDC Calculation - Uniform Residential and Non-Residential**

Determination of Total Growth-Related Net Education Land Costs

Total:	Education Land Costs (Form G)	\$	140,665,576
Add:	EDC Financial Obligations (Form A2)	\$	43,982,168
Subtotal:	Net Education Land Costs	\$	184,647,744
Less:	Operating Budget Savings		
	Positive EDC Reserve Fund Balance		
Subtotal:	Growth-Related Net Education Land Costs	\$	184,647,744
Add:	EDC Study Costs	\$	600,000
Total:	Growth-Related Net Education Land Costs	\$	185,247,744

Apportionment of Total Growth-Related Net Education Land Costs

Total Growth-Related Net Education Land Costs to be Attributed to Non-Residential Development (Maximum 40%)	15%	\$	27,787,162
Total Growth-Related Net Education Land Costs to be Attributed to Residential Development	85%	\$	157,460,582

Calculation of Uniform Residential Charge

Residential Growth-Related Net Education Land Costs	\$	157,460,582
Net New Dwelling Units (Form C)		69,409
Uniform Residential EDC per Dwelling Unit	\$	2,269

Calculation of Non-Residential Charge - Board Determined GFA

Non-Residential Growth-Related Net Education Land Costs	\$	27,787,162
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GFA Method:	Non-Exempt Board-Determined GFA (Form D)	48,043,802
	Non-Residential EDC per Square Foot of GFA	\$ 0.58

**Halton Catholic District School Board
Education Development Charge Amendment 2017
15 Year Cash Flow Analysis**

Appendix B

Range of Residential and Non-Residential Rates		
Non-res Share	Res Rate	Non-Res Rate
0%	\$2,669	\$0.00
5%	\$2,535	\$0.19
10%	\$2,402	\$0.39
15%	\$2,269	\$0.58
20%	\$2,135	\$0.77
25%	\$2,002	\$0.96
40%	\$1,601	\$1.54

Cash Flow Assumptions	
A. Reserve Fund Interest Rate	2.00%
B. Long Term Borrowing Rate	3.80%
C. Short Term Borrowing Rate	3.80%
D. Long Term Debt Term (years)	10
E. Short Term Debt Term (years)	5

		Year 1 2013/ 2014	Year 2 ² 2014/ 2015	Year 3 ³ 2015/ 2016	Year 4 2016/ 2017	Year 5 2017/ 2018	Year 6 2018/ 2019	Year 7 2019/ 2020	Year 8 2020/ 2021	Year 9 2021/ 2022	Year 10 2022/ 2023	Year 11 2023/ 2024	Year 12 2024/ 2025	Year 13 2025/ 2026	Year 14 2026/ 2027	Year 15 2027/ 2028
Projected Revenues																
1	Funds Available Due To Alternative Accommodation Arrangements		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	Funds Available Due To Operating Budget Surplus		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	Long Term Financing		\$0	\$0	\$0	\$80,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$0	\$20,500,000	\$0	\$1,000,000	\$0	\$0
4	Short Term Financing		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5	<i>Subtotal (1 through 4)</i>		\$0	\$0	\$0	\$80,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$0	\$20,500,000	\$0	\$1,000,000	\$0	\$0
6	Education Development Charge Revenue (Residential)	2,269	per unit			\$14,314,542	\$14,622,998	\$14,622,998	\$14,622,998	\$14,622,998	\$14,622,998	\$14,006,210	\$14,006,210	\$14,006,210	\$14,006,210	\$14,006,210
7	Education Development Charge Revenue (Non-Residential)	0.58	per sq.ft			\$2,526,106	\$2,526,106	\$2,526,106	\$2,526,106	\$2,526,106	\$2,526,106	\$2,526,106	\$2,526,106	\$2,526,106	\$2,526,106	\$2,526,106
8	<i>Subtotal EDC Revenue (6 + 7)</i>					\$16,840,647	\$17,149,104	\$17,149,104	\$17,149,104	\$17,149,104	\$17,149,104	\$16,532,315	\$16,532,315	\$16,532,315	\$16,532,315	\$16,532,315
9	Total Revenue (5 + 8)					\$8,974,881	\$96,840,647	\$17,149,104	\$17,149,104	\$18,149,104	\$17,149,104	\$37,032,315	\$16,532,315	\$17,532,315	\$16,532,315	\$16,532,315
Education Development Charge Expenditures																
10	Site acquisition costs (Escalation Rates Included) ¹			\$0		\$36,740,739	\$0	\$10,934,000	\$9,509,500	\$7,609,803	\$0	\$28,022,106	\$0	\$8,462,073	\$0	\$2,599,066
11	Site preparation costs (Escalation Rates Included) ¹			\$0		\$5,509,800	\$0	\$1,378,753	\$1,413,221	\$1,008,158	\$0	\$3,415,724	\$0	\$830,817	\$0	\$399,315
12	Projected Future Study Costs						\$200,000					\$200,000				\$200,000
13	Long Term Debt Costs			\$0		\$9,764,831	\$9,764,831	\$9,764,831	\$9,886,891	\$10,008,952	\$10,008,952	\$12,511,190	\$12,511,190	\$12,633,250	\$12,633,250	\$2,868,419
14	Short Term Debt Costs			\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15	Deficit Recovery			-43,982,168												
16	Total Expenditures (10 through 15)			\$0	\$9,895,683	\$52,015,370	\$9,964,831	\$22,077,584	\$20,809,612	\$18,626,913	\$10,008,952	\$44,149,020	\$12,511,190	\$21,926,140	\$12,633,250	\$6,066,800
Cashflow Analysis:																
17	Revenues Minus Expenditures (9 - 16)		\$0	\$0	-\$920,802	\$44,825,277	\$7,184,273	-\$4,928,480	-\$2,660,508	-\$477,809	\$7,140,152	-\$7,116,704	\$4,021,126	-\$4,393,825	\$3,899,065	\$10,465,515
18	Opening Balance (previous year's closing balance)		\$0	\$0	-\$43,061,366	-\$43,982,168	\$859,972	\$8,205,129	\$3,342,182	\$695,307	\$221,849	\$7,509,241	\$400,387	\$4,509,943	\$118,441	\$4,097,856
19	<i>Sub total (17 + 18)</i>		\$0	\$0	-\$43,982,168	\$843,109	\$8,044,244	\$3,276,649	\$681,674	\$217,499	\$7,362,001	\$392,536	\$4,421,513	\$116,118	\$4,017,506	\$14,563,371
20	Interest Earnings			\$0	\$0	\$16,862	\$160,885	\$65,533	\$13,633	\$4,350	\$147,240	\$7,851	\$88,430	\$2,322	\$80,350	\$291,267
21	Closing Balance (19 + 20)		\$0	-\$43,061,366	-\$43,982,168	\$859,972	\$8,205,129	\$3,342,182	\$695,307	\$221,849	\$7,509,241	\$400,387	\$4,509,943	\$118,441	\$4,097,856	\$14,854,638

- 1 Land acquisition costs have been escalated by 10% per year compounded annually for the term of the bylaw. Escalation rates for site preparation costs are 2.5% per year and applied to the date of site acquisition.
- 2 The EDC balance in this year reflects any surplus or deficit from the Board's existing EDC By-law reserve fund balance. It is consistent with the Ministry of Education Appendix D1/D2 balance as of August 31, 2016.
- 3 All expenditures and revenues in this year are based on Board actuals to January 31, 2017 as well as estimates to the end of May, 2017.

Long Term Borrowing (Total of Line 3): \$103,500,000
Short Term Borrowing (Total of Line 4): \$0
Total Debt Payments (current \$, Total of Lines 13 & 14 + Outstanding Debt): \$126,332,501
Outstanding Debt At End Of Forecast(15 years): \$13,975,914
Outstanding Debt Will Be Fully Funded In: 2034

**NOTICE OF PROPOSED AMENDMENT TO
EDUCATION DEVELOPMENT CHARGES BY-LAW
AND PUBLIC MEETING TO BE HELD ON MAY 2, 2017 AT 7:00 P.M.**

**HALTON CATHOLIC DISTRICT SCHOOL BOARD
Catholic Education Centre
802 Drury Lane, Burlington, Ontario**

Take notice that the Halton Catholic District School Board (the “Board”) proposes to amend the Halton Catholic District School Board Education Development Charges By-law, 2013 (the “2013 By-law”), which came into effect on June 24, 2013.

The schedule of education development charges now imposed by the 2013 By-law is as follows:

Charge on residential development:	\$2,035.00 per dwelling unit
Charge on non-residential development:	\$0.51 per square foot (\$5.49 per square metre) of gross floor area

The proposed amending by-law will increase the charge on residential development to \$2,269.00 per dwelling unit and the charge on non-residential development to \$0.58 per square foot (\$6.24 per square metre) of gross floor area. The increase is due to an increase in the education land costs incurred by the Board over those estimated when the 2013 By-law was passed.

The 2013 By-law applies to all lands in the Regional Municipality of Halton. Accordingly, a key map showing the location of the land subject to the 2013 By-law is not provided as part of this notice.

AND TAKE NOTICE that on May 2, 2017, at 7:00 P.M. the Halton Catholic District School Board will hold a public meeting to consider the proposed amendments and to inform the public generally about the Board’s education development charge proposal. Any person who attends the meeting may make a representation to the Board in respect of the proposed amendments. The Board will also consider any written submissions. All submissions received in writing and those expressed at the public meeting will be considered prior to the enactment of an amendment to the 2013 By-law.

At its meeting of June 20, 2017, the Board will consider the adoption of a by-law that will amend the 2013 By-law.

Should an amending by-law be passed on such date, collection of education development charges pursuant to the 2013 By-law, as amended, will commence on June 25, 2017.

A copy of the proposed amending by-law, the education development charge background study prepared in connection with the 2013 By-law, and information concerning the proposed amendment are available on request during regular business hours at the Board’s administrative offices, 802 Drury Lane, Burlington, Ontario, and on the Board’s website at www.hcdsb.org

The Board would appreciate receiving on or before April 27, 2017 any written submissions on the proposed amending by-law so that they may be distributed to trustees. If a person wishes to address the Board at the public meeting, he or she is requested to advise the Board on or before April 27, 2017. Submissions and requests to address the Board as delegations at the public meeting should be submitted to: Paula Dawson, Office of the Director of Education, Halton Catholic District School Board, Tel: (905) 632-6300, Fax: (905) 333-4661.

All submissions received in writing and those opinions expressed at the public meeting will be considered prior to a decision by the Board to amend the 2013 By-law.

Any comments or requests for further information regarding this matter may be directed to Frederick Thibeault, Administrator of Planning Services, Halton Catholic District School Board at (905) 632-6314 Ext. 107, ThibeaultF@hcdsb.org

HALTON CATHOLIC DISTRICT SCHOOL BOARD

EDUCATION DEVELOPMENT CHARGE AMENDING BY-LAW (2017)

A by-law to amend Education Development Charges By-law, 2013

WHEREAS the Halton Catholic District School Board enacted Education Development Charges By-law, 2013 on June 18, 2013;

AND WHEREAS Section 257.70 of the Education Act, R.S.O. 1990, c. E.2 (the “Act”), provides for amendments to education development charges by-laws;

AND WHEREAS the Halton Catholic District School Board amended Education Development Charges By-law, 2013 on June 3, 2014 and June 2, 2015;

AND WHEREAS the Halton Catholic District School Board requires further amendments to Education Development Charges By-law, 2013;

AND WHEREAS in accordance with the Act, the background study for Education Development Charges By-law, 2013 has been made available to the public;

AND WHEREAS the Halton Catholic District School Board has made available to the public sufficient information to allow the public to understand the proposed amendments to Education Development Charges By-law, 2013;

AND WHEREAS the Halton Catholic District School Board has given notice of the proposed amendments to Education Development Charges By-law, 2013 in accordance with the Act and held a public meeting on the 2nd day of May, 2017;

NOW THEREFORE, THE HALTON CATHOLIC DISTRICT SCHOOL BOARD HEREBY ENACTS AS FOLLOWS:

1. Section 9 of Education Development Charges By-law, 2013 is hereby further amended by repealing the number \$2,035.00 in the first line and replacing it with the number \$2,269.00.
2. Section 12 of Education Development Charges By-law, 2013 is hereby amended by repealing the number \$0.51 in the first line and replacing it with the number \$0.58.
3. For greater certainty, Education Development Charges By-law, 2013, as amended, remains in full force and effect subject to the amendments thereto described in Sections 1 and 2 of this amending by-law.
4. This amending by-law shall come into force on June 25, 2017.

ENACTED AND PASSED this 20th day of June, 2017

Chairperson

Director of Education and Secretary



Regular Board Meeting
Tuesday, May 2, 2017

EDUCATION DEVELOPMENT CHARGES – PUBLIC MEETING

ITEM 4.1

**2017 AMENDMENT TO THE
2013 EDUCATION DEVELOPMENT CHARGES (EDC) BY-LAW
PUBLIC MEETING**

PURPOSE:

This is a public meeting recommended by the Education Act to present the proposed amendment to the 2013 Education Development Charges (EDC) By-Law in light of increased land values in the past year in Halton Region.

COMMENTARY:

The Administrator of Planning Services, with the assistance of Mr. Jack Ammendolia, Associate Director at Watson & Associates Economists Ltd (attending via teleconference), will facilitate the presentation of the By-Law to the Board of Trustees.

Mr. Brad Teichman of Overland LLP, also in attendance, will facilitate the presentation of the By-Law to the Board of Trustees, and answer any questions regarding legal matters.

For purposes of the Board of Trustees, a copy of the Board's proposed EDC By-Law amendment can be found in Item 9.2 on this agenda.

REPORT PREPARED BY: F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

REPORT SUBMITTED BY: R. NEGOI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Halton Catholic District School Board

**Proposed Education Development
Charge Amendment
Public Meeting
May 2, 2017**

Education Development Charges

An EDC is a development charge that is imposed under a bylaw respecting growth related net education land costs incurred or proposed to be incurred by a school board.

Education Development Charges are the primary source of funding site acquisition and development needs for school boards experiencing growth in their jurisdiction.

The existing EDC for the HCDSB was passed in June of 2013 and was \$1,484 per residential dwelling unit and \$0.38 per sq. ft. of GFA for non-residential development. The bylaw was amended in 2014 to \$1,839 per unit and \$0.47 per sq. ft. of GFA.

In 2015, The Board passed an additional amendment and the charge increased to \$2,176 per unit and \$0.56 per sq. ft. of GFA. This bylaw amendment was appealed to the OMB and the EDC was revised through OMB settlement to the existing EDC of \$2,035 per unit and \$0.51 per sq. ft. of GFA.

The charge is applied on an 85% residential and 15% non-residential allocation.

EDC Amendments

Section 257.70(1) Subject to subsection (2), a board may pass a bylaw amending an education development charge bylaw.

Limitation

(2) A board may not amend an education development charge bylaw so as to do any of the following more than once in the one-year period immediately following the coming into force of the bylaw or in any succeeding one-year period:

- 1. Increase the amount of an education development charge that will be payable in any particular case.**
- 2. Remove, or reduce the scope of, an exemption.**
- 3. Extend the term of the bylaw. 1997, c. 31, s. 113(5)**

Why An Amendment?

- ❑ The price of land in the Region of Halton continues to increase beyond appraised values used in the EDC calculation.
- ❑ To ensure the Board collects sufficient revenue through EDC's in order to be able to purchase future school sites.
- ❑ To mitigate the Board's EDC Reserve Fund deficit.

The Board engaged Cushman & Wakefield to review land values and provide new appraisals for EDC eligible school sites originally identified in the 2013 EDC Background Study (with the exception of sites that have been purchased or have option agreements.)

The Price Of Land Per-Acre

Municipality	2013 EDC Bylaw	2014 EDC Amendment	2013-14 Difference	2015 Amendment	2014-15 Difference	2017 Proposed Amendment	2015-17 Difference
Oakville	\$ 900,000	\$ 1,250,000	39%	\$ 1,440,000	15%	\$ 2,115,000	47%
Milton	\$ 725,000	\$ 950,000	31%	\$ 1,050,000	11%	\$ 1,420,000	35%
Halton Hills	\$ 625,000	\$ 625,000	0%	\$ 950,000	52%	\$ 1,235,000	30%

- **Oakville:** 2013-2017 per acre values increased by 235%
- **Milton:** 2013-2017 per acre values increased by 196%
- **Halton Hills:** 2013-2017 per acre values increased by 198%

The Proposed Amended Charge

Determination of Total Growth-Related Net Education Land Costs:		
Total:	Education Land Costs (Form G)	\$ 140,665,576
Add:	EDC Financial Obligations (Form A2)	\$ 43,982,168
Add:	EDC Study Costs	\$ 600,000
Total:	Growth-Related Net Education Land Costs	\$ 185,247,744
Apportionment of Total Growth-Related Net Education Land Costs:		
Calculation of Uniform Residential Charge (85%):		
Residential Growth-Related Net Education Land Costs		\$ 157,460,582
Net New Dwelling Units		69,409
Uniform Residential EDC per Dwelling Unit		\$ 2,269
Calculation of Non-Residential Charge - Board Determined GFA (15%):		
Non-Residential Growth-Related Net Education Land Costs		\$ 27,787,162
Non-Exempt Board-Determined GFA (Form D)		48,043,802
GFA Method:	Non-Residential EDC per Square Foot of GFA	\$ 0.58

Public Process

- ❑ Notice of Amendment was advertised in local newspaper on April 6, 2017
- ❑ Notice of Amendment also circulated via-email to other community agencies
- ❑ ***Public Meeting May 2, 2017***
- ❑ Correspondence and review with BILD ongoing
- ❑ Board To Consider Proposed Bylaw Amendment at a Board Meeting on ***June 20, 2017***
- ❑ Notice of Amendment will be advertised in local newspapers in accordance with the Education Act
- ❑ The By-law Amendment, if approved by the Board, will come into effect ***June 25, 2017***

ACTION REPORT

ITEM 8.17

UPDATED
2017 CAPITAL PRIORITIES BUSINESS CASES AND
REQUEST FOR EARLY YEARS CAPITAL PROGRAM (EYCP) SUBMISSIONS

PURPOSE:

The purpose of this report is to seek Board approval on a proposed list and priority ranking of capital projects for the anticipated 2017 Ministry request for Capital Priorities Business Cases Submission, and provide a further update to Trustees following the June 19, 2017 Ministry Announcement made at St. Joseph Catholic Elementary School.

BACKGROUND INFORMATION:

- 1) Staff Report Item 9.2, “2017 Capital Priorities Business Cases Submission” from the June 6, 2017, Regular Board Meeting.
- 2) Information Report Item 10.3, “2017 Annual Facility Accommodation Report” from the March 7, 2017, Regular Board Meeting.
- 3) Action Report Item 8.8, “2017 School Consolidation Capital Funding Business Case Submissions”, from the January 17, 2017 Regular Board Meeting.
- 4) Information Report Item 11.5, “Ministry Response to 2016 Capital Priorities Business Case Submission” from the December 6, 2016 Regular Board Meeting.
- 5) Information Report Item 10.3, “Upcoming Growth and School Consolidation Projects” from the September 6, 2016 Regular Board Meeting.
- 6) Action Report Item 8.6, “2016 Capital Priorities Business Cases Submission” from the June 21, 2016 Regular Board Meeting.

BACKGROUND:

On July 15, 2016, the Board submitted a total of five (5) capital priority projects in response to Ministry Memorandum 2016: B11 Request for Capital Project Funding Submissions (detailed in Figure 1). On November 21, 2016 the Halton Catholic District School Board was notified by the Ministry of Education that Priority #3 Business Case for the proposed Milton #8 Catholic Elementary School was approved for funding.

The remaining four (4) priorities were not granted funding. Staff summarized the details of the Ministry’s response by priority project as part of Information Item 11.5, Ministry Response to 2016 Capital Priorities Business Case Submission at the December 6, 2016 Regular Board Meeting.

The Ministry in its response was also more direct in stating that it is not supportive of replacing Holy Cross Catholic Elementary School as per the 2016 Modified Pupil Accommodation Review (MPAR) for Georgetown, based on the facility’s condition, or a rebuild project as predicated in past Capital Priorities submissions.

The projects identified through the 2016 Modified Pupil Accommodation Review for Oakville South Central, proposing the consolidation of St. James and St. Joseph’s Catholic Elementary Schools into a new facility and the partial rebuild of St. Dominic Catholic Elementary School were also unsuccessful in obtaining funding approvals, based on a lack of immediate need from the Ministry’s perspective.

The Ministry did request a more cost effective solution to the consolidation and re-build of St. Joseph Catholic Elementary School, which was re-submitted as part of the 2017 School Consolidation Capital (SCC) Submission. The five (5) capital priorities submitted in 2016 Capital Priorities Submission included:

Figure 1: 2016 Capital Priorities Business Cases Submission (July 15, 2016)

RANK	2016 CAPITAL PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR	FUNDED
1	North Georgetown Catholic Elementary School (MPAR Approved on April 19, 2016)	2016-17	2018-19	No
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild (MPAR Approved on April 19, 2016)	2016-17	2018-19	No
3	Boyne Secondary Plan Milton #8 ‘Ford’ Catholic Elementary School	2016-17	2018-19	Yes
4	Boyne Milton Secondary #3 Catholic Secondary School	2017-18	2019-20	No
5	Oakville South Central Catholic Elementary School – St. Dominic Partial Rebuild (MPAR Approved on April 19, 2016)	2018-19	2019-20	No

On January 27, 2017, the Board submitted a total of four (4) School Consolidation Capital (SCC) priority projects in response to Ministry Memorandum 2016: B19 Request for School Consolidation Capital Funding Submissions (detailed in Figure 2), circulated on December 1, 2016.

Three (3) projects submitted to the Ministry were previously included in the prior capital priorities and school closure and consolidation submission. The St. Mark Catholic Elementary School partial demolition, and classroom and daycare addition was a new business case. The four (4) capital priorities submitted in the 2017 School Consolidation Capital Submission included:

Figure 2: 2017 School Consolidation Capital Business Case Submissions (January 27, 2017)

RANK	2017 CONSOLIDATION PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR	FUNDED
1	Oakville Northeast Elementary School – St. Michael Site Rebuild	2016-17	2018-19	No
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild	2016-17	2018-19	Yes
3	St. Mark Catholic Elementary School – Rightsizing Demolition and Classroom Addition, with Child Care/HUB/OEYCFC	2016-17	2017-18	Yes
4	North Georgetown Catholic Elementary School	2016-17	2018-19	No

On June 19, 2017, the Minister of Education Mitzie Hunter in collaboration with MPP Flynn and MPP Naidoo-Harris made the announcement that the Province of Ontario will:

- 1) Be partially funding Priority #2: Oakville South Central Catholic Elementary School (under the alternate funding strategy); and,
- 2) Funding Priority #3: St. Mark Catholic Elementary School Rightsizing Demolition with five (5) Classroom Addition, a three (3) room Child Care, and an Ontario Early Years Centre and Family Centre (OEYCFC).

Please note that staff has also introduced **Information Item 10.5, 'Preliminary Ministry Funding Announcement for School Consolidation Capital grants, and 2017 – 2018 Action Plan'**, which should be read in conjunction with this report as it details the next steps on these approved projects, beginning on June 21, 2017.

With this new announcement, two (2) projects that were initially part of the priority listing can now be removed as they were funded. The total number of priorities is now amended to eight (8).

COMMENTARY:

On June 6, 2017, Board staff presented its recommend capital priority list, comprised of eight (8) projects, to the Board of Trustees for their review and consideration. It was noted in that report that the tentative priority list could change once the Ministry circulated the capital priorities and potentially the child care memorandum, and whether certain projects may have been funded under the 2017 School Consolidation Capital submission. Accordingly, the proposed priority ranking for the 2017 Capital Priorities funding program also assumes that none of the four (4) projects submitted through the 2017 School Consolidation Capital funding program will have received funding approvals.

On that same day, the Ministry of Education circulated Ministry Memorandum 2017: B06 Request for Early Years Capital Programs (EYCP) Funding Submission, attached as Appendix A for your information. This funding stream are for school-based stand-alone child care and/or child and family program projects that can be completed for the **2019-20 school year**. Board are to submit their projects for **August 4, 2017**.

This has the effect of removing St. Peter Catholic Elementary School – Child Care/HUB/OEYCFC project as Priority #5 of the Capital Priorities Grant project, and therefore moving up all subsequent projects by one.

At the meeting, Trustee Rowe strongly urged that staff retain a Georgetown Catholic Elementary School project on the list, to continue demonstrating the need for a facility in the area given the condition of Holy Cross and the ongoing enrolment pressures that are being felt in the area, further exacerbated by ongoing development growth in Georgetown. With the news of the Early Years Capital Program memorandum, a slot is now available for the project. Staff recommend that the Georgetown project be the stand-alone Holy Cross Catholic Elementary School replacement school on the Berton Boulevard site with a child-care and OEYCFC Room (continues to be supported by the CMSM), as the consolidation plan for Georgetown North was not supported by the Ministry. This message was relayed to the community following the announcement. Staff advised the Board that it would adjust the list to reflect these changes.

As was discussed at the June 6, 2017 Regular Meeting of the Board, the total number of proposed permanent classroom additions to Bishop P.F. Reding Catholic Secondary School was increased to 28-30 classrooms to reflect the current portable situation, as well as the future outlook of the school's enrolment, which shows stability and ongoing growth. There are currently 25 portable classrooms on site, which is expected to increase to more than 33 portable classrooms for October 2017, and 38 portable classrooms in October 2018. Staff is proposing to construct a 28-30 permanent classroom addition. This would add

approximately 588-630 pupil places to the existing 933 permanent On-the-Ground (OTG) capacity, resulting in a total facility OTG capacity of 1,521-1,563 pupil places (an increase from the initial estimate).

The proposed concept would require the relocation of an existing childcare space. Accordingly, staff is proposing to relocate the existing three (3) room Child Care Centre located at Bishop P.F. Reding to St. Peter Catholic Elementary School, and increase the size of the facility to a four (4) to five (5) room Child Care Centre, with the addition of an Ontario Early Years Centre and Family Centre (OEYCFC). St. Peter is in close proximity to Bishop Reding Catholic Secondary School, approximately 350 metre walk, therefore there should be little impact on current users.

On June 12, 2017, the Ministry of Education released Memorandum 2017: B7 Request for Capital Priorities Project Funding Submission, which is attached as Appendix B. To summarize, the following are the highlights of this year's Capital Priorities memorandum:

- 1) Submission Date is for **September 8, 2017**.
- 2) Only projects with an opening date of no later than the **2020-21 school year** will be accepted.
- 3) There will be no further School Consolidation Capital (SCC) funding available to Boards, as the Ministry has spent its \$750M as of the last round, submitted in January 27, 2017.
 - a. Notwithstanding the above, the Board can continue to submit their SCC projects as part of the Capital Priorities submission for this year, and in subsequent years.
 - b. Acknowledging that the SCC grant program is completed, the Ministry will increase the maximum number of projects permitted in the Capital Priorities submission to **10 projects**.
- 4) A much greater value will be placed on joint-use projects between co-terminous boards and other community partners, whereby all business cases must now demonstrate what efforts were made to establish partnerships.
- 5) The memo states on page 5, that projects that are renewal based may not be eligible
 - a. Note: this may mean that the minor renewal needs that were part of the St. Micheal Catholic Elementary School may not be eligible. If required, the Board has renewal reserves to undertake renewal projects under its annual allocation.

With additional room in the priority listings, staff is now recommending that the Board also submit to the Ministry preliminary business cases speaking to the next two (2) growth related elementary schools that we anticipate to open by the 2020-21 school year. This includes the next Milton and North Oakville Catholic Elementary Schools, and are now reflected in the updated priority listing.

On June 13, 2017, staff met the Consolidated Municipal Service Manager (CMSM) from the Region of Halton to discuss all projects that had a potential Child Care or Ontario Early Years Centre and Family Centre. These would include stand-alone projects as stipulated in Ministry Memorandum 2017: B06 and Combined Capital and Ontario Early Years projects as stipulated in Ministry Memorandum 2017: B07. During the meeting, one (1) stand-alone project and four (4) capital projects were discussed.

The stand-alone project discussed was the Bishop P.F. Reding Catholic Secondary School Child Care relocation to St. Peter Catholic Elementary School. This area has been identified as an area of need by the CMSM for the Region of Halton in the past, and will support the Board in submitting this project as a priority project under the Early Years Capital Program submission. During the meeting, it was determined that the request to the Ministry should be comprised of a four (4) to five (5) room Child Care Centre with a two (2) room Ontario Early Year Centre and Family Centre. The CMSM will be reviewing this proposal with the current daycare provider, the current OEYCFC provider in the immediate geographic area, and the current YMCA before and after care operator, and will confirm the composition of the capital request prior to the submission date of August 4, 2017.

The CMSM will review in the coming weeks the potential of adding a Child Care Centre at the St. Michael Catholic Elementary School to complement the renewal works being proposed at the school. Confirmation of demand will be provided after the June 20, 2017 Regular Meeting of the Board.

Lastly, the CMSM is also supportive of two (2) new growth related Child Care Centres in the Town of Milton as part of the Milton #10 Catholic Elementary School project, and the Town of Halton Hills as part of the Georgetown North Catholic Elementary School Project. Both will be comprised of three (3) to (5) Child Care rooms and one (1) to two (2) OEYCFC rooms, dependent on municipal needs.

Information and feedback received from Trustees; information presented in ministry memorandum; capital projects listed in the 2017 Annual Facility Accommodation Report (Appendix C); discussions with the Regional CMSM; discussions with senior administrative staff; and the latest funding announcement were relied on to develop the priority listing. Accordingly, the following priorities for the 2017 Capital Priorities Business Case Submission (Figure 3) and the Early Years Capital Program Submission (Figure 4) are proposed:

Figure 3: 2017 Capital Priorities Business Case Submission (September 8, 2017)

TENTATIVE RANKING	2016 CAPITAL PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR
1	Bishop P.F. Reding Catholic Secondary School Permanent Classroom Addition	2017-18	2018-19
2	Boyne Milton Secondary #3 Catholic Secondary School	2017-18	2020-21
3	St. Michael Catholic Elementary School, Renovation and classroom retrofit (PAR Approved March 7, 2017), with potential Child Care/HUB/OEYCFC (TBC)	2017-18	2018-19
4	Oakville South Central Catholic Elementary School – St. Dominic Partial Rebuild (MPAR Approved on April 19, 2016)	2018-19	2019-20
5	Georgetown Catholic Elementary School – Holy Cross Rebuilt project, with Child Care/HUB/OEYCFC	2018-19	2020-21
6	St. Marguerite Catholic Elementary School 6 Classroom Addition (PAR Approved March 7, 2017)	2019-20	2020-21
7	Boyne Secondary Plan Milton #10 ‘Cobben’ Catholic Elementary School, with Child Care/HUB/OEYCFC	2019-20	2020-21
8	North Oakville CE#4 or CE#5 Catholic Elementary School (preferred site to be determined)	2019-20	2020-21

Figure 4: 2017 Early Years Capital Program Submission (August 4, 2017)

TENTATIVE RANKING	2016 EARLY YEARS CAPITAL PROGRAM	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR
1	St. Peter Catholic Elementary School – Child Care/HUB/OEYCFC	2017-18	2018-19

Ministry approvals related to the four SCC projects submitted in January 2017 have been communicated to the Board and the priority ranking has been adjusted accordingly. Board staff will seek to meet with the Ministry in the summer months to discuss the above projects prior to their submission on September 8, 2017.

CONCLUSION:

Staff have identified eight (8) priorities for the Capital Priorities Business Case Submission, and one (1) priority for the Early Years Capital Program. Once business cases are drafted, staff will request a meeting with the Ministry of Education to review business cases prior to the submission deadline.

Staff is now requesting Board approval to proceed with the priority rankings for the Capital Priorities Projects and the Early Years Capital Program submissions.

RECOMMENDATION:

RESOLUTION:	<i>Moved By:</i> <i>Seconded By:</i>
RESOLVED , that the Board approve the proposed ranking of the 2017 Capital Priorities Business Case Submission as follows:	
RANKING	2017 CAPITAL PRIORITIES PROJECT DESCRIPTION
1.	Bishop P.F. Reding Catholic Secondary School – Permanent Classroom Addition
2.	Boyne Milton Secondary #3 Catholic Secondary School
3.	St. Michael Catholic Elementary School – Renewal and Renovation Projects (PAR Approved on March 7, 2017), with potential Child Care/HUB/OEYCFC (reliant on CMSM sign-off)
4.	Oakville South Central Catholic Elementary School – St. Dominic Partial Rebuild (MPAR Approved on April 19, 2016)
5.	<i>North Georgetown Catholic Elementary School – Holy Cross Rebuild</i>
6.	St. Marguerite Catholic Elementary School 6 Classroom Addition (PAR Approved March 7, 2017)
7.	<i>Boyne Secondary Plan Milton #10 ‘Cobben’ Catholic Elementary School, with Child Care/HUB/OEYCFC</i>
8.	<i>North Oakville CE#4 or CE#5 Catholic Elementary School</i>
RESOLVED , that the Board approve the proposed Child Care projects associated to the 2017 Capital Priorities submission as follows:	
1.	St. Michael Catholic Elementary School – Child Care/HUB/OEYCFC
2.	North Georgetown Catholic Elementary School – Child Care/HUB/OEYCFC
3.	Milton #10 ‘Cobben’ Catholic Elementary School – Child Care/HUB/OEYCFC

RESOLVED, that the Board approve the proposed project for the 2017 Early Years Capital Program Submission as follows:

RANKING 2017 EARLY YEARS CAPITAL PROGRAM PROJECT DESCRIPTION

1. St. Peter Catholic Elementary School – Child Care/HUB/OEYCFC

RESOLVED, that the Board authorize staff to submit the Board's 2017 Capital Priorities Business Case Submission to the Ministry of Education for funding consideration as outlined in the Ministry memorandums 2017: B06 Request for Early Years Capital Programs (EYCP) Funding Submission and 2017: B07 Request for Capital Priorities Project Funding Submission.

REPORT PREPARED BY: F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

SUBMITTED BY: R. NEGOI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Ministry of Education**Office of the ADM**

Capital and Business Support Division
900 Bay Street
20th Floor, Mowat Block
Toronto ON M7A 1L2

Ministère de l'Éducation**Bureau du sous-ministre adjoint**

Division du soutien aux immobilisations et
aux affaires
900, rue Bay
20^e étage, Édifice Mowat
Toronto ON M7A 1L2

**2017: B7**

MEMORANDUM TO: Directors of Education
Children's Service Leads, Consolidated Municipal Service
Managers (CMSMs) and District Social Service
Administration Boards (DSSABs)

FROM: Josh Paul
Assistant Deputy Minister
Capital and Business Support Division

DATE: **June 12, 2017**

SUBJECT: **Request for Capital Priorities Project Funding
Submissions**

On behalf of the ministry team, I am writing to announce the launch of the 2017 Capital Priorities program. The Capital Priorities program provides school boards with an opportunity to identify their most urgent and pressing pupil accommodation needs. The ministry has allocated just over \$3 billion in capital funding through the Capital Priorities program since it began in 2011. The Capital Priorities program serves as the primary means for funding capital projects that address school boards' pupil accommodation needs including enrolment pressures, supporting the consolidation of underutilized facilities, providing facilities for French-language rights holders in under-served areas, and replacing facilities in poor repair.

Highlights/Summary Points

- The submission deadline for all capital funding requests is **September 8, 2017**.
- The 2017 Capital Priorities projects are required to open no later than the 2020-2021 school year.
- School boards may apply for capital funding support for the creation of new or renovated licensed child care spaces and child and family program in schools as part of a larger school capital project.
- The ministry will include joint-use school participation among its criteria in reviewing all project submissions.

- The ministry has capital funding to support the replacement of existing space for community partners in situations where the space will be lost due to the board's pupil accommodation activities.

Project Submissions

Capital Priorities

As with previous rounds of the Capital Priorities program, funding for Capital Priorities projects will be allocated on a business case basis for new schools, retrofits, and additions that need to be completed by the 2020-2021 school year. School boards are required to identify their ten highest and most urgent Capital Priorities and submit the associated business cases through the School Facilities Inventory System (SFIS) in order to be considered for funding approval.

With this spring's announcements of School Consolidation Capital funding approvals, the ministry completes its commitment to invest \$750 million to support improved utilization of school space through the reduction of surplus capacity. The ministry will continue to support consolidation projects through its annual Capital Priorities program.

The ministry is increasing its submission limit to ten projects to compensate for the completion of the School Consolidation Capital program which will have no further intakes.

School boards are required to submit their completed Capital Priorities business cases by **September 8, 2017**. The ministry **will not** accept business cases after this date.

Child Care Centres in Schools

In Memo **2017:B06 Request for Early Years Capital Program Funding Submissions**, the ministry announced details of the 2017-18 Early Years Capital Program (EYCP) in support of the government's Renewed Early Years and Child Care Policy Framework. The Framework aims to ensure that all children and families have access to a range of high-quality, inclusive, and affordable early years and child care programs and services that are responsive to the needs of families. This plan will create access to licensed child care for 100,000 more children aged 0 to 4 years old over the next five years. To support this commitment, the government is investing up to \$1.6 billion in capital funding for child care capital builds and retrofits to support the creation of licensed child care spaces in schools, the broader public sector, and community locations for children aged 0-4 years.

With support from their local Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSAABs), school boards have an opportunity to request capital funding support for the creation of new child care spaces or child and family program projects that are associated with a larger school capital project through this round of the Capital Priorities program.

For child care spaces and child and family programs associated with a Capital Priorities project request, school boards must submit a request for capital funding support for these projects by completing and attaching a *Joint Submission - Capital Funding for Child Care and Child and Family Programs* to their Capital Priorities business case. Please see memo **2017:B06 Request for Early Years Capital Program Funding Submissions** for additional details.

School boards are required to submit their completed Early Years Joint Submissions by **September 8, 2017**. The ministry **will not** accept Early Years Joint Submissions after this date.

Joint-Use Capital Projects

The ministry encourages all school boards to consider collaborative capital project arrangements between school boards. This includes maximizing the opportunities of co-location, particularly in rural, northern and small communities.

In the current 2016-17 school year, the ministry has committed dedicated funding to assist school boards in pursuing joint-use school opportunities between boards. This funding is being allocated:

- to support boards with facilitation and joint planning towards the potential development of joint-use school proposals (the Joint-Use Schools Seed Funding Program), and
- on studies being commissioned by the ministry to highlight joint-use experiences and develop a joint-use toolkit that can be used to assist boards in developing joint-use schools. The ministry expects to receive these studies this Fall.

Since 2013, the ministry has prioritized joint-use projects as part of the Capital Priorities program, however, while there are approximately 4,900 schools in Ontario, only 37 are currently joint-use arrangements.

Therefore, going forward, the ministry will be reviewing all capital proposals submitted by boards for ministry funding for new schools, additions or consolidation projects to ensure joint-use opportunities between boards have been explored before funding is granted.

School boards seeking Capital Priorities funding approval must:

- Document efforts made to explore joint-use opportunities for each capital project funding request as part of the business case submissions;
- Demonstrate a willingness to participate with co-terminous school boards in joint-use school opportunities;
- For joint-use school proposals, both boards must include the project as part of their Capital Priorities submission; and
- For joint-use school proposals, explain the role of the joint-use school on expected improvements to student programming and operational efficiency.

Joint-Use Seed Funding Program

The Joint-Use Schools Seed Funding program is available to school boards to encourage the development of more joint-use schools between two or more school boards. Successful applicants will receive \$20,000 in operating funding, per school board, to support the development of a joint-use school project. The ministry will accept applications at any time throughout the year.

Community Hub Projects

In addition to partnerships with other school boards, the ministry also encourages school boards to consider collaborative capital project arrangements between school boards and community partners. New community partners must provide any required capital funding for the project, and the project must not result in any additional operating costs for the school board.

The Replacement Space Funding is available to fund the capital costs of relocating an existing community hub from one school (operating or non-operating) to another school in circumstances where the original school is:

- To be closed or sold, or
- Facing accommodation pressure.

In situations where the original school is facing accommodation pressure, Replacement Space Funding will be restricted to schools where the footprint of the original school cannot be expanded.

Funding will be allocated on a business case basis, jointly submitted by both the school board and the community partner. Boards are to submit supplemental documents with their Capital Priorities Business Case including a description of the community partner and their services, an explanation of the capital requirements and capital cost estimate, and a commitment from the community partner to provide operating funding for the space (include amount).

Community partners that align with the priorities and goals of the ministry (e.g. child and family programs, child mental health, French language services, post-secondary programs, etc.) will be prioritized. Any community partner that provides competing educational services is not eligible for Replacement Space Funding.

Eligibility and Evaluation Criteria

As in previous rounds of Capital Priorities, school boards are to submit business cases through the School Facilities Inventory System (SFIS) system. School boards will be able to access the Capital Priorities submission templates in SFIS beginning June 22, 2017. School boards can save their work in progress; however, once school boards submit their business cases, their submissions will be locked from further editing. School boards will only be able to modify their business cases by requesting that their Capital Analyst (Appendix A) unlock the submission.

Eligible Project Categories

Projects eligible for funding consideration for this round of the Capital Priorities program must meet one or more of the following category descriptions:

- 1) Enrolment Pressure: Projects will accommodate pupils where enrolment is currently or is projected to persistently exceed capacity at a school or within a group of schools, and students are currently housed in non-permanent space (e.g., portables).
- 2) School Consolidations: Projects that support the reduction of excess capacity in order to decrease operating and renewal costs and address renewal need backlogs. These projects may also provide other benefits such as improved program offerings, accessibility or energy efficiency. Projects linked to an accommodation review must have a final trustee decisions on the outcome of the pupil accommodation review by **September 29, 2017**.
- 3) Facility Condition: Projects will replace schools that have higher renewal needs than the cost of constructing an appropriately sized new facility.
- 4) French-language Accommodation: Projects will provide access to French-language facilities where demographics warrant. Such projects will only be considered eligible if the school board can demonstrate that there is a sufficient French-language population not being served by an existing French-language school facility.

Projects matching the following descriptions should not be submitted as Capital Priorities:

- Projects related to only addressing an accommodation pressure of a specialized or alternative program such as French Immersion;
- Projects for additional child care or child and family program space that is not associated with a priority school project;
- Projects for new, non-replacement space to support a community partner;
- Projects that have been previously funded by either the ministry or the school board; and
- Projects that should be funded through renewal funding, including program enhancements and projects related to only addressing current and/or proposed changes to the *Accessibility for Ontarians with Disabilities Act (AODA)*.

If a school board has previously submitted a project for Capital Priorities or School Consolidation Capital funding and did not receive ministry funding, please refer to the ministry's comments when considering whether or not to re-submit the project. Please contact your Capital Analyst (Appendix A) for further clarification.

Project Evaluation

The ministry will assess all proposed projects using project-specific quantitative and qualitative measures depending upon the category of project.

For Accommodation Pressures and French-Language Accommodation projects:

- Assessments will be based on school-level capacity ratings, historical enrolment trends, enrolment forecasts, and geographic distribution of students; and
- Primary consideration will be given to projects in areas where accommodation needs are currently high with secondary consideration to projects in areas where accommodation needs are expected to be high in the next five to ten years.

For Facility Condition and School Consolidation projects:

- Assessments will be based on the projected operating and renewal savings and the removal of renewal backlog needs relative to the project cost; and
- Priorities will be given to projects with the highest expected Internal Rate of Return. This will be calculated using the expected cost of the project compared to the expected savings resulting from the project.

In addition to project specific assessments, the following school board performance measures will also be considered for all Capital Priorities project categories:

- School board's demonstrated willingness to participate with co-terminous school boards in joint-use school opportunities;
- School board's ability to build to ministry benchmark costs as evidenced by past projects;
- School board's ability to deliver projects within target timeframes as evidenced by past projects;
- School board's history of meeting the ministry's capital accountability measures (Appendix B);
- Enrolment and utilization trends for projects of the school board which have previously been funded; and
- Number of projects the school board currently has underway and the status of these projects in relation to approved funding and opening dates.

The ministry will expect that school boards will explore various options before submitting their business cases for a specific option. School boards must be able to identify the cost differentiation and considerations of various options.

Capital Analysis and Planning Template

The Capital Analysis and Planning Template (CAPT) is an essential tool for understanding school boards' capital financial position. An approved CAPT is necessary before the ministry is able to sufficiently assess the existing capital activity of a school board. As a result, school boards will not be considered for new capital project funding approval if the ministry does not have an approved CAPT consistent with the school board's 2015-16 Financial Statement.

Ministry Contact

Capital Priorities Program

If you have any Capital Priorities program questions, or require additional information, please contact the Capital Analyst assigned to your school board (Appendix A) or:

Paul Bloye, Manager, Capital Policy and Programs Branch at 416-325-8589 or at Paul.Bloye@Ontario.ca

or

Mathew Thomas, Manager, Capital Policy and Programs Branch at 416-326-9920 or at Mathew.P.Thomas@ontario.ca.

Child Care and Child and Family Program

If you have any child care and child and family program questions, or require additional information, please contact Jeff O'Grady, Acting Manager, Capital Policy and Programs Branch at 416-325-2027 or at Jeff.OGrady@ontario.ca.

Communications Protocol

School boards are reminded to follow the ministry's communications protocol requirements for all ministry funded major capital construction projects as outlined in Appendix C.

Should you have any questions related to the communication requirements, please contact:

Dylan Franks, Senior Information Officer, Communications Branch at 416-325-2947 or Dylan.Franks@ontario.ca.

We look forward to working with you to identify and develop your future capital projects.

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Appendices:

Appendix A: List of Ministry Capital Analysts
Appendix B: Capital Approval Process Chart
Appendix C: Communications Protocol Requirements

c.c. Senior Business Officials
Superintendents and Managers of Facilities
Managers of Planning
Early Years Leads
CAOs of Consolidated Municipal Service Managers
CAOs of District Social Service Administration Boards
Steven Reid, Director, Field Services Branch, Ministry of Education

Appendix A: List of Ministry Capital Analysts

DSB	District School Board	Capital Analyst	Email	Phone
1	DSB Ontario North East	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
2	Algoma DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
3	Rainbow DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
4	Near North DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
5.1	Keewatin-Patricia DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
5.2	Rainy River DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.1	Lakehead DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.2	Superior Greenstone DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
7	Bluewater DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
8	Avon Maitland DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
9	Greater Essex County DSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
10	Lambton Kent DSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
11	Thames Valley DSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
12	Toronto DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
13	Durham DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
14	Kawartha Pine Ridge DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
15	Trillium Lakelands DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
16	York Region DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
17	Simcoe County DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
18	Upper Grand DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
19	Peel DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
20	Halton DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
21	Hamilton-Wentworth DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
22	DSB Niagara	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
23	Grand Erie DSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
24	Waterloo Region DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
25	Ottawa-Carleton DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
26	Upper Canada DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
27	Limestone DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
28	Renfrew County DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
29	Hastings & Prince Edward DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
30.1	Northeastern CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
30.2	Nipissing-Parry Sound CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
31	Huron Superior CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
32	Sudbury CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.1	Northwest CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.2	Kenora CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.1	Thunder Bay CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297

DSB	District School Board	Capital Analyst	Email	Phone
34.2	Superior North CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
35	Bruce-Grey CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
36	Huron Perth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
37	Windsor-Essex CDSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
38	London DCSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
39	St. Clair CDSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
40	Toronto CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
41	Peterborough VNCCDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
42	York CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
43	Dufferin Peel CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
44	Simcoe Muskoka CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
45	Durham CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
46	Halton CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
47	Hamilton-Wentworth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
48	Wellington CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
49	Waterloo CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
50	Niagara CDSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
51	Brant Haldimand Norfolk CDSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
52	CDSB of Eastern Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
53	Ottawa CSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
54	Renfrew County CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
55	Algonquin & Lakeshore CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
56	CSP du Nord-Est	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
57	CSP du Grand Nord de l'Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
58	CS Viamonde	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
59	CÉP de l'Est de l'Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
60.1	CSCD des Grandes Rivières	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
60.2	CSC Franco-Nord	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
61	CSC du Nouvel-Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
62	CSDC des Aurores boréales	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
63	CSC Providence	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
64	CSDC Centre Sud	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
65	CSDC de l'Est ontarien	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
66	CÉC du Centre-Est	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018

Appendix B: Capital Approval Process Chart

Capital Construction Approval Process Updated May 11, 2017		New Schools*		Additions*		Major Retrofits*		Early Years** (Child Care, Child & Family, FDK)
		Repeat Design	New Design	>50% or >\$3.0M	<50% and <\$3.0M	>50% or >\$3.0M	<50% and <\$3.0M	Individual Projects <\$250K
Pre-Design	Facility Space Template	Complete template with most recent adaptation (<5 years)	Board to submit template before hiring architect	Board to submit template before hiring architect	Not Required	Board to submit template before hiring architect	Not Required	Not Required
	Project Manager	Board to appoint a Project Manager (either internal staff or external resource). Board to notify Ministry of name and contact info.						
	Ministry Approval	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Not Required	Ministry must approve scope of project based upon submitted Space Template	Not Required	Not Required
	GOAL	Board to retain an architect.						
Pre-Tender	Independent Cost Consultant Report	Board to submit final cost of recent adaptation (<5 years)	Board to submit an Independent Cost Consultant Report before issuing tender	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Not Required
	Approval to Proceed (ATP) Request	Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding, including a floor plan approval letter for the child care component.						Not Required
	Capital Analysis & Planning Tool (CAPT)	Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.						Not Required
	Ministry Approval	Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.						Not Required
	GOAL	Board to proceed to tender.						
Post-Tender	Tender exceed approved funding amount	Board to either identify additional funding available or make design changes to reduce the project cost. In either case, the board must demonstrate to the Ministry that sufficient funding is available to complete the project.						
	Tender meet approved funding amount	Board to accept tender bid. Important to ensure all project costs are identified and considered.						
Notes:	<ul style="list-style-type: none"> Ministry approvals are not required for retrofits that are 100% funded through School Condition Improvement and Early Years Funding less than \$250K. Consultant to review the design, provide costing analysis and advice, and report on options to ensure cost containment. To be based on drawings that are at least 80% complete. 50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility). * If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education must be submitted as part of the ATP request. ** If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education is still required. 							
Definitions:	Addition: Expansion of the gross floor area of a facility, including child care and child and family program rooms. Major Retrofit: Major structural renovation or reconstruction of the existing building envelop, including child care and child and family program rooms. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, but is funded with Ministry funds or >\$1M in Accumulated Surplus is treated as a Major Retrofit.							

Appendix C: Communications Protocol Requirements: Public Communications and Events

All public announcements regarding capital investments in child care, child and family program and/or the publicly funded education system are joint communications opportunities for the provincial government, the school board, the Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB), and community partners.

Public Communications

School boards, CMSMs/DSSABs, and community partners should not issue a news release or any other media-focussed public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards, CMSMs/DSSABs, and community partners should contact the Ministry of Education to receive additional content for the media-focussed public communications, such as quotes from the minister(s).

The Ministry of Education may also choose to issue its own news release about various project milestones in addition to those prepared by school boards, CMSMs/DSSABs, and community partners. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and community partners will be contacted to get quotes, as appropriate.

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, we hope to help promote the role of all involved, including the Ministry of Education, school boards, CMSM/DSSABs, and community partners in bringing exciting new capital projects to benefit local communities.

Major Announcements and Events

Important: For all new school openings, or openings of major additions which includes child care and/or child and family programs and/or community hubs, the Minister of Education and the Minister Responsible for Early Years and Child Care must be invited as early as possible to the event. Invitations should be sent to information.met@ontario.ca. Where appropriate, the ministry's Regional Manager, Field Services Branch, in your area should be copied.

School boards, CMSMs/DSSABs, and community partners are not to proceed with their public events until they have received a response from the office of the Minister of Education or the office of the Minister Responsible for Early Years and Child Care regarding the invitation. School boards, CMSMs/DSSABs, and community partners will be notified within 15 business days of their opening event as to the ministers' attendance. Please note that if the date of your event changes at any time after the ministers have received the invitation, please advise us of the change at the same email address above.

If the Minister of Education or the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will contact your school board, CMSM/DSSAB, and/or community partner to coordinate the details (e.g., a joint announcement).

Note: School boards, CMSMs/DSSABs, and community partners are not expected to delay their announcements to accommodate the ministers or a Member of Provincial Parliament (MPP). The primary goal is to make sure that the ministers are aware of the announcement opportunity.

Other Events

For all other media-focussed public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education and the Minister Responsible for Early Years and Child Care by email (see above) with at least three weeks' notice. Again, please send a copy to the ministry's Regional Manager, Field Services Branch, in your area, where appropriate. Please note that if the date of your event changes at any time after the ministers have received the invitation, please confirm the change at the same email address above.

School boards, CMSMs/DSSABs, and community partners are not expected to delay these "other" events to accommodate the ministers. Only an invitation needs to be sent; a response is not mandatory to proceed.

This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance with existing processes.

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focussed communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

Signage

For all capital construction projects that exceed \$100,000, school boards will be required to display signage at the site of construction that identifies the support of the Government of Ontario. Signage will be provided to school boards by the Ministry of Education. School boards are then responsible for posting the signage in a prominent location. This should be done in a timely manner following the receipt of the signage. All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards.

Ministry of Education

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2

**2017: B06**

MEMORANDUM TO: Directors of Education

Children's Service Leads, Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs)

FROM: Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Shannon Fuller
Assistant Deputy Minister
Early Years and Child Care Division

DATE: June 6, 2017

SUBJECT: **Request for Early Years Capital Program (EYCP) Funding Submissions**

We are writing to announce details of the 2017-18 Early Years Capital Program (EYCP) in support of the government's Renewed Early Years and Child Care Policy Framework which aims to ensure that all children and families have access to a range of high-quality, inclusive, and affordable early years and child care programs and services that are responsive to the needs of families. This plan will create access to licensed child care for 100,000 more children aged 0 to 4 years old over the next five years. To support this commitment the government is investing up to \$1.6 billion in capital funding for child care capital builds and retrofits to support the creation of licensed child care spaces in schools, the broader public sector, and community locations for children aged 0 to 4 years.

In response to this investment in early years and child care capital, the Ministry is launching a new capital funding program called the EYCP. This memo provides the details, eligibility criteria, and submission requirements for this program that focuses on school-based "stand-alone" child care and/or child and family program capital funding requests (i.e., child care and/or child and family capital projects that are not part of a school capital project).

The EYCP will serve as the primary means for capital funding requests associated with school-based stand-alone child care and/or child and family program capital projects that address school boards' and CMSMs'/DSSABs' accommodation needs, and support a "Schools-First" approach through additions and/or renovations. School boards and CMSMs'/DSSABs are invited to submit requests for child care and/or child and family program capital funding to support the capital costs associated with these projects.

The Capital Priorities (CP) program will continue to accept capital funding requests for child care and/or child and family capital projects that are associated with a school capital project (i.e., new school build).

The Ministry has established an Expert Panel on Early Years Capital Standards in Schools with membership from school boards, CMSMs'/DSSABs, and early years providers to provide advice and recommendations to the Ministry on child care and child and family program capital requirements, benchmarks, and funding methodology in schools as well as best practices for child care and child and family program capital design, planning, and construction in schools across Ontario. A Working Group on Early Years Accommodations Costs in Schools has also been established with membership from school boards, CMSMs'/DSSABs, and early years providers to provide advice and recommendations to the Ministry on child care and child and family program accommodation cost transparency and methodology in schools as well as best practices related to sustainability for early years providers in schools. The outcomes of these groups are anticipated in 2018.

Highlights/Summary Points

- Ongoing, multi-year operating funding will be made available to CMSMs'/DSSABs for licensed child care to support new school-based capital builds announced and approved in 2017-18, once the capital space is operational.
- The 2017-18 EYCP projects are required to open no later than the 2019-20 school year.
- School boards and CMSMs'/DSSABs may apply for capital funding support for school-based stand-alone child care and/or child and family program projects. Child care and/or child and family program projects that are associated with a school capital project must be submitted through the CP program for consideration.
- School boards who will not fully expend their Schools-First Child Care Capital Retrofit Policy (SFCCCRP) funding by August 31, 2017 are expected to utilize their uncommitted SFCCCRP allocation towards approved child care capital projects supporting additions and renovations that have been submitted for capital funding consideration under the EYCP.
- School boards and CMSMs'/DSSABs are no longer required to provide a priority ranking for each child care and/or child and family program capital funding

request being submitted for consideration. School boards and CMSMs/DSSABs may choose to continue submitting priority rankings if they choose to do so.

- As of September 1, 2017, a new licensed age group called “family age grouping” for children 0 to 12 years will be introduced to all licensed child care centres (Schedule 4 in Ontario Regulation 137/15 of the *Child Care and Early Years Act, 2014* (CCEYA)). School boards and CMSMs/DSSABs may apply for a family age grouping room. The new group allows the placement of children of different ages in the same group in the same play activity room, subject to regulations. The family age grouping can have up to a maximum of 15 children, and no more than six children under two years of age. For more information on Schedule 4 visit: <http://www.edu.gov.on.ca/childcare/FamilyAgeGroupings.pdf>
- School boards and CMSMs/DSSABs are required to provide the Ministry with a floor plan approval letter issued by the Ministry of Education’s Child Care Quality Assurance and Licensing Branch as part of their ATP request. (See Appendix F for the Capital Approval Process Chart.)
- Child care and/or child and family program requests for capital funding must be submitted through the Ministry’s School Facility Information System (SFIS). The Early Years Joint Submission template should be downloaded, completed, signed by both the school board and the CMSM/DSSAB and uploaded into SFIS as well as submitted to the school board’s Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) and Capital Analyst.
- School boards and CMSMs/DSSABs are encouraged to consider regional system-wide planning across co-terminus school boards and multi-CMSM/DSSAB areas, where appropriate, to ensure operational viability, and prioritization.
- As capital funding for child and family programs is limited in 2017, the Ministry may approve the child care component of a capital funding request without approving capital funding for the child and family program component, where there are requests for integrated capital projects which include both child care and child and family programs.
- The submission deadline for all EYCP capital funding requests is **August 4, 2017**.

Project Submissions

The Ministry will be accepting capital funding requests for school-based stand-alone child care and/or child and family program projects.

As with previous rounds of the CP program, school boards, in conjunction with their CMSMs/DSSABs, have an opportunity to request capital funding for school-based stand-alone child care and/or child and family program capital projects. The 2017 EYCP

projects are required to open no later than the 2019-20 school year. (See Appendix A for details on child care capital project submission requirements, and Appendix B for details on child and family program capital project submission requirements.)

School boards and CMSMs/DSSABs are required to complete an *Early Years Joint Submission - Capital Funding for Child Care and Child and Family Programs* template to request EYCP funding. The Early Years Joint Submission is to be downloaded, completed, and uploaded into SFIS as well as submitted to school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) and Capital Analyst.

School boards are required to submit their completed Early Years Joint Submission template by **August 4, 2017**. The Ministry **will not** accept Early Years Joint Submission templates after this date. Following this submission window, it is anticipated that there will be future opportunities to submit EYCP capital funding requests later in 2017.

Communications Protocol Requirements for Public Communications and Events

All public announcements regarding capital investments in child care, child and family programs, and/or the publicly funded education system are joint communications opportunities for the provincial government and organizations involved in the projects. Please follow the protocol outlined in Appendix C related to these opportunities.

Ministry Contacts

Child Care and Child and Family Program

If you have any child care and child and family program questions, or require additional information, please contact the Early Years Education Officer or Child Care Advisor assigned to your school board (Appendix D) or:

Jeff O'Grady, Manager, Capital Policy and Programs Branch at 416-325-2027 or at Jeff.OGrady@ontario.ca.

Capital

If you have any capital program questions, or require additional information, please contact the Capital Analyst assigned to your school board (Appendix E).

Communications Protocol

Should you have any questions related to the communications protocol or other requirements, please contact:

Dylan Franks, Senior Information Officer, Communications Branch at 416-325-2947 or Dylan.Franks@ontario.ca.

We look forward to working with you to identify and develop your future child care and child and family program capital projects.

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Original signed by:

Shannon Fuller
Assistant Deputy Minister
Early Years and Child Care Division

Appendices:

Appendix A: Child Care Capital Projects Submission Requirements
Appendix B: Child and Family Program Capital Projects Submission Requirements
Appendix C: Communications Protocol Requirements for Public Communications and Events
Appendix D: List of Ministry Early Years Education Officers and Child Care Advisors
Appendix E: List of Ministry Capital Analysts
Appendix F: Capital Approval Process Chart

c.c. Senior Business Officials
Superintendents and Managers of Facilities
Managers of Planning
Early Years Leads
CAOs of Consolidated Municipal Service Managers
CAOs of District Social Services Administration Boards
Steven Reid, Director, Field Services Branch, Ministry of Education

Appendix A: Child Care Capital Project Submission Requirements

Child Care Eligibility

The Ministry will consider funding capital projects in schools where there is a need for new child care construction and/or renovations to existing child care spaces for children 0 to 3.8 years of age. School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child care rooms in the identified school.

When selecting a school for child care, school boards and CMSMs/DSSABs should consider available operating funding (multi-year operating funding will be made available for child care capital projects approved in 2017-18), school capacity, location, long-term viability, cost effectiveness, age groups, accommodation pressures/service gaps, demand, local child care plan, etc. prior to signing the Early Years Joint Submission. When considering long-term school viability, school board planners and CMSMs/DSSABs must consider at least the next five years and use population projections as well as other local data to inform submission decisions including an assessment of:

- Existing empty space within the school.
- Whether or not the school is in an accommodation review, and could potentially close, consolidate or remain open.
- Whether or not the child care and/or the child and family program could potentially be part of a joint use capital project, especially in rural, northern, and small communities.
- Whether the school has existing child care and/or child and family program space.
- The average daily enrollment and the on-the-ground capacity of the school.
- Current utilization rates, and historical/forward trend analysis.
- Number of existing empty classrooms.

Joint Planning and Local Prioritization of Child Care Capital Projects

The Ministry expects school boards and CMSMs/DSSABs to work together to identify the need for dedicated child care space to support children ages 0 to 3.8 years in schools.

School boards and CMSMs/DSSABs are no longer required to separately provide a priority ranking for each child care capital funding request being submitted for

consideration. However, if the school board chooses to provide a priority ranking, they should rank against its other child care capital projects on the Early Years Joint Submission.

If the CMSM/DSSAB chooses to prioritize the child care capital projects they are being asked to sign-off on, they have the two choices for priority ranking:

- 1) By all school boards (e.g., if the English public school board, the English catholic school board, and the French catholic school board all request CMSM/DSSAB approval on their Early Years Joint Submission, the CMSM/DSSAB must prioritize them all together).

This option will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care capital projects being submitted by all school boards in the service area of the CMSM/DSSAB.

- 2) By individual school board.

Ministry Prioritization of Eligible Child Care Capital Projects

As originally communicated in the 2015:B11, 2016:B11, and 2016:B19 memorandums, the Ministry will continue to use the following factors to prioritize child care capital projects under this policy should the number of eligible submissions surpass available funding:

- child care replacement due to school closure/accommodation review;
- age groupings (programs serving infants are a priority);
- accommodation pressures/service gaps;
- cost effectiveness and school viability; and
- equitable geographic disbursement of new child care spaces.

Child Care Operational and Accountability Requirements

Approved new construction of child care rooms must meet the following operational and accountability requirements:

- The child care rooms will not result in an operating pressure for the CMSM/DSSAB (multi-year operating funding will be made available to support child care capital projects approved in 2017-18).
- The physical space will be owned by the school board and leased to the child care operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.

- School boards will operate on a cost-recovery basis and recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance, and repair costs) directly from child care operators and/or CMSMs/DSSABs as per the school board's usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through Ministry funding, such as the School Facility Operations or Renewal Grant. School boards are not expected to take on additional costs to support facility partnerships, although school boards will continue to use their discretion in supporting partnerships based on their student achievement strategy.
- School boards are required to follow the capital construction approval process for the new construction and/or renovations of child care rooms. As per the Ministry's Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable. School boards will require an ATP before the project can be tendered.
- School boards and CMSMs/DSSABs should contact their child care licensing representative as soon as possible as all child care capital projects require a floor plan approval letter issued by the Ministry of Education's Child Care Quality Assurance and Licensing Branch prior to receiving an ATP or starting construction. In order to streamline the floor plan approval process, school boards and CMSMs/DSSABs should note to their child care licensing representative if the child care floor plan has been used in the past (i.e., a repeat child care floor plan design) or if the child care floor plan will be used for multiple child care sites in the near future.
- Child care space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child care space under the section "Community Use Rooms."
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child care capital projects are within the approved project funding and do not exceed the Ministry's benchmarks.
- Rooms must be built in accordance with the *Child Care and Early Years Act, 2014* (CCEYA).
- It is expected that all new child care rooms funded under this policy will be built to accommodate a maximum group size for each age grouping for children 0 to 3.8 years (e.g., 10 infant spaces, 15 toddler spaces, 24 preschool spaces, and 15 family age grouping spaces), and that child care rooms will be for exclusive use during the core school day. Although unobstructed space requirements are per child, infant, and toddler group sizes require additional space for separate sleep areas, change area, etc. These should be considered when developing child care floor plans. Considerations should also include the long-term use of the room,

including the ability to convert to other child care age groups or for classroom use.

- Please note, a new optional approach to age groupings, ratios, and staff qualifications will be implemented starting September 1, 2017 as part of the recent regulatory announcements under the CCEYA. Under the new approach, licensees will have the option of operating under the current requirements for age groupings, ratios, and qualifications (Schedule 1) or applying to adopt the new option (Schedule 4). Licensees and new applicants will have the opportunity to apply for a license under Schedule 4, which would be approved based on set criteria. For more information on Schedule 4 visit:
<http://www.edu.gov.on.ca/childcare/FamilyAgeGroupings.pdf>
 - The new Schedule 4 licensed age group called “family age grouping” for children 0 to 12 years allows the placement of children of different ages in the same group in the same play activity room, subject to regulations. The family age grouping (Schedule 4 in Ontario Regulation 137/15 of the CCEYA) may be an option for licensees as follows:
 - A centre that has 15 or fewer children where the family age grouping is the only age category in the centre.
 - A separate child care program that runs outside of a centre’s standard operating hours (i.e., evenings, overnight, and weekends).
 - A centre that wishes to license a family age grouping alongside other age groups licensed under Schedule 1 of Ontario Regulation 137/15.
- It is important that school boards and CMSMs/DSSABs are taking into consideration licensed child care operator viability, and flexibility where appropriate, when determining appropriate mix of age groupings. Programs created will support continuity of services for children and families in order to accommodate children as they age out of programs. For example, if a toddler room is included in the child care capital project proposal a preschool room must also be available, unless a family age grouping room is in place.
- For the purpose of this policy, an eligible child care operator:
 - is a not-for-profit operator or municipal operator; or
 - has a purchase of service agreement with the CMSM/DSSAB; or
 - is a licensed child care centre that is eligible to receive fee subsidy payments from the CMSM/DSSAB; or
 - is a for-profit operator who:

- already located in a school as a result of an agreement and has a purchase of service agreement, both of which were in place as of July 10, 2012 when the 2012: EL3 Memo was issued; and
 - has not changed ownership or has not terminated the agreement since the 2012: EL3 Memo was issued on July 10, 2012.
- Capital funding for child care cannot be used to address other school board capital needs. Funding will not be provided for school-age child care spaces as the Ministry will not fund exclusive space for before and after school child care programs.

Child Care Capital Funding Calculation and Eligible Expenses

The construction of child care rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room regardless of age groupings (e.g., infant, toddler, preschool, and family age grouping rooms will all be funded based on 26 pupil places per room). This approach allows school boards to build child care rooms at maximum group size and allow flexibility to address potential changes under the CCEYA. This funding formula will apply to all new construction of child care, including the replacement of existing child care due to school closure or accommodation review.

$$\begin{array}{r}
 \text{Capital Funding for} \\
 \text{New Construction of} \\
 \text{Child Care Rooms}
 \end{array}
 =
 \begin{array}{r}
 26 \\
 \text{Pupil} \\
 \text{Places}
 \end{array}
 \times
 \begin{array}{r}
 \text{Elementary} \\
 \text{Construction} \\
 \text{Cost} \\
 \text{Benchmark}
 \end{array}
 \times
 \begin{array}{r}
 \text{Elementary} \\
 \text{Area} \\
 \text{Benchmark}
 \end{array}
 \times
 \begin{array}{r}
 \text{Site} \\
 \text{Specific} \\
 \text{GAF}
 \end{array}$$

Note: The capital funding for renovation projects for child care will be a maximum of 50 percent of the capital funding for new construction projects.

Eligible expenses include:

- first-time equipping; and
- expenses incurred to meet CCEYA and Building Code standards, which qualify under the Tangible Capital Assets Guideline (TCA), revised April 2015.

Application Process – Early Years Joint Submission

The Early Years Joint Submission includes project details and confirms that the child care program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child care rooms, school boards must work with their CMSM/DSSAB to submit a jointly signed

Early Years Joint Submission. School boards must submit an Early Years Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System, the school board Early Years Lead, Capital Lead, and Director of Education.

The Early Years Joint Submission is to be downloaded, completed, and uploaded into the School Facility Information System (SFIS) as well as submitted to school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) and Capital Analyst.

Early Years Joint Submissions must be received by the Ministry by **August 4, 2017**.

The Ministry may request supporting documentation following a review of the Early Years Joint Submission.

Appendix B: Child and Family Program Capital Project Submission Requirements

Child and Family Program Eligibility

The Ministry will consider funding capital projects in schools where there is a need for new child and family program construction and/or renovation to existing school space. Child and family program renovation projects must result in new child and family program space (i.e., not a retrofit to an existing child and family program space). School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate space for a new child and family programs in the identified school.

When selecting a school for a child and family program, school boards and CMSMs/DSSABs should consider available operating funding (multi-year operating funding will be made available for child and family program capital projects approved in 2017-18), school capacity, location, long-term viability, cost effectiveness, accommodation pressures/service gaps, demand, local child care plan, etc. prior to signing the Early Years Joint Submission. When considering long-term school viability, school board planners and CMSMs/DSSABs must consider at least the next five years and use population projections as well as other local data to inform submission decisions including an assessment of:

- Existing empty space within the school.
- Whether or not the school is in an accommodation review, and could potentially close, consolidate or remain open.
- Whether or not the child care and/or the child and family program could potentially be part of a joint use capital project, especially in rural, northern, and small communities.
- Whether the school has existing child care and/or child and family program space.
- The average daily enrollment and the on-the-ground capacity of the school.
- Current utilization rates, and historical/forward trend analysis.
- Number of existing empty classrooms.

Child and family programs refer to the following Ministry supported programs: Ontario Early Years Centres (OEYCs), Parenting and Family Literacy Centres (PFLCs), Child Care Resource Centres (CCRCs), and Better Beginnings, Better Futures (BBBFs). As part of Ontario's early years modernization plan, these four programs will be integrated and transformed to establish Ontario Early Years Child and Family Centres

(OEYCFCs). While the expectation is that the key features of OEYCFCs are implemented by 2018, it is understood that system integration will take time and adjustments may need to be made in the future. CMSMs/DSSABs will be responsible for the local management of OEYCFCs as part of their existing service system management responsibilities for child care and other human services.

Joint Planning and Local Prioritization of Child and Family Program Capital Projects

The Ministry expects school boards and CMSMs/DSSABs to work together to identify the need for dedicated child and family program space in schools.

School boards and CMSMs/DSSABs are no longer required to separately provide a priority ranking for each child and family program capital funding request being submitted for consideration. However, if the school board chooses to provide a priority ranking, they should rank against its other child and family program capital projects on the Early Years Joint Submission.

If the CMSM/DSSAB chooses to prioritize the child and family program capital projects they are being asked to sign-off on, they have the two choices for priority ranking:

- 1) By all school boards (e.g., if the English public school board, the English catholic school board, and the French catholic school board all request CMSM approval on their Early Years Joint Submission, the CMSM must prioritize them all together).

This option will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child and family program capital projects being submitted by all school boards in the service area of the CMSM/DSSAB.

- 2) By individual school board.

Ministry Prioritization of Eligible Child and Family Program Capital Projects

As originally communicated in the 2016:B11 and 2016:B19 memorandums, the Ministry will continue to use the following factors to prioritize child and family program capital projects under this policy should the number of eligible submission surpass available funding:

- Projects are “ready-to-go” and the community has already made plans to relocate, replace or build new child and family program space in a school.
- Child and family programs are in locations that are well-positioned to meet local needs and fill identified service gaps, and will align with future OEYCFC planning completed by CMSMs/DSSABs.

- Projects in communities where CMSMs/DSSABs already have familiarity and/or responsibility for child and family programs, and where strong partnerships between the school board and CMSM/DSSAB already exist.

Child and Family Program Operational and Accountability Requirements

Approved new construction of child and family program rooms must meet the following operational and accountability requirements:

- The child and family program rooms will not result in an operating pressure for the CMSM/DSSAB (multi-year operating funding will be made available for child and family program capital projects approved in 2017-18).
- The physical space will be owned by the school board and leased to the child and family program operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards will operate on a cost-recovery basis and recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance, and repair costs) directly from child and family program operators and/or CMSMs/DSSABs as per the school board's usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through Ministry funding, such as the School Facility Operations or Renewal Grant. School boards are not expected to take on additional costs to support facility partnerships, although school boards will continue to use their discretion in supporting partnerships based on their student achievement strategy.
- School boards are required to follow the capital construction approval process for the new construction and/or renovations of child and family program rooms. As per the Ministry's Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable. School boards will require an ATP before the project can be tendered.
- Child and family program space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child and family program space under the section "Community Use Rooms".
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child and family program capital projects are within the approved project funding and do not exceed the Ministry's benchmarks.
- It is expected that all Ministry funded child and family programs spaces (until January 2018 when CMSMs/DSSABs will assume responsibility for funding child and family programs) built or renovated under this policy:

- are built to the specifications of a kindergarten classroom;
 - have separate and sufficient washroom space for parents and children using the centre;
 - are located in close proximity to the kindergarten classrooms where possible to support early years transitions;
 - have a separate sink for parents/caregivers and children using the centre; and
 - have appropriate covered space for stroller parking on school property or within the school on the lower level.
- For the purpose of this policy, an eligible child and family program operator:
 - is a not-for-profit operator or municipal operator; and
 - receives support from the Ministry or CMSM/DSSAB to operate a child and family program.
 - Capital funding for child and family programs cannot be used to address other school board capital needs.

Child and Family Program Capital Funding Calculation and Eligible Expenses

The construction of child and family program rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room. This approach allows school boards to build child and family program rooms that can be converted for classroom use in the future, if necessary. This funding formula will apply to all new construction of child and family programs, including the replacement of existing child and family programs due to school closure or accommodation review.

$$\begin{array}{l}
 \textit{Capital Funding for} \\
 \textit{New Construction of} \\
 \textit{Child and Family} \\
 \textit{Program Rooms}
 \end{array}
 =
 \begin{array}{l}
 26 \\
 \textit{Pupil} \\
 \textit{Places}
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 \textit{Elementary} \\
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 \times
 \begin{array}{l}
 \textit{Site} \\
 \textit{Specific} \\
 \textit{GAF}
 \end{array}$$

Note: The capital funding for renovation projects for child and family programs will be a maximum of 50 percent of the capital funding for new construction projects.

Eligible expenses include:

- first-time equipping; and

- expenses incurred to meet Building Code standards, which qualify under the Tangible Capital Assets Guide (TCA), revised April 2015.

Application Process – Early Years Joint Submission

The Early Years Joint Submission includes project details and confirms that the child and family program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child and family program rooms, school boards must work with their CMSM/DSSAB to submit a jointly signed Early Years Joint Submission. School boards must submit an Early Years Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System, the school board Early Years Lead, Capital Lead, and Director of Education.

The Early Years Joint Submission is to be downloaded, completed, and uploaded into the School Facility Information System (SFIS) as well as submitted to school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) and Capital Analyst.

Early Years Joint Submissions must be received by the Ministry by **August 4, 2017**.

The Ministry may request supporting documentation following a review of the Early Years Joint Submission.

Appendix C: Communications Protocol Requirements for Public Communications and Events

Public Communications

School boards, Consolidated Municipal Service Managers/District Social Services Administration Boards (CMSMs/DSSABs), and/or community partners should not issue a news release or any other media-focused public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards, CMSMs/DSSABs, and/or community partners should contact the Ministry of Education to receive additional content for the media-focused public communications, such as quotes from the Minister(s).

The Ministry of Education may also choose to issue its own news release about various project milestones in addition to those prepared by school boards, CMSMs/DSSABs, and/or community partners. If the Ministry chooses to do so, school boards, CMSMs/DSSABs, and/or community partners will be contacted to get quotes, as appropriate.

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, it will help promote the role of all involved including the Ministry of Education, school boards, CMSM/DSSABs, and/or community partners in bringing exciting new capital projects to benefit local communities.

Major Announcements and Events

Important: For all new school openings, or openings of major additions which includes child care and/or child and family programs and/or community hubs, the Minister of Education and the Minister Responsible for Early Years and Child Care must be invited as early as possible to the event. Invitations should be sent to information.met@ontario.ca. Where appropriate, the Ministry's Regional Manager, Field Services Branch, in your area should be copied.

School boards, CMSMs/DSSABs, and/or community partners are not to proceed with their public events until they have received a response from the office of the Minister of Education or the office of the Minister Responsible for Early Years and Child Care regarding the invitation. School boards, CMSMs/DSSABs, and/or community partners will be notified within 15 business days of their opening event as to the Ministers' attendance. Please note that if the date of your event changes at any time after the Ministers have received the invitation, please advise us of the change at the same e-mail address above.

If the Minister of Education or the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will contact your school board, CMSM/DSSAB, and/or community partner to coordinate the details (e.g., a joint announcement).

Note: School boards, CMSMs/DSSABs, and/or community partners are not expected to delay their announcements to accommodate the Ministers or a Member of Provincial Parliament (MPP). The primary goal is to make sure that the Ministers are aware of the announcement opportunity.

Other Events

For all other media-focused public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education and the Minister Responsible for Early Years and Child Care by e-mail (see above) with at least three weeks' notice. Again, please send a copy to the Ministry's Regional Manager, Field Services Branch, in your area, where appropriate. Please note that if the date of your event changes at any time after the Ministers have received the invitation, please confirm the change at the same e-mail address above.

School boards, CMSMs/DSSABs, and/or community partners are not expected to delay these "other" events to accommodate the ministers. Only an invitation needs to be sent; a response is not mandatory to proceed.

This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance with existing processes.

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

Signage

For all capital construction projects that exceed \$100,000, school boards will be required to display signage at the site of construction that identifies the support of the Government of Ontario. Signage will be provided to school boards by the Ministry of Education. School boards are then responsible for posting the signage in a prominent location. This should be done in a timely manner following the receipt of the signage. All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards.

Appendix D: List of Ministry Early Years Education Officers and Child Care Advisors

REGION	EO/CCA	CMSM/ DSSAB	SCHOOL BOARD
TORONTO	<p><u>Education Officer:</u></p> <p>Dolores Cascone Tel: 416-314-6300 Toll Free: 1-800-268-5755 Dolores.Cascone@ontario.ca</p> <p><u>Senior Policy and Programs Advisor:</u></p> <p>Jacinthe Leclerc Tel: 416-325-1224 Jacinthe.Leclerc@ontario.ca (French Language Boards)</p> <p><u>Child Care Advisor:</u></p> <p>Isilda Kucherenko Tel: 416-325-3244 Isilda.Kucherenko@ontario.ca</p>	City of Toronto	CS Viamonde CSD Catholique Centre-Sud Toronto Catholic DSB Toronto DSB
		County of Dufferin	CS Viamonde CSD Catholique Centre-Sud Dufferin–Peel Catholic DSB Upper Grand DSB
		Regional Municipality of Halton	CS Viamonde CSD Catholique Centre-Sud Halton Catholic DSB Halton DSB
		Regional Municipality of Peel	CS Viamonde CSD Catholique Centre-Sud Dufferin-Peel Catholic DSB Peel DSB
		County of Wellington	CS Viamonde CSD Catholique Centre-Sud Upper Grand DSB Wellington Catholic DSB
LONDON	<p><u>Education Officer:</u></p> <p>Sue Chanko Tel: 519-870-2187 Sue.Chanko@ontario.ca</p> <p><u>Senior Policy and Programs Advisor:</u></p> <p>Jacinthe Leclerc Tel: 416-325-1224 Jacinthe.Leclerc@ontario.ca (French Language Boards)</p> <p><u>Child Care Advisor:</u></p> <p>Karen Calligan Tel: 226-919-5832 Karen.Calligan@ontario.ca</p>	Regional Municipality of Waterloo	CS Viamonde CSD Catholique Centre-Sud Waterloo Catholic DSB Waterloo Region DSB
		City of Brantford	Brant Haldimand Norfolk Catholic DSB CS Viamonde CSD Catholique Centre-Sud Grand Erie DSB
		County of Norfolk	Brant Haldimand Norfolk Catholic DSB CS Viamonde CSD Catholique Centre-Sud Grand Erie DSB
		City of Hamilton	CS Viamonde CSD Catholique Centre-Sud Hamilton-Wentworth DSB Hamilton-Wentworth Catholic DSB
		Regional Municipality of Niagara	CS Viamonde CSD Catholique Centre-Sud DSB of Niagara Niagara Catholic DSB
		County of Huron	Avon Maitland DSB CS Viamonde Conseil Scolaire Catholique Providence Huron-Perth Catholic DSB
		County of Lambton	CS Viamonde Conseil Scolaire Catholique Providence Lambton Kent DSB St. Clair Catholic DSB
		City of London	CS Viamonde Conseil Scolaire Catholique Providence London District Catholic SB Thames Valley DSB
		County of Oxford	CS Viamonde Conseil Scolaire Catholique Providence London District Catholic SB Thames Valley DSB

LONDON (cont.)		City of St. Thomas	CS Viamonde Conseil Scolaire Catholique Providence London District Catholic SB Thames Valley DSB
		City of Stratford	Avon Maitland DSB CS Viamonde Conseil Scolaire Catholique Providence Huron-Perth Catholic DSB
		City of Windsor	CS Viamonde Conseil Scolaire Catholique Providence Greater Essex County DSB Windsor-Essex Catholic DBS
		Municipality of Chatham-Kent	CS Viamonde Conseil Scolaire Catholique Providence Lambton-Kent DSB St. Clair Catholic DSB
NORTH BAY / SUDBURY	Education Officer: Renée Brouillette Tel: 705-497-6893 Renee.Brouillette@ontario.ca	Cochrane DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB
	Child Care Advisor: Lina Davidson Tel: 705-564-4282 Lina.Davidson@ontario.ca Toll Free: 1-800-461-9570	Nipissing DSSAB	CSD catholique des Grandes Rivières CSD catholique Franco-Nord CSD du Nord-Est de l'Ontario DSB Ontario North East Near North DSB Nipissing-Parry Sound Catholic DSB
		Parry Sound DSSAB	Near North DSB Nipissing-Parry Sound Catholic DSB
		Timiskaming DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB
		City of Greater Sudbury	CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Rainbow DSB Sudbury Catholic DSB
		Algoma DSSAB	Algoma DSB CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Huron-Superior Catholic DSB
		Manitoulin-Sudbury DSSAB	Algoma DSB CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Huron-Superior Catholic DSB Rainbow DSB
		Sault Ste. Marie DSSAB	Algoma DSB CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Huron-Superior Catholic DSB
THUNDER BAY	Education Officer: Ana Marie Prokopich Tel: 705-725-6260 Toll Free: 1-888-999-9556 AnaMarie.Prokopich@ontario.ca	Rainy River DSSAB	CSD catholique des Aurores boréales Northwest Catholic DSB Rainy River DSB
	Renée Brouillette Tel: 705-497-6893 Renee.Brouillette@ontario.ca	Kenora DSSAB	CSD catholique des Aurores boréales Keewatin-Patricia DSB Kenora Catholic DSB Northwest Catholic DSB Rainy River DSB
		Thunder Bay DSSAB	CSD catholique des Aurores boréales Keewatin-Patricia DSB Lakehead DSB Superior North Catholic DSB Superior-Greenstone DSB

THUNDER BAY (cont.)	<u>Child Care Advisor:</u> Kelly Massaro-Joblin Tel: 807-474-2982 Toll Free: 1-800-465-5020 Kelly.Massaro-Joblin@ontario.ca		Thunder Bay Catholic DSB
OTTAWA	<u>Education Officer:</u> Dolores Cascone Tel: 416-314-6300 Toll Free: 1-800-268-5755 Dolores.Cascone@ontario.ca <u>Senior Policy and Programs Advisor:</u> Jacinthe Leclerc Tel: 416-325-1224 Jacinthe.Leclerc@ontario.ca (French Language Boards) <u>Child Care Advisor:</u> Rachelle Blanchette Tel: 613-536-7331 Rachelle.Blanchette@ontario.ca	County of Hastings	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CS Viamonde CSD Catholique Centre-Sud CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		City of Kingston	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Limestone DSB
		County of Lanark	Catholic DSB of Eastern Ontario CSD catholique du Centre-Est de l'Ontario Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		County of Leeds and Grenville	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Upper Canada DSB
		County of Prince Edward, Lennox and Addington	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Limestone DSB
		City of Cornwall	Catholic DSB of Eastern Ontario CSD catholique de l'Est ontarien Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		City of Ottawa	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Ottawa Catholic DSB Ottawa-Carleton DSB
		United Counties of Prescott and Russell	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique de l'Est ontarien Upper Canada DSB
		County of Renfrew	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de

			l'Ontario Renfrew County Catholic DSB Renfrew County DSB
BARRIE	<p><u>Education Officer:</u></p> <p>Ana Marie Prokopich Tel: 705-725-6260 Toll Free: 1-888-999-9556 AnaMarie.Prokopich@ontario.ca</p> <p><u>Senior Policy and Programs Advisor:</u></p> <p>Jacinthe Leclerc Tel: 416-325-1224 Jacinthe.Leclerc@ontario.ca (French Language Boards)</p> <p><u>Child Care Advisor:</u></p> <p>Maria Saunders Tel: 705-725-7629 Maria.Saunders@ontario.ca</p>	County of Bruce	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde Conseil Scolaire Catholique Providence
		County of Grey	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde Conseil Scolaire Catholique Providence
		Regional Municipality of Durham	CS Viamonde CSD Catholique Centre-Sud Durham Catholic DSB Durham DSB Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		County of Northumberland	CS Viamonde CSD Catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		City of Peterborough	CS Viamonde CSD Catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		County of Simcoe	CS Viamonde CSD Catholique Centre-Sud Simcoe County DSB Simcoe Muskoka Catholic DSB
		City of Kawartha Lakes	CS Viamonde CSD Catholique Centre-Sud Peterborough Victoria Northumberland and Clarington Catholic DSB Trillium Lakelands DSB
		Regional Municipality of York	CS Viamonde CSD Catholique Centre-Sud York Catholic DSB York Region DSB
		District Municipality of Muskoka	CSD Catholique Centre-Sud Simcoe Muskoka Catholic DSB Trillium Lakelands DSB

Appendix E: List of Ministry Capital Analysts

DSB	District School Board	Capital Analyst	E-mail	Phone
1	DSB Ontario North East	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
2	Algoma DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
3	Rainbow DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
4	Near North DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
5.1	Keewatin-Patricia DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
5.2	Rainy River DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.1	Lakehead DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.2	Superior Greenstone DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
7	Bluewater DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
8	Avon Maitland DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
9	Greater Essex County DSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
10	Lambton Kent DSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
11	Thames Valley DSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
12	Toronto DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
13	Durham DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
14	Kawartha Pine Ridge DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
15	Trillium Lakelands DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
16	York Region DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
17	Simcoe County DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
18	Upper Grand DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
19	Peel DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
20	Halton DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
21	Hamilton-Wentworth DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
22	DSB Niagara	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
23	Grand Erie DSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
24	Waterloo Region DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
25	Ottawa-Carleton DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
26	Upper Canada DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
27	Limestone DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
28	Renfrew County DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
29	Hastings and Prince Edward DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
30.1	Northeastern CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
30.2	Nipissing-Parry Sound CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
31	Huron Superior CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
32	Sudbury CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.1	Northwest CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.2	Kenora CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.1	Thunder Bay CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.2	Superior North CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297

DSB	District School Board	Capital Analyst	E-mail	Phone
35	Bruce-Grey CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
36	Huron Perth CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
37	Windsor-Essex CDSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
38	London DCSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
39	St. Clair CDSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
40	Toronto CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
41	Peterborough Victoria Northumberland and Clarington Catholic DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
42	York CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
43	Dufferin Peel CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
44	Simcoe Muskoka CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
45	Durham CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
46	Halton CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
47	Hamilton-Wentworth CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
48	Wellington CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
49	Waterloo CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
50	Niagara CDSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
51	Brant Haldimand Norfolk CDSB	Kristin Grunenکو	Kristin.Grunenko@ontario.ca	416-326-9959
52	CDSB of Eastern Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
53	Ottawa CSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
54	Renfrew County CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
55	Algonquin and Lakeshore CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
56	CSP du Nord-Est	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
57	CSP du Grand Nord de l'Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
58	CS Viamonde	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
59	CÉP de l'Est de l'Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
60.1	CSCD des Grandes Rivières	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
60.2	CSC Franco-Nord	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
61	CSC du Nouvel-Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
62	CSDC des Aurores boréales	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
63	CSC Providence	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
64	CSD Catholique Centre-Sud	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
65	CSDC de l'Est ontarien	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
66	CÉC du Centre-Est	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018

Appendix F: Capital Approval Process Chart

Capital Construction Approval Process Updated May 11, 2017		New Schools*		Additions*		Major Retrofits*		Early Years** (Child Care, Child & Family, FDK)
		Repeat Design	New Design	>50% or >\$3.0M	<50% and <\$3.0M	>50% or >\$3.0M	<50% and <\$3.0M	Individual Projects <\$250K
Pre-Design	Facility Space Template	Complete template with most recent adaptation (<5 years)	Board to submit template before hiring architect	Board to submit template before hiring architect	Not Required	Board to submit template before hiring architect	Not Required	Not Required
	Project Manager	Board to appoint a Project Manager (either internal staff or external resource). Board to notify Ministry of name and contact info.						
	Ministry Approval	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Not Required	Ministry must approve scope of project based upon submitted Space Template	Not Required	Not Required
	GOAL	Board to retain an architect.						
Pre-Tender	Independent Cost Consultant Report	Board to submit final cost of recent adaptation (<5 years)	Board to submit an Independent Cost Consultant Report before issuing tender	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Not Required
	Approval to Proceed (ATP) Request	Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding, including a floor plan approval letter for the child care component.						Not Required
	Capital Analysis & Planning Tool (CAPT)	Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.						Not Required
	Ministry Approval	Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.						Not Required
	GOAL	Board to proceed to tender.						
Post-Tender	Tender exceed approved funding amount	Board to either identify additional funding available or make design changes to reduce the project cost. In either case, the board must demonstrate to the Ministry that sufficient funding is available to complete the project.						
	Tender meet approved funding amount	Board to accept tender bid. Important to ensure all project costs are identified and considered.						
Notes:	<ul style="list-style-type: none"> Ministry approvals are not required for retrofits that are 100% funded through School Condition Improvement and Early Years Funding less than \$250K. Consultant to review the design, provide costing analysis and advice, and report on options to ensure cost containment. To be based on drawings that are at least 80% complete. 50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility). * If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education must be submitted as part of the ATP request. ** If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education is still required. 							
Definitions:	Addition: Expansion of the gross floor area of a facility, including child care and child and family program rooms. Major Retrofit: Major structural renovation or reconstruction of the existing building envelop, including child care and child and family program rooms. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, but is funded with Ministry funds or >\$1M in Accumulated Surplus is treated as a Major Retrofit.							

2017 Annual Facility Accommodation Report Priority Projects

The Annual Facility Accommodation Report table identifies the Board’s potential future capital needs to be submitted to the Ministry in response to funding program announcements – contingent on Board approval.

This list includes the priority projects identified below for the 2017 Capital Priorities funding program with the exception of St. Peter Catholic Elementary School stand-alone childcare hub project.

FUTURE CAPITAL PROJECT DESCRIPTION	EFFECTIVE SCHOOL YEAR	PROJECT TYPE	2017 Capital Priority #
Bishop P. F. Reding Major Addition – Right- size facility to 1400+ pupil places	2019-20	Growth	#1
Boyne Secondary Plan Milton #10 ‘Cobben’ Catholic Elementary School	2020-21	Growth	#7
Boyne Secondary Plan Milton #9 ‘Walker’ Catholic Elementary School	2022-23	Growth	
Boyne Secondary Plan Milton #11 ‘Bowes’ Catholic Elementary School	2024-25	Growth	
Boyne Milton Secondary #3 Catholic Secondary School	2019-20	Growth	#2
Education Village Secondary Plan Milton #12 Catholic Elementary School	2025-26 ³	Growth	
CEO1: Oakville – South Central QEW ⁴	2018-19	PAR	FUNDED
CEO4 & CEO5: Oakville – Oakville Northeast	2019-20	PAR	#3, #6
St. Dominic Catholic Elementary School Partial Rebuild	2019-20	Renewal	#4
North Oakville CE#4 ‘Minto/Shieldbay’ Catholic Elementary School	2020-21	Growth	#8
North Oakville CE#1 Catholic Elementary School	TBD ¹	Growth	
North Oakville CE#3 Catholic Elementary School	TBD ¹	Growth	
North Oakville CE#5 Catholic Elementary School	TBD ¹	Growth	
North Oakville CS#1 Catholic Secondary School	TBD ¹	Growth	
North Georgetown Catholic Elementary School ⁴	2018-19	PAR/Renewal	#5
Vision Georgetown Secondary Plan CE#1 Catholic Elementary School	2022-23	Growth	
Vision Georgetown Secondary Plan CE#2 Catholic Elementary School	2025-26	Growth	
Vision Georgetown Secondary Plan CS#1 Catholic Secondary Accommodations ²	2025-26 ^{2 & 3}	Growth	
CS01: Burlington Secondary Schools	2017-18	PAR	
CEB2: Burlington South of the QEW Review Areas	2018-19	PAR	
CEB4: Burlington – Mountainside, Palmer, Headon, Brant Hills	TBD	PAR	FUNDED

1. An update to the Long-Term Capital Plan projections is required to assess the year that future North Oakville schools will be required. Development phasing will need to be reviewed in collaboration with the Town of Oakville.
2. At this preliminary stage, it is unclear as to whether a second secondary school of 1,200 (typical construction size) is warranted. Accordingly, staff is reviewing alternatives to construct based on needs and within construction benchmarks.
3. A site has not been designated as part of the Municipal Plan at this time. Staff is working closely with the Town of Milton to acquire the site.
4. An Accommodation Plan has been approved by the Board, and is awaiting Ministry funding to implement the project.

ACTION REPORT

ITEM 8.18

REQUEST FOR OUT OF CANADA TRAVEL

ICEF BERLIN WORKSHOP OCTOBER 29-NOVEMBER 1, 2017

**CAPS-I 2018 TRADE MISSION: PRAGUE, CZECH REPUBLIC & KYIV, UKRAINE
FEBRUARY 18-23, 2018**

PURPOSE:

To provide to the Board of Trustees for their consideration, a request to attend the upcoming ICEF Berlin Workshop (October 29-November 1, 2017) and the Trade Mission being held in Czech Republic and Kyiv, Ukraine from February 18-23, 2018.

BACKGROUND INFORMATION:

HCDSB is a member of CAPS-I which is a non-profit association comprised of over 130 publicly funded school districts. All member Boards of CAPS-I offer established international student programs for various grade levels ranging from elementary through to high school graduation. CAPS-I schools set the standard for quality international student programs in Canada.

International Education provides tremendous benefits to our Board. Students in the 21st Century are required to be global citizens and to understand the challenges and rewards that result from living in different parts of the world. According to the Government of Canada Foreign Affairs, Trade and Development, "International" education is critical to Canada's success and fully supports and encourages, provinces and individual educational Institutions to promote International Studies. These opportunities provide student pathways to post secondary and transition to temporary and permanent residents of Canada.

COMMENTS:

As part of the HCDSB International Education Strategy, it is our goal to recruit students from around the world, to avoid a singular region.

The International Consultants for Education and Fairs (ICEF) Berlin Workshop (October 29 – November 1, 2017) is the leading international education focused networking forum and a must-attend event for all recruiting boards. The ICEF Berlin Workshop is the most comprehensive and cost effective way to keep up with recruiting developments, and network through meeting top international professionals in one location, with an emphasis on Europe. On the other hand, the 2018 CAPS-I Trade Mission to Prague, Czech Republic and Kyiv, Ukraine (February 18-23, 2018) will provide a superb opportunity to develop and

establish business relationships with selected top-quality agencies and government officials, and gain up-to-date information for this market. The goal is to establish new partnerships and explore HCDSB's presence in Central and Eastern Europe. It will also give us an opportunity to strengthen and network with the local Canadian Embassy officials that have already been met at other events. At our HCDSB booth, we proudly display our Board promotional video, and answer questions with regard to the programs and opportunities in our secondary schools. Our focus always features our Catholic faith and values interwoven with the outstanding academic results.

CONCLUSION:

This year, the HCDSB has seen a significant increase in the number of International Students attending our system. This increase provides immense value to our students and school communities. Our approach in recruiting International Students is supporting declining enrollment in certain secondary schools, as well as, enriching the diversity and promotion of global education. This request is in alignment with the HCDSB International Education Strategy, to recruit students from around the world and avoiding a singular region.

It continues to be my pleasure and privilege to represent HCDSB and promote our outstanding Catholic schools and system. Our presence at these events will further enhance our reputation on a national and international level as a global leader in publicly funded Catholic Education.

RECOMMENDATION:

RESOLUTION:

Moved by:
Seconded by:

RESOLVED, that the Halton Catholic District School Board approve the request for travel outside of Canada by one senior staff member to attend the ICEF Berlin Workshop October 29-November 1, 2017 and CAPS-I Trade Mission February 18-23, 2018.

REPORT PREPARED BY: T. PINELLI
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY: T. PINELLI
SUPERINTENDENT OF EDUCATION

REPORT APPROVED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

ACTION REPORT

ITEM 8.19

2016-2017 YEAR-END AUDIT PLANNING REPORT FROM KPMG

PURPOSE:

To approve the 2016-2017 Year-End Audit Planning Report from KPMG, the Board's external auditors, as recommended by the Audit Committee.

COMMENTS:

On June 12, 2017, the Audit Committee reviewed the 2016-2017 Year-End Audit Planning Report from KPMG.

1. The 2016-2017 Year-End Audit Planning Report from KPMG is attached as Appendix A. The report highlights the following topics:
 - a. Materiality
 - b. Audit Scope
 - c. Audit Approach
 - d. Delivery of audit quality
 - e. Audit Team
 - f. Fees Schedule
 - g. Data and Analytics in the Audit
 - h. Audit Cycle and Timetable
 - i. Appendices
 - i. Audit Quality and Risk Management
 - ii. Audit Approach and Methodology
 - iii. Required Communications
 - iv. Data and Analytics in Audit
 - v. Expanded Auditor Reporting
2. The Draft Financial Statements and the Audit Findings Report will be presented to the Audit Committee on November 16, 2017 and will go to the Board for approval on November 21, 2017.
3. A Year-End Checklist showing the chronology of events involved in the preparation of the Year-End Audited Financial Statements is attached as Appendix B.

4. A Ministry Memorandum regarding the 2016-2017 Financial Statements Forms is expected to be released in September and will be forwarded to the Board.
5. The 2016-2017 completed Education Finance Information System (EFIS) forms are due at the Ministry by November 15th. Since the Audited Financial Statements will not be approved by the Board of Trustees until the November 21, 2017 Board Meeting, Staff will inform the Ministry that the Financial Statements will be submitted on November 22, 2017.

CONCLUSION

The 2016-2017 Year-End Audit Planning Report from KPMG, was presented at the June 12, 2017 Audit Committee meeting of June 12, 2017. The Audit Committee recommends that the Board approve the 2016-17 Year-End Audit Plan from KPMG.

RECOMMENDATION

The following recommendation is presented for consideration of the Board:

RECOMMENDATION	Moved by:
	Seconded by:
RESOLVED , that the Halton Catholic District School Board approve the External Auditor's 2016-2017 Year-End Audit Planning Report.	

REPORT SUBMITTED AND

APPROVED BY:

J. M. ROWE

CHAIR OF THE AUDIT COMMITTEE



Halton Catholic District School Board

Audit Planning Report

August 31, 2017

kpmg.ca/audit



The contacts at KPMG in connection with this report are:

David Marks, CPA, CA
Lead Audit Engagement Partner
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At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours**.

Executive summary

Audit and business risk

Our audit is risk-focused. In planning our audit we have taken into account key areas of focus for financial reporting.

See pages 6 – 7

KPMG team

The KPMG team will be led by David Marks. He will be supported by Michelle Fisher. Subject matter experts will be involved to ensure our approach is appropriate and robust, as required.

Effective communication

We are committed to transparent and thorough reporting of issues to management and the Audit Committee as relevant and appropriate.

Audit Materiality

Materiality has been determined based on prior year audited expenditures. We have reviewed the scope of work for the Halton Catholic District School Board (“the Board”). We have determined materiality to be \$7,390,000 (2016 - \$6,930,000) for the year ending August 31, 2017.

See page 4.

Independence

We are independent and have extensive quality control and conflict checking processes in place. We provide complete transparency on all services and follow Audit Committee approved protocols.

This Audit Planning Report should not be used for any other purpose or by anyone other than the Audit Committee. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Planning Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Materiality

The determination of materiality requires professional judgment and is based on a combination of quantitative and qualitative assessments including the nature of account balances and financial statement disclosures.

The first step is the determination of the amounts used for planning purposes as follows:

Materiality determination	Comments	Amount
Metrics	Relevant metrics included assets, revenues and expenses	
Benchmark	Based on total prior year audited expenditures. This benchmark is consistent with the prior year.	\$369,872,673
Materiality	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements.	\$7,390,000
% of Benchmark	The corresponding percentage for the prior year's audit was 2%.	2%
Performance materiality	Used 75% of materiality, and used primarily to determine the nature, timing and extent of audit procedures.	\$5,542,500
Audit Misstatement Posting Threshold (AMPT)	Threshold used to accumulate misstatements identified during the audit.	\$369,500

Professional standards require us to re-asses materiality at the completion of our audit based on period-end results or new information in order to confirm whether the amount determined for planning purposes remains appropriate. Our assessment of misstatements, if any, in amounts or disclosures at the completion of our audit will include the consideration of both quantitative and qualitative factors.

Audit scope

Professional standards require that we obtain an understanding of the Company’s organizational structure, including its components and their environments that is sufficient to identify those components that are financially significant or that contain specific risks that must be addressed during our audit. Group auditors are required to be involved in the component auditors’ risk assessment in order to identify significant risks to the group financial statements. If such significant risks are identified, the group auditor is required to evaluate the appropriateness of the audit procedures to be performed to respond to the identified risk.

The components over which we plan to perform audit procedures are as follows:

Components	Why	Our audit approach
Halton Student Transportation Services	Individually financially significant	Audit of component financial information consolidated at the Board's pro-rata share of financial information. KPMG LLP will be completing the work over this component. David Marks will also be the engagement partner on this audit.

Audit approach

Professional standards presume the risk of fraudulent revenue recognition and the risk of management override of controls exist in all organizations. The risk of fraudulent revenue recognition can be rebutted, but the risk of management override of control cannot, since management is typically in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

Professional requirements	Why	Our audit approach
Fraud risk from revenue recognition	<p>This is a presumed fraud risk.</p> <p>There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when performance is measured in terms of year-over-year revenue growth or profit.</p>	<p>We have rebutted this fraud risk as it is not applicable to the Board as performance is not measured based on earnings and a significant portion of revenues can be tied directly to government funding support.</p>
Fraud risk from management override of controls	<p>This is a presumed fraud risk.</p> <p>We have not identified any specific additional risks of management override relating to this audit.</p>	<p>As the risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk.</p> <p>These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions.</p>

Audit approach (continued)

Other areas of focus	Our audit approach
Government Grants and Deferred Contributions	We will complete substantive audit procedures to address the relevant assertions, including confirming grant funding with the province and performing cut-off testing over revenue and receivables.
Tangible Capital Assets and Deferred Capital Contributions	<p>We will perform substantive testing over capital additions, including the determination of when capital expenditures are transferred from capital in progress and amortization begins.</p> <p>We will also review management’s determination of the useful lives of capital assets and the related amortization rates and evaluate the recognition of any amounts of deferred revenue for capital expenditures to ensure that recognition is appropriate. We will discuss any assets under discussion for sale as to potential write down.</p> <p>KPMG will ensure assets transferred to “held for sale” and that the carrying value does not exceed market value.</p> <p>KPMG will include these items in our testing over capital projects and assets held for sale.</p>
Employee Future Benefits	<p>We will perform substantive procedures, including review and application of assumptions as well as the use of management’s expert – SBCI. KPMG will verify disclosures comply with PSAS.</p> <p>KPMG will assess the accounting for the transition to the trusts, which is yet to be determined.</p>
Salaries and Benefits	<p>We will perform substantive procedures over salaries and benefits expense.</p> <p>We will review any union agreements which are new or have expired to ensure adequacy of accruals.</p>
School Generated Funds and Enrolment Testing	We plan to review the systems and controls over the school generated funds at 6 randomly selected schools. We will also perform substantive tests of details on expenditure accounts including vouching select transactions to supporting documentation. For all schools, we prepare a trend analysis and follow up on significant differences.

How we deliver audit quality



Experienced team

Team member	Background / experience	Discussion of role
<p>David Marks CPA, CA Lead Audit Engagement Partner davidmarks@kpmg.ca 905-523-2296</p>	<p>David has over 19 years of experience serving a broad range of clientele, including NPO and Public sector clients. David has provided his clients with accounting assistance and research on technical issues as well as assessing the effectiveness of internal controls.</p>	<ul style="list-style-type: none"> – David will lead our audit of the Halton Catholic District School Board and be responsible for the quality and timeliness of everything we do. – He will often be onsite with the team and will always be available and accessible to you.
<p>Michelle Fisher, CPA, CA Audit Manager mfisher@kpmg.ca 905-523-2207</p>	<p>Michelle has over 7 years of public auditing, accounting and reporting experience and has been involved with the audit of not-for-profit and public sector organizations, and a number of local private company clients. Michelle has 6 years of experience providing direct audit services to school boards across the region.</p>	<ul style="list-style-type: none"> – Michelle will work very closely with David on all aspects of our audit of the Halton Catholic District School Board. – She will often be on site and directly oversee and manage our audit field team and work closely your management team.

Value for fees

The value of our audit services

We recognize that the primary objective of our engagement is the completion of an audit of the financial statements in accordance with professional standards. We also believe that our role as external auditor of the Halton Catholic District School Board and the access to information and people in conjunction with our audit procedures, place us in a position to provide other forms of value. We know that you expect this of us.

We want to ensure we understand your expectations. To facilitate a discussion (either in the upcoming meeting or in separate discussions), we have outlined some of the attributes of our team and our processes that we believe enhance the value of our audit service. We recognize that certain of these items are necessary components of a rigorous audit. We welcome your feedback.

- Extensive industry experience on our audit team – as outlined in our team summary, the senior members of our team have extensive experience in audits in your industry. This experience ensures that we are well positioned to identify and discuss observations and insights that are important to you;
- Involvement of KPMG specialists – Our audit team is supported by specialists in indirect taxes, information risk management, and advisory to name a few. We draw upon their expertise as required. We expect each of the specialists to provide insights and observations resulting from their audit support processes;
- Commodity taxes – while our audit procedures were not designed to identify all tax matters relevant to you, we expect to share best practices and current tax developments with your team;

Value for fees (continued)

In determining the fees for our services, we have considered the nature, extent and timing of our planned audit procedures as described above.

Our fees for the base audit are as follows:

	Current period (budget)	Prior period (actual)
Audit of the annual financial statements audit	\$55,000	\$53,500
Specified procedures on 7 month reporting	\$6,000	\$5,900
Ontario Youth Apprenticeship Program audit	\$4,050	\$3,950

Matters that could impact our fee

The proposed fees outlined above are based on the assumptions described in the engagement letter.

The critical assumptions, and factors that cause a change in our fees, include:

- Significant changes in the nature or size of the operations of the Board beyond those contemplated in our planning processes;
- Changes in professional standards or requirements arising as a result of changes in professional standards or the interpretation thereof; and,
- Changes in the time of our work.

Data & analytics in the audit

We will be integrating Data & Analytics further (D&A) procedures into our planned audit approach. Use of innovative D&A allows us to analyze greater quantities of data, dig deeper and deliver more value from our audit. We believe that D&A will improve both the quality and effectiveness of our audit by allowing us to analyze large volumes of financial information quickly, enhancing our understanding of your business as well as enabling us to design procedures that better target risks.

Areas of focus	Planned D&A routines
Journal Entry Testing	<ul style="list-style-type: none"> – Routines to ensure completeness of the population – Utilize various routines to select higher risk sample items
School Generated Funds	<ul style="list-style-type: none"> – Perform gross margin trend analysis by school and compare to prior years' to look for outliers and abnormalities from expectations

KPMG will assess the applicability of D&A to the Halton Catholic District School Board throughout the planning and yearend phases of the audit.

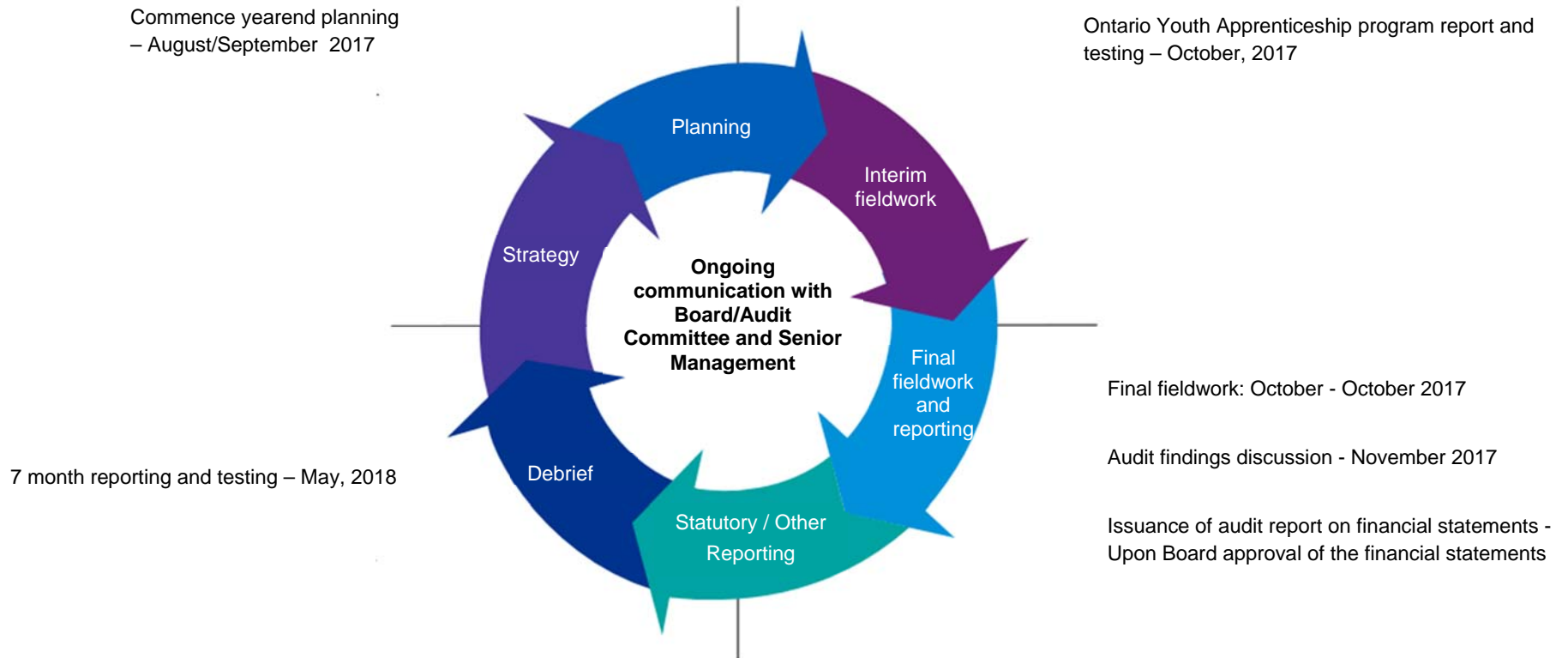
Detailed results and summary insights gained from D&A will be shared with management and presented in our Audit Findings Report.

Audit cycle and timetable

Our key activities during the year are designed to achieve our one principal objective:

- To provide a robust audit, efficiently delivered by a high quality team focused on key issues.

Our timeline is in line with prior year.



Appendices

Appendix 1: Audit quality and risk management

Appendix 2: KPMG's audit approach and methodology

Appendix 3: Required communications

Appendix 4: Data & analytics in audit

Appendix 5: Expanded Auditor Reporting

Appendix 1: Audit quality and risk management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems.

Visit our [Audit Quality Resources](#) page for more information including access to our audit quality report, [Audit quality: Our hands-on process](#).

- Other controls include:
 - Before the firm issues its audit report, Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits.
 - Technical department and specialist resources provide real-time support to audit teams in the field.
- We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.
- We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.



- All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.
- We do not offer services that would impair our independence.
- The processes we employ to help retain and develop people include:
 - Assignment based on skills and experience;
 - Rotation of partners;
 - Performance evaluation;
 - Development and training; and
 - Appropriate supervision and coaching.
- We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.
- Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Appendix 2: KPMG's audit approach and methodology

Technology-enabled audit workflow (eAudit)

Engagement Setup

- Tailor the eAudit workflow to your circumstances
- Access global knowledge specific to your industry
- Team selection and timetable

Completion

- Tailor the eAudit workflow to your circumstances
- Update risk assessment
- Perform completion procedures and overall evaluation of results and financial statements
- Form and issue audit opinion on financial statements
- Obtain written representation from management
- Required Audit Committee communications
- Debrief audit process



Risk Assessment

- Tailor the eAudit workflow to your circumstances
- Understand your business and financial processes
- Identify significant risks
- Plan the use of KPMG specialists and others including auditor's external experts, management experts, internal auditors, service organizations auditors and component auditors
- Determine audit approach
- Evaluate design and implementation of internal controls (as required or considered necessary)

Testing

- Tailor the eAudit workflow to your circumstances
- Perform tests of operating effectiveness of internal controls (as required or considered necessary)
- Perform substantive tests

Appendix 3: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of our audit. These include:

- **Engagement letter** – the objectives of the audit, our responsibilities in carrying out our audit, as well as management’s responsibilities, are set out in the engagement letter and any subsequent amendment letters as attached. In accordance with professional standards, copies of the engagement letter and any subsequent amendments will be provided to the Audit Committee annually.
- **Audit planning report** – as attached
- **Required inquiries** – professional standards require that during the planning of our audit we obtain your views on risk of fraud and other matters. We make similar inquiries to management as part of our planning process; responses to these will assist us in planning our overall audit strategy and audit approach accordingly
- **Management representation letter** – we will obtain from management certain representations at the completion of the annual audit. In accordance with professional standards, copies of the representation letter will be provided to the Audit Committee
- **Audit findings report** – at the completion of our audit, we will provide a report to the Audit Committee
- **CPAB Big Four Firm Public Report (November 2016)** – Please refer to http://www.cpab-ccrc.ca/Documents/Annual%20Reports/CPAB_2016_Big_Four_Inspections_Report_EN.pdf
- **CPAB 2016 Big Four Public Report: Highlights for Audit Committees** – Please refer to http://www.cpab-ccrc.ca/Documents/AnnualReports/CPAB_2016_Big_Four_Highlights_EN.pdf

Appendix 4: Data & analytics in audit

Turning data into value

KPMG continues to make significant investments in our Data & Analytics (D&A) capabilities to help enhance audit quality and provide actionable insight to our clients by unlocking the rich information that businesses hold.

When D&A is applied to the audit, it enables us to test complete data populations and our tools allow us to analyze data at more granular levels, focusing on higher risk areas of interest. This helps us to potentially uncover fraud, manage risk and more.

KPMG is enhancing the audit

The combination of our proven industry experience, technical know-how and external data insights of value to you.

For the audit

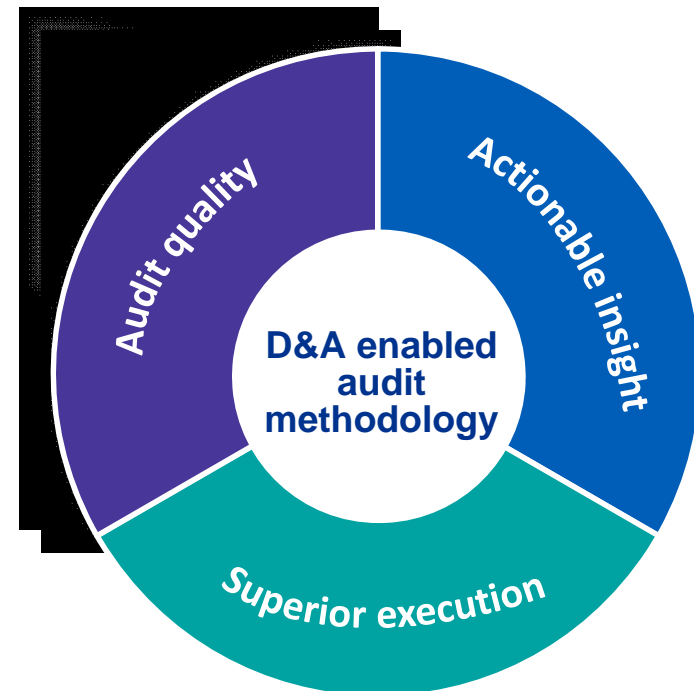
Audit quality

- Automated testing of 100% of the population
- Focuses manual audit effort on key exceptions and identified risk areas

For your business

Actionable insight

- Helping you see your business from a different perspective
- How effectively is your organization using your systems?



Appendix 5: Expanded Auditor Reporting

In response to investors demanding more than a binary pass/fail opinion from the auditors' report, the new and revised auditor reporting standards have introduced significant changes to the traditional auditors' report we provide.

What's new?

The new standards are intended to provide greater insight and transparency for users of financial statements.

The most significant changes to the auditors' report impacting listed entities include:

- description of key audit matters; and
- disclosure of the name of the engagement partner.

Other changes impacting listed and non-listed entities include changing the format and style of the auditors' report, expanding description of management's responsibilities, introducing descriptions of the responsibilities of those charged with governance, and expanding the description of the auditors' responsibilities.

When are the new requirements effective?

While the new standards have already been issued by the International Auditing and Assurance Standards Board (IAASB), effective for 2016 calendar year-ends, they have yet to be adopted as Canadian Auditing Standards (CASs).

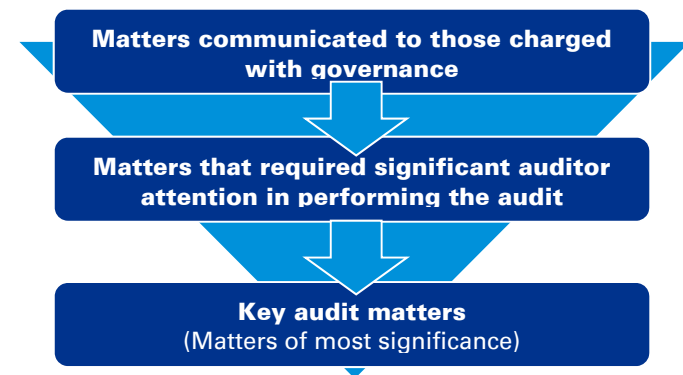
The Auditing and Assurance Standards Board in Canada (AASB) continues to deliberate the new and revised auditor reporting standards, including possible effective dates, whether to allow for early application and whether to include the additional reporting requirements with respect to other information such as annual reports. According to the [November 2016 message from the Chair of the AASB](#), the AASB expects to be in a position to determine the impact of the PCAOB proposals in Canada and approve the new and revised standards for auditor reporting and other standards in the spring of 2017. The AASB currently does not anticipate making the new and revised standards effective prior to periods ending on or after December 15, 2018; however, early adoption will be permitted, or in some cases may be required by law or regulation. Furthermore, the AASB expects that the description of key audit matters will initially only be required for audits of listed

entities on the Toronto Stock Exchange. Therefore, the AASB is still deliberating whether key audit matters should be required for audits of other listed entities.

Key audit matters

Key audit matters are those matters that, in our professional judgment, were of most significance in the audit of the financial statements of the current period.

We will be required to include in our auditors' report why the key audit matter is of most significance and what procedures we performed to address the matter.



kpmg.ca/audit



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Date (2017)	Completed	Item	Description of Activity
March 31st	✓	Ministry Memorandum 2017: SB:06	March 31, 2016 Financial Reporting Requirements (Seven-Month Report - Sept. 2016 to March 2017)
April 12th	✓	Ministry Memorandum 2017: B04	Established Financial Statements due date of November 15, 2017
April 21st	✓	Ministry Memorandum 2017: SB:09	2017-18 Estimates
May 19th	✓	Ministry Memorandum 2017: SB:06	Seven-Month Report (Sept. 2016 to March 2017) Submitted to the Ministry
June 6th	✓	Ministry Memorandum 2017: SB:06	Seven-Month Report (Sept. 2016 to March 2017) Submitted to the Board
June 12th	✓	Audit Committee - Audit Planning Report	KPMG presents audit planning report at the Audit Committee meeting (with year end schedule).
June 20th		Annual Audit Plan from KPMG	To the Board (with year end schedule)
Est. June 23rd		SBCI Actuarial Valuation	Receipt of SBCI Templates and PSAB Reporting Updates, and Commencement of Compilation of Data
Est. August 29th		Business Services Memorandum #TBD (17-18)	Year-End Procedures Memorandum sent to all schools and departments
Est. August 29th		Business Services Memorandum #TBD (17-18)	Year-End Rollover Procedures and Training Information for School Generated Funds sent to the schools
Est. August 29th		Business Services Memorandum #TBD (17-18)	School Generated Funds Audit Checklist 2016-17 (sent to all Principals)
Est. August 29th		Business Services Memorandum #TBD (17-18)	Bank Account & Fraud Inquiry (sent to all Superintendents and Central Office Administrators)
Est. September 5th		KPMG Interim Audit Field Work	Process analysis, control testing, documentation review and confirmations sent out (during this week)
Est. September 8th		Ministry Memorandum 2017: SB:XX	Release of Ministry Financial Statement Forms (EFIS) and TCA/CAPT Information
Est. September 11th		Annual Ministry Information Sessions	Financial Statement In-Service (external auditors)
Est. September 11th		Annual Ministry Information Sessions	Financial Statement In-Service (school board finance personnel)
Est. September 21st		Ministry Memorandum 2017: SB:XX	EFIS Enrolment Verification email sent to the Finance Office IF enrolment needs update
Est. September 25th		Ministry EFIS Forms update	Ministry released updates to various EFIS forms and calculations
Est. September 30th		SBCI Draft Report-Employee Future Benefits	Draft SBCI actuarial valuation report of employee future benefits
Est. October 3rd		KPMG Year-End Audit Field Work	Individual school and enrolment audits (during this week) - Six schools selected randomly
Est. October 6th		SBCI Final Report-Employee Future Benefits	Final SBCI actuarial valuation report on employee future benefits
Est. October 10th		KPMG Year-End Audit Field Work	KPMG staff on site during this week
Est. October 17th		KPMG Year-End Audit Field Work	KPMG staff on site during this week
Est. October 24th		KPMG Year-End Audit Field Work	KPMG staff on site during this week
Est. November 10th		KPMG Year-End Audit Field Work	Finance Staff Meeting with KPMG to review Draft Audited Financial Statements and Audit Findings
November 15th		Ministry Memorandum 2017: SB:XX	Activation of completed EFIS Forms by Superintendent of Business
Est. November 16th		Draft Audited Financial Statements	Audit Committee Approval and Presentation of Audit Findings Report
Est. November 21st		Draft Audited Financial Statements	Board Approval
Est. November 22nd		Ministry Memorandum 2017: SB:XX	Submission of Ministry Financial Statement Forms (EFIS) & Final Audited Financial Statements (signed)
Est. November 24th		Final Audited Financial Statements	Place on Board's Public Website and Staffnet (signed)
Est. November 24th		Final Audited Financial Statements	Publish notice in local newspapers [in accordance with Section 252(2) of the Education Act]
Est. November 30th		Ministry Memorandum 2017: SB:XX	Submission of completed Capital Analysis and Planning Template (CAPT) to the Ministry
Est. December 12th		Management Letter (Draft)	Draft Management Letter received from KPMG
Est. January 19th		Management Letter (Final)	Receive Final Management Letter from KPMG
Est. January 30th		Management Letter (Draft)	Present Draft Management Letter with management responses at Administrative Council
Est. February 2nd		Management Letter (Final)	Send the Management Letter with management responses to the Audit Committee
Est. February 9th		Management Letter (Final)	Send Final Management Letter to all Principals/Vice-Principals through numbered Business Services Memo
Est. February 9th		Management Letter (Final)	Send the specific Management Letter points to the four selected schools and respective Superintendent

ACTION REPORT

ITEM 8.20

2017-2018 INTERNAL AUDIT PLAN

PURPOSE:

To provide recommendations on the 2017-2018 annual internal audit plan, from the Audit Committee, to the Board of Trustees for approval.

COMMENTS:

At the Audit Committee Meeting of June 12, 2017, the Regional Internal Audit Team (RIAT) presented the proposed internal audit plan for 2017-2018. (See Appendix A)

1. IT Security-Vulnerability Assessment

Protecting data assets, establishing effective security over information technology and applications, and mitigating the risk that security incidences are not identified, responded to and resolved in a timely manner is becoming increasingly challenging but critical in meeting Board business objectives. As a means to assess the effectiveness of the Board's network and logical security controls, the Regional Internal Audit Team (RIAT) will use a vulnerability assessment diagnostic tool to run a security scan against a sample of servers. Security objects from the selected servers are extracted and evaluated against Board IT security policies and generally accepted security standard. Security vulnerabilities will be identified with recommendations proposed to address issues that are identified.

2. Continuing Education

The Thomas Merton Centre Program serves the community by offering a variety of full time day programs and part time night programs. The objective of the audit will be to assess whether the Adult and Continuing Education programs are reflective of the needs of the students and are delivered efficiently, by determining if the revenue obtained by enrolment covers the full cost to offer the program.

The scope is planned to include:

- An assessment of the effectiveness of the marketing of programs and enrolment forecasting required to compile an appropriate budget and to determine and obtain appropriate staff and resources to deliver courses;
- An assessment of the process to determine student needs and to deliver programs to address them;
- An assessment of the process to monitor the effectiveness of program and course delivery within the approved cost structure; and
- Whether measures are in place to identify where improvements to student achievement and program success are required.

The annual audit plan was been approved on June 12, 2017 at the Audit Committee meeting. The Audit Committee is recommending that the plan be approved by the Board of Trustees.

RECOMMENDATION:

RESOLUTION: Moved by:
Seconded by:

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Audit Committee to approve the Internal Audit Plan for 2017-2018.

RESOLVED, that the Internal Audit Plan for 2017-2018 include the following audits:

- 1) *IT Security-Vulnerability Assessment, and*
- 2) *Continuing Education.*

REPORT SUBMITTED BY: J. M. ROWE
CHAIR OF THE AUDIT COMMITTEE

REPORT APPROVED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

ACTION REPORT

ITEM 6.2

2017-18 INTERNAL AUDIT PLAN

PURPOSE:

To provide the Audit Committee with the 2017-2018 Internal Audit Plan from the Regional Internal Audit Team (RIAT) and to recommend that it be forwarded to the Board of Trustees for approval.

COMMENTS:

On March 21st, the Regional Internal Audit Manager facilitated a risk assessment workshop for the Administrative Council (comprised of the Director of Education and all senior staff). The purpose was to identify changes in the risk profile and any new or emerging risks impacting Board operations and processes since the date of the last risk assessment. As a result of the risk assessment workshop, Administrative Council identified areas of interest for future audits.

The 2017-2018 Internal Audit Plan from RIAT is attached as Appendix A.

RECOMMENDATION

Moved by:

Seconded by:

RESOLVED, that the Audit Committee recommend to the Board of Trustees that the Regional Internal Audit Team's 2017-2018 Audit Plan be approved at the June 20, 2017 Regular Board Meeting.

REPORT PREPARED BY: A. LOFTS
SENIOR ADMINISTRATOR, FINANCIAL SERVICES

REPORT SUBMITTED BY: R. NEGOI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD



INTERNAL AUDIT TEAM

West of Central Region

MEMO

TO: Halton Catholic District School Board (HCDSB) Audit Committee
FROM: Jenny Baker, Regional Internal Audit Manager
DATE: 18 May 2017
SUBJECT: Draft 2017-18 Internal Audit Plan

On March 21st, the Regional Internal Audit Manager facilitated a risk assessment workshop for the Administrative Council (comprised of the Director of Education and all senior staff). The purpose was to identify changes in the risk profile and any new or emerging risks impacting Board operations and processes since the date of the last risk assessment. The output of the workshop was a request to reflect on the discussion and identify potential areas of interest for audits in the 2017-18 year. Due to the velocity of change, it was determined that audits would be proposed for a two year timeframe only.

Audit Projects Proposed For 2017-18

1. IT Security-Vulnerability Assessment

Protecting data assets, establishing effective security over information technology and applications, and mitigating the risk that security incidences are not identified, responded to and resolved in a timely manner is becoming increasingly challenging but critical in meeting Board business objectives.

As a means to assess the effectiveness of the Board's network and logical security controls, the Regional Internal Audit Team (RIAT) will use a vulnerability assessment diagnostic tool to run a security scan against a sample of servers. Security objects from the selected servers are extracted and evaluated against Board IT security policies and generally accepted security standard. Security vulnerabilities will be identified with recommendations proposed to address issues that are identified.

2. Continuing Education

The Thomas Merton Centre Program serves the community by offering a variety of full time day programs and part time night programs. The objective of the audit will be to assess whether the Adult and Continuing Education programs are reflective of the needs of the students and are delivered efficiently, by determining if the revenue obtained by enrolment covers the full cost to offer the program.

The scope is planned to include:

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- An assessment of the process to determine student needs and to deliver programs to address them;
- An assessment of the process to monitor the effectiveness of program and course delivery within the approved cost structure; and
- Whether measures are in place to identify where improvements to student achievement and program success are required.

3. Audit Follow up Reviews

- i. Capital Projects
- ii. IT Strategy
- iii. School Generated Funds (SGF)

For 2018-19

1. Topics identified for potential audits yet to be prioritized include:

- i. Privacy and Records Management
- ii. Health and Safety

2. Audit Follow up Reviews

- i. BAS 2000 Data Analytics

APPROVED SCHOOL EDUCATIONAL TRIPS

ALL PROPOSED TRIPS HAVE BEEN REVIEWED PRIOR TO APPROVAL, AND ARE CONSISTENT WITH BOARD POLICY

Dated: Tuesday, June 20, 2017

Listed by Destination

SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
Elementary						
St. Anne CES Burlington	8	55	Camp Tanamakoon Algonquin Park, Huntsville	Camp Tanamakoon provides opportunities for outdoor education, team building, leadership development and co-operative learning experiences. The trip has been designed to assist students in their physical, emotional, academic, and spiritual development. Staff and students will participate in daily prayer and reflection.	Tuesday, Sept 19 - Friday, Sept 22, 2017	\$425.00
Secondary						
Christ the King CSS Georgetown	10-12	20-40	Saint-Donat, QC	This trip allows the students of Christ the King to fully participate in day-to-day life as a Francophile, through the use of the French language. Students will participate in a wide array of activities, from outdoors activities, to the arts, and they will fully immerse themselves in the French language and francophone culture. They will see the Church as the focus of the community, standing tall in the middle of the village. Staff and students will participate in prayer and reflection daily and will challenge themselves to see how they fit in a francophone world and how French fits with their lives. Students will have an opportunity to attend Mass Saturday evening or Sunday morning.	Wednesday, February 7 - Saturday, February 10, 2018	\$684.00
Christ the King CSS Georgetown	11 - 12	30-40	Washington DC, USA	One of the most visited cities in the USA, Washington, DC offers a variety of interesting experiences, from learning about American history and government to seeing many of the most iconic sights in the country. When it comes to American history, this is where it all comes together. America's capital is rich with history and incredible sights to see. From the monument (Washington Monument) and memorials (Vietnam, WWII, Korea, Lincoln Memorials) to the many significant buildings (Capital Building) and points of interest (Smithsonian Museums, Holocaust Museum, Newseum). The students will have an amazing opportunity to witness and experience American history. Staff and students will participate in daily prayers and attend Mass at St. Patrick's Church.	Wednesday, April 25- Sunday, April 29, 2018	\$1200.00

INFORMATION REPORT

ITEM 10.3

BUDGET REPORT FOR SEPTEMBER 1, 2016 TO MAY 31, 2017

PURPOSE:

To provide the Board with the 2016-17 Budget Report for the nine-month period ending May 31, 2017.

BACKGROUND INFORMATION:

The following information regarding the Board's 2016-17 Budget was previously provided to Trustees:

1. Information Report 10.6 "Budget Report for September 1, 2016 to February 28, 2017" from the April 4, 2017 Regular Board Meeting
2. Action Report 8.6 "2016-17 Revised Budget Estimates (Including September 1, 2016 to November 30, 2016 Actuals)" from the December 20, 2016 Regular Board Meeting
3. Action Report 8.5 "2016-17 Budget Estimates (Final)" from the June 21, 2016 Regular Board Meeting.

GENERAL:

This report compares the revenues and expenses (including commitments) to date with the 2016-17 Revised Budget to show the percentages received and spent to date. The report covers the nine-month period from September 1, 2016 to May 31, 2017, and also includes comparative information for the same time period from the 2015-16 fiscal year.

At May 31, 2017, the fiscal year is 9/12th or 75% complete and the school year is 9/10th or 90% complete. Therefore, we would expect the percentages received or spent to be between 75% and 90%. The report indicates that both revenues and expenses for the year are expected to remain within the 2016-17 Revised Budget.

REVENUE HIGHLIGHTS (APPENDICES A-1 AND B):

Total revenues of \$294.3 million have been recorded for the period ending May 31, 2017. This includes \$210.6 million for legislative grants, \$52.7 million for municipal funding, and \$31.0 million in other revenue, other provincial grants and transfers to reserves. Overall, the percentage received of 77.7% is in line with 76.5% for the same period in the prior year and the expected percentage range of 75% to 90%.

The main difference between total revenues received up to May 31, 2017 and received for the same period in 2016 relate to the Legislative Grants revenues. This grant increased over last year primarily due to enrolment growth. In addition, Tuition Fees revenues increased over last year by \$871,000 due to enrolment growth of the International Students Program and Use of Schools and Miscellaneous revenues increased by \$472,000 due to increases in facility rentals and incentives related to utilities. The Secondment and Miscellaneous Recovery revenues differ over the previous year as a result of payments being received on varying schedules from the various agencies.

The Ministry has announced numerous programs to enhance student achievement which are updated in the current budget as they become official, either by Ministry announcement or through special agreements that the Board enters into with the Ministry. Such "Other Provincial Grants" are added to the revenue budget as the corresponding expense budget is developed. The revenue is recorded as the funding is received, and as such it is expected that the percentage received to date differs from the previous year. Appendix B shows a copy of "Other Provincial Grants" awarded during the fiscal year, and the total amounts correspond with Appendix A-1.

EXPENSE HIGHLIGHTS (APPENDIX A-2):

Total expenses of \$291.1 million have been recorded for the period ending May 31, 2017. Overall, the percentage spent of 76.8% is in line with 77.5% for the same period in the prior year and within the expected percentage range of 75% to 90%.

Classroom expenses amounted to \$196.1 million or 75.8% of the 2016-17 Revised Budget, compared to \$195.9 million or 77.1% for the period of September 1, 2015 to May 31, 2016. The difference of \$240,000 comprises of multiple variances amongst the various employee types and non-staff expenses addressing growth.

School support services costs, including school administration, teacher consultants, and continuing education, totaled \$24.1 million or 75.4% of the Revised Budget up to May 31, 2017. This is an increase from \$22.9 million or 74.2% for the same period in the previous year, mainly due to increased school administration staffing and building lease rate increases for continuing education. Also, continuing education has \$292,000 in renovation costs for the Welcome Center, which has an off-setting revenue source from the Government of Canada.

Other Non-Classroom expenses and commitments of \$13.8 million or 80.6% have been recorded for the period of September 1, 2016 to May 31, 2017. This is an increase from the \$12.6 million or 79.6% expensed for the period of September 1, 2015 to May 31, 2016, and is primarily due to increased transportation costs.

School Operations and Maintenance expenses and commitments of \$23.9 million or 78.5% of the 2016-17 Revised Budget is an increase over \$22.4 million or 80.2% from the previous year. The difference mainly relates to increases in costs for school maintenance supplies and services, contractual and professional services, and utilities. The portable leases are higher than the previous year due to increased enrolment.

ENROLMENT (APPENDIX C):

The funding allocation is based on estimated enrolment. Elementary and Secondary enrolment is based on Full-Time Equivalent (FTE) enrolment for October 31 and March 31. These two fixed-in-time FTE enrolment values are averaged to produce the annualized Average Daily Enrolment (ADE).

The 2016-17 Revised Estimates enrolment reflects actual enrolment on October 31, 2016 and March 31, 2017, which will be further reconciled and reflected in the Financial Statements reporting cycle. The projected ADE of elementary students is 22,387.50 and of secondary students is 10,748.68 for a total enrolment of 33,136.18. This represents an increase from the 2016-17 Original Estimates of 389.10 ADE (or 1.2%) and an increase of 798.63 ADE (or 2.5%) over 2015-16 Actual ADE.

SUMMARY:

The percentages received/spent for the period from September 1, 2016 to May 31, 2017 are consistent with the prior year and fall within the expected range. Therefore, revenues and expenses to date appear reasonable.

Staff continues to control and monitor expenses against the 2016-17 Revised Budget in order to achieve a balanced position for the 2016-17 Year-End.

REPORT PREPARED BY:	J. CHANTHAVONG MANAGER, BUDGET AND CAPITAL
REPORT REVIEWED BY:	A. LOFTS SENIOR ADMINISTRATOR, FINANCIAL SERVICES
REPORT SUBMITTED BY:	R. NEGOI SUPERINTENDENT OF BUSINESS AND TREASURER OF THE BOARD
REPORT APPROVED BY:	P. DAWSON DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Halton Catholic District School Board
Revenue
2016/2017 Budget Report
For the Nine Months Ended May 31, 2017

Budget Assessment

Risk Assessment

	2016/2017	2016/2017	2016/2017	Change		2016/2017	2015/2016	Year-to year	Year-to year	2015/2016		
	Original	Revised	Revised Budget	\$ Increase	% Increase						Revenues and	Revenues and
	Estimates	Budget	Forecast	(Decrease)	(Decrease)	@ May 31/17	@ May 31/16	(Decrease)	(Decrease)	Statements		
				Revised Est. to				\$	%	August 2016		
				Revised Forecast								
	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)			(in PSAB Format)	(in PSAB Format)					
OPERATING REVENUE												
Province of Ontario												
Legislative Grants	\$ 253,132,369	\$ 254,414,945	\$ 254,414,945	\$ -	0.0%	\$ 210,564,414	82.8%	\$ 199,945,358	80.4%	\$ 10,619,056	5.3%	\$ 248,710,602
Municipal Taxes	86,119,550	86,191,000	86,191,000	-	0.0%	52,673,714	61.1%	53,006,268	62.1%	(332,554)	-0.6%	85,297,338
	339,251,919	340,605,945	340,605,945	-	0.0%	263,238,128	77.3%	252,951,626	75.7%	\$ 10,286,502	4.1%	334,007,940
Other Provincial Grants												
Prior Year Grant Adjustment - Operating	-	-	-	-	-	-	-	53,838	(53,838)			493,550
Other Provincial Grants	2,296,977	3,143,025	3,362,523	219,498	7.0%	3,043,972	90.5%	2,981,353	87.2%	62,619	2.1%	3,417,345
Other Provincial Grants	2,296,977	3,143,025	3,362,523	219,498	7.0%	3,043,972	90.5%	3,035,191	77.6%	8,781	0.3%	3,910,895
Other Revenue												
Government of Canada	1,637,646	1,686,312	2,096,002	409,690	24.3%	795,954	38.0%	997,898	61.9%	(201,944)	-20.2%	1,612,107
Tuition Fees	1,909,750	2,058,550	2,058,550	-	0.0%	2,257,927	109.7%	1,386,923	98.4%	871,004	62.8%	1,408,801
Use of Schools/Rentals	848,000	1,076,000	1,076,000	-	0.0%	1,064,251	98.9%	949,068	101.5%	115,183	12.1%	934,690
Cafeteria, Vending and OCAS Revenue	-	-	-	-	0.0%	19,705	-	9,940	17.3%	9,765	-	57,397
Interest Revenue	50,000	50,000	50,000	-	0.0%	120,747	241.5%	69,056	87.9%	51,691	74.9%	78,543
Donation Revenue	-	2,934	3,934	1,000	34.1%	4,180	106.3%	2,619	148.0%	1,561	59.6%	1,770
Miscellaneous Recoveries	-	-	13,000	13,000	-	163,413	-	98,235	91.8%	65,178	66.3%	107,059
Recoveries - Secondments	1,497,235	1,628,218	1,525,690	(102,528)	-6.3%	666,498	43.7%	901,515	57.9%	(235,017)	-26.1%	1,557,414
Miscellaneous Revenues	1,365,774	1,469,857	1,573,129	103,272	7.0%	1,651,699	105.0%	1,295,326	102.4%	356,373	27.5%	1,264,650
Educational Development Charge (EDC) Revenue	8,000,000	9,000,000	9,000,000	-	0.0%	8,883,758	98.7%	6,604,810	85.2%	2,278,948	34.5%	7,751,681
	15,308,405	16,971,871	17,396,305	424,434	2.5%	15,628,132	89.8%	12,315,390	77.4%	3,312,742	26.9%	15,906,767
School Generated Funds Revenue	12,500,000	12,500,000	12,500,000	-	0.0%	11,381,438	91.1%	11,080,222	87.5%	301,216	2.7%	12,665,806
Amortization of Deferred Capital Contribution	14,746,120	15,114,896	15,114,896	-	0.0%	11,336,172	75.0%	10,598,088	73.1%	738,084	7.0%	14,505,808
Total Operating Revenue	384,103,421	388,335,737	388,979,669	643,932	0.2%	304,627,842	78.3%	289,980,517	76.1%	14,647,325	5.1%	380,997,217
Available for Compliance												
(Surplus) Deficit - Available for Compliance	(15,383)	(13,988)	98,446	112,434		-	-	-				(298,828)
Available for Compliance - Transfer from (to) Internally Restricted Reserve (net)	341,060	(477,422)	(462,422)	15,000		285,455		910,038		(624,583)		(2,564,112)
Total Available for Compliance (Surplus) Deficit	325,677	(491,410)	(363,976)	127,434		285,455		910,038		(624,583)		(2,862,940)
Unavailable for Compliance												
Unavailable for Compliance - (PSAB Adjustments)	(158,253)	(158,253)	(158,253)	-		-	-	-				(150,124)
Amortization of EFB - Retirement Gratuity & ERIP Liability	-	-	-	-		-	-	-				-
Amortization of EFB - Retirement/Health/Dental/Life Insurance	(458,219)	(458,219)	(458,219)	-		-	-	-				(458,219)
Unavailable for Compliance - (Increase) Decrease in School Generated Funds	-	-	-	-		(1,687,837)		(1,279,274)		(408,563)		97,136
Revenues Recognized for Land	(8,000,000)	(9,000,000)	(9,000,000)	-		(8,883,758)		(6,604,810)		(2,278,948)		(7,751,681)
Total Unavailable for Compliance	(8,616,472)	(9,616,472)	(9,616,472)	-		(10,571,595)		(7,884,084)		(2,687,511)		(8,262,888)
Total Annual (Surplus) Deficit	(8,290,795)	(10,107,882)	(9,980,448)	127,434		(10,286,140)		(6,974,046)		(3,312,094)		(11,125,828)
Total Revenue After PSAB Adjustments	\$ 375,812,626	\$ 378,227,855	\$ 378,999,221	\$ 771,366	0.2%	\$ 294,341,702	77.7%	\$ 283,006,471	76.5%	\$ 11,335,231	4.0%	\$ 369,871,388

Halton Catholic District School Board
Expenditures
2016/2017 Budget Report
For the Nine Months Ended May 31, 2017

Budget Assessment

Risk Assessment

	Budget Assessment					Risk Assessment						2015/2016 Financial Statements August 2016
	2016/2017 Original Budget Estimates <small>(in PSAB Format)</small>	2016/2017 Revised Budget Estimates <small>(in PSAB Format)</small>	2016/2017 Revised Budget Forecast @ May 31/17 <small>(in PSAB Format)</small>	Change \$ Increase (Decrease) % Increase (Decrease) Revised Est. to Revised Forecast		2016/2017 Expenses and Commitments @ May 31/17 <small>(in PSAB Format)</small>	%	2015/2016 Expenses and Commitments @ May 31/16 <small>(in PSAB Format)</small>	%	Year-to year Increase (Decrease) \$	Year-to year Increase (Decrease)	
Classroom Instruction												
Classroom Teachers	\$ 198,876,593	\$ 198,266,200	\$ 198,291,995	\$ 25,795	0.01%	\$ 147,101,008	74.2%	\$ 147,510,768	76.0%	\$ (409,760)	-0.3%	\$ 194,188,544
Occasional Teachers	3,502,000	3,924,000	3,925,500	1,500	0.04%	3,233,755	82.4%	3,208,372	82.2%	25,383	0.8%	3,905,457
Early Childhood Educators (ECE) and Supply	7,821,015	8,039,250	8,039,250	-	0.00%	6,732,387	83.7%	6,531,423	83.1%	200,964	3.1%	7,857,723
Teacher Assistants and Supply	20,628,214	20,798,409	20,798,409	-	0.00%	17,765,096	85.4%	17,351,089	82.7%	414,007	2.4%	20,988,297
Textbooks & Classroom Supplies	7,249,499	7,309,509	7,609,228	299,719	4.10%	4,890,041	64.3%	5,016,055	74.0%	(126,014)	-2.5%	6,780,730
Computers	1,750,103	2,079,114	1,906,007	(173,107)	-8.33%	2,365,904	124.1%	2,108,934	94.0%	256,970	12.2%	2,244,284
Professionals, Paraprofessionals & Technical	10,556,613	11,314,082	11,396,287	82,205	0.73%	8,058,149	70.7%	7,916,957	76.3%	141,192	1.8%	10,372,847
Library and Guidance	4,953,434	4,547,116	4,550,171	3,055	0.07%	3,748,978	82.4%	3,904,279	79.0%	(155,301)	-4.0%	4,941,029
Staff Development	1,806,112	2,144,879	2,269,932	125,053	5.83%	2,202,943	97.0%	2,310,120	84.5%	(107,177)	-4.6%	2,734,507
Subtotal Classroom Instruction	257,143,583	258,422,559	258,786,779	364,220	0.14%	196,098,261	75.8%	195,857,997	77.1%	240,264	0.1%	254,013,418
Non Classroom - School Support Services												
School Administration	20,257,152	20,642,269	20,644,738	2,469	0.0%	15,826,025	76.7%	15,276,051	74.6%	549,974	3.6%	20,486,688
Teacher Consultants	4,576,903	4,547,166	4,474,521	(72,645)	-1.6%	3,352,790	74.9%	3,310,206	77.7%	42,584	1.3%	4,260,076
Continuing Education	6,093,367	6,511,700	6,871,401	359,701	5.5%	4,931,469	71.8%	4,274,929	70.3%	656,540	15.4%	6,076,899
Subtotal School Support Services	30,927,422	31,701,135	31,990,660	289,525	0.9%	24,110,284	75.4%	22,861,186	74.2%	1,249,098	5.5%	30,823,663
Recoverable Expenses	1,497,235	1,628,218	1,525,690	(102,528)	-6.3%	1,267,400	83.1%	1,042,752	67.0%	224,648	21.5%	1,557,414
Other Non Classroom												
Board Administration	9,614,195	9,533,874	9,730,273	196,399	2.1%	6,971,603	71.6%	6,705,201	73.6%	266,402	4.0%	9,115,388
Transportation	7,272,313	7,365,494	7,365,494	-	0.0%	6,801,652	92.3%	5,881,719	87.9%	919,933	15.6%	6,692,172
Subtotal Other Non Classroom	16,886,508	16,899,368	17,095,767	196,399	1.2%	13,773,255	80.6%	12,586,920	79.6%	1,186,335	9.4%	15,807,559
Pupil Accommodation												
School Operations and Maintenance	29,865,723	30,003,900	30,393,372	389,472	1.3%	23,870,957	78.5%	22,414,870	80.2%	1,456,087	6.5%	27,935,037
ALC and Portable Leases	1,613,000	1,613,000	1,247,278	(365,722)	-22.7%	994,984	79.8%	879,593	56.0%	115,391	13.1%	1,571,566
Debt Charges	47,375	47,375	47,375	-	0.0%	47,375	100.0%	47,375	100.0%	-	-	47,375
Other Debenture Payments	9,583,205	9,583,205	9,583,205	-	0.0%	8,926,758	93.2%	9,413,582	93.2%	(486,824)	-5.2%	10,096,616
Subtotal Pupil Accommodations	41,109,303	41,247,480	41,271,230	23,750	0.1%	33,840,074	82.0%	32,755,420	82.6%	1,084,654	3.3%	39,650,594
School Generated Funds Expenditures	12,500,000	12,500,000	12,500,000	-	0.0%	9,693,601	77.5%	9,800,948	76.8%	(107,347)	-1.1%	12,762,942
Amortization Expense	16,365,046	16,445,566	16,445,566	-	0.0%	12,334,175	75.0%	11,836,349	74.6%	497,825	4.2%	15,864,140
Total Expenditures before PSAB Adjustment	376,429,097	378,844,326	379,615,692	771,366	0.2%	291,117,049	76.7%	286,741,572	77.4%	4,375,477	1.5%	370,479,730
PSAB Adjustments												
Increase In Employee Future Benefits	(458,218)	(458,218)	(458,218)	-	0.0%	-	0.0%	-	0.0%	-	-	(458,218)
(Decrease) in Accrued Interest on Debenture	(158,253)	(158,253)	(158,253)	-	0.0%	-	0.0%	-	0.0%	-	-	(150,124)
Total PSAB Adjustment	(616,471)	(616,471)	(616,471)	-	0.0%	-	0.0%	-	0.0%	-	-	(608,342)
Total Expenditures After PSAB Adjustments	\$ 375,812,626	\$ 378,227,855	\$ 378,999,221	\$ 771,366	0.2%	\$ 291,117,049	76.8%	\$ 286,741,572	77.5%	\$ 4,375,477	1.5%	\$ 369,871,388

**Halton Catholic District School Board
Other Provincial Grants
2016/2017 Budget Report
For the Nine Months Ended May 31, 2017**

Appendix B

Grant Description	2016/2017 Original Budget Estimates	2016/2017 Revised Budget Estimates	2016/2017 Revised Budget Forecast	2016/2017 Actual @ May 31/17
A. Prkacin - EPO				
Ontario 150			13,633	
French As A Second Language	113,612	113,612	113,612	113,611
Kindergarten Program Supports			61,125	61,125
Early Development Instrument		26,480	26,480	26,480
Early Years Leadership Strategy	95,130	95,130	95,130	59,932
Renewed Mathematics Strategy	422,458	468,986	468,986	468,986
	631,200	704,208	778,966	730,134
B. Browne - EPO				
Autism Support And Training	49,926	49,926	49,926	49,926
Learning For All	46,528			
Ontario Autism Program		174,809	174,809	174,809
Board Leadership Development Strategy (BLDS)		52,571	52,571	47,314
	96,454	277,306	277,306	272,049
C. McGillicuddy - EPO				
Specialist Highskills Major (SHSM) Special Funding		61,053	57,368	57,368
SHSM Ice Training			11,570	11,570
Speak up			24,700	24,700
Re-Engagement 12 & 12+		4,469	4,469	4,469
Gap Closing for Grade 7-12		32,340	32,340	22,638
Career & Life Planning			9,109	9,109
	-	97,862	139,556	129,854
C. Cipriano-EPO				
Parents Reaching Out (PRO)		40,604	40,604	40,604
Parents Reaching Out - Regional		12,500	12,500	
Teacher Learning & Leadership Program-Dorland			39,600	
Teacher Learning & Leadership Program-PKE		44,243	44,243	34,243
Teacher Learning & Leadership Program-Mahler		32,360	32,360	35,738
Teacher Learning & Leadership Program-Ramirez		14,121	14,121	14,121
Teacher Learning & Leadership Program-Daugherty		47,033	50,100	35,033
Teacher Learning & Leadership Program-Brun Del Re		23,930	23,930	16,305
Teacher Learning & Leadership Program-Dolan			46,379	-
	-	214,791	303,837	176,043
T. Pinelli-EPO				
Safe, Equitable And Inclusive Schools	90,849	90,849	90,849	90,849
International Education			14,000	14,000
	90,849	90,849	104,849	104,849
J. O'Hara - EPO				
Transitional Support-MOU	80,473	68,083	68,083	68,083
	80,473	68,083	68,083	68,083
G. Corbaccio - EPO				
Outreach Coordinator	73,600	73,600	73,600	73,600
	73,600	73,600	73,600	73,600
Provincial Grants-Miscellaneous				
Summer Experience				8,937
	-	-	-	8,937
Sub-total	\$ 972,576	\$ 1,526,699	\$ 1,746,197	\$ 1,563,549
O.Y.A.P GRANT	106,439	106,439	106,439	85,091
Province Of Ontario-Citizenship	1,119,562	1,052,668	1,052,668	949,258
LBS Grants	98,400	98,400	98,400	87,255
PBLA 1X Funding		38,819	38,819	38,819
Province Of Ontario-HOME		320,000	320,000	320,000
Sub-total	\$ 1,324,401	\$ 1,616,326	\$ 1,616,326	\$ 1,480,423
Total Other Provincial Grants per A-1	\$ 2,296,977	\$ 3,143,025	\$ 3,362,523	\$ 3,043,972

**Halton Catholic District School Board
Day School Average Daily Enrolment (ADE)
2016/2017 Budget Report**

Appendix C

	2016-17 REVISED ESTIMATES				2016-17 ORIGINAL ESTIMATES				2015-16	
	Actual FTE Oct 31/16	Actual FTE Mar 31/17	2016-17 Revised ADE	% Change	Projected FTE Oct 31/16	Projected FTE Mar 31/17	2016-17 Original ADE	% Change	Actual ADE	% Change
JK	2,040.00	2,056.00	2,048.00	6.1%	1,930.00	1,930.00	1,930.00	-4.6%	2,064.50	-1.1%
SK	2,195.00	2,194.00	2,194.50	0.9%	2,175.00	2,175.00	2,175.00	-4.3%	2,212.00	0.8%
Gr. 1 to 3	6,891.00	6,917.00	6,904.00	-0.2%	6,893.00	6,939.00	6,916.00	0.9%	6,725.50	3.3%
Gr. 4 to Gr. 8	11,215.00	11,267.00	11,241.00	1.0%	11,132.00	11,133.00	11,132.50	1.4%	10,964.00	0.3%
Elementary Day School Enrolment	22,341.00	22,434.00	22,387.50	1.1%	22,130.00	22,177.00	22,153.50	0.1%	21,966.00	1.1%
Secondary Day School Enrolment	10,866.63	10,630.72	10,748.68	1.5%	10,766.73	10,420.43	10,593.58	3.4%	10,371.55	4.7%
Total Day School ADE	33,207.63	33,064.72	33,136.18	1.2%	32,896.73	32,597.43	32,747.08	1.2%	32,337.55	2.2%

Notes: ADE - Average Daily Enrolment

FTE - Full Time Equivalent

Average Daily Enrolment (ADE) is based on 50% of March 31 FTE plus 50% Oct 31 FTE

% change equals the increase (decrease) in ADE from the prior year, or prior cycle

INFORMATION REPORT**ITEM 10.4****CAPITAL PROJECTS REPORT – AS AT MAY 31, 2017**

The attached Consolidated Capital Projects Report provides a summary totaling \$452.7 million of all Board approved projects since the capital funding model was changed significantly by the Ministry of Education in 1998. There have been various iterations of capital funding programs since that time, to adapt to changing funding needs in school construction and maintenance. A total of \$424.3 million has been recorded for all projects, including open purchase orders of \$1.1 million which mainly relate to the construction of Milton #8 Catholic Elementary School (CES) and the construction of St. Gregory the Great CES and Child Care Centre.

The Board receives Education Development Charges (EDC) revenue from the four Halton municipalities, which cover the purchase and preparation costs of school sites. Since 1998, the Board purchased school sites for a total of \$130.0 million, as broken down on page 4 of this report, which includes \$6.7 million on eligible EDC expenditures that have not been associated to a particular school (these are listed on page 5). Currently, the Board has an EDC shortfall of \$43.9 million, as EDC levies are typically collected over a 15 year period.

The expenditures outlined in the individual capital project summaries outlined on pages 6 to 9 reflect construction, site and first-time equipping costs to date. It should be noted that all of these projects are expected to be completed within budget.

The Debenture Financing Summary (Appendix A-1 to A-4) provides a summary of all projects that have been financed by debentures through the Ontario School Boards Financing Corporation (OSBFC) or the Ontario Financing Authority (OFA). The last OFA debenture issued was in March 2015 for the financing of primary class size (PCS) additions for St. Brigid CES and St. Catherine of Alexandria CES, in the amount of \$1.9 million. Going forward, the funding model has been replaced by capital grants approved on a project by project basis, and funded twice a year based on the March 31 Provincial Consolidation Reporting (paid to the Board in July) and the August 31 Financial Statements Reporting (paid to the Board in February and March).

REPORT PREPARED BY:	J. CHANTHAVONG, MANAGER, BUDGET AND CAPITAL
REPORT REVIEWED BY:	A. LOFTS, SENIOR ADMINISTRATOR, FINANCIAL SERVICES
REPORT SUBMITTED BY:	R. NEGOI, SUPERINTENDENT OF BUSINESS AND TREASURER OF THE BOARD
REPORT APPROVED BY:	P. DAWSON, DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**Halton Catholic District School Board
Consolidated Capital Projects
For the period ending May 31, 2017**

SCHOOL BUILDINGS	BUDGET	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	Total Expensed and Commitments	AVAILABLE BALANCE
CLOSED PROJECTS							
Ascension Elementary	\$3,200,000	\$3,160,703	\$0	\$0	\$0	\$3,160,703	\$39,297
Holy Rosary Elementary, Milton	\$5,500,000	\$5,356,378	\$0	\$0	\$0	\$5,356,378	\$143,622
St. Patrick's Elementary	\$3,650,000	\$3,716,647	\$0	\$0	\$0	\$3,716,647	(\$66,647)
St. Francis of Assisi Elementary	\$3,770,000	\$3,669,902	\$0	\$0	\$0	\$3,669,902	\$100,098
Notre Dame Secondary	\$1,250,000	\$1,039,404	\$0	\$0	\$0	\$1,039,404	\$210,596
Mother Teresa Elementary	\$7,450,000	\$6,874,383	\$0	\$0	\$0	\$6,874,383	\$575,617
St. Andrew Elementary	\$7,770,000	\$7,255,509	\$0	\$0	\$0	\$7,255,509	\$514,491
Sacred Heart of Jesus Elementary	\$7,770,000	\$7,010,277	\$0	\$0	\$0	\$7,010,277	\$759,723
Learning Environmental Improvement Program (LEIP)	\$12,000,000	\$8,866,538	\$0	\$0	\$0	\$8,866,538	\$3,133,462
School Renewal	\$2,245,001	\$2,070,361	\$0	\$0	\$0	\$2,070,361	\$174,640
St. Paul Elementary	\$1,800,000	\$1,573,776	\$0	\$0	\$0	\$1,573,776	\$226,224
St. Raphael Elementary	\$1,900,000	\$1,919,238	\$0	\$0	\$0	\$1,919,238	(\$19,238)
St. Vincent Elementary	\$1,250,000	\$1,159,421	\$0	\$0	\$0	\$1,159,421	\$90,579
St. Joseph Elementary, Acton	\$2,275,000	\$2,211,231	\$0	\$0	\$0	\$2,211,231	\$63,769
St. Catherine of Alexandria Elementary	\$8,000,000	\$7,914,532	\$0	\$0	\$0	\$7,914,532	\$85,468
Assumption Secondary	\$4,800,000	\$4,734,987	\$0	\$0	\$0	\$4,734,987	\$65,013
Christ the King Secondary	\$25,300,000	\$25,758,453	\$0	\$0	\$0	\$25,758,453	(\$458,453)
Holy Trinity Secondary	\$27,400,000	\$26,419,175	\$0	\$0	\$0	\$26,419,175	\$980,825
Adult Learning Centre	\$1,600,000	\$1,591,080	\$0	\$0	\$0	\$1,591,080	\$8,920
Holy Rosary Elementary, Burlington	\$2,400,000	\$2,305,896	\$0	\$0	\$0	\$2,305,896	\$94,104
St. Mark's Elementary	\$440,000	\$402,630	\$0	\$0	\$0	\$402,630	\$37,370
St. John Elementary, Oakville	\$370,000	\$285,471	\$0	\$0	\$0	\$285,471	\$84,529
Our Lady of Victory Elementary	\$2,400,000	\$2,265,547	\$0	\$0	\$0	\$2,265,547	\$134,453
St. Elizabeth Seton Elementary	\$8,300,000	\$7,137,082	\$0	\$0	\$0	\$7,137,082	\$1,162,918
St. Joan of Arc Elementary	\$8,800,000	\$7,704,963	\$0	\$0	\$0	\$7,704,963	\$1,095,037
Guardian Angels Elementary	\$8,800,000	\$8,134,843	\$0	\$0	\$0	\$8,134,843	\$665,157
St. John Paul II Elementary	\$9,900,000	\$8,600,943	\$0	\$0	\$0	\$8,600,943	\$1,299,057
Christ the King Secondary - Classroom Addition	\$2,000,000	\$1,786,025	\$0	\$0	\$0	\$1,786,025	\$213,975
Corpus Christi Secondary	\$30,260,000	\$32,837,311	\$0	\$0	\$0	\$32,837,311	(\$2,577,311)
St. Anthony of Padua Elementary	\$10,200,000	\$9,231,309	\$0	\$0	\$0	\$9,231,309	\$968,691
St. Christopher Elementary	\$9,900,000	\$8,726,499	\$0	\$0	\$0	\$8,726,499	\$1,173,501
St. Christopher Elementary , Child Care Centre	\$750,000	\$750,000	\$0	\$0	\$0	\$750,000	\$0
St. Peter Elementary	\$10,800,000	\$10,748,401	\$0	\$0	\$0	\$10,748,401	\$51,599
Our Lady of Fatima Elementary	\$11,300,000	\$10,298,651	\$0	\$0	\$0	\$10,298,651	\$1,001,349
Lumen Christi Elementary	\$11,300,000	\$10,899,353	\$0	\$0	\$0	\$10,899,353	\$400,647
St. Anne Elementary	\$11,600,000	\$11,970,404	\$0	\$0	\$0	\$11,970,404	(\$370,404)
St. Mary Elementary	\$11,200,000	\$10,463,121	\$0	\$0	\$0	\$10,463,121	\$736,879
St. Benedict Elementary	\$12,632,220	\$11,736,662	\$16,692	\$0	\$0	\$11,753,354	\$878,866
Queen of Heaven Elementary	\$12,632,220	\$12,245,583	\$12,692	\$0	\$0	\$12,258,276	\$373,944
St. Thomas Aquinas Secondary - Reconstruction	\$37,000,000	\$37,588,033	\$0	\$0	\$0	\$37,588,033	(\$588,033)
St. Ignatius of Loyola Secondary - Addition	\$22,500,000	\$22,858,950	\$0	\$0	\$0	\$22,858,950	(\$358,950)
Jean Vanier Secondary	\$35,000,000	\$34,984,262	\$0	\$0	\$0	\$34,984,262	\$15,738
Sub-total Closed Projects	\$399,414,441	\$386,263,934	\$29,385	\$0	\$0	\$386,293,318	\$13,121,123
CURRENT PROJECTS							
St. Gregory The Great Elementary	\$13,550,465	\$0	\$12,367,999	\$374,435	\$108,845	\$12,851,279	\$699,186
St. Gregory The Great Elementary, Child Care Centre	\$2,520,849	\$0	\$1,718,407	\$692,464	\$13,536	\$2,424,408	\$96,441
Milton #8 Elementary	\$13,818,474	\$0	\$0	\$189,817	\$935,085	\$1,124,903	\$12,693,571
Sub-total Current Projects	\$29,889,788	\$0	\$14,086,406	\$1,256,716	\$1,057,467	\$16,400,589	\$13,489,199

**Halton Catholic District School Board
Consolidated Capital Projects
For the period ending May 31, 2017**

SCHOOL BUILDINGS - Continued	BUDGET	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	Total Expensed and Commitments	AVAILABLE BALANCE
FDK Classroom Addition and Alteration							
St. Joseph (A) Elementary- Classroom Addition and Alteration	\$905,000	\$961,890	\$0	\$0	\$0	\$961,890	(\$56,890)
St. Brigid Elementary - Classroom Addition and Alteration	\$1,439,000	\$1,262,726	\$0	\$0	\$0	\$1,262,726	\$176,274
St. Catherine Elementary - Classroom Addition and Alteration	\$2,396,000	\$1,990,641	\$0	\$0	\$0	\$1,990,641	\$405,359
St. Dominic Elementary- Classroom Addition and Alteration	\$815,000	\$729,637	\$0	\$0	\$0	\$729,637	\$85,363
St. Andrew Elementary - Classroom Addition and Alteration	\$780,000	\$691,317	\$0	\$0	\$0	\$691,317	\$88,683
Guardian Angels Elementary - Classroom Addition and Alteration	\$2,970,000	\$2,324,172	\$0	\$0	\$0	\$2,324,172	\$645,828
St. Anthony of Padua Elementary - Classroom Addition and Alteration	\$2,970,000	\$2,326,786	\$0	\$0	\$0	\$2,326,786	\$643,214
St. Francis of Assisi Elementary - Classroom Addition and Alteration	\$1,260,000	\$1,156,170	\$0	\$0	\$0	\$1,156,170	\$103,830
Holy Rosary Elementary, Milton - Classroom Addition and Alteration	\$5,155,000	\$220,881	\$1,386,570	\$1,863,579	\$6,130	\$3,477,160	\$1,677,840
Sub-total FDK Classroom Addition and Alteration	\$18,690,000	\$11,664,220	\$1,386,570	\$1,863,579	\$6,130	\$14,920,499	\$3,769,501
Sub-total Construction Projects	\$48,579,788	\$11,664,220	\$15,472,975	\$3,120,296	\$1,063,597	\$31,321,088	\$17,258,700
Good Places to Learn	\$4,276,577	\$4,276,577	\$0	\$0	\$0	\$4,276,577	(\$0)
C.E.C Port-A-PAC(s) Program Services & Administration	\$475,000	\$473,535	\$0	\$0	\$0	\$473,535	\$1,465
Cost of Issuing Debenture	\$0	\$1,925,922	\$0	\$0	\$0	\$1,925,922	(\$1,925,922)
TOTAL PROJECTS	\$452,745,806	\$404,604,188	\$15,502,360	\$3,120,296	\$1,063,597	\$424,290,441	\$28,455,365

**Halton Catholic District School Board
Consolidated Capital Projects
For the period ending May 31, 2017**

SCHOOL SITES	BUDGET	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	Total Expensed and Commitments
Mother Teresa Elementary (147)	\$0	\$1,656,104	\$0	\$0	\$0	\$1,656,104
St. Andrew Elementary (148)	\$0	\$2,133,363	\$0	\$0	\$0	\$2,133,363
Sacred Heart of Jesus Elementary (149)	\$0	\$1,932,906	\$0	\$0	\$0	\$1,932,906
St. Benedict Elementary (151)	\$0	\$5,612,362	\$0	\$0	\$0	\$5,612,362
Lumen Christi Elementary (152)	\$0	\$3,239,241	\$0	\$0	\$0	\$3,239,241
Queen of Heaven Elementary (153)	\$0	\$3,571,904	\$0	\$0	\$0	\$3,571,904
St. Elizabeth Seton Elementary (157)	\$0	\$1,624,591	\$0	\$0	\$0	\$1,624,591
St. Christopher Elementary (158)	\$0	\$4,506,735	\$0	\$0	\$0	\$4,506,735
St. Anne Elementary (159)	\$0	\$5,412,056	\$47,215	\$15,654	\$14,901	\$5,489,826
St. Joan of Arc Elementary (161)	\$0	\$2,015,986	\$0	\$0	\$0	\$2,015,986
St. John Paul II Elementary (162)	\$0	\$2,726,023	\$0	\$0	\$0	\$2,726,023
St. Peter Elementary (163)	\$0	\$2,933,095	\$0	\$0	\$0	\$2,933,095
Guardian Angels Elementary (164)	\$0	\$2,099,818	\$0	\$0	\$0	\$2,099,818
St. Anthony of Padua Elementary (165)	\$0	\$3,300,291	\$0	\$0	\$0	\$3,300,291
Our Lady of Fatima Elementary (166)	\$0	\$3,480,166	\$1,149	\$0	\$0	\$3,481,316
St. Catherine of Alexandria Elementary (168)	\$0	\$1,529,708	\$0	\$0	\$0	\$1,529,708
St. Mary Elementary (171)	\$0	\$6,080,995	\$0	\$0	\$0	\$6,080,995
St. Gregory The Great Elementary (173)	\$0	\$7,171,370	\$23,415	\$539,034	\$0	\$7,733,819
Milton #8 Elementary (178)	\$0	\$3,833	\$15,355	\$8,527,597	\$10,320	\$8,557,105
Corpus Christi Secondary (202)	\$0	\$13,629,450	\$0	\$0	\$0	\$13,629,450
Jean Vanier Secondary (204)	\$0	\$10,473,743	\$22,280	\$34,428	\$5,578	\$10,536,030
Christ the King Secondary (231)	\$0	\$5,275,487	\$0	\$0	\$0	\$5,275,487
Holy Trinity Secondary (233)	\$0	\$5,846,886	\$0	\$0	\$0	\$5,846,886
Loyola Secondary Addition (235)	\$0	\$1,484,560	\$0	\$0	\$0	\$1,484,560
St. Thomas Aquinas Secondary (237)	\$0	\$5,454,508	\$3,816	\$1,839	\$1,379	\$5,461,542
Various Sites - EDC Eligible Costs (See Page 5)	\$0	\$16,094,774	\$892,617	\$569,686	\$10,582	\$17,567,659
TOTAL SITES	\$0	\$119,289,955	\$1,005,847	\$9,688,238	\$42,761	\$130,026,802
TOTAL BUILDINGS AND SITES	\$ 452,745,806	\$ 523,894,143	\$ 16,508,207	\$ 12,808,534	\$ 1,106,358	\$ 554,317,242

**Halton Catholic District School Board
EDC Eligible Expenditures
For the period ending May 31, 2017**

DESCRIPTION	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	Total Expensed and Commitments
ELEMENTARY					
EDC - Prof. Fees - Bronte Creek Meadows (150)	\$12,105	\$0	\$0	\$0	\$12,105
EDC - Prof. Fees - Grindstone Plan (155)	\$9,656	\$0	\$0	\$0	\$9,656
EDC - Prof. Fees - Iroquois Ridge #2 - Argo/Ashley (160)	\$468,431	\$0	\$0	\$0	\$468,431
EDC - Site Purchase - Iroquois Ridge #2 - Argo/Ashley (160)	\$5,396,738	\$0	\$0	\$0	\$5,396,738
EDC - Site Improvement - Iroquois Ridge #2 - Argo/Ashley (160)	\$33,101	\$7,912	\$0	\$0	\$41,013
EDC - Site Purchase - Georgetown West - (167)	\$1,588,031	\$0	\$0	\$0	\$1,588,031
EDC - Prof. Fees - Georgetown West - (167)	\$80,139	\$0	\$0	\$0	\$80,139
EDC - Site Improvement - Georgetown West (167)	\$11,054	\$3,433	\$858	\$2,574	\$17,919
EDC - Prof. Fees - Acton East (169)	\$63,115	\$0	\$0	\$0	\$63,115
EDC - Site Purchase - Acton East (169)	\$2,973,218	\$0	\$0	\$0	\$2,973,218
EDC - Shell Lands - Metrus - Oakville (170)	\$80,243	\$0	\$0	\$0	\$80,243
EDC - Prof. Fees - North Oakville #CE1 - (174)	\$17,631	\$0	\$0	\$0	\$17,631
EDC - Prof. Fees - North Oakville #CE3 - (175)	\$6,487	\$0	\$0	\$0	\$6,487
EDC - Prof. Fees - North Oakville #CE4 - (176)	\$21,406	\$26,266	\$16,306	\$0	\$63,978
EDC - Prof. Fees - Milton #9 (179)	\$1,877	\$372	\$3,768	\$0	\$6,017
EDC - Prof. Fees - Milton #10 (180)	\$3,835	\$0	\$4,750	\$0	\$8,585
SECONDARY					
EDC - Prof. Fees - West Oak Trails (201)	\$6,532	\$0	\$0	\$0	\$6,532
EDC - Prof. Fees - Bronte Creek - Meadows (203)	\$15,582	\$0	\$0	\$0	\$15,582
EDC - Prof. Fees - North Oakville CSS (205)	\$3,984	\$0	\$0	\$0	\$3,984
EDC - Prof. Fees - Milton CSS (206)	\$31,545	\$5,894	\$4,542	\$0	\$41,981
EDC - Prof. Fees - Loyola - Hydro Lands (235)	\$6,075	\$0	\$0	\$0	\$6,075
OTHER					
Long Term Capital Plan Costs	\$439,170	\$0	\$0	\$0	\$439,170
Professional and Legal Costs	\$997,163	\$68,428	\$12,687	\$8,008	\$1,086,285
Interest Costs	\$3,827,656	\$780,312	\$526,775	\$0	\$5,134,743
TOTAL	\$16,094,774	\$892,617	\$569,686	\$10,582	\$17,567,659

HALTON CATHOLIC DISTRICT SCHOOL BOARD
St. Gregory The Great Catholic Elementary School
New Pupil Accommodation Project

SCHOOL BUILDING	BUDGET (ESTIMATE)	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL EXPENSED and Commitments	AVAILABLE BALANCE
Building							
Construction	\$11,750,465	\$0	\$11,081,970	\$129,895	\$97,839	\$11,309,705	\$440,760
Professional Fees	\$835,000	\$0	\$808,274	\$30,392	\$9,790	\$848,456	(\$13,456)
Inspections, Soil test, Surveys	\$175,000	\$0	\$85,400	\$38,550	\$0	\$123,951	\$51,049
Building Permit Fees	\$140,000	\$0	\$279,139	(\$500)	\$0	\$278,639	(\$138,639)
Contingencies	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000
Sub-total Building	\$13,070,465	\$0	\$12,254,784	\$198,338	\$107,629	\$12,560,750	\$509,715
Furniture & Equipment	\$180,000	\$0	\$74,275	(\$22,078)	\$1,217	\$53,414	\$126,586
Computer & Technology Equipment	\$150,000	\$0	\$0	\$43,757	\$0	\$43,757	\$106,243
Sub-total Furniture & Equipment	\$330,000	\$0	\$74,275	\$21,680	\$1,217	\$97,172	\$232,828
Bridge Financing (Interest)	\$150,000	\$0	\$38,940	\$154,417	\$0	\$193,357	(\$43,357)
TOTAL	\$13,550,465	\$0	\$12,367,999	\$374,435	\$108,845	\$12,851,279	\$699,186
SCHOOL SITE	BUDGET	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL EXPENSED	
Site		\$7,068,386	\$10,304	\$0	\$0	\$7,078,690	
Site Improvements		\$0	\$0	\$535,225	\$0	\$535,225	
Professional Fees-EDC-Site		\$102,984	\$13,110	\$3,809	\$0	\$119,904	
Bridge Financing		\$0	\$0	\$0	\$0	\$0	
TOTAL	\$0	\$7,171,370	\$23,415	\$539,034	\$0	\$7,733,819	
PROJECT TOTAL	\$13,550,465	\$7,171,370	\$12,391,413	\$913,469	\$108,845	\$20,585,098	
FUNDING	BUDGET	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL	
BUILDING							
Short Term Financing (Investment)		\$0	\$0	\$0	\$0	\$0	
Funding - Minor TCA		\$0	\$74,275	\$0	\$0	\$74,275	
Funding - FDK		\$0	\$1,260,424	\$0	\$0	\$1,260,424	
Funding - Capital Priorities		\$0	\$10,994,360	\$220,018	\$0	\$11,214,378	
Funding - Capitalized Interest		\$0	\$38,940	\$154,417	\$0	\$193,357	
SITE							
Education Development Charge - Applied		\$0	\$0	\$0	\$0	\$0	
Long Term Financing - Debenture		\$0	\$0	\$0	\$0	\$0	
Short Term Financing (Investment)		\$7,171,370	\$23,415	\$539,034	\$0	\$7,733,819	
TOTAL	\$0	\$7,171,370	\$12,391,413	\$913,469	\$0	\$20,476,252	
Unfinanced Commitments						\$108,845	

HALTON CATHOLIC DISTRICT SCHOOL BOARD
St. Gregory The Great Catholic Elementary School
Child Care Centre

SCHOOL BUILDING	BUDGET (ESTIMATE)	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL EXPENSED and Commitments	AVAILABLE BALANCE
Building							
Construction	\$2,004,849	\$0	\$1,467,718	\$524,402	\$0	\$1,992,120	\$12,729
Professional Fees	\$155,000	\$0	\$144,914	\$6,004	\$1,698	\$152,617	\$2,383
Inspections, Soil test, Surveys	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
Building Permit Fees	\$26,000	\$0	\$0	\$0	\$0	\$0	\$26,000
Contingencies	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Sub-total Building	\$2,260,849	\$0	\$1,612,632	\$530,406	\$1,698	\$2,144,737	\$116,112
Furniture & Equipment	\$260,000	\$0	\$105,775	\$162,058	\$11,838	\$279,671	(\$19,671)
Computer & Technology Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total Furniture & Equipment	\$260,000	\$0	\$105,775	\$162,058	\$11,838	\$279,671	(\$19,671)
Bridge Financing (Interest)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$2,520,849	\$0	\$1,718,407	\$692,464	\$13,536	\$2,424,408	\$96,441
SCHOOL SITE	BUDGET	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL EXPENSED	
Site		\$0	\$0	\$0	\$0	\$0	
Site Improvements		\$0	\$0	\$0	\$0	\$0	
Professional Fees-EDC-Site		\$0	\$0	\$0	\$0	\$0	
Contractual - Fiber Optics (EDC)		\$0	\$0	\$0	\$0	\$0	
Bridge Financing		\$0	\$0	\$0	\$0	\$0	
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	
PROJECT TOTAL	\$2,520,849	\$0	\$1,718,407	\$692,464	\$13,536	\$2,424,408	
FUNDING	BUDGET	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL	
BUILDING							
Short Term Financing (Investment)		\$0	\$0	\$0	\$0	\$0	
Funding - Minor TCA		\$0	\$105,775	\$0		\$105,775	
Funding - FDK		\$0	\$0	\$0		\$0	
Funding - Capital Priorities		\$0	\$0	\$0		\$0	
Funding - Child Care		\$0	\$1,612,632	\$692,464		\$2,305,096	
Funding - Capitalized Interest		\$0	\$0	\$0		\$0	
TOTAL	\$0	\$0	\$1,718,407	\$692,464	\$0	\$2,410,871	
Unfinanced Commitments						\$13,536	

HALTON CATHOLIC DISTRICT SCHOOL BOARD
Milton #8 Catholic Elementary School
New Pupil Accommodation Project

SCHOOL BUILDING	BUDGET (ESTIMATE)	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL EXPENSED and Commitments	AVAILABLE BALANCE
Building							
Construction	\$11,858,474	\$0	\$0	\$1,898	\$0	\$1,898	\$11,856,576
Professional Fees	\$985,000	\$0	\$0	\$171,022	\$834,989	\$1,006,011	(\$21,011)
Inspections, Soil test, Surveys	\$175,000	\$0	\$0	\$16,898	\$100,096	\$116,994	\$58,006
Building Permit Fees	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Contingencies	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000
Sub-total Building	\$13,338,474	\$0	\$0	\$189,817	\$935,085	\$1,124,903	\$12,213,571
Furniture & Equipment	\$180,000	\$0	\$0	\$0	\$0	\$0	\$180,000
Computer & Technology Equipment	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Sub-total Furniture & Equipment	\$330,000	\$0	\$0	\$0	\$0	\$0	\$330,000
Bridge Financing (Interest)	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
TOTAL	\$13,818,474	\$0	\$0	\$189,817	\$935,085	\$1,124,903	\$12,693,571
SCHOOL SITE	BUDGET	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL EXPENSED	
Site		\$0	\$0	\$8,491,426	\$0	\$8,491,426	
Site Improvements		\$0	\$0	\$0	\$0	\$0	
Professional Fees-EDC-Site		\$3,833	\$15,355	\$36,171	\$10,320	\$65,679	
Bridge Financing		\$0	\$0	\$0	\$0	\$0	
TOTAL	\$0	\$3,833	\$15,355	\$8,527,597	\$10,320	\$8,557,105	
PROJECT TOTAL	\$13,818,474	\$3,833	\$15,355	\$8,717,414	\$945,405	\$9,682,008	
FUNDING	BUDGET	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL	
BUILDING							
Short Term Financing (Investment)		\$0	\$0	\$0	\$0	\$0	
Funding - Minor TCA		\$0	\$0	\$0	\$0	\$0	
Funding - FDK		\$0	\$0	\$0	\$0	\$0	
Funding - Capital Priorities		\$0	\$0	\$189,817	\$0	\$189,817	
Funding - Capitalized Interest		\$0	\$0	\$0	\$0	\$0	
SITE							
Education Development Charge - Applied		\$0	\$0	\$0	\$0	\$0	
Long Term Financing - Debenture		\$0	\$0	\$0	\$0	\$0	
Short Term Financing (Investment)		\$3,833	\$15,355	\$8,527,597	\$0	\$8,546,785	
TOTAL	\$0	\$3,833	\$15,355	\$8,717,414	\$0	\$8,736,603	
Unfinanced Commitments						\$945,405	

HALTON CATHOLIC DISTRICT SCHOOL BOARD
Holy Rosary Milton Catholic Elementary School
FDK Classroom Addition and Alteration Project

SCHOOL BUILDING	BUDGET (ESTIMATE)	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL EXPENSED and Commitments	AVAILABLE BALANCE
Building							
Construction	\$4,260,000	\$0	\$1,200,848	\$1,774,204	\$6,130	\$2,981,182	\$1,278,818
Professional Fees	\$440,000	\$205,409	\$146,127	\$53,451	\$0	\$404,986	\$35,014
Inspections, Soil test, Surveys	\$40,000	\$8,386	\$15,568	\$21,978	\$0	\$45,932	(\$5,932)
Building Permit Fees	\$35,000	\$7,086	\$22,866	\$0	\$0	\$29,952	\$5,048
Contingencies	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Sub-total Building	\$5,075,000	\$220,881	\$1,385,409	\$1,849,633	\$6,130	\$3,462,052	\$1,612,948
Bridge Financing (Interest)	80,000	0	\$1,161	\$13,947	0	\$15,107	\$64,893
TOTAL	\$5,155,000	\$220,881	\$1,386,570	\$1,863,579	\$6,130	\$3,477,160	\$1,677,840
FUNDING	BUDGET	EXPENSED Sep.1/98 to Aug.31/15	EXPENSED 2015 - 16	EXPENSED 2016 - 17	Commitments 2016 - 17	TOTAL	
BUILDING							
Funding - FDK		\$220,881	\$0	\$1,849,633		\$2,070,514	
Funding - Capital Priorities			\$1,386,570	\$0		\$1,386,570	
Funding - Capitalized Interest			\$0	\$13,947		\$13,947	
Short Term Financing (Investment)			\$0	\$0	\$0	\$0	
B.A. Short Term Loans (Loan repayment)			\$0	\$0		\$0	
TOTAL	\$0	\$220,881	\$1,386,570	\$1,863,579	\$0	\$3,471,030	
Unfinanced Commitments						\$6,130	

Debenture Financing Summary

As at August 31, 2017

Project	Total Expended + Commitments	Debenture Issued Sinking Fund	Debenture Issued Amortizer	Total Debentures Issued	Other Financing	Under (Over) Debentured
Debenture Financing Summary (OSBFC Issue #1) - 2000 - A1 at 7.2% due June 9, 2025						
Ascension Elementary	3,160,703	-	3,189,000	3,189,000	-	(28,297)
Holy Rosary Elementary (Milton)	5,356,378	-	5,250,000	5,250,000	-	106,378
St. Patrick Elementary	3,716,647	-	2,238,000	2,238,000	1,444,065	34,582
St. Francis of Assisi Elementary	3,669,902	-	3,669,000	3,669,000	-	902
Notre Dame Secondary	1,039,404	-	868,000	868,000	-	171,404
Mother Teresa Elementary	6,874,383	-	6,883,000	6,883,000	-	(8,617)
Total	23,817,417	\$ -	\$ 22,097,000	\$ 22,097,000	\$ 1,444,065	\$ 276,352
Outstanding Debenture balance as at period ending August 31, 2016						
			\$ 12,546,420	\$ 12,546,420		
Principal repayment for 2016/17			\$ 1,033,191	\$ 1,033,191		
Interest repayment for 2016/17			\$ 885,074	\$ 885,074		
Debenture Financing Summary (OSBFC Issue #2) - 2000 - A2 at 6.3% due September 22, 2010						
St. Andrew Elementary	7,255,509	7,253,000	-	7,253,000	-	2,509
Sacred Heart of Jesus Elementary	7,010,277	7,030,000	-	7,030,000	-	(19,723)
L.E.I.P.	8,866,538	10,500,000	-	10,500,000	-	(1,633,462)
St. Paul Elementary	1,573,776	1,800,000	-	1,800,000	-	(226,224)
St. Raphael Elementary	1,919,238	1,900,000	-	1,900,000	-	19,238
St. Vincent Elementary	1,159,421	1,250,000	-	1,250,000	-	(90,579)
St. Joseph Elementary (Acton)	2,211,231	2,275,000	-	2,275,000	-	(63,769)
Assumption Secondary	4,734,987	4,800,000	-	4,800,000	-	(65,013)
Total	34,730,977	\$ 36,808,000	\$ -	\$ 36,808,000	\$ -	\$ (2,077,023)
OFA Debenture - 2010 FO5 at 3.942% due September 19, 2025 (Refinancing of Sinking Fund)						
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	20,083,536	\$ 20,083,536		
Principal repayment for 2016/17		\$ -	1,815,440	\$ 1,815,440		
Interest repayment for 2016/17		\$ -	773,976	\$ 773,976		
Debenture Financing Summary (OSBFC Issue #3) - 2001 - A1 (\$19,889,010) at 5.9% due October 19, 2011						
Debenture Financing Summary (OSBFC Issue #3) - 2001 - A3 (\$61,465,990) at 6.55% due October 19, 2026						
St. Catherine of Alexandria Elementary	7,914,532	120,000	7,700,000	7,820,000	-	94,532
Christ the King Secondary	25,758,453	895,000	23,900,000	24,795,000	-	963,453
Holy Trinity Secondary	26,419,175	1,000,000	25,900,000	26,900,000	-	(480,825)
Holy Rosary Elementary (Burlington)	2,305,896	2,500,000	-	2,500,000	-	(194,104)
St. Mark Elementary	402,630	400,000	-	400,000	-	2,630
St. John Elementary (Oakville)	285,471	400,000	-	400,000	-	(114,529)
Our Lady of Victory Elementary	2,265,547	1,800,000	-	1,800,000	-	465,547
St. Elizabeth Seton Elementary	7,137,082	4,154,010	3,965,990	8,120,000	-	(982,918)
St. Joan of Arc Elementary	7,704,963	8,620,000	-	8,620,000	-	(915,037)
Total	80,193,749	\$ 19,889,010	\$ 61,465,990	\$ 81,355,000	\$ -	\$ (1,161,251)
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 37,763,116	\$ 37,763,116		
Principal repayment for 2016/17		\$ -	2,598,625	\$ 2,598,625		
Interest repayment for 2016/17		\$ -	2,431,617	\$ 2,431,617		
OFA Debenture - 2011 FO6 at 2.425% due November 15, 2021 (Refinancing of Sinking Fund)						
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	7,364,344	\$ 7,364,344		
Principal repayment for 2016/17		\$ -	1,267,390	\$ 1,267,390		
Interest repayment for 2016/17		\$ -	170,948	\$ 170,948		

Debenture Financing Summary

As at August 31, 2017

Project	Total Expensed + Commitments	Debenture Issued Sinking Fund	Debenture Issued Amortizer	Total Debentures Issued	Other Financing	Under (Over) Debentured
Debenture Financing Summary (OSBFC Issue #5) - 2003 - A1 (\$3,842,030) at 5.3% due November 7, 2013						
Debenture Financing Summary (OSBFC Issue #5) - 2003 - A2 (\$4,957,970) at 5.8% due November 7, 2028						
Guardian Angels Elementary	8,134,843	3,842,030	4,957,970	8,800,000	-	(665,157)
Total	8,134,843	\$ 3,842,030	\$ 4,957,970	\$ 8,800,000	\$ -	\$ (665,157)
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 3,328,959	\$ 3,328,959		
Principal repayment for 2016/17		\$ -	\$ 187,705	\$ 187,705		
Interest repayment for 2016/17		\$ -	\$ 190,397	\$ 190,397		
Debenture Financing Summary (OSBFC Issue #9) - 2007 - A1 at 5.376% due June 25, 2032						
St. John Paul II Elementary	8,600,943	-	9,900,000	9,900,000	-	(1,299,057)
St. Anthony of Padua Elementary	-	-	10,200,000	10,200,000	-	(10,200,000)
St. Christopher Elementary	-	-	9,900,000	9,900,000	-	(9,900,000)
Christ the King Secondary- Addition	1,786,025	-	2,000,000	2,000,000	-	(213,975)
Total	10,386,968	\$ -	\$ 32,000,000	\$ 32,000,000	\$ -	\$ (21,613,032)
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 24,922,509	\$ 24,922,509		
Principal repayment for 2016/17		\$ -	\$ 1,015,705	\$ 1,015,705		
Interest repayment for 2016/17		\$ -	\$ 1,326,364	\$ 1,326,364		
November 15, 2006 - OFA 2006 F06 - Debenture Financing Summary (GPL-Stage 1-Part 1) - at 4.56% due Nov.15, 2032						
Holy Rosary Elementary (Burlington)	225,391	-	225,391	225,391	-	-
St. Marguerite Elementary	381,535	-	381,535	381,535	-	0
Our Lady of Peace Elementary	588,854	-	588,854	588,854	-	0
St. John Elementary (Oakville) - Roof Replacement	177,777	-	250,000	250,000	-	(72,223)
Notre Dame Secondary - Roof Replacement	2,239,710	-	2,200,000	2,200,000	-	39,710
Bishop Reding Secondary - Roof Replacement	350,605	-	450,000	450,000	-	(99,395)
Notre Dame Secondary - Front Drive Asphalt	180,404	-	-	-	-	180,404
Canadian Martyrs Elementary - Asphalt	44,838	-	-	-	-	44,838
Loyola Secondadry - Asphalt	87,463	-	-	-	-	87,463
Total	4,276,577	\$ -	\$ 4,095,780	\$ 4,095,780	\$ -	\$ 180,797
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 515,672	\$ 515,672		
Principal repayment for 2016/17		\$ -	\$ 23,513	\$ 23,513		
Interest repayment for 2016/17		\$ -	\$ 23,250	\$ 23,250		
March 3, 2008 - OFA 2008 F02 - Debenture Financing Summary (GPL-Stage 1-Part 2) - at 4.90% due May 15, 2034						
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 399,704	\$ 399,704		
Principal repayment for 2016/17		\$ -	\$ 15,799	\$ 15,799		
Interest repayment for 2016/17		\$ -	\$ 19,394	\$ 19,394		
April 14, 2010 - OFA 2010 F02 - Debenture Financing Summary (GPL-Stage 1-Part 3 and GPL Stages 2, 3 and 4) - at 5.182% due April 13, 2035						
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 2,498,321	\$ 2,498,321		
Principal repayment for 2016/17		\$ -	\$ 79,998	\$ 79,998		
Interest repayment for 2016/17		\$ -	\$ 129,679	\$ 129,679		
March 12, 2014 - OFA 2014 F02 - Debenture Financing Summary (GPL-Stage 4) - at 4.003% due March 11, 2039						
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 171,888	\$ 171,888		
Principal repayment for 2016/17		\$ -	\$ 4,726	\$ 4,726		
Interest repayment for 2016/17		\$ -	\$ 6,834	\$ 6,834		

Debenture Financing Summary

As at August 31, 2017

Project	Total Expensed + Commitments	Debenture Issued Sinking Fund	Debenture Issued Amortizer	Total Debentures Issued	Other Financing	Under (Over) Debentured
May 15, 2008 - OFA 2008 F03 - Debenture Financing Summary (Best Start) - at 4.83% due May 15, 2034						
St. Christopher Elementary	750,000	-	750,000	750,000	-	-
Total	750,000	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ -
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 596,082	\$ 596,082		
Principal repayment for 2016/17		\$ -	\$ 23,707	\$ 23,707		
Interest repayment for 2016/17		\$ -	\$ 28,508	\$ 28,508		
March 13, 2009 - OFA 2009 F02 - Debenture Financing Summary (Growth Schools) - at 5.062% due March 13, 2034						
Corpus Christi Secondary	32,837,311	-	25,530,692	25,530,692	-	7,306,619
Total	32,837,311	\$ -	\$ 25,530,692	\$ 25,530,692	\$ -	\$ 7,306,619
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 21,180,346	\$ 21,180,346		
Principal repayment for 2016/17		\$ -	\$ 755,264	\$ 755,264		
Interest repayment for 2016/17		\$ -	\$ 1,062,711	\$ 1,062,711		
March 13, 2009 - OFA 2009 F02 - Debenture Financing Summary (PCS) - at 5.062% due March 13, 2034						
St. Christopher Elementary	8,726,499	-	792,190	792,190	-	7,934,309
St. Anthony of Padua Elementary	9,231,309	-	924,453	924,453	-	8,306,856
Total	17,957,808	\$ -	\$ 1,716,643	\$ 1,716,643	\$ -	\$ 16,241,165
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 1,424,133	\$ 1,424,133		
Principal repayment for 2016/17		\$ -	\$ 50,783	\$ 50,783		
Interest repayment for 2016/17		\$ -	\$ 71,455	\$ 71,455		
April 14, 2010 - OFA 2010 F02 - Debenture Financing Summary (Growth Schools and PCS) - at 5.182% due April 13, 2035						
St. Peter Elementary	10,748,401	-	6,221,759	6,221,759	-	4,526,642
Our Lady of Fatima Elementary	10,298,651	-	11,300,000	11,300,000	-	(1,001,349)
Total	21,047,052	\$ -	\$ 17,521,759	\$ 17,521,759	\$ -	\$ 3,525,293
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 15,092,238	\$ 15,092,238		
Principal repayment for 2016/17		\$ -	\$ 483,267	\$ 483,267		
Interest repayment for 2016/17		\$ -	\$ 783,386	\$ 783,386		
March 09, 2012 - OFA 2012 F02 - Debenture Financing Summary (Growth Schools and NPP) - at 3.564% due March 9, 2037						
St. Thomas Aquinas Secondary	37,588,033	-	22,231,250	22,231,250	-	15,356,783
Lumen Christi Elementary	10,899,353	-	9,969,364	9,969,364	-	929,989
Total	48,487,386	\$ -	\$ 32,200,614	\$ 32,200,614	\$ -	\$ 16,286,772
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 10,451,949	\$ 10,451,949		
Principal repayment for 2016/17		\$ -	\$ 346,084	\$ 346,084		
Interest repayment for 2016/17		\$ -	\$ 369,451	\$ 369,451		
March 12, 2014 - OFA 2014 F02 - Debenture Financing Summary (Loyola and Jean Vanier) - at 4.003% due March 11, 2039						
Jean Vanier Secondary	12,851,279	-	28,384,873	28,384,873	-	(15,533,594)
Loyola Secondary	22,858,950	-	4,863,086	4,863,086	-	17,995,864
Total	35,710,229	\$ -	\$ 33,247,959	\$ 33,247,959	\$ -	\$ 2,462,270
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 31,609,661	\$ 31,609,661		
Principal repayment for 2016/17		\$ -	\$ 869,155	\$ 869,155		
Interest repayment for 2016/17		\$ -	\$ 1,256,723	\$ 1,256,723		

Debenture Financing Summary

As at August 31, 2017

Project	Total Expensed + Commitments	Debenture Issued Sinking Fund	Debenture Issued Amortizer	Total Debentures Issued	Other Financing	Under (Over) Debentured
March 11, 2015 - OFA 2015 F02 - Debenture Financing Summary (St. Brigid and St. Catherine - PCS) - at 2.993% due March 11, 2040						
St. Brigid Elementary FDK	1,262,726		697,884	697,884	-	564,842
St. Catherine Elementary FDK	1,990,641	-	1,151,772	1,151,772	-	838,869
Total	3,253,367	\$ -	\$ 1,849,656	\$ 1,849,656	\$ -	\$ 1,403,711
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 1,798,492	\$ 1,798,492		
Principal repayment for 2016/17		\$ -	\$ 52,707	\$ 52,707		
Interest repayment for 2016/17		\$ -	\$ 53,437	\$ 53,437		

Grand Total	\$ 321,583,684	\$ 60,539,040	\$ 237,434,063	\$ 297,973,103	\$ 1,444,065	\$ 22,166,516
Outstanding Debenture balance as at period ending August 31, 2016		\$ -	\$ 191,747,370	\$ 191,747,370		
Principal repayment for 2016/17		\$ -	\$ 10,623,060	\$ 10,623,060		
Outstanding Debenture balance as at period ending August 31, 2017			\$ 181,124,310	\$ 181,124,310		
Interest repayment for 2016/17		\$ -	\$ 9,583,205	\$ 9,583,205		

INFORMATION REPORT

ITEM 10.5

**MINISTRY FUNDING ANNOUNCEMENT FOR SCHOOL CONSOLIDATION
CAPITAL GRANTS: 2017-2018 ACTION PLAN**

PURPOSE:

The purpose of this report is to inform the Board of the Ministry Funding Announcement for School Consolidation Capital (SCC) grant made on June 19, 2017, and provide additional information to Trustees of tentative plans to implement the two (2) approved capital projects.

BACKGROUND INFORMATION:

- 1) Action Report Item 8.17, “2017 Capital Priorities Business Cases Submission” from the June 20, 2017, Regular Board Meeting.
- 2) Action Report Item 8.8, “2017 School Consolidation Capital Funding Business Case Submissions”, from the January 17, 2017 Regular Board Meeting.

BACKGROUND:

On January 27, 2017, the Board submitted a total of four (4) School Consolidation Capital (SCC) priority projects (detailed in Figure 1), in response to Ministry Memorandum 2016: B19 Request for School Consolidation Capital Funding Submissions, circulated on December 1, 2016. The four (4) capital priorities submitted in the 2017 School Consolidation Capital Submission included:

Figure 1: 2017 School Consolidation Capital Business Case Submissions (January 27, 2017)

RANK	2017 CONSOLIDATION PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR	FUNDED
1	Oakville Northeast Elementary School – St. Michael Site Rebuild	2016-17	2018-19	No
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild	2016-17	2018-19	Yes
3	St. Mark Catholic Elementary School – Rightsizing Demolition and Classroom Addition, with Child Care/HUB/OEYCFC	2016-17	2017-18	Yes
4	North Georgetown Catholic Elementary School	2016-17	2018-19	No

As presented in Action Report Item 8.17, “2017 Capital Priorities Business Cases Submission”, on June 19, 2017, the Minister of Education Mitzie Hunter in collaboration with MPP Flynn and MPP Naidoo-Harris made the announcement that the Province of Ontario will:

- 1) Partially fund Priority #2: Oakville South Central Catholic Elementary School (under the alternate funding strategy); and,

- 2) Fully fund Priority #3: St. Mark Catholic Elementary School Rightsizing Demolition with a five (5) Classroom Addition, a three (3) room Child Care, and an Ontario Early Years Centre and Family Centre (OEYCFC).

The Ministry has advised staff that a formal announcement and letter will be forwarded to the Board later in June or early July containing details of approved funding. Once received, staff will forward the information to Trustees.

The purpose of this report is to identify the tentative actions that are planned over the 2017 summer months, and what approvals staff will be pursuing for the month of September onwards. The two (2) subsections below summarize upcoming milestones.

Oakville South Central Catholic Elementary School Project:

Over the summer months, staff will begin the process of developing and circulating a Request for Proposal (RFP) for the architectural contract for the Oakville South Central Catholic Elementary School project. The aim is to receive all submissions and award the contract by the end of September, 2017. Staff will seek Board approval prior to selecting an architect for the project.

Preliminary works for the Transition Process for the St. James and St. Joseph Catholic Elementary School communities will begin in the summer months, in preparation for the establishment of the committee at the end of October 2017, after Catholic School Councils are formed.

The tentative implementation plan is presented below as part of Figure 2:

Figure 2: Tentative Process for Implementation for Oakville South Central

	TENTATIVE MILESTONES	START
1	Communicate Funding Approvals to Community	June 21, 2017
2	Confirm Ministry Funding Allocations	June 2017
3	Develop and Issue RFP for Oakville South Central Catholic Elementary School	Summer 2017
4	Pre-consultation with the Town of Oakville for Site Plan	Summer 2017
5	Approval from Board of Trustees (motions below)	September 2017
6	Selection of Architect	September 2017
7	Establishment of Transition Committee	October 2017
8	Approval from Board of Trustees for Concept Plans	November 2017
9	Submit Site Plan Application to Town of Oakville	December 2017
10	Final Transition Plan circulated and implemented	April 2018
11	Move St. Joseph School students to St. James School	July 2018
12	Begin demolition and construction at St. Joseph Site	July 2018
13	Tentative Oakville South Central opening	2019-2020 school year

The empty facility of St. James will provide an opportunity to relocate the Oakville Thomas Merton Adult Learning Centre and potentially partner with other community partners. Expected operating savings from this project are estimated at \$250,000 annually.

Below are the draft resolutions that will be presented first as a Staff Report for the September 5, 2017 Regular Meeting of the Board, and final resolutions presented as an Action Report for approval at the September 19, 2017, Regular Meeting of the Board. Note that the values shown in the resolutions are not available until the detailed funding announcement is circulated to the Board.

RESOLUTION:

Moved By:
Seconded By:

RESOLVED, that the Halton Catholic District School Board authorize staff to proceed with the selection of an architect for the Oakville South Central Catholic Elementary School in the Town of Oakville.

RESOLVED, that the Halton Catholic District School Board approve the Preliminary Estimated Project Budget not to exceed **\$VALUE** for the Oakville South Central Catholic Elementary School in the Town of Oakville.

RESOLVED, that the Halton Catholic District School Board approve the use of **Proceeds of Disposition (POD)** in the amount of **\$VALUE** to partially fund the construction of the Oakville South Central Catholic Elementary School in the Town of Oakville.

RESOLVED, that the Halton Catholic District School Board approve **Borrowing By-law No. 2017 FXX** in the amount of **WRITTEN VALUE dollars (\$VALUE)** to finance the construction of the Oakville South Central Catholic Elementary School in the Town of Oakville.

St. Mark Catholic Elementary School, Child Care and OEYCFC:

Over the summer months, staff will begin the process of developing and circulating a Request for Proposal (RFP) for the architectural contract for the St. Mark Catholic Elementary School, Child Care and OEYCFC project. A significant amount of time will be required by the bidding architectural firms to prepare the proposals, therefore it is imperative that the RFP be issued as soon as possible to ensure that project timelines can be met. The aim is to receive all submissions and award the contract by the end of September, 2017. Staff will seek Board approval prior to selecting an architect for the project.

Staff will also begin the process of requesting Ministry and Municipal approvals to demolish the temporary 11 classroom relocatable portapak structure at St. Mark School over the summer months, and introduce new portable classroom accommodations for the 2017-2018 school year. If the demolition is able to be completed in the 2017 summer months, it will offset time during the construction period, which is expected to occur from summer 2018 to winter 2019. Given the scope of the project, it will be advantageous to the Board to demolish the temporary relocatable portapak structure demolished in the 2017 summer months to allow for site and foundation works on the proposed new addition to occur during the 2018 summer months.

Preliminary works for the Transition Process for St. Mark Catholic Elementary School will need to begin immediately with school staff to ensure that classrooms currently housed in the temporary relocatable portapak classrooms are moved prior to demolition.

Additional communications will also be forwarded to the St. Mark's school community, providing information on the work that is proposed over the course of the next approximate 18 months. Similar communications will also be forwarded to the Child Care currently housed at Notre Dame Catholic Secondary School and Ontario Early Years Centre/Family Centre (OEYCFC) operators and users to inform them of the new space being constructed with tentative timelines.

The tentative implementation plan is presented below as part of Figure 3:

Figure 3: Tentative Process for Implementation for St. Mark Catholic Elementary School

TENTATIVE MILESTONES		START
1	Communicate Funding Approvals to Community	June 21, 2017
2	Confirm Ministry Funding Allocations	June 2017
3	Receive Ministry Approval for Portapak Demolition	July 2017
4	Demolish temporary re-locatable classrooms, install new portables	August 2017
5	Develop and Issue RFP for St. Mark Catholic Elementary School	Summer 2017
6	Pre-consultation with the City of Burlington for Site Plan	Summer 2017
7	Approval from Board of Trustees (motions below)	September 2017
8	Selection of Architect	September 2017
9	Consult with school and Catholic School Council	October 2017
10	Approval from Board of Trustees for Concept Plans	November 2017
12	Submit Site Plan Application to City of Burlington	November 2017
13	Receive Site Plan Approval and Building Permit	June 2018
14	Begin construction of Classroom Addition and Child Care	Summer – Spring 2019
15	Tentative Completion	Spring 2019

Below are the draft resolutions that will be presented first as a Staff Report for the September 5, 2017 Regular Meeting of the Board, and final resolutions presented as an Action Report for approval at the September 19, 2017, Regular Meeting of the Board. Note that the values will not be made available until the detailed funding announcement is circulated to the Board.

<p>RESOLUTION:</p> <p>RESOLVED, that the Halton Catholic District School Board authorize staff to proceed with the selection of an architect for the St. Mark Catholic Elementary School project in the City of Burlington.</p> <p>RESOLVED, that the Halton Catholic District School Board approve the Preliminary Estimated Project Budget not to exceed \$VALUE for the St. Mark Catholic Elementary School project in the City of Burlington.</p> <p>RESOLVED, that the Halton Catholic District School Board approve Borrowing By-law No. 2017 F[XX] in the amount of WRITTEN VALUE dollars (\$VALUE) to finance the construction of the St. Mark Catholic Elementary School project in the City of Burlington.</p>	<p>Moved By:</p> <p>Seconded By:</p>
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CONCLUSION:

On June 19, 2017, the Minister of Education Mitzie Hunter in collaboration with MPP Flynn and MPP Naidoo-Harris made the announcement that the Province of Ontario will fund Priority #2 and Priority #3 of the Board's 2017 School Consolidation Capital submission.

Given the timing of the announcement, staff is limited on the amount of work it will be able to undertake in the absence of Board and/or Ministry approvals. Notwithstanding this, staff will endeavor to complete as much work over the course of the summer to allow for an accelerated start to the projects in the 2017-2018 school year, starting in September.

Staff has provided Trustees with the summer action plans, tentative timelines, and draft resolutions for the September Board meetings.

REPORT PREPARED BY: F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

SUBMITTED BY: R. NEGOI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Minutes of the Audit Committee Meeting

Date:	November 14, 2016
Time:	7:30 pm
Location:	Catholic Education Centre – Board Room 802 Drury Lane, Burlington, Ontario
Committee Members Present:	J. M. Rowe (Chair) P. Marai J. Michael M. Dugard (by phone)
Committee Members Excused:	T. Penney
HCDSB Staff Present:	P. Dawson R. Negoi A. Lofts
RIAT Staff Present:	J. Baker
Invited Guests:	D. Marks, External Auditor, KPMG M. Fisher, External Auditor, KPMG S. Trites, Trustee
Recording Secretary:	K. Jones

1. **Call to Order**

1.1 **Opening Prayer**

The meeting opened at 7:32 p.m. with a prayer led by P. Marai.

2. **Approval of the Agenda**

The agenda was reviewed. There were no additions/deletions to the agenda.

Moved By: P. Marai

Seconded By: J. Michael

RESOLVED, that the agenda be accepted as presented.

CARRIED

3. **Declarations of Conflict of Interest**

None

4. **Approval of Minutes**

Moved by: J. Michael

Seconded by: M. Dugard

RESOLVED, that the minutes of the September 15, 2016 meeting be accepted as presented.

CARRIED

5. Business Arising from Previous Meetings

None

6. Action Items

6.1. 2015-16 Draft Audited Financial Statements

R. Negoï noted that the 2015-2016 Revised Estimates indicated a projected deficit; however due to a number of factors, there was a small surplus at year-end. A. Lofts utilized a PowerPoint presentation to explain the Financial Statements and the Notes to the Financial Statements. R. Negoï commended her staff for their hard work and dedication.

Moved By: J. Michael

Seconded By: P. Marai

RESOLVED, that the Audit Committee approve the 2015-2016 Draft Audited Financial Statements for submission to the Board of Trustees at the November 15, 2016 Regular Board Meeting.

CARRIED

6.2. 2015-16 Audit Committee Annual Report to the Board of Trustees and Forwarded to the Ministry of Education

R. Negoï reviewed the report.

Moved By: J. Michael

Seconded By: P. Marai

RESOLVED, that the Audit Committee approve the 2015-2016 Audit Committee Annual Report for submission to the Board of Trustees and forwarded to the Ministry of Education.

CARRIED

6.3. Revised Regional Internal Audit Mandate

This Item was addressed in conjunction with Item 7.2. R. Negoï reviewed the Ministry Memo 2016: SB31 and J. Baker reviewed the changes to the mandate.

Moved By: P. Marai

Seconded By: J. Michael

RESOLVED, that the Audit Committee adopt the revised Regional Internal Audit Mandate.

CARRIED

At 8:41 pm, M. Dugard was unable to remain on the telephone and quorum was no longer met, therefore Committee members were requested to email any further questions and the meeting was adjourned.

7. Discussion Items

7.1. Compliance Report

7.2. Ministry Memorandum 2016: SB31 Update on Regional Internal Audit Consistency Measures - This Item was addressed in conjunction with Item 6.3

7.3. RIAT Status Update on 2016-17 Audits

8. **Standing Reference Items (provided for information)**

8.1. **Ministry's Proposed Audit Committee Meeting Schedule and Agenda Topics**

8.2. **Ontario Regulation 361/10**

9. **Motion to Excuse Absent Committee Members**

Moved by: P. Marai

Seconded by: J. Michael

RESOLVED, that T. Penney be excused.

CARRIED

10. **Adjournment**

Moved by: J. Michael

Seconded by: P. Marai

RESOLVED, that the meeting adjourn at 8:42 pm.

CARRIED

MINUTES OF THE CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC)

Date: May 1, 2017
 Time: 7:00 pm
 Location: Catholic Education Centre - Board Room
 802 Drury Lane
 Burlington, Ontario

Members Present C. Cipriano G. Merritt-Murrell
 A. Gonzalez R. Stagg
 H. Karabela K. Williams
 D. Garell-Teti
 M. Ritcey

Regrets S. Guevara K. Bloomfield
 Fr. R. Héту L. Hartman
 R. Luisetto A. A. LeMay
 A. Boone

Chair: R. Stagg
 Recording Secretary M. Zammit

1. Opening Prayer: G. Merritt-Murrell

The meeting opened at 7:00 p.m. with a prayer led by G. Merritt-Murrell.

2. Approval & Revisions

2.1 Agenda

Moved by: A. Gonzalez

Seconded by: D. Garell-Teti

That, the agenda be approved as presented.

CARRIED

2.2 Minutes

Moved by: M. Ritcey

Seconded by: A. Gonzalez

That, the minutes of the April 3, 2017 Catholic Parent Involvement Committee be approved as amended

CARRIED

3. Board Update

C. Cipriano shared the following information:

- Secondary Second Semester Mid term reports went home week of April 24th
- Student Awards of Excellence at Jean Vanier in Milton on April 24th
- Give Respect Get Respect Gala took place on April 25th
- April 28th was a PA Day
- Principal changes were presented at the April Board Meeting
- Vice Principal changes will be presented at the May Board Meeting

- Catholic Education week starts this week
- Walk with Jesus will take place on May 4th
- EQAO starts May 23-June 3rd – Grade 3 and Grade 6
- CPIC Orientation Night coming up May 3rd at Jean Vanier
- Catholicism Series started April 27th at St. Ignatius of Loyola CSS
- C. Cipriano will meet with M. Merritt-Murrell and M. Ritcey to review/revise the CPIC By-Laws. Proposed changes will be discussed at the June meeting.

4. **Trustee Update**

H. Karabela provided Trustee update on the following:

- Telephone town hall took place on April 25th – great turnout 300 stayed on the call; took live questions.
- A motion was put forth at the April 18th Regular Board Meeting that all Halton Catholic District School Board elementary school children recite the Angelus prayer. Motion was deferred waiting to get stakeholder input.
- A Motion was put forth at the April 18th Regular Board Meeting that the Board develop and approve a Strategic Planning policy.

5. **Business Arising from Previous Meetings**

- **Community Rep** – Criteria Committee – Deferred to June Meeting
- **Speakers for Webinars Update** – R. Stagg advised there are no speakers booked for this year as there is no time left. Discussion followed regarding possible speakers for the future.
- **CPIC Nominations**- G. Merritt-Murrell noted there are 15 nominations to date. Orientation sessions will take place on April 27th and May 3rd.
- **Ministry of Education PIC Symposium feedback** – D. Garell-Teti provided information and feedback from the symposium.

6. **HCCEF Fundraiser** – Information was provided regarding the HCCEF Golf Tournament taking place on May 31st. Doodle will be sent out to committee.

7. **Council of Chairs Agenda Review** – Agenda was reviewed for upcoming Council of Chairs meeting on May 17th taking place at St. Gregory the Great CES in Oakville.

8. **OAPCE Directors Report/New Representative** – No active OAPCE Director for this year therefore no OAPCE report. It was noted D. Garell-Teti will be the new OAPCE Director. Nominations will take place at the June meeting. G. Merritt-Murrell sent an email to all OAPCE reps explaining the new change.

OAPCE Rebate – Discussion ensued regarding the OAPCE Rebate and how to spend the funds. It was decided the funds will be spent towards the Catholicism series. A. Gonzalez to provide more information on costs.

9. **End of Year Social** – A doodle will be sent out regarding possibly dates.

10. **Board Committee Reports**

There were no Board Committee Reports reviewed.
The following was noted:

- **Catholicism Series** - Information was provided on the series taking place at St. Ignatius of Loyola CSS . A. Gonzalez informed the group on the first series which took place on April 27th
- **Calendar** – C. Cipriano addressed the 2017-2018 School Year Calendar and noted the deadline for submission to the Ministry is May 1, 2017.

11. CPIC Subcommittees

- **Finance** – report submitted to committee for review.
- **Communications** – Nothing to report
- **Faith and Family Development Committee** - nothing to report

10. CPIC Goal Setting Review – Review in June

11. Future Agenda Items

- OAPCE Nominations in June
- End of year social
- Goal setting review

12. Final Words...

G. Merritt-Murrell noted she is going to the Parent Expo this upcoming Saturday. Extra tickets are available if anyone is interested in attending. An email will be sent out with the details.

13. Closing Prayer Gaile

G. Merritt- Murrell closed the meeting with a prayer.

14. Moved by: M. Ritcey

Seconded by: D. Garell-Teti

That, the meeting adjourn.

CARRIED

The meeting adjourned at 8:50 p.m.

MINUTES OF THE POLICY COMMITTEE MEETING

Date: May 09, 2017
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Members Present: A. Danko A. Quinn I. Schwecht
A. Iantomasi D. Rabenda M. Zapata
H. Karabela J. M. Rowe
P. Marai S. Trites
J. Michael

Staff Present: P. Dawson, Director of Education
B. Browne, Superintendent of Education, Special Education Services
P. Codner, Chief Social Worker
O. Foese, Chief of Psychological Services
C. McGillicuddy, Superintendent of Education, School Services
T. Overholt, Superintendent of Education, School Services
T. Pinelli, Superintendent of Education, School Services
A. Swinden, Administrator, Strategic Communications

Recording Secretary: E. Trolio

1. Call to Order

1.1 Opening Prayer (A. Danko)

The meeting began at 7:00 p.m. with a prayer led by A. Danko.

2. Approvals

2.1 Approval of Agenda

P#41/17

Moved by: P. Marai

Seconded by: D. Rabenda

THAT, the agenda be approved.

UNANIMOUSLY CARRIED

2.2 Approval of Minutes (March 28, 2017)

P#42/17

Moved by: A. Iantomasi

Seconded by: J. Michael

THAT, the minutes of the Policy Committee Meeting held on March 28, 2017 be approved, as submitted.

UNANIMOUSLY CARRIED

3. Action Items

3.1 I-26 Student Trustees of the Halton Catholic District School Board (C. McGillicuddy)

P#43/17

Moved by: S. Trites

Seconded by: J. Michael

THAT, the Policy Committee recommends that the amended Policy I-26 Student Trustees of the Halton Catholic District School Board, be forwarded to the May 16 2017 Regular Board Meeting for approval.

C. McGillicuddy introduced an amended version of Policy I-26. It was noted that amendments were made to reflect Student Trustees suggestions to ease transition for future students coming into this position.

M. Zapata and I. Schwecht discussed the amendments and commented on a cyclical rotation with Student Trustees eventually having a two-term mandate. The goal is to always have an experienced Student Trustee on the Board.

Discussion followed. Questions for clarification were asked and answered.

A motion was put forward that the policy be returned to staff to amend the policy and include the Student Trustees' proposed revisions and have the amended Policy be voted on at the next Board Meeting on May 16, 2017.

P#43/17 (AMENDMENT)

Moved by: A. Quinn

Seconded by: J. Michael

THAT, the Policy Committee recommends that Policy I-26 Student Trustees of the Halton Catholic District School Board, be amended further, inclusive of Student Trustees' revisions and forwarded to the May 16 2017 Regular Board Meeting.

Further discussion ensued with answering questions to clarify concerns.

The Chair called for a vote. Recommendation **P#43/17 (AMENDMENT) CARRIED.**

In Favor	Opposed
H. Karabela	A. Iantomasi
J. Michael	D. Rabenda
P. Marai	S. Trites
M. Rowe	
A. Quinn	

3.2 I-29 School Boundary Review Process (R. Negoj, T. Overholt)

P#44/17

Moved by: M. Rowe

Seconded by: S. Trites

THAT, the Policy Committee recommends that the amended Policy I-29 School Boundary Review Process, be forwarded for stakeholder input and returned to the June 13, 2017 Policy Committee meeting for further review.

T. Overholt provided an overview of the Policy and the revision changes. It was noted that an Administrative Procedure has been created.

Discussion followed. T. Overholt responded that the suggested amendments to the policy would be included in the document before it is forwarded for stakeholder input.

After further discussion, P. Marai clarified the bullets to remain in the policy. It was noted that the bullet points in green will remain in the policy and not be removed.

P#44/17 (AMENDMENT)

Moved by: P. Marai

Seconded by: A. Quinn

THAT, the Policy Committee recommends that I-29 School Boundary Review Process, be forwarded for Stakeholder Consultation inclusive of the discussed amendments and return to the June 13, 2017 Policy Committee Meeting for approval.

The Chair called for a vote. Recommendation **P#44/17 (AMENDMENT) UNANIMOUSLY CARRIED.**

The Chair called for a vote on the main motion. Recommendation **P#44/17 UNANIMOUSLY CARRIED.**

3.3 I-42 Out of Province Staff Travel (T. Overholt)**P#45/17****Moved by:** A. Quinn**Seconded by:** D. Rabenda**THAT**, the Policy Committee recommends that Policy I-42 Out of Province Staff Travel be forwarded to the May 16, 2017 Regular Meeting of the Board for approval.

T. Overholt provided an overview and noted that no changes were made.

Discussion followed for clarification on certain points.

The Chair called for a vote. Recommendation **P#45/17 UNANIMOUSLY CARRIED.****3.4 II-13 Psycho-Education/Psychological Testing of Individual Students (B. Browne)****P#46/17****Moved by:** P. Marai**Seconded by:** A. Iantomasi**THAT**, the Policy Committee recommends that Policy II-13 Psycho-Education/Psychological Testing of Individual Students, be forwarded to the May 16, 2017 Regular Board Meeting to for approval.

B. Browne provided an overview of the Policy with the amendments reflecting changes in legislation and professional best practices.

Discussion followed. Clarification questions were asked and answered.

The Chair called for a vote. Recommendation **P#46/17 UNANIMOUSLY CARRIED.****3.5 II-29 Inclusion and Range of Placement Options for Identified Students (B. Browne)****P#47/17****Moved by:** P. Marai**Seconded by:** D. Rabenda**THAT**, the Policy Committee recommends that Policy II-29 Inclusion and Range of Placement Options for Identified Students, be forwarded to the May 16, 2017 Regular Board Meeting for approval.

B. Browne noted that there are minimal changes to the policy, one of which includes a reference to a Ministry PPM 156.

Discussion followed. Clarification questions were asked and answered.

The Chair called for a vote. Recommendation **P#47/17 UNANIMOUSLY CARRIED.****3.6 II-20 Child Abuse and Protection of Students (B. Browne, T. Overholt)****P#48/17****Moved by:** A. Iantomasi**Seconded by:** J. Michael**THAT**, the Policy Committee recommends that Policy II-20 Child Abuse and Protection of Students be forwarded to the May 16, 2017 Regular Board Meeting for approval.

Background for this Policy was provided by B. Browne. He noted that the Policy has had the input of P. Codner, Chief Social Worker.

Discussion followed. Questions for clarification were asked and answered.

It was noted that revisions would be made to the procedure following an incident at another school board.

The Chair called for vote. Recommendation **P#48/17 UNANIMOUSLY CARRIED.**

3.7 II-40 Bullying Prevention and Intervention (T. Pinelli)

P#49/17

Moved by: A. Quinn

Seconded by: M. Rowe

THAT, the Policy Committee recommends that Policy II-40 Bullying Prevention and Intervention be forwarded to the May 16, 2017 Regular Board Meeting for approval.

T. Pinelli provided an overview of the policy and the changes due to Ministry amendments. The changes the Education Act and PPM amendments, as well as incorporating the language that is practiced within our schools. It was noted that Policy II-40 aligns with the Ministry protocols.

Discussion followed. Questions regarding tracking were asked and answered.

A wording change will be made under Principles from “feel” to “is safe and respected”, prior to May 16, 2017 Board meeting.

The Chair called for vote. Recommendation **P#49/17 UNANIMOUSLY CARRIED.**

4. Discussion Items

There were no Discussion Items.

5. Information Items

5.1 VI-88 School Boundary Review Process (R. Negoi, T. Overholt)

5.2 VI-89 Psycho-Educational – Psychological Assessment of Individual Students (B. Browne)

5.3 VI-32 Child Abuse and Protection of Students (B. Browne, T. Overholt)

5.4 VI-42 School Staff Meetings (T. Overholt)

5.5 Upcoming Agenda Items (T. Overholt)

5.5.1 I-10 Banking

5.5.2 School Name Selection

5.5.3 I-28 Electronic Meetings

5.5.4 I-38 School Board Trustee Elections Guidelines (as Discussion)

5.5.5 II-08 Teacher Supervision

5.5.6 II-21 Cross Panel Sharing of Student Information

5.5.7 V-14 Alcohol at Board School Sanctioned Events – Off Premises

5.5.8 I-34A Reimbursement of Board Business Expenses for Employees

5.5.9 I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees

5.5.10 III-04 Employee Assistance Program

5.5.11 Strategic Plan Policy (as Discussion)

The items above were reviewed and discussed.

6. Miscellaneous Information

There was no miscellaneous information.

7. Correspondence

There was no correspondence.

8. In Camera

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There was no in-camera session.

9. New Business

There was no new business.

10. Motion to Excuse Absent Committee Members

All members present.

11. Motion to Adjourn/Closing Prayer (A. Iantomasi)

P#52/17

Moved by: A. Quinn

Seconded by: M. Rowe

That the meeting adjourn.

UNANIMOUSLY CARRIED

A. Iantomasi closed the meeting with prayer at 9:15 p.m.

- 2017-18 Budget Estimates: Process and Challenges
- 2017-18 Budget Estimates: Proposed Financial Position
- 2016-17 Special Education Grant and Revenues
- 2016-17 Special Education Budget

The first draft of the budget estimates will be presented at the June 6th Regular Board Meeting. The final estimate will be presented at the June 20th Regular Board Meeting for Trustee approval.

B. Browne reviewed the budget items as prioritized by SEAC at the March meeting, and identified how these priorities aligned with the 2017-2018 budget. SEAC's budget priorities were brought forth to the senior table for conversation to move the requests forward; Business Services worked collaboratively with Special Education to align as much as possible with the priorities identified by SEAC.

The presentation was followed by a question and discussion period. R. Negoi noted that there are information links and guidelines on Special Education funding that will be shared with SEAC.

3. **Actions to be taken**

3.1 **Minutes of the April 26, 2017 SEAC Meeting**

Moved by: L. Stephenson

Seconded by: D. Hotopeleanu

RESOLVED, that the minutes of the April 26, 2017 SEAC Meeting be approved as presented.

The Chair called for a vote and the motion **CARRIED**.

4. **Declarations of Conflict of Interest**

No conflicts of interest were declared.

5. **Business Arising from Previous Meetings**

5.1 **Summary of Outstanding Items from Previous Meetings**

- PAAC on SEAC presentation will be moved to the September meeting
- Topics for next year will be discussed in June and September
- A memo came out on May 18 regarding the Ontario Autism Program (OAP) direct funding option, which is to be implemented by the end of this year through the OAP
- Soundbytes will be covered under the Parent Engagement Subcommittee report
- Letter to ministry will remain on business arising
- French Ad Hoc Committed: an update will be provided in June; any input, questions or concerns are always welcome

6. **Action and Information Items**

6.1 **Accessibility Plan (B. Agnew)**

B. Agnew, is the SEAC representative on the Accessibility Working Group along with B. Browne and W. Reid-Purcell. They provide input into the updates for the Accessibility Plan. Updates to the plan were highlighted in the report that was included in the meeting package for members review and feedback.

B. Agnew invited members to submit any input or comments, which she will report back to the working group.

6.2 **Policy I-29 School Boundary Review Process (B. Agnew)**

No feedback was received.

6.3 **Invitation to Respond – Stakeholder Input – The Angelus (B. Agnew)**

B. Agnew confirmed that members had received the invitation to respond to the Angelus Prayer individually, then asked members if they would like to discuss, to determine if or how as a group, from SEAC's perspective, they would like to respond.

Trustees provided information on the Board motion for the Angelus Prayer to be recited in elementary schools; a conflict of interest, for trustees, was identified for this item.

M. Lourenco put forth a motion that SEAC respond as a group in support of reciting the Angelus prayer in elementary schools. There was no seconder for the motion; the motion did not carry.

7. Communications to SEAC

7.1 Superintendent's Report (B. Browne)

B. Browne provided updates on:

Professional Development:

- **ABA for All:** day 2 sessions of the ABA for All capacity building were completed in April
- **Early Screening Math Tool:** looking to partner with Dr. Daniel Ansari re: early screening tool in our kindergarten classes, moving forward in looking at how best to support t teachers and DECEs
- **Educational Assistants (EAs):** the latest EA PA Day included presentations on ABA for All, Transdisciplinary Rounds, Peer Mediated Prompting, Body Mechanics and Working Safely; as well as a presentation of personal stories and music from Superfire
- **Safe Management Trainer:** one of our Itinerant EAs successfully completed a 5-day training session, increasing the number of trainers on our Safe Management team
- **Ontario Council for Administrators in Special Education (OCASE):** K. McCarthy, W. Reid-Purcell and B. Browne sit on the Ontario Council for Administrators in Special Education. A provincial symposium was hosted two weeks ago; Superintendents and Senior Special Education teams from around the province gathered for conversations on legal matters and ministry updates

Mental Health:

- **Halton Families for Families Award Winners:** this annual award recognizes champions for mental health. HCDSB was awarded three awards, two for schools, and one individual award. These were awarded to: the CYC at St. Mary/St. Gregory Catholic Elementary Schools for her work with students on mental health; Jean Vanier Catholic Secondary School for supporting the *Disable the Label* Conference for the last two years; and the Principal and school team and St. Francis of Assisi CES for their work in supporting students with complex needs
- **Roots of Empathy:** this program helps to develop empathy and contributes to positive mental health and interactions at schools. The annual celebration takes place Wednesday, May 31st at St. Gregory the Great CES
- **School Mental Health Assist:** a provincial Superintendents meeting takes place on June 7th at Ryerson; Superintendents responsible for Mental Health portfolios gather to discuss common issues, get a ministry update, and connect; B. Browne participates on the provincial steering committee for this group

Community Events:

- **Annual Torch Run:** takes place on Friday June 9th; starting at EC Drury School and going through Milton; this event is run by Halton Police partnered with HCDSB and HDSB.
- **Special Olympics Track and Field Event:** also takes place on Friday June 9th; this date was selected and organized by the Board last year; the Halton Police selected the same date for the Torch Run. Every effort is being made to support both events.
- **Mother's Day Run – Team Unbreakable:** took place Saturday, May 13 in Spencer Smith Park, Burlington; there was an amazing turnout from schools and staff for this event. This continues to

grow every year and is a celebration of the work happening in schools around running, physical wellness and mental health. Photos were shared from the run.

- **Life Skills Prom:** was hosted on Thursday May 18th at Jean Vanier CSS in Milton. It was another wonderful event for staff, students, and Best Buddies. All nine of our secondary schools attended supported by Department Heads, Teachers, and EAs.

7.2 Association Reports

7.2.1 Autism Ontario – Project Lifesaver (L. Stephenson)

Autism Ontario is hosting an information session with Halton Police on *Project Lifesaver* to take place on Saturday June 10, 2017 from 2:00 – 3:00 pm at the Halton Police, Burlington Station, 3800 Constable Henshaw Blvd., Community Room. Further information is available at <https://www.eventbrite.ca/e/project-lifesaver-bringing-loved-ones-home-tickets-34260212217>

7.2.2 Autism Ontario – Summer Funding (L. Stephenson)

Autism Ontario is happy to announce that the *2017 One to One Summer Support Worker Reimbursement Fund* is now open for applications. Applications can be received between **May 1, and June 2, 2017**. A random draw will determine eligibility. Visit: www.autismontario.com/camp to view [the flyer](#), [frequently asked questions](#) and [application](#).

7.2.3 Autism Ontario – Educational Advocacy Symposium (L. Stephenson)

All parents are invited to attend Autism Ontario's first *Educational Symposium* on Saturday June 10, 2017 from 10:00 am - 3:00 pm at Wilfrid Laurier University. Parents and caregivers will be provided with practical strategies to support their role as full partners with their child's school and school board with the goal of getting the most appropriate education for their child. Further information is available at: <https://www.eventbrite.ca/e/educational-advocacy-symposium-registration-34441389122>

7.2.4 Easter Seals Association Report (B. Agnew)

Easter Seals was invited to attend a number of provincial roundtables in different cities to engage in conversations and provide feedback into the Provincial Framework for Alternative Programs and Courses. Information on Alternative programs. Provincial Roundtable takes place May 9th. Further information is available at <http://education.easterseals.org/alternative-programs-and-the-iep/>

D. Hotopeleanu informed members that Halton Downs Syndrome Association's *Go21 Walk* is taking place on Saturday, June 17th at the Milton Fairgrounds from 9:00 AM - 2:00 PM to raise awareness and as a fundraiser. All are welcome to join. Full details can be found at www.HaltonGo21.ca

7.3 Trustee Reports

D. Rabenda provided updates on recent Board happenings which include: budget, maintenance, policies, graduations and the renaming of Mother Teresa Catholic Elementary School to St. Teresa of Calcutta.

7.4 Sub-Committee Report

7.4.1 Parent Engagement Sub-Committee Report

For 2016-2017 the subcommittee have completed a webinar and SEAC Soundbytes for the school year; for 2017-2018 they are looking to have the September SEAC Soundbyte developed for distribution in June

The subcommittee plans to meet in June, and are looking for feedback on:

- Ideas for the Soundbyte topics for 2017-2018 school year - 9 topics are needed
- Ideas for webinars. Do we want to do more than 1? Format ideas?
- SEAC roadshow; presenting at parent councils and explaining SEAC's role
- Having a SEAC member on CPIC

Considerations for setting up and maintaining a SEAC twitter account were also discussed.

B. Agnew will send out a follow up email.

7.5 Reports from Other Stakeholder Meetings

8. Questions from the Public

9. SEAC Discussion

M. Lourenco suggested that policies reviewed for special education be brought to SEAC before hand.

10. Next Agenda: Meeting Monday, June 19, 2017

The agenda will included the Year in Review as it pertains to the Special Education Plan; and a Ministry request for feedback on the Education Accessibility Standard Engagement

11. Adjournment

11.1 Resolution re Absentees

Moved by: R. Quesnel

Seconded by: D. Hotopeleanu

RESOLVED, that R. Barreiro, L. Currie, L. Cipparrone, C. Parreira be excused. **CARRIED**

11.2 Adjournment and Closing Prayer (B. Agnew)

Moved by: D. Hotopeleanu

Seconded by: L. Stephenson

RESOLVED, that the meeting adjourn. **CARRIED**

The meeting adjourned 9:00 p.m. with a prayer led by B. Agnew.