

**REGULAR BOARD MEETING  
REVISED AGENDA**

Date: Tuesday, October 16, 2018  
Time: 7:30 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

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## **October 16 Regular Board Meeting**

### **Opening Prayer**

Beloved Lord, breath calm in my mind, peace in my heart, and silence in my soul.

In the silence let me hear your voice, in the peace let me see your face, in the calm let me know your love.

“To deliver oneself up, to hand oneself over, entrust oneself completely to the silence of a wide landscape of woods and hills, or seas, or desert, to sit still while the sun comes up over that land and fills its silences with light. To pray and work in the morning and to labour and rest in the afternoon, and to sit still again in meditation in the evening when night falls upon that land and when the silence fills itself with darkness and with stars. This is a true and special vocation.” (Thomas Merton)

### **Scripture**

A reading from Psalm 23.

The Lord is my shepherd, I shall not want.

He makes me lie down in green pastures; he leads me beside still waters; he restores my soul.

He leads me in right paths for his name's sake.

Even though I walk through the darkest valley, I fear no evil; for you are with me; your rod and your staff - they comfort me.

You prepare a table before me in the presence of my enemies; you anoint my head with oil; my cup overflows.

Surely goodness and mercy shall follow me, all the days of my life, and I shall dwell in the house of the Lord, my whole life long.

The word of the Lord.

### **Closing Prayer**

We thank you, Lord, for your gift of silence – for these moments now and for the other silent spaces you give us during the day. We thank you for the gift of yourself in silence, and for the knowledge that you, whom we easily neglect, are so wonderfully close and alive in our lives. Amen.

## MINUTES OF THE REGULAR BOARD MEETING

Date: October 2, 2018  
Time: 7:30 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, Vice-Chair of the Board A. Quinn  
J. Michael S. Trites

Members Excused: H. Karabela

Student Trustees: W. Charlebois S. Mazza  
D. Herrero

Senior Staff: S. Balogh R. Negoï  
C. Cipriano J. O'Hara  
P. Daly, Secretary of the Board T. Pinelli  
C. McGillicuddy A. Prkacin  
R. Merrick J. Rowles

Also Present: S. Allum, Manager, School Energy and Environmental  
A. Bartucci, Communications Officer, Strategic Communications Services  
L. Keating, Acting Chief Research Officer  
F. Thibeault, Senior Manager, Planning Services

Recording Secretary: R. Di Pietro

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### 1. Call to Order

The Chair called the meeting to order.

#### 1.1 Opening Prayer, National Anthem and Oath of Citizenship (S. Mazza)

The meeting opened at 7:30 p.m. with a prayer led by S. Mazza.

#### 1.2 Motions Adopted In-Camera

There were no motions adopted in-camera.

#### 1.3 Information Received In-Camera

The following information was received in-camera:

Lauren Donovan and Luca Martorelli hired as probationary teachers effective September 14, 2018. Amanda Esperanca, Carla Escalante Aguilar and Laura Wilson hired as probationary teachers effective September 17, 2018. Magdalena Saputo hired as a probationary teacher effective September 18, 2018. Jenna Allen, Alexis Ardell and Thomas Meagher hired as probationary teachers effective September 19, 2018. Kaylin Martin and Sabrina Piekarski hired as probationary teachers effective September 20,



2018. Neetha Cyriac, Anthony DiNardo, Katherine Drake, Shannon Miller and Melanie Pettipiece hired as probationary teachers effective September 21, 2018. Jayde Zarafonitis hired as a probationary teacher effective September 24, 2018.

The Board has secured a site for the third Catholic Secondary School in Milton.

**2. Approval of the Agenda**

**#209/18**

**Moved by:** A. Iantomasi

**Seconded by:** J. Michael

**RESOLVED**, that the agenda be approved.

The Chair called for a vote on **#209/18** and it **UNANIMOUSLY CARRIED**.

**3. Declarations of Conflict of Interest**

There were no conflicts of interest declared.

**4. Presentations**

There were no presentations.

**5. Delegations**

There were no delegations.

**6. Approval of Minutes**

**6.1 Minutes of the September 18, 2018 Regular Board Meeting**

**#210/18**

**Moved by:** J.M. Rowe

**Seconded by:** A. Danko

**RESOLVED**, that the minutes of the September 18, 2018 Regular Board Meeting be approved.

The Chair called for a vote on **#210/18** and it **UNANIMOUSLY CARRIED**.

The Director of Education explained the Board is holding off on the letter to the Ministry regarding increased construction costs until more updates are received regarding the EDC By-Law.

**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**

There were no staff reports.

**10. Information Items****10.1 Student Trustees Update (S. Mazza)**

Student Trustee Mazza provided the following updates:

- On September 27, 2018, Student Trustees attended the OCSTA Regional meeting.
- From October 25 – 28, 2018, Student Trustees will attend the OSTAAECO Fall General Meeting.
- A senator from each Secondary School will attend the Student Leadership Conference on October 18, 2018.
- Student Senate discussions have started on the yearly bullying initiative.
- Student Senate looking into a new initiative for the 2018-2019 school year.

**10.2 School Educational Field Trips (C. McGillicuddy)**

School trips were provided as information.

**10.3 Strategic Plan 2016-2021 Update/Director's Report to Trustees (P. Daly)**

Trustees provided with an update on the monitoring results on year two of the implementation of the Board's multi-year strategic plan.

Significant progress has been made towards fulfilling the goals outlined within the strategic plan. Senior staff currently refining the 2018-2019 System Priorities, which will incorporate the areas of improvement identified through monitoring of activities, and guide their work towards fulfilling the strategic goals and objectives.

**10.4 Energy Conservation Initiatives and Updates (R. Merrick)**

The Board was provided with information on school energy and utility consumption, funding allocation and update on the initiatives recently undertaken on reduced energy consumption and improve the Board's carbon footprint.

Through a variety of efficiency measures and initiatives, the Halton Catholic District School Board is a leader in energy and utility conservation among all school boards across Ontario. The Board is also in compliance with the Green Energy Act by making our annual energy use and greenhouse gas emissions publicly available.

**10.5 2018-19 Portable Classrooms and Surplus Classrooms Summary (R. Merrick)**

As student enrollment continues to grow within the Board, there has been an increase in portable classroom accommodation needs and the number of surplus classrooms across the Board has decreased. For the 2018-19 school year, the number of portable classroom units increased from the 2017-18 school year by 28 to a total of 192 units. The number of surplus classrooms decreased by 36 classrooms for the 2017-18 school year to 78 surplus classrooms throughout the Board.

Staff will continue to monitor portable classroom and surplus classroom utilization to contain operating expenditures wherever possible.

**10.6 Bishop P.F. Reding Catholic Secondary School Sketch Plan Design (R. Merrick)**

The 609 pupil place building addition at Bishop P.F. Reding Catholic Elementary School is underway. Building permit submission and construction tendering for the project is expected to be completed in November 2018. Construction of the new school is anticipated to commence immediately after the conclusion of the tender process. The September 2019 occupancy date for building addition Parts 1 to 3 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 2019 completion date.

**10.7 Assumption Catholic Secondary School Sketch Plan Design (R. Merrick)**

The 84 pupil place building addition and building renovation at Assumption Catholic Secondary School is underway. Building permit submission and construction tendering for the project is expected to be completed in October and November 2018. Construction is anticipated to commence immediately after the conclusion of the tender process. The September 2019 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 2019 completion date.

**10.8 Audit Committee Report to the Board of Trustees (R. Negoï)**

The following information items were discussed at the Audit Committee meeting of September 27, 2018:

- The Regional Internal Audit Manager provided an update on the Regional Internal Audit Team's training plan, confirmed their independence and reviewed the internal audit mandate.
- The Superintendent of Business Services informed the Audit Committee of a recent school board audit and survey performed by the Auditor General.
- The Preliminary Budget Report for September 1, 2017 to August 31, 2018 was presented to the Audit Committee, in anticipation of the financial statements completion.

Trustee Marai thanked Trustee Rowe for his years of leadership as Chair of the Audit Committee.

Superintendent Negoï provided background on the new Chair, J. Fahrer.

**10.9 Planning Services Work Plan for 2018-2019 (R. Negoï)**

Over the 2018-2019 school year, Planning Services endeavours to complete the following projects as part of its annual work plan:

- 2019 Long-Term Capital Plan Update
- 2019 Amendment to the 2018 Education Development Charges (EDC) By-law
- Milton Secondary School Boundary Review
- 2018-2019 School Capital Priorities Submission

**11. Miscellaneous Information****11.1 Minutes of the May 29, 2018 Audit Committee Meeting**

Minutes of the May 29, 2018 Audit Committee meeting were provided as information.

**11.2 Minutes of the June 18, 2018 SEAC Meeting**

Minutes of the June 19, 2018 SEAC meeting were provided as information.

**12. Correspondence**

There was no correspondence.

**13. Open Question Period**

No questions were submitted.

**14. In Camera**

There was no follow-up In-Camera session.

**15. Resolution re Absentees**

**#211/18**

**Moved by:** A. Quinn

**Seconded by:** S. Trites

**RESOLVED**, that Trustee Karabela be excused from the meeting.

The Chair called for a vote on **#211/18** and it **UNANIMOUSLY CARRIED**.

**16. Adjournment and Closing Prayer (P. Marai)**

**#212/18**

**Moved by:** A. Iantomasi

**Seconded by:** J.M. Rowe

**RESOLVED**, that the meeting adjourn.

The Chair called for a vote on **#212/18** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 8:08 p.m. with a prayer led by Trustee Marai.

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Secretary of the Board

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Chair

### BUSINESS ARISING FROM PREVIOUS MEETINGS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
May 1, 2018	Transportation to AP and/or IB Programs for Gifted Students in the HCDSB Secondary Schools	Staff Report on A New Vision for Transportation	R. Negoï	Fall 2018

### OUTSTANDING POLICY ITEMS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
June 6, 2017	Policy I-26 Student Trustees on the Halton Catholic District School Board	Approval, as amended	S. Balogh	Fall 2018
September 19, 2018	Policy I-45 Transparency and Accountability in Executive Compensation	3 <sup>rd</sup> reading	S. Balogh	Fall 2018



## Regular Board Meeting

## Action Report

Policy I-24 Fraud Management	Item 8.1
October 16, 2018	

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To approve *Policy I-24 Fraud Management*, as presented

### Background Information

Staff reviewed *Policy I-24 Fraud Management*, last updated in October 2015, as part of this review cycle. To ensure accuracy the policy reference to computer related activity has been changed. The process to investigate, address and report fraud, as well as the regulations still stand.

### Conclusion

*Policy I-24 Fraud Management* was presented at the Policy Committee Meeting on October 9, 2018, 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:
<b>Resolved</b> , that the Halton Catholic District School Board accept the recommendation of the Policy Committee that <i>Policy I-24 Fraud Management</i> , be approved as amended.

Report Submitted and  
Approved by:

P. Marai  
Chair of the Policy Committee

<b>Fraud Management</b>	
<b>Adopted:</b> September 18, 2012	<b>Last Reviewed/Revised:</b> October 16, 2018
<b>Next Scheduled Review:</b> 2021-2022	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-24 Fraud Management</a> <a href="#">I-36 Trustee Code of Conduct</a> <a href="#">I-43 Use of Technology and Digital Citizenship</a> <a href="#">III-14 Employee Code of Conduct</a>	

## Purpose

The purpose of this policy is to set out the process to be followed for the identification, investigation, escalation and reporting of fraud at the Halton Catholic District School Board (“the Board”).

## Application and Scope

This policy applies to all trustees, and employees of the Board. It may also apply to persons or organizations external to the Board who perpetrate fraud against it.

## Definitions

**Fraud** is a deliberate act of deception, manipulation or trickery, with the specific intent of gaining an unfair or dishonest personal gain or advantage. It may be perpetrated by one individual or done in collusion with others. It involves willful misrepresentation or deliberate concealment of material facts.

- Types of fraud may include, but are not limited to, the following:
  - Forgery or alteration of cheques or other banking documents and records.
  - Theft, embezzlement or misappropriation of funds, supplies and services, resources, other assets or time.
  - Any irregularity in the handling or reporting of money transactions, including the falsification, unauthorized destruction or removal of corporate records, or financial statements.

- Any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for fraudulent purposes, in violation of *Policy I-43, Use of Technology and Digital Citizenship*
- Any claim for reimbursement of business expenses that is either intentionally inflated or not a bona-fide business expense of the Board.
- The unauthorized use of Board money, property, resources, or authority for personal gain or other non-Board related purposes.
- Misuse or abuse of authority in the context of purchasing goods or services.
- False claims for grants, contributions or any program/service payments, including refunds and rebates.
- Seeking or accepting anything of material value from vendors of the Board in violation of the conflict of interest provisions in *Policy III-14 Employee Code of Conduct* and *Policy I-36 Trustee Code of Conduct*.
- The requirement to take an action identified as *if necessary* or *as appropriate* will be determined on a case by case basis, taking into consideration the nature of the misconduct, materiality of the occurrence, the cost-benefit analysis of the situation and other qualitative factors surrounding the particular incident.

**Confirmed occurrence** refers to an occurrence of a potential act of fraud, where a preliminary internal assessment demonstrates enough evidence to proceed with further investigation.

## Principles

- Fraud and the material misstatement of financial information can have a significant adverse effect on the Board's public image, reputation and its ability to achieve its strategic objectives.
- The policy is intended as a means to increase awareness of key fraud indicators, the different types of fraud and fraud schemes that may exist and the roles/responsibilities of all staff in fraud prevention, deterrence and detection.
- The Board is committed to protecting its revenue, property, proprietary information and other assets. The Board will not tolerate any misuse or misappropriation of those assets.
- The Board will make every reasonable effort to protect itself against fraud, and will establish and maintain a system of internal control to ensure, to the fullest extent possible, the prevention and detection of fraud.
- The Board will carry an appropriate insurance policy to protect itself against potential loss.
- The Board will provide the necessary information and training to ensure that all staff are familiar with the types of improprieties that might occur within the workplace, and be alert for any indications of such conduct.



- Provided there are reasonable grounds, the Board shall investigate any and all incidents of suspected or alleged acts of fraud. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the Board, of any party who becomes the subject of such investigation.
- When a fraud is substantiated by the investigation, appropriate disciplinary action shall be taken, up to and including dismissal.
- In the event that fraud is found to have occurred, the Board shall make every reasonable effort to seek restitution and obtain recovery of any and all losses from the offender(s), or other appropriate sources, including the Board's insurers.
- In the event of criminal misconduct, the police shall be notified, if necessary.

## Requirements

### **Duty to Report Suspicion of Fraud**

- Any act of material fraud that is detected or suspected must be reported immediately and investigated in accordance with this policy, as expeditiously as possible.
- Any employee who has knowledge of an occurrence of a fraud, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee shall immediately notify their Superintendent, or the Director of Education.
- Those who are aware of a fraud taking place and knowingly do not report it, may be considered equally complicit in the fraud.
- Fraud awareness training shall be provided to all permanent employees and trustees, at least every four (4) years, to facilitate the identification and reporting of potential acts of fraud. Fraud awareness training shall also be provided to all new employees as part of the orientation package.

### **Investigation of Suspicions or Allegations of Fraud**

- Responsibility for ensuring all reported allegations of fraud are investigated, rests with the Director of Education, through the Superintendent of Business Services, or the Executive Officer of Human Resources Services, as appropriate.
- The Director of Education and the Superintendent of Business Services shall inform the Chair of the Audit Committee of the alleged or suspected fraud of a material amount within two (2) weeks of the incident being confirmed and shall ensure that all instances of alleged or suspected fraud are appropriately investigated. The Chair of the Audit Committee shall inform the Board of Trustees of any alleged or suspected fraud of a material amount at the In-Camera Session of the next scheduled Board Meeting.
- The Chair of the Audit Committee shall provide a report to the Board of Trustees, at the commencement and conclusion of any material investigation under this policy and shall keep

the Board of Trustees apprised of any significant developments that unfold during the course of the investigation. In the event that the next scheduled Audit Committee Meeting shall not take place within two (2) weeks of a confirmed occurrence, the Audit Committee Chair will provide an update at the In-Camera Session of the next scheduled Board Meeting. The Director of Education and the Superintendent of Business Services shall present the Board of Trustees with a plan of action with respect to a confirmed occurrence, for Board's approval by majority vote. Any investigation reports or updates are to be discussed In-Camera. If the matter proceeds to court and becomes public information, any public disclosure on the matter will be provided by the Chair of the Board, or in their absence, by the Chair of the Audit Committee.

- The Director of Education and the Superintendent of Business Services may, in consultation with Board forensic consultants and Board legal counsel, involve the services of the Regional Internal Audit Manager, as appropriate. The Regional Internal Audit Manager may assume primary responsibility for the investigation of all activity as defined in this policy under Special Investigations. Employees are expected to fully cooperate with management and any others involved in the investigation and make all reasonable efforts to be available to assist during the course of the investigation.
- All participants in a fraud investigation shall keep the details and results of the investigation confidential, and shall not discuss the matter with anyone other than those involved in the investigation.

### **Special Investigations**

- Where a member of Senior Staff is suspected of fraud, the employee may notify the Director of Education directly.
- Where the Director of Education is suspected of fraud, the employee may notify the Chair of the Board or the Regional Internal Audit Manager directly.
- Where a Trustee is suspected of fraud, the employee may notify the Director of Education or the Superintendent of Business Services, or the Regional Internal Audit Manager directly.
- The Regional Internal Audit Manager will assume the primary responsibility for all special investigations.

### **Whistle-Blower Protection**

- **Protection from Reprisal**

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of suspected fraud, or who act as witnesses in any subsequent investigation. The Board shall make every effort to ensure that an individual, who in good faith reports under this policy, is protected from harassment, retaliation or adverse employment consequence. Anyone who retaliates against someone who has reported in good faith is subject to discipline, up to and including dismissal.

- **Acting in Good Faith**

In making a report, an individual must be acting in good faith with reasonable grounds for believing that there is a breach of a code of conduct or questionable financial practices. An individual who makes an unsubstantiated report, which is knowingly false or made with vexatious or malicious intent, will be subject to discipline, up to and including dismissal.

**Implementation and Monitoring**

- The Director of Education, in collaboration with the Superintendent of Business services, shall establish procedures required to implement this policy and provide an annual monitoring report to the Board of Trustees on the status of the implementation of policy.

APPROVED:                      Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*



## Regular Board Meeting

## Action Report

Policy I-35 Trustee Honoraria	Item 8.2
October 16, 2018	

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To approve *Policy I-35 Trustee Honoraria*, as presented

### Background Information

Staff reviewed *Policy I-35 Trustee Honoraria*, in conjunction with Ministry of Education Memorandum 2018: B14 Update: Education Funding for 2018-19 (included in Appendix A) and Ontario Regulation (O. Reg.) 357/6 – *Honoraria for Board Members* (included in Appendix B) and propose that the base amount remain at \$5,900 for the term starting December 1, 2018. As communicated in Ministry memorandum B14:

*“Compensation adjustments are being suspended until a new government can conduct a review and put in place an appropriate expenditure management strategy. As a result, the ministry will not be increasing the base amount for school board trustees’ honorarium as announced in the 2018-19 GSN memo (2018: B06).”*

Through discussions with Ministry staff, an update to O. Reg. 357/6 is expected, to reflect the base amount of \$5,900, and to disallow any increases based on Consumer Price Index (CPI). The proposed policy is in keeping with this communication. The enrolment amount will continue to be a factor in determining Trustee honoraria. In addition, the policy remains unchanged in regards to the attendance and distance amounts.

Should changes in regulation become available that impact this policy, a revised policy will be presented to the Board of trustees at a future Policy meeting.

Minor changes were also made to include the addition of References and to align the policy with the Board template.



## Conclusion

*Policy I-35 Trustee Honoraria* was presented at the Policy Committee Meeting on October 9, 2018 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 accept the recommendation of the Policy Committee that *Policy I-35 Trustee Honoraria*, be approved as amended.

Report Submitted and  
Approved by:

P. Marai  
Chair of the Policy Committee

**Ministry of Education**

**Office of the Deputy Minister**  
 22nd Floor, Mowat Block  
 900 Bay Street  
 Toronto ON M7A 1L2

**Ministère de l'Éducation**

**Bureau du sous-ministre**  
 12<sup>e</sup> étage, Édifice Mowat  
 900, rue Bay  
 Toronto ON M7A 1L2

**2018: B14**

**MEMORANDUM TO:** Directors of Education  
 Secretary/Treasurers of School Authorities

**FROM:** Bruce Rodrigues  
 Deputy Minister  
 Ministry of Education

**DATE:** **August 24, 2018**

**SUBJECT:** **Update: Education Funding for 2018–19**

I am writing to provide you with an update about education funding for 2018–19. The information included in this memo will provide new information further to memos:

- 2018: B06 – Grants for Student Needs (GSN) for 2018-19;
- 2018: B07 – 2018-19 School Year Education Programs – Other (EPO) funding;
- 2018: SB05 – Cash Management Strategy;
- 2018: SB09 – Grants for Student Needs (GSN) 2018-19, Supports and Updates;
- 2018: SB10 – Special Education Funding in 2018-19; and
- 2018: SB13 – 2018-19 Funding Updates and Estimate Forms for Section 68 School Authorities

**NOTICE:**

Some of the elements and proposals set out in this memo can only take effect if certain regulations are made by the Minister of Education or Lieutenant Governor in Council under the *Education Act*. Such regulations have not yet been made. Therefore, the content of this memo should be considered to be subject to such regulations, if and when made.

Total funding for the Grants for Student Needs (GSN) is expected to remain at \$24.5 billion in 2018–19. The average per-pupil funding is projected to be approximately \$12,300. Please see Appendix A for projected board-by-board changes to 2018–19 GSN funding compared to previously announced GSN allocations (2018:B06).

The 2018–19 GSN continues to reflect funding for increased enrolment, ongoing investments to meet prior years' labour agreements, and regular updates to the Grants for Student Needs with the following changes noted in this memo.

Consistent with the government's announcement during the throne speech to reorder Ontario's finances, including a line-by-line review of government spending, all education funding, including what is contained in this memorandum, will be reviewed. As school boards begin planning for the 2019–20 school year, please keep in mind this review will be underway and may impact on-going GSN and/or Education Programs – Other (EPO) funding.

All related GSN release documents will be updated and available in the coming weeks including: the 2018–19 Education Funding Technical Paper; Grants for Student Needs projections for the 2018–19 School Year; 2018–19 Guide to the Grants for Student Needs; Special Education Funding Guidelines: Special Incidence Portion (SIP), 2018–19; and 2018–19 Education Funding: A Guide to the Special Education Grant. Further communication will be sent when these documents are available as well as any transfer payment information for EPO funding outlined in this memo, as well as the Education Finance Information System revised estimates forms.

## **A. New Initiatives and Program Adjustments for 2018–19**

### **Special Education Per-Pupil Amount (\$28M)**

The ministry is investing a projected \$28 million in the GSN to provide an increase to the Special Education Per-Pupil Amount Allocation. Funding will be allocated to school boards by increasing all three Special Education Per-Pupil Amount Allocation benchmarks to the following:

- \$1,007.08 per JK to Grade 3 student;
- \$773.57 per Grade 4 to 8 student; and
- \$510.73 per Grade 9 to 12 student.

This increase will support all students with special education needs including those with Autism Spectrum Disorder and other needs such as mental health needs.

All 72 boards will see an increase in their Special Education Per-Pupil Amount Allocation funding for 2018–19.

### **Indigenous Graduation Coaches (\$3M)**

The ministry will be launching a \$3 million pilot project through EPO to provide intensive supports to Indigenous learners and their families with the goal of obtaining an Ontario Secondary School Diploma and successful transition into post-secondary education, training or labour market opportunities.

This approach would include an Indigenous graduation coach, whose life experience is deeply rooted in the Indigenous community and holds deep experiential connection to the culture. The coach would act as a mentor and advisor to Indigenous students, facilitating access and referrals to community and school resources to provide integrated support for student achievement and well-being. With the coach as the hub, and community and school resources as the spokes, this 'hub and spoke model' will ease the current fragmentation of service access and delivery to provide holistic and efficient supports to vulnerable students.

A district school board eligibility list will be released in the coming weeks.

## **Rapid Response Northern Schools Teams (RRNSTs) (\$0.8M)**

The ministry is providing \$0.8 million through EPO to support the development of teams to respond to urgent requests made by remote First Nation communities for access to qualified staff that have skills such as early literacy and numeracy, language, and special education qualifications to keep schools open and support the academic success and well-being of students.

Teams will be composed of highly trained and experienced, board-employed, certified educators, administrators and related positions (e.g., social workers, Elders). These Rapid Response Northern Schools Teams would be able to mobilize within a short period of time and stay within the community until stabilization is secured or new teams can be deployed.

## **B. Re-focused Initiatives for 2018–19**

### **Focusing on Fundamental Mathematics (\$55M)**

The ministry is replacing the previously announced \$55 million EPO funding: Renewed Math Strategy with the Focusing on Fundamental Mathematics EPO.

The funding will allow boards to hire mathematics facilitators and leads at the board and school levels for math-related training and support dedicated to teaching fundamental math skills. The funding will also allow boards to provide release-time for educators to participate in training and learning focused on fundamental mathematics.

### **Supporting Students: Career Counselling, Student Mental Health and Well-being (\$46M)**

The ministry is maintaining the projected \$46 million through the GSN (formerly Preparing for Success in High School) in elementary guidance benchmarks; however, school boards have greater flexibility in using this funding to focus on ensuring students and parents are better informed about future options for post-secondary, careers, apprenticeships or trades, and to ensure students have the supports they need to succeed.

Students, parents, educators and stakeholders have indicated that current supports are not sufficient to help students and families make these critical, and often stressful, decisions.

It is important to note that this funding, while generated through Grades 7 and 8 enrolment, can now be used at school boards' discretion to support career counselling as well as student well-being in either the elementary or secondary panel, and student mental health in keeping with the boards' mental health strategy.

### **Expanded Role for Multi-Disciplinary Teams to Include Support for Students with Autism Spectrum Disorder and Other Special Education Needs (\$52M)**

The \$52 million GSN investment, announced in the 2018–19 GSN memo (2018:B06), for Special Education Multi-Disciplinary Teams and other staffing resources will be



refocused and expanded to include supports for students with special education needs including those with Autism Spectrum Disorder and other needs such as mental health. Autism is the fastest growing exceptionality in Ontario's publicly funded school system. Students with Autism Spectrum Disorder have a broad range of complex needs and would benefit from increased access to professionals in schools.

This funding continues to support school boards in hiring multi-disciplinary teams which could include Speech-Language Pathologists, Psychologists, Social Workers, Behaviour Experts and others, as appropriate, based on local needs to support all students with special education needs, including those with Autism Spectrum Disorder and other needs such as mental health. The staffing requirements for this funding are unchanged.

## **C. Efficiencies and Redistributions for 2018–19**

### **Special Incidence Portion (SIP) (\$28M)**

The Special Incidence Portion maximum claim amount will be \$27,405, rather than the \$38,016 announced in 2018: B06. Savings incurred from this adjustment will be reinvested into the Special Education Per-Pupil Amount Allocation funding announced earlier in this memo.

### **New Teacher Induction Program (NTIP) (\$0.75M)**

The previously announced New Teacher Induction Program increase of \$0.75M has been re-directed to other initiatives. However, school boards retain the flexibility to offer the expanded program to long-term occasional teachers in positions of 80 days or more, as well as supporting any new teacher who falls outside of the New Teacher Induction Program required definition within their first five (5) years of employment.

### **Trustee Honoraria (\$0.6M)**

Compensation adjustments are being suspended until the new government can conduct a review and put in place an appropriate expenditure management strategy. As a result, the ministry will not be increasing the base amount for the school board trustees' honorarium as announced in the 2018–19 GSN memo (2018:B06).

The base amount for district school board trustees will remain at \$5,900. The ministry may review trustee honoraria in the future.

In addition, the ministry will not be providing the trustees of Section 68 School Authorities an honorarium as announced in the 2018–19 Section 68 SB Memo (2018:SB13).

### **Executive Compensation (\$1.7M GSN and \$4.1M EPO)**

The previously announced GSN and EPO funding to support executive compensation increases in the 2018-19 school year has been suspended. The increases introduced in 2017-18 will continue to be provided on an ongoing basis as these increases are now built into school board cost structures.

Adjustments for 2018-19 will no longer be provided through EPO funding or the 2018–19 GSN, through the Senior Administration benchmark for salaries and benefits. As a result, this benchmark will decrease from \$170,430.45 to \$167,912.27.

## **Cash Management Strategy – Proceeds of Disposition**

In memorandum 2018:B05, the ministry communicated its updated operating cash flow policy and procedures to reduce the associated borrowing costs currently incurred by the Province and to more closely align with the Ontario Public Service cash management directive. The ministry is expanding the cash management strategy to apply to Proceeds of Disposition balances while recognizing the school boards' needs for renewal and other capital projects. School boards' funding entitlements will not be affected by this change. Further details on this policy will be released in the coming weeks.

## **D. Monthly Payments / Reporting**

Cash flow payments will continue to flow based on the submitted school boards' 2018–19 estimates starting in September. Isolate boards 2018–19 cash flow will be based on the 2017–18 estimates submission until the 2018–19 estimates forms are issued, submitted by the isolate boards and reviewed by the ministry.

As noted earlier in this memo, district school boards will be expected to update their budgets to reflect the changes outlined in this memo through the revised estimates submission process. Payments will be revised upon the review of the submitted revised estimates by the ministry.

## **E. Information Resources**

If you require further information, please contact:

<b>Subject</b>	<b>Contact</b>	<b>Telephone and email</b>
Executive Compensation	Cheri Hayward	(416) 327-7503 <a href="mailto:cheri.hayward@ontario.ca">cheri.hayward@ontario.ca</a>
Financial Accountability and Reporting Requirements	Med Ahmadoun	(416) 326-0201 <a href="mailto:med.ahmadoun@ontario.ca">med.ahmadoun@ontario.ca</a>
Indigenous Education	Taunya Paquette	(416) 314-5739 <a href="mailto:taunya.paquette@ontario.ca">taunya.paquette@ontario.ca</a>
Operating Funding	Paul Duffy	(416) 325-2035 <a href="mailto:paul.duffy@ontario.ca">paul.duffy@ontario.ca</a>
Special Education	Julie Williams	(416) 325-2889 <a href="mailto:julie.williams@ontario.ca">julie.williams@ontario.ca</a>
Student Achievement	Marg Connor	(416) 325-2564 <a href="mailto:marg.connor@ontario.ca">marg.connor@ontario.ca</a>

General questions regarding the updated 2018–19 Grants for Student Needs can be emailed to: [EDULABFINANCE@ontario.ca](mailto:EDULABFINANCE@ontario.ca).

## **Conclusion**

The government believes that Ontario students can attain a high level of educational achievement without the previous year-over-year trend of budget inflation. Ontario's government for the people is committed to improving accountability and making efficient and effective use of taxpayer dollars — and we will be looking to our partners in the education sector to help find efficiencies.

Original signed by

Bruce Rodrigues  
Deputy Minister  
Ministry of Education

cc: School business officials

## Appendix A: 2018-19 GSN Impacts

Board Name	Efficiencies and Redistributions for Special Incidence Portion (\$28M)	Special Education Per-Pupil Amount (SEPPA) (\$28M)	SEPPA DEA Impact (\$0.05M)	Efficiencies and Redistributions for NTIP Investment (\$0.75M)	Efficiencies and Redistributions for Trustee Honorarium Investment (\$0.3M)	Efficiencies and Redistributions for Executive Compensation (\$1.7M)
DSB Ontario North East	(241,762)	86,924	-	(2,281)	(4,400)	(18,821)
Algoma DSB	(456,666)	123,275	1,783	(1,203)	(4,400)	(19,266)
Rainbow DSB	(1,493,400)	170,588	4,629	(4,774)	(3,600)	(20,029)
Near North DSB	(332,177)	131,532	1,817	(4,591)	(3,600)	(16,711)
Keewatin-Patricia DSB	(80,576)	69,265	-	(3,330)	(4,400)	(20,705)
Rainy River DSB	-	30,253	436	(1,039)	(2,800)	(14,129)
Lakehead DSB	(294,750)	119,068	662	(3,349)	(3,200)	(16,995)
Superior-Greenstone DSB	-	16,023	635	(731)	(3,600)	(13,154)
Bluewater DSB	(135,192)	232,307	-	(9,528)	(4,000)	(17,735)
Avon Maitland DSB	(10,611)	208,322	848	(1,867)	(3,600)	(21,745)
Greater Essex County DSB	(17,720)	492,059	6,336	(3,609)	(4,000)	(24,028)
Lambton Kent DSB	(40,410)	293,476	1,304	(5,361)	(4,400)	(19,073)
Thames Valley DSB	(318,330)	1,090,927	-	(39,709)	(5,200)	(39,995)
Toronto DSB	(1,835,703)	3,449,052	-	(92,410)	(8,800)	(105,883)
Durham DSB	(1,168,439)	988,812	-	(34,560)	(4,400)	(36,004)
Kawartha Pine Ridge DSB	(432,300)	454,926	-	(9,614)	(4,400)	(23,092)
Trillium Lakelands DSB	(186,675)	222,323	2,980	(2,675)	(3,600)	(19,277)
York Region DSB	(870,102)	1,701,004	-	(34,868)	(4,800)	(55,797)
Simcoe County DSB	(420,770)	729,428	-	(16,678)	(4,800)	(32,575)
Upper Grand DSB	(943,200)	482,030	-	(14,041)	(4,000)	(23,487)
Peel DSB	(3,057,239)	2,221,807	-	(35,349)	(4,800)	(72,692)
Halton DSB	(489,739)	895,397	-	(38,159)	(4,400)	(33,455)
Hamilton-Wentworth DSB	(354,615)	702,324	-	(16,659)	(4,400)	(29,135)
DSB of Niagara	(243,660)	511,623	-	(3,705)	(4,400)	(24,598)
Grand Erie DSB	(58,361)	357,678	1,111	(8,652)	(4,400)	(20,707)
Waterloo Region DSB	(46,512)	889,463	-	(18,218)	(4,400)	(33,704)
Ottawa-Carleton DSB	(903,900)	1,005,807	-	(38,323)	(4,800)	(38,673)
Upper Canada DSB	(108,432)	362,222	-	(6,823)	(4,400)	(23,216)
Limestone DSB	(157,200)	266,371	-	(2,541)	(3,600)	(19,282)
Renfrew County DSB	(196,500)	123,386	-	(1,521)	(3,200)	(15,970)
Hastings and Prince Edward DSB	(58,950)	207,682	-	(3,003)	(4,000)	(17,773)
Northeastern Catholic DSB	(19,650)	32,233	174	(173)	(3,600)	(14,096)
Nipissing-Parry Sound Catholic DSB	(396,820)	34,704	658	(991)	(2,800)	(12,675)
Huron-Superior Catholic DSB	(707,400)	63,753	342	(597)	(4,000)	(17,026)
Sudbury Catholic DSB	(314,400)	82,962	-	(895)	(2,400)	(14,597)
Northwest Catholic DSB	-	20,581	-	(1,213)	(3,600)	(14,096)
Kenora Catholic DSB	(21,222)	18,298	579	(529)	(2,800)	(13,464)
Thunder Bay Catholic DSB	(753,264)	105,449	413	(1,367)	(2,800)	(15,545)
Superior North Catholic DSB	-	9,863	430	(1,011)	(3,600)	(17,511)

Board Name	Efficiencies and Redistributions for Special Incidence Portion (\$28M)	Special Education Per-Pupil Amount (SEPPA) (\$28M)	SEPPA DEA Impact (\$0.05M)	Efficiencies and Redistributions for NTIP Investment (\$0.75M)	Efficiencies and Redistributions for Trustee Honorarium Investment (\$0.3M)	Efficiencies and Redistributions for Executive Compensation (\$1.7M)
Bruce-Grey Catholic DSB	(31,833)	59,533	-	(3,638)	(2,800)	(18,336)
Huron-Perth Catholic DSB	-	64,110	-	(2,079)	(2,000)	(18,262)
Windsor-Essex Catholic DSB	(21,222)	269,017	3,611	(2,435)	(3,600)	(18,360)
London District Catholic School Board	(127,045)	276,237	-	(8,036)	(3,200)	(23,346)
St. Clair Catholic DSB	-	122,789	-	(3,609)	(2,800)	(19,595)
Toronto Catholic DSB	(854,199)	1,263,977	-	(36,417)	(4,800)	(43,709)
Peterborough V N C Catholic DSB	(661,419)	211,453	-	(4,899)	(2,800)	(16,827)
York Catholic DSB	(825,300)	713,696	17,373	(28,304)	(4,000)	(34,351)
Dufferin-Peel Catholic DSB	(817,047)	1,074,540	-	(25,686)	(4,400)	(40,000)
Simcoe Muskoka Catholic DSB	(167,025)	297,831	-	(2,714)	(3,200)	(20,178)
Durham Catholic DSB	(746,700)	293,461	-	(4,571)	(3,200)	(23,720)
Halton Catholic DSB	(510,900)	480,880	-	(18,170)	(4,400)	(28,426)
Hamilton-Wentworth Catholic DSB	(440,799)	397,096	-	(7,045)	(3,600)	(21,710)
Wellington Catholic DSB	(106,110)	108,138	1,346	(1,896)	(2,400)	(19,287)
Waterloo Catholic DSB	(44,488)	322,597	-	(11,058)	(3,600)	(19,344)
Niagara Catholic DSB	(47,160)	287,141	6,053	(2,165)	(3,200)	(18,853)
Brant Haldimand Norfolk Catholic DSB	-	136,754	-	(4,725)	(2,400)	(15,284)
Catholic DSB of Eastern Ontario	(667,081)	174,233	1,248	(1,222)	(2,800)	(17,278)
Ottawa Catholic DSB	(490,189)	590,097	-	(15,928)	(4,000)	(26,464)
Renfrew County Catholic DSB	-	71,795	-	(1,290)	(2,800)	(13,865)
Algonquin and Lakeshore Catholic DSB	(235,800)	160,931	-	(5,794)	(4,000)	(17,085)
CSD du Nord-Est de l'Ontario	(379,183)	33,503	-	(2,021)	(4,800)	(15,481)
CSD du Grand Nord de l'Ontario	(157,751)	35,853	-	(1,136)	(4,800)	(15,377)
Conseil scolaire Viamonde	(98,250)	185,165	-	(16,380)	(4,800)	(25,776)
CSD des écoles publiques de l'Est de l'Ontario	-	229,772	-	(13,108)	(4,800)	(19,980)
CSD catholique des Grandes Rivières	(629,234)	82,582	-	(635)	(4,000)	(17,827)
CSD catholique Franco-Nord	(615,438)	39,433	-	(885)	(2,400)	(13,208)
CSD catholique du Nouvel-Ontario	(392,607)	95,510	-	(3,734)	(4,800)	(19,621)
CSD catholique des Aurores boréales	(13,126)	12,153	-	(1,713)	(4,800)	(18,520)
CS catholique Providence	-	149,163	-	(8,402)	(4,400)	(24,257)
CS catholique MonAvenir	(393,000)	253,285	-	(18,613)	(4,800)	(26,532)
CSD catholique de l'Est ontarien	(839,055)	144,557	-	(4,648)	(3,200)	(15,514)
CSD catholique du Centre-Est de l'Ontario	(737,661)	358,310	-	(21,077)	(4,400)	(20,424)

- Does not include impacts from EPO or School Authorities
- Figures may not add due to rounding

Français

**Education Act****ONTARIO REGULATION 357/06  
HONORARIA FOR BOARD MEMBERS****Consolidation Period:** From April 20, 2018 to the [e-Laws currency date](#).

Last amendment: 292/18.

Legislative History: 163/07, 190/10, 164/11, 57/12, 81/14, 190/14, 292/18.

*This is the English version of a bilingual regulation.***Purpose**

1. This Regulation sets out the method for calculating the limits on honoraria paid under section 191 of the Act. O. Reg. 357/06, s. 1; O. Reg. 57/12, s. 1.

**Components of honorarium**

2. (1) For a term of office beginning in 2006 or later, the honorarium for a member of a district school board, in respect of any year of his or her term of office, shall consist of such of the following components as the board determines, subject to section 4:

1. The base amount for the year.
2. The enrolment amount for the year.
3. The attendance amounts payable to the member for the year.
4. The distance amounts payable to the member for the year. O. Reg. 357/06, s. 2 (1).

(2) A year of a member's term of office begins on December 1 and ends on the following November 30. O. Reg. 357/06, s. 2 (2).

**Note: On December 1, 2018, subsection 2 (2) of the Regulation is revoked and the following substituted: (See: O. Reg. 292/18, s. 2)**

(2) In 2018, 2019 and 2020, the year of a member's term of office begins on December 1 and ends on the following November 30. O. Reg. 292/18, s. 2.

(3) In 2021, the year of a member's term of office begins on December 1 and ends on the following November 14. O. Reg. 292/18, s. 2.

(4) Beginning in 2022, a year of a member's term of office begins on November 15 and ends on the following November 14. O. Reg. 292/18, s. 2.

3. REVOKED: O. Reg. 190/10, s. 1.

**Policy re honorarium components**

4. (1) For a term of office beginning in 2006 or later, the board shall establish a policy, on or before October 15 of the calendar year in which the term of office begins, with respect to,

- (a) which components listed in paragraphs 1 to 4 of subsection 2 (1) it will pay during the term of office;
- (b) for the base amount, the attendance amount and the distance amount, if the component will be paid, the amount of the component to be paid to a member for each year of the term of office, determined in accordance with sections 5, 7 and 8; and
- (c) for the enrolment amount, if it will be paid, the percentage to be applied in calculating the enrolment amount limit for a member for each year of the term of office. O. Reg. 357/06, s. 4 (1); O. Reg. 163/07, s. 2 (1); O. Reg. 190/10, s. 2 (1).

(2) The board may, at any time, change its policy under subsection (1) such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage to be applied in calculating the enrolment amount limit is lowered for a year. O. Reg. 163/07, s. 2 (2).

(3) If the board changes its policy for a year under subsection (2), it may restore the original policy made under subsection (1) at any time before the end of the period to which the policy applies. O. Reg. 163/07, s. 2 (2).

(4) REVOKED: O. Reg. 190/10, s. 2 (2).

#### Base amount

5. (1) The base amount for a member for a year of a term of office is an amount that does not exceed the base amount limit determined under subsection (2), (3) or (4), as the case may be. O. Reg. 357/06, s. 5 (1).

(2) For a member other than the chair or vice-chair, the base amount limit for the year is determined as follows:

1. For each year of the term of office beginning on December 1, 2006, \$5,900.
2. For each year of the term of office beginning on December 1, 2010, the amount calculated for a year of the term of office beginning on December 1, 2006, increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between,
  - i. July 1, 2006, and
  - ii. June 30, 2010.
3. For each year of the term of office beginning on December 1, 2014, \$5,900.
4. For each year of a term of office beginning on or after December 1, 2018, \$6,300. O. Reg. 357/06, s. 5 (2); O. Reg. 163/07, s. 3; O. Reg. 190/14, s. 1; O. Reg. 292/18, s. 3 (1).

**Note: On December 1, 2018, subsection 5 (2) of the Regulation is revoked and the following substituted: (See: O. Reg. 292/18, s. 3 (2))**

(2) For a member other than the chair or vice-chair, the base amount limit for the year is \$6,300. O. Reg. 292/18, s. 3 (2).

(3) For the chair, the base amount limit for the year is determined by adding \$5,000 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (3).

(4) For the vice-chair, the base amount limit for the year is determined by adding \$2,500 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (4).

#### Enrolment amount

6. (1) The enrolment amount for a member for each year of a term of office is an amount determined for that year that does not exceed the enrolment amount limit. O. Reg. 163/07, s. 4 (1).

(1.1) The enrolment amount shall be calculated anew in each year of a member's term of office. O. Reg. 163/07, s. 4 (1).

(1.2) The enrolment amount limit is determined by multiplying the percentage determined by the board for the year under clause 4 (1) (c) or subsection 4 (2) or (3), as the case may be, by the amount determined for the member under subsection (2), (3) or (4), as the case may be. O. Reg. 163/07, s. 4 (1).

(2) For a member other than the chair or vice-chair, determine an amount as follows:

1. Multiply the enrolment of the board for the year as determined under section 9, by \$1.75.
2. Divide the number determined under paragraph 1 by the number of members determined for the board under subclause 58.1 (2) (k) (i) or subsection 58.1 (10.1) of the Act, as the case may be. O. Reg. 357/06, s. 6 (2); O. Reg. 163/07, s. 4 (2).

(3) For the chair, add the amount determined under subsection (2) to the amount determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9 by 5 cents.
2. Determine the greater of,
  - i. the amount determined under paragraph 1, and
  - ii. \$500.
3. Determine the lesser of,
  - i. the amount determined under paragraph 2, and
  - ii. \$5,000. O. Reg. 357/06, s. 6 (3); O. Reg. 163/07, s. 4 (3).

(4) For the vice-chair, add the amount determined under subsection (2) to the amount determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9 by 2.5 cents.
2. Determine the greater of,
  - i. the amount determined under paragraph 1, and
  - ii. \$250.
3. Determine the lesser of,
  - i. the amount determined under paragraph 2, and

- ii. \$2,500. O. Reg. 357/06, s. 6 (4); O. Reg. 163/07, s. 4 (4).

**Attendance amount**

7. (1) The attendance amount is an amount that does not exceed the attendance amount limit of \$50. O. Reg. 357/06, s. 7 (1).

(2) The attendance amount may be paid to a member for attending any meeting of a committee of the board that is required to be established by an Act or a regulation made under an Act. O. Reg. 357/06, s. 7 (2).

**Distance amount**

8. (1) The distance amount is an amount that does not exceed the distance amount limit of \$50. O. Reg. 357/06, s. 8 (1).

(2) For a board member described as follows, the distance amount may be paid to the member for attending in person at any meeting of the board or of a committee of the board that is required to be established by an Act or a regulation made under an Act:

1. The board member is a member of a board that has,

- i. a board area greater than 9,000 square kilometres, as set out in Table 1 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4, or
- ii. a dispersal factor of greater than 25, as set out in Table 5 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4.

2. On the day of the meeting, the distance between the member's residence and the place where the meeting is held is more than 200 kilometres. O. Reg. 357/06, s. 8 (2); O. Reg. 163/07, s. 5; O. Reg. 292/18, s. 4.

(3) A board member may receive the distance amount only once in respect of any day. O. Reg. 357/06, s. 8 (3).

**Enrolment**

9. For the purposes of section 6, the enrolment of the board for a year of a term of office is the estimate of the board's day school average daily enrolment that was,

- (a) determined for the purposes of the regulation made under section 234 of the Act in respect of calculating average daily enrolment for the school board fiscal year that ends in the calendar year in which the year of the term of office begins; and
- (b) submitted to the Ministry together with the estimates required by clause 232 (6) (c) of the Act. O. Reg. 163/07, s. 6; O. Reg. 164/11, s. 1.

**Service for a partial year**

10. (1) The honorarium for a board member who serves for a partial year is determined in accordance with this section. O. Reg. 357/06, s. 10 (1); O. Reg. 190/10, s. 3.

(2) The base amount is an amount that does not exceed the base amount limit for the partial year, which is determined by prorating, according to the time served, the base amount for a board member who serves for a full year. O. Reg. 163/07, s. 7.

(2.1) The enrolment amount is an amount that does not exceed the enrolment amount limit for the partial year, which is determined by prorating, according to the time served, the enrolment amount for a board member who serves for a full year. O. Reg. 163/07, s. 7.

(3) The attendance amount and the distance amount are determined in accordance with sections 7 and 8, with necessary modifications. O. Reg. 357/06, s. 10 (3).

11. REVOKED: O. Reg. 190/10, s. 4.

**Honorarium for members of school authorities**

12. (1) A school authority may pay to its members an honorarium at the same rate and on the same conditions as the allowance being paid to its members on December 1, 1996. O. Reg. 357/06, s. 12 (1).

(2) If a school authority was paying an amount as an additional allowance to its chair or vice-chair on December 1, 1996, the school authority may pay that amount as an additional honorarium to its chair or vice-chair, at the same rate and on the same conditions as applied on December 1, 1996. O. Reg. 357/06, s. 12 (2).

**PART II (s. 13) REVOKED: O. Reg. 292/18, s. 6.**

**Note: On December 1, 2018, the Regulation is amended by adding the following sections: (See: O. Reg. 292/18, s. 7)**

**Honorarium for members of the Centre Jules-Léger Consortium**

13. (1) The Centre Jules-Léger Consortium may pay its members a yearly honorarium as follows:



1. For a member other than the chair or vice chair, \$5,400.
2. For the chair, the amount under paragraph 1 plus an additional \$2,700.
3. For the vice-chair, the amount under paragraph 1 plus an additional \$900.
4. For all members, the distance amounts payable to the member for the year under section 8. O. Reg. 292/18, s. 7.

(2) For the purposes of determining whether the distance amount is payable under section 8 to a member of the Consortium in respect of a meeting, every member of the Consortium is deemed to meet the requirement set out in paragraph 1 of subsection 8 (2). O. Reg. 292/18, s. 7.

**Honorarium for s. 68 board**

**14.** A board established under section 68 of the Act may pay its members a yearly honorarium as follows:

1. For a member other than the chair or vice chair, \$5,400.
2. For the chair, the amount under paragraph 1 plus an additional \$2,700.
3. For the vice chair, the amount under paragraph 1 plus an additional \$900. O. Reg. 292/18, s. 7.

TABLE 1 REVOKED: O. Reg. 190/10, s. 5.

Français

[Back to top](#)

Trustee Honoraria	
<b>Adopted:</b> October 5, 2010	<b>Last Reviewed/Revised:</b> October 16, 2018
<b>Next Scheduled Review:</b> 2022-2023	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-34 (B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees</a>	

## Purpose

To establish requirements for Trustee Honoraria as outlined in Ontario Regulation 357/06.

## Application and Scope

This policy applies to all honoraria for trustees for the trustee term of office beginning December 1, 2018.

## References

[Public Sector Compensation Restraint Act to Protect Public Service Act \(2010\)](#)

[Ontario Regulation 357/06](#)

[Ontario Regulation 412/00](#)

[Ontario Regulation 163/07](#)

## Definitions

Honoraria is defined in the Public Sector Compensation Restraint to Protect Public Services Act, 2010 as “...all forms of payment, benefits and perquisites paid or provided, directly or indirectly, to or for the benefit of” a trustee.

## Principles

The annual amount for a trustee, not including student trustees, is based on:

- the base amount for the year;
- the enrolment amount for the year;
- the attendance amount of the year;
- the distance amounts payable for the year, as per O. Reg. 357/06, s.2 (1).

## Requirements

### HONORARIA COMPONENTS:

- Base Amount as outlined in O. Reg. 357/06, s. 5 (1 – 4):

For a member, other than the chair or vice-chair, the base amount limit for the year is as follows:

- For each year of the term of office beginning on December 1, 2014, \$5,900. O. Reg. 357/06, s. 5 (2)
- For the chair, the base amount limit for the year is determined by the addition of \$5,000 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (3).
- For the vice-chair, the base amount limit for the year is determined by the addition of \$2,500 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (4).

- Enrolment Amount as outlined in O. Reg. 357/06, s. 6 (1 – 4):

The enrolment amount is calculated anew in each year of a member's term of office, using the Original Budget Estimates projected average daily enrolment for the school board fiscal year that ends in the calendar year in which the year of the term of office begins.

- Attendance Amount as outlined in O. Reg. 357/06, s. 7 (1 – 2):

The attendance amount may be paid to a member for attending any meeting of a committee of the board that is required to be established by an Act or a regulation made under an Act. O. Reg. 357/06, s. 7 (2). The Board does not incorporate the attendance amount in calculating the Trustee Honoraria.

- Distance Amount as outlined in O. Reg. 357/06, s. 8 (1-3):

The distance amount may be paid to the member for attending any meeting of the board or of a committee of the board that is required to be established by an Act or a regulation made under an Act, if:

- The board member is a member of a board that has:
  - A board area greater than 9,000 square kilometres, as set out in Table 1 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4, or

- a dispersal factor of greater than 25, as set out in Table 5 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4.
- On the day of the meeting, the distance between the member's residence and the place where the meeting is held is more than 200 kilometres. O. Reg. 357/06, s. 8 (2); O. Reg. 163/07, s. 5.

The Board does not pay out a distance amount, as the eligibility criteria are not met.

- Section 8 of the Public Sector Compensation Restraint Act to Protect Public Service Act (2010) prohibits any increase of any honoraria provided to a trustee during a period of public sector restraint as determined and announced by the Premier.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*



## Regular Board Meeting

## Action Report

Policy I-45 Transparency and Accountability in Executive Compensation	Item 8.3
October 16, 2018	

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To approve *Policy I-45 Transparency and Accountability in Executive Compensation*, as presented

### Background Information

At the October 17, 2017 Regular Board meeting, the following motion was unanimously carried.

**BE IT RESOLVED**, that the Halton Catholic District School Board develop an executive compensation policy by March 2018 that includes but is not limited to a framework of compensation for the Director and Executive Officers; and that provides Trustees with final approval on all changes to annual compensation.

Trustees met at the Dec. 12, 2017; February 27, 2018; April 10, 2018; May 8, 2018; June 12, 2018 and Sept 11, 2018 Policy Committee Meetings to discuss key points to be included; and have developed *Policy I-45 Transparency and Accountability in Executive Compensation* in response to the above resolution.

*Policy I-45 Transparency and Accountability in Executive Compensation* was forwarded for stakeholder consultation from September 19, 2018 – October 10, 2018. The results are attached as Appendix A.

### Conclusion

Following stakeholder feedback, *Policy I-45 Transparency and Accountability in Executive Compensation* was presented at the Special Policy Committee Meeting on October 11, 2018, 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 accept the recommendation of the Policy Committee that *Policy I-45 Transparency and Accountability in Executive Compensation*, be approved at second reading.

Report Submitted and  
Approved by:

P. Marai  
Chair of the Policy Committee

## Stakeholder Comments

### Policy I-45 Transparency and Accountability in Executive Compensation

From: MM

Stakeholder Group: HCDSB Staff

**COMMENTS/RESPONSE:**

I believe everyone is entitled to be compensated accordingly, as such our SOs are deserving of the proposed salary increase

~~~~~

From: D Haller

Stakeholder Group: Halton Catholic Ratepayer

**COMMENTS/RESPONSE:**

What other Board in the Province has this kind of policy?

Doesn't the government control all of this anyway?

What additional transparency is required beyond the Sunshine list, which has been in operation for over 20 years?

This is a waste of time and Board resources, but typical of your recent behaviour.

~~~~~

From: Sheila DeSousa

Stakeholder Group: HCDSB Parent

**COMMENTS/RESPONSE:**

I have read and understand the Policy

~~~~~

From: Tiffanie Stewart-Pascoal

Stakeholder Group: Catholic School Council

**COMMENTS/RESPONSE:**

Reviewed and approved.

~~~~~

From: -----

Stakeholder Group: HCDSB Staff

**COMMENTS/RESPONSE:**

Public executive compensation metrics should include other, non-cash "benefits" such as home technology/accommodations and cellular phone benefits which combined can amount to significantly to overall compensation.

~~~~~

From: HEU

Stakeholder Group: HCDSB Union

**COMMENTS/RESPONSE:**

RE: Policy I-45 Transparency and Accountability Executive Compensation.

"Changes to the executive compensation envelope shall go out for public consultation" is concerning.

The employee relationship is not with the public and therefore negotiating terms of employee contracts, including compensation should not be "negotiated nor reviewed" with the public. The terms should remain confidential prior to executive employee contracts being signed.

Additionally, the 'Proposed Executive Compensation Report for Ontario's Publicly Funded School Boards' appears to be fairly prescriptive and outlines how compensation packages are calculated.

Regarding the posting of executive compensation packages on the board website, this appears to be a duplication of the "Sunshine List" (Public Sector Salaries Disclosure).





# Halton Catholic Supervisory Officers Association

4104 Fairview Street #153  
Burlington, Ontario  
L7L 4Y8

Dear Chair Rabenda,

Thank you for your email inviting Supervisory Officer input regarding proposed Policy I-45 – Transparency and Accountability in Executive Compensation. We are hopeful that this communication represents a desire on the part of Trustees to enter into a meaningful and respectful dialogue concerning our compensation and terms and conditions of employment.

On behalf of the Halton Catholic Supervisory Officers Association (HCSOA), here are our concerns with the proposed policy:

Foremost, the timing of the proposed policy does not align with current legislation and the process being undertaken by the Government of Ontario, to provide Boards with direction concerning executive compensation by June 2019. On August 13, 2018, the Ontario government filed Ontario Regulation 406/18 (the "New Regulation"), and revoked Regulation 304/16, under the Broader Public Sector Executive Compensation Act, 2014. The New Regulation replaces the recent executive compensation programs with strict restraint measures similar to those under predecessor legislation. The effect of the New Regulation is that Part II.1 of the Broader Public Sector Accountability Act, 2010, the legislation that has operated since 2012, is no longer in effect and is instead replaced by the compensation framework under the New Regulation. All designated employers are now subject to the compensation framework set out in the New Regulation, including those who had compensation frameworks approved and those who did not. The government has also committed to reviewing and revising the New Regulation by June 7, 2019. It is not clear why the Board would attempt to develop and implement a new policy based on a revoked regulation that is no longer in effect, and that directly contradicts the New Regulation which does not allow for any of the compensation elements outlined in the proposed policy.

Secondly, the proposed policy violates the Education Act with respect to performance appraisals of Supervisory Officers. As stated in the Education Act, the role of the Board of Trustees is to "establish policies and guidelines respecting the roles and responsibilities of board members, directors of education, supervisory officers, principals, superintendents and other officials," and that "every board shall monitor and evaluate the performance of the board's director of education, or the supervisory officer acting as the board's director of education." In addition, "Every Supervisory Officer appointed by a board is responsible to the board through the chief executive officer for the performance of the duties assigned". As such, the performance appraisals of Supervisory Officer's are the responsibility of the Director of Education and not the Board of Trustees. The proposed policy unnecessarily politicizes an operational responsibility of the Director of Education to conduct performance appraisals of Senior Staff.

This is what the LORD Almighty said: 'Administer true justice; show mercy and compassion to one another.'

Zechariah 7:9



# Halton Catholic Supervisory Officers Association

4104 Fairview Street #153  
Burlington, Ontario  
L7L 4Y8

Thirdly, the proposed policy would grant the Board of Trustees the power to approve individual Supervisory Officer's salaries. This proposed practice would be in violation of the Education Act. Regulation 406/18 under the Broader Public Sector Executive Compensation Act, 2014, which came into effect August 10, 2018, under the new Provincial Government, which states that each employer's board of directors, is responsible for any required adjustments to the pay envelope. It does not give the Board of Trustees the ability to dictate the pay of individuals. The distribution of the compensation pay envelope is the responsibility of the Director of Education.

Fourthly, the proposed policy jeopardizes Supervisory Officer pensions with the introduction of "performance based pay" as an aspect of compensation. Performance based pay is not pensionable in the Ontario Teacher's Pension Plan, although is in the Ontario Municipal Employees Retirement System. This creates a fundamentally inequitable situation and is a disincentive for experienced Supervisory Officers to apply from other boards and incentive for experienced Supervisory Officers within our board to apply elsewhere. This directly contradicts the primary purpose of the proposed policy, which is state as "to encourage practices that attract, retain and reward high-performing employees."

Fifthly, the proposed policy represents a departure from the well-established practice whereby the Director of Education meets with Supervisory Officers at Administrative Council to review their compensation and terms and conditions. This process has historically happened after other employee group bargaining and contracts have concluded.

Sixthly, the proposed policy purports to address transparency with respect to executive compensation at the Board. In practice, and as required by the Broader Public Sector Executive Compensation Act, all Supervisory Officer salaries are already available on the annual Ontario Public Sector Salary Disclosure (colloquially known as the "Sunshine List").

In all, we feel that the proposed policy singles out one of the smallest employee groups in the Board for a governance process inconsistent with treatment of other employee groups.

Thank you again for reaching out to us to request our input. We look forward to an ongoing dialogue regarding our compensation and terms and conditions of employment.

Sincerely,

*This is what the LORD Almighty said: 'Administer true justice; show mercy and compassion to one another.'*

*Zechariah 7:9*



# Halton Catholic Supervisory Officers Association

4104 Fairview Street #153  
Burlington, Ontario  
L7L 4Y8

The Members of the Halton Catholic Supervisory Officers Association

This is what the LORD Almighty said: ‘Administer true justice; show mercy and compassion to one another.’

Zechariah 7:9

## **RESPONSE TO BOARD POLICY**

### **Policy I-45 Transparency and Accountability in Executive Compensation**

Name of Stakeholder Responding Group: OECTA - HALTON SECONARY UNIT

Name of Respondent (optional): KEITH BOYD

#### **COMMENTS/RESPONSE:**

Is this type of policy found anywhere else in the Province of Ontario? My summary research would indicate that this would be the only policy of its type.

Doesn't the Sunshine List accomplish exactly what this policy is trying to do? If so, isn't it redundant to have this policy?

Is this another example of HCDSB's Trustees forwarding a Political Agenda that has very little to do with good governance or serving the learning needs of the students it serves?

Please forward response by:

**Pat Daly**  
**Director of Education**  
*Halton Catholic District School Board*  
802 Drury Lane, Burlington, ON L7R 2Y2  
**PHONE: (905) 632-6314, extension 120**  
**FAX: (905) 333-4661**  
**or e-mail to [NeumanJ@hcdsb.org](mailto:NeumanJ@hcdsb.org)**

|                                                         |                               |
|---------------------------------------------------------|-------------------------------|
| Transparency & Accountability in Executive Compensation |                               |
| <b>Adopted:</b>                                         | <b>Last Reviewed/Revised:</b> |
| <b>Next Scheduled Review:</b>                           |                               |
| <b>Associated Policies &amp; Procedures:</b>            |                               |

## Purpose

The Halton Catholic District School Board encourages practices that attract, retain, and reward high-performing employees who are effective at implementing the goals set out in the Board's strategic plan.

## Application and Scope

The policy applies to all compensation of senior executives of the Board.

## References

[Broader Public Sector Executive Compensation Act, 2014](#)

[Executive Compensation Report - HCDSB](#)

## Definitions

Cash Compensation: salaries and bonuses provided by reaching stated goals.

Non-Cash Compensation: health and dental insurance, group life insurance, long term disability.

## Principles

The HCDSB is cognizant of our responsibility to set reasonable executive compensation limits that are fiscally responsible and respect ratepayers.

The HCDSB recognizes the necessity of keeping executive compensation transparent.

The HCDSB believes executives must be held accountable for implementing the strategic plan of the Board.

## Requirements

### **Designated Executives**

- Director of Education
- All Superintendents (both academic, business & human resources)

### **Eligible Compensation**

Compensation of designated executives include salary, benefits and performance based pay as decided by the board.

### **Ineligible Types of Compensation**

The following types of compensation are ineligible:

- i) Signing bonuses
- ii) Retention bonuses
- iii) Housing allowances
- iv) Car allowances

### **The Executive Compensation Envelope**

Changes to the executive compensation envelope shall go out for public consultation.

Changes to the executive compensation envelope shall be approved by the Board.

The distribution of the executive compensation envelope, shall be approved by the Board before being implemented by the Director of Education.

### **Approvals of Contracts**

Though the Director is solely responsible for the hiring of all superintendents, contracts will be approved by Trustees before being signed.

The contract of the Director of Education shall be approved by Trustees before being signed.

### **Salary Grids**

The HCDSB may implement a salary grid for executives.

The salary grid shall be approved by Trustees before being implemented.

The annual movements on the salary grid shall be reviewed and approved by the Board once a year, on the recommendation of the director, only after the completion of the performance appraisal of all executives.

### **Annual Objectives**

The Director will draft objectives for each superintendent on an annual basis, in line with the goals and objectives of the strategic plan. The Director will submit these objectives to the Board by the last meeting of each school year for approval by the Board.

The Board will draft objectives for the Director on an annual basis, in line with the goals and objectives of the strategic plan. The Board will approve these objectives at the last meeting of each school year.

### **Performance Appraisal**

The Director shall review the performance of superintendents, and shall submit a written formal in-camera report to Trustees, that outlines superintendent's performance against their objectives. This will come to Trustees as an action item for approval by the last meeting of each school year.

The Board shall review the performance of the Director that outlines the Director's performance against his/her objectives. This will come to Trustees as an action item for approval by the last meeting of each school year.

### **Transparency and Public Feedback**

The HCDSB will post all executive compensation on the public website by August 31 under a section entitled "Executive Compensation".

Trustees will be given a report on The Public Sector Salary Disclosure List, before it is submitted to the province.



## Regular Board Meeting

## Action Report

|                                                                                                            |          |
|------------------------------------------------------------------------------------------------------------|----------|
| Policy II-49 English as a Second Language (ESL) & English Literacy Development (ELD) Programs and Services | Item 8.4 |
| October 16, 2018                                                                                           |          |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To approve *Policy II-49 English as a Second Language (ESL) & English Literacy Development (ELD) Programs and Services*, as presented

### Background Information

The policy was adopted in September 15, 2015 to support our English language learners ensuring that our newcomers experience successful outcomes reaching their full God-given potential academically, socially and spiritually. The policy and related Procedure VI-77 *Procedure for ESL Student Reception, Orientation, Placement and Programming* outline the expectations for system implementation.

Changes were made to the references listed in the policy, in order include the most current Ministry of Education Document and to be more concise. Minor changes were made for consistency of acronyms and with the Board's policy template.

### Conclusion

*Policy II-49 English as a Second Language (ESL) & English Literacy Development (ELD) Programs and Services* was presented at the Policy Committee Meeting on October 9, 2018 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 accept the recommendation of the Policy Committee that *Policy II-49 English as a Second Language (ESL) & English Literacy Development (ELD) Programs and Services*, be approved as amended.

Report Submitted and  
Approved by:

P. Marai  
Chair of the Policy Committee

English As a Second Language (ESL) & English Literacy Development (ELD) Programs and Services

**Adopted:**

September 15, 2015

**Last Reviewed/Revised:**

October 16, 2018

**Next Scheduled Review:** 2021-2022

**Associated Policies & Procedures:**

[VI-77 Procedure for ESL Student Reception, Orientation, Placement, and Programming](#)

## Purpose

This policy is intended to support English Language Learners (ELLs) in our English Catholic elementary and secondary schools in the Halton Region. This policy reflects the growing diversity in our Halton Catholic District School Board (HCDSB) schools and is intended to promote good outcomes for ELLs. Implementation of this policy will promote academic achievement among ELLs at the level expected of all learners in Ontario. It will also support successful outcomes for ELLs as they graduate from school and move to the next stage of living and learning.

**Goals of the Policy and Related Procedure:** This policy and related procedure will assist schools and the Board in meeting the needs of ELLs through English as a Second Language (ESL) and English Literacy Development (ELD) programming and services by:

- providing a definition of *English Language Learners*;
- providing Ministry mandated policy for reception, orientation, placement, and programming for ELLs in order to accelerate their acquisition of English for academic purposes and to support the acculturation process;
- providing directions for initial and ongoing assessment of ELLs and for reporting to parents;
- clarifying policy around the identification of ELLs who are to participate in large-scale assessments;
- defining the roles and responsibilities of teachers and administrators;
- clarifying policy around the collection of data related to ELLs that will monitor and track their progress in order to support public accountability; and,
- providing direction to support increased credit accumulation, graduation rates, and postsecondary enrolment among ELLs.

## Application and Scope

*Policies and Procedures for Ontario Elementary and Secondary Schools, Kindergarten to Grade 12, Ministry of Education, Ontario, 2007* identifies 12 areas of focus, for both the Board and schools, in implementing ESL & ELD Programs and Services. Procedures associated with the implementation of this policy are listed in Procedure VI-77 Procedure for ESL Student Reception, Orientation, Placement, and Programming document

## References

[English Language Learners ESL and ELD Programs and Services 2007](#)

## Definitions

### **English Language Learners (ELLs):**

For the purposes of this policy, ELLs are students in the HCDSB whose first language is a language other than English, or is a variety of English that is significantly different from standard Canadian English. These students may be Canadian born (Indigenous children, children of immigrants, etc.) or recently arrived from other countries (new immigrants, refugees, international students, etc.). They come from diverse backgrounds and school experiences, and have a wide variety of strengths and needs which may include gaps in education.

### **English as a Second Language Program (ESL):**

ESL programs are for students whose first language is other than English or is a variety of English significantly different from that used for instruction in Ontario schools. Students in these programs have had educational opportunities to develop age-appropriate first-language literacy skills.

### **English Literacy Development Program (ELD):**

ELD programs are for students whose first language is other than English or is a variety of English significantly different from that used for instruction in Ontario schools. Students in these programs are most often from countries in which their access to education has been limited and they have had limited opportunities to develop language and literacy skills in any language. Schooling in their countries of origin has been inconsistent, disrupted, or even completely unavailable throughout the years that these children would otherwise have been in school. As a result, they arrive in Ontario schools with significant gaps in their education.

## Requirements

- Specific procedures will outline the support ELLs receive in the following policy areas related to ESL and ELD as outlined by the Ministry of Education.



APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*



|                                                                                       |                 |
|---------------------------------------------------------------------------------------|-----------------|
| Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students | <b>Item 8.5</b> |
| October 16, 2018                                                                      |                 |

## Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

## Purpose

To approve *Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students*, as presented

## Background Information

Prior Learning Assessment and Recognition (PLAR) is a formal evaluation and credit granting process. Through the PLAR challenge process, students enrolled in Ontario secondary schools may have their skills and knowledge evaluated against the overall expectations outlined in provincial curriculum policy documents to earn credits toward a secondary school diploma. Prior learning includes the knowledge and skills that students have acquired through both formal and informal ways, outside of secondary school.

There have been no changes to Ministry of Education regulations governing PLAR since the last Policy Review in May of 2016. With this in mind, the policy has been reviewed and only minor changes were made for consistency of acronyms and with the Board's policy template.

## Conclusion

*Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students* was presented at the Policy Committee Meeting on October 9, 2018 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 accept the recommendation of the Policy Committee that *Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students*, be approved as amended.

Report Submitted and  
Approved by:

P. Marai  
Chair of the Policy Committee

## Prior Learning Assessment and Recognition (PLAR) for Day School Students

**Adopted:**  
January 19, 2016

**Last Reviewed/Revised:**  
October 16, 2018

**Next Scheduled Review:** 2021-2022

**Associated Policies & Procedures:**

[VI-80 Prior Learning Assessment and Recognition \(PLAR\) for Day School Students](#)

### Purpose

The Halton Catholic District School Board believes in lifelong learning; learning that can and does occur beyond the regular school. Recognizing that Students are exposed to a variety of learning experiences outside the Ontario school system and regular day school structure, the Board offers the Prior Learning Assessment and Recognition (PLAR) challenge process as a way to recognize this learning.

### Application and Scope

Students may obtain credits towards the secondary school diploma (OSSD) for knowledge and skills that they have acquired outside of a regular secondary school. This prior learning is assessed and evaluated to determine if the student has met the provincial course expectation. Students may “challenge” a specific course for credit if they can provide evidence indicating a likelihood of success.

### References

[Policy/Program Memorandum No. 129 OSS course sections 6.6 and 8.2](#)

[Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2011](#)

[Policy/Program Memorandum 129](#)

### Definitions

**Prior Learning Assessment and Recognition (PLAR)** is a formal evaluation and credit granting process. Through the PLAR challenge process, students enrolled in Ontario secondary schools may have their skills and knowledge evaluated against the overall expectations outlined in provincial curriculum policy documents to earn credits towards their secondary school diploma. Prior learning

includes the knowledge and skills that students have acquired both formal and informal ways, outside of secondary school.

## Principles

- Secondary Principals will ensure that the school course calendar has a statement notifying students of the PLAR process. The Principal will carry out the responsibilities as required in Policy/Program Memorandum No. 129 and OSS course sections 6.6 and 8.2.
- Students wishing to challenge a credit will obtain an application form from the Student Services Department at the beginning of the semester and submit the completed forms to the Principal with the relevant documentation by October 31<sup>st</sup> or March 31<sup>st</sup>.
- The Principal (or designate), guidance counsellors and appropriate subject department head where applicable will meet with the student and parent(s)/guardian(s) if the student is under 18 years of age to review the application, ensure it is complete and determine whether it appears that reasonable evidence for success exists and whether the challenge should occur.
- If it is agreed that the challenge should occur, the Principal and guidance counsellor will forward the package to the Superintendent of Curriculum who will facilitate distribution to the appropriate subject teacher within the board to assess the challenge application. Assessments will be recorded in accordance with the Ministry of Education.

## Requirements

### **THE BOARD OF TRUSTEES IS RESPONSIBLE FOR:**

- reviewing the PLAR for Day School Students policy in accordance with the priorities in the Trustees' Multi-Year Plan and the approved review cycle; and,
- understanding and communicating with members of the community about the PLAR policy, as required.

### **THE DIRECTOR OF EDUCATION IS RESPONSIBLE FOR:**

- Implementing and operationalizing the PLAR for Day School Students policy as per the requirements of Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2011 and Policy/Program Memorandum 129.

### **SUPERINTENDENTS ARE RESPONSIBLE FOR:**

- ensuring that PLAR challenge opportunities are available to all eligible students; and
- supporting the application of the PLAR for Day School Students policy at each school

### **SECONDARY SCHOOL PRINCIPALS ARE RESPONSIBLE FOR:**

- ensuring that students are aware of the PLAR challenge process;



## Policy No. II-50 | Prior Learning Assessment and Recognition (PLAR) for Day School Students

---

- facilitating the application of the PLAR for Day School Students policy; and
- ensuring that students who engage in the PLAR challenge process meet the eligibility requirements.

### **PARENTS/GUARDIANS ARE RESPONSIBLE FOR:**

- supporting student compliance with the PLAR program requirements; and
- communicating with school staff to promote student success.

### **STUDENTS ARE RESPONSIBLE FOR:**

- Complying with the PLAR program expectations.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*



|                                            |                 |
|--------------------------------------------|-----------------|
| <b>Revised 2018-19 Internal Audit Plan</b> | <b>Item 8.6</b> |
| October 16, 2018                           |                 |

## Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

## Purpose

To provide recommendations on the Revised 2018-19 Internal Audit Plan from the Audit Committee, to the Board of Trustees for approval.

## Background

1. Action Report 8.7 “2018-19 Internal Audit Plan”, from the June 19, 2018 Regular Meeting of the Board.

## Comments

At the June 19, 2018 Regular Board Meeting the 2018-19 Internal Audit Plan was approved. The original internal audit plan proposed a Health and Safety audit and a Privacy audit. Since that date, the Director of Education, the Superintendent of Business Services and the Administrative Council have identified a change in the risk profile and proposed a change to the approved plan. The request is to add an efficiency review of the Printing Services department to the current year plan and move the privacy audit to the 2019-20 plan. This would align the audit plan with the direction received during the 2018-19 Budget process and consultation results. The revision to the internal audit plan was confirmed with the Regional Internal Audit Manager, prior to presenting it to the Audit Committee.

On September 27, 2017, the Audit Committee reviewed the Revised 2018-19 Internal Audit Plan and recommended that it be forwarded to the Board of Trustees for approval.

The Revised 2018-19 Internal Audit Plan from the Regional Internal Audit Team (RIAT) is attached as Appendix A.



## Recommendation

|                                                                                                                                                                       |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Resolution#:</b>                                                                                                                                                   | <i>Moved by:</i>    |
|                                                                                                                                                                       | <i>Seconded by:</i> |
| <b>Resolved</b> , that the Halton Catholic District School Board accept the recommendation of the Audit Committee to approve the Revised 2018-19 Internal Audit Plan. |                     |
| <b>Resolved</b> , that the Internal Audit Plan for 2018-19 include the following Audits:                                                                              |                     |
| 1) Health and Safety, and                                                                                                                                             |                     |
| 2) Efficiency Review of Printing Services.                                                                                                                            |                     |

**Report Prepared by:** R. Negoï  
Superintendent of Business Services and Treasurer of the Board

**Report Submitted by:** J. Fahrer  
Chair, Audit Committee

**Report Approved by:** P. Daly  
Director of Education and Secretary of the Board

## MEMO

TO: Halton Catholic District School Board (HCDSB) Audit Committee  
FROM: Jenny Baker, Regional Internal Audit Manager  
DATE: 27 September 2018  
SUBJECT: 2018-19 Internal Audit Plan

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On May 29<sup>th</sup>, an audit plan was presented proposing an audit of Health and Safety administration and Privacy for the 2018-19 year. Since that date, the Director, the Superintendent of Business Services and Treasurer of the Board and the Administrative Council have identified a change in the risk profile and have proposed a change to the approved plan. The request is to add an efficiency review of the Printing Services department to the current year plan and move the privacy audit to the 2019-2020 plan. Therefore the following revised audit plan is presented for your approval.

### **Audit Projects Proposed For 2018-19**

#### **1. Health and Safety**

The health and safety of employees plays a vital role in providing an environment which allows school board staff and students to be successful. The benefits of robust Health and Safety programs include: a healthier and more competent workforce; increased workforce productivity and reduced employer costs and disruption.

The objective of this audit is two-fold:

- i. To assess the adequacy of the control environment to ensure that HCDSB is discharging its responsibilities to its employees under the Ontario Occupational Health and Safety Act of 1979 and all associated regulations; and
- ii. To ensure that a safe and healthy work environment is available for all employees.

It does not cover the risks associated with students.

#### **2. Efficiency Review of Printing Services**

Printing services are currently provided to the system by dedicated internal staff. The Administrative Council is being challenged to reduce the use of paper and to reduce costs. Faced with a request to increase staffing, the Council has proposed a value for money audit to assist in determining what the most effective allocation of financial, human and physical resources for the provision of printing services is with due regard for economy, efficiency and effectiveness.

### **3. Audit Follow up Reviews**

- i. SGF
- ii. IT Strategy
- iii. BAS2000 Analytics and Data Integrity

#### **For 2019-20**

#### **Topics identified for audits yet to be prioritized include:**

##### **i. Privacy**

The Board collects, uses, retains and discloses personal information in the course of meeting its statutory duties and responsibilities. Personal information is information about, or can be related to, an identifiable individual such as name, date of birth, home address, home telephone number or social insurance number. The Board is committed to the protection of privacy and stakeholders expect compliance with all applicable provisions in the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information Protection Act (PHIPA), and any other applicable legislation.

The objective of this audit is to assess the effectiveness of procedures that HCDSB has adopted to comply with applicable legislation. This audit addresses compliance, reputation and information security risk.

##### **ii. Stakeholder Communications**

This review will focus on whether adequate and effective plans are in place to deliver key messages to stakeholders. Considerations will include communication mediums, methods and engagement models.

A primary objective will be to determine whether the Board has established an effective management control framework (containing the communications strategy, plan, policies, procedures, guidelines, roles and responsibilities, approval mechanisms) to provide oversight, accountability, and strategic direction to manage the communications to stakeholders.

##### **iii. School Accommodation Review**

Board Policy # I-09 'School Accommodation Review-Consolidation/Closure states:

"The Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of its elementary and secondary programs. These decisions are made by the Board of Trustees to further its primary responsibility which aligns with the guiding principles of fostering student academic achievement and well-being, and ensuring effective stewardship of the resources of the Board, including the Board's financial viability and sustainability. These guiding principles apply to any accommodation review conducted pursuant to this Policy, including those conducted under the modified accommodation review process. In some cases, to address changing student populations, the Board of Trustees must consider undertaking pupil accommodation reviews that may lead to school

consolidations/closures. Wherever practical, pupil accommodation reviews will include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the guiding principles. A pupil accommodation review of a school or schools will occur in the context of the Board's long-term capital and accommodation planning process in conjunction with Board Policy I37: Community Planning and Facility Partnership if applicable, and after the necessary assessment of the options for the school(s) in accordance with that process."

The objective of the audit will be to determine whether the School Accommodation Review process described in the Board's Policy I-09 and the Administrative Procedure VI-35 "School Accommodation review-Consolidation/Closure follows the requirements of the Pupil Accommodation Review Guidelines' (Guidelines) as communicated in 2018:B10 memo "Final Pupil Accommodation Review Guideline and Updates on Integrated Planning and Support for Urban Education (issued April 27, 2018), It will also be determined whether the inputs of enrolment projections, data and costs used to develop the accommodation review recommendation can be matched to source application data and are plausible in the circumstances.

## **2. Audit Follow up Reviews**

- i. Continuing Education
- ii. IT Security and Vulnerability Assessment

### Approved School Educational Trips

All proposed trips have been reviewed prior to approval, and are consistent with Board policy

Dated: Tuesday, October 16, 2018

#### Listed by Destination

| SCHOOL                                            | GRADE(S) | # OF STUDENTS | DESTINATION                        | PURPOSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DATES                                              | COST PER PUPIL |
|---------------------------------------------------|----------|---------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------|
| <b>Elementary</b>                                 |          |               |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                    |                |
| St. Catherine of Alexandria CES<br>Georgetown, ON | 7        | 62            | Camp Brébeuf<br>Rockwood, ON       | This trip is to Camp Brébeuf, a Catholic based camp that will promote our Catholic Values, teamwork, cooperation and aid in assisting our students with developing new friendships while strengthen current ones. Students will participate in various team building activities, orienteering, nature studies, etc. All this will take place in a spirit of co-operation and caring for others while enjoying God's creation. Staff and students will participate in daily prayers.                                                                                                     | Thursday, October 18 –<br>Friday, October 19, 2018 | ~\$100.00      |
| Holy Rosary CES<br>Burlington, ON                 | 7        | 44            | Camp Brébeuf<br>Rockwood, ON       | The purpose of this trip is to build community among the Gr. 7 students during their Confirmation year. Students will engage in faith-based activities that make connections to the Sacrament of Confirmation. Through team building and collaborative activities, students will continue to build relationships and practice their leadership skills. Staff and students will participate in daily prayers and guided reflection time.                                                                                                                                                 | Thursday, December 6 –<br>Friday, December 7, 2018 | ~\$110.00      |
| St. Dominic CES<br>Oakville, ON                   | 7        | 63            | Camp Tanamakoon,<br>Huntsville, ON | This trip supports the Focus on Faith theme for Grade 7 by allowing students to connect to and explore the sub-questions of our Focus on Faith theme of Human Dignity. Students will explore and demonstrate the main tenets of community and responsibility towards each other and the environment through the lens of an outdoor, experiential education setting. Team –building and leadership activities emphasize community and responsibility to self, others and the environment. Daily prayers, journal reflection and group activities support our goal to reach all students. | Tuesday, May 28 –<br>Friday, May 31, 2018          | ~\$395.00      |

#### Listed by Destination

| SCHOOL                                     | GRADE(S) | # OF STUDENTS | DESTINATION                                                      | PURPOSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DATES                                              | COST PER PUPIL |
|--------------------------------------------|----------|---------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------|
| <b>Secondary</b>                           |          |               |                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                |
| St. Ignatius of Loyola CSS<br>Oakville, ON | 11-12    | 12            | All Catholic Sr. Girls<br>Volleyball Tournament,<br>Brampton, ON | The Senior Girls Volleyball Team will be participating in the Ontario All Catholic Senior Girls Volleyball Championships. This tournament promotes fitness, team play and sportsmanship, and offers the students an opportunity to form their faith, by working effectively as an interdependent team member and respecting the rights, responsibilities and contributions of self and others. Staff and students will participate in a Mass on Thursday, February 7, 2018. | Thursday, February 7 –<br>Friday, February 8, 2019 | ~\$55.00       |

| Listed by Destination                      |          |               |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                       |                |
|--------------------------------------------|----------|---------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------|
| SCHOOL                                     | GRADE(S) | # OF STUDENTS | DESTINATION                                                    | PURPOSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DATES                                                 | COST PER PUPIL |
| Secondary                                  |          |               |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                       |                |
| Jean Vanier CSS<br>Milton, ON              | 10-12    | 30            | Ste. Marie among the Hurons, Midland, ON                       | The students will visit one of the first Catholic missions, chapel and church in New France. The students will visit the tomb of Father Brebeuf (Canadian Martyrs), and Christian/Native burial grounds. They will conduct a winter hike to the Martyrs Shrine and visit the grounds. Much time will be spent in discussion and role playing activities based on Native/European contact, tolerance, and appreciation of both cultures and Native Spirituality. Today's Native issues can be better understood by examining the roots and history of the problem in New France. Ste Marie will provide this opportunity through experiential learning. Staff and students will attend a liturgy in the church of St. Joseph and participate in daily prayers. | Wednesday, February 13 –<br>Friday, February 15, 2019 | ~\$185.00      |
| St. Thomas Aquinas CSS<br>Oakville, ON     | 9-12     | 1             | OFSSA Golf Tournament<br>Ambassador Golf Club<br>Windsor, ON   | St. Thomas Aquinas will be participating in the Provincial Girls' Golf Championships in Windsor, Ontario. The focus of religious values of the Championships is on the Common Good. As individuals, in a social setting we will respect ourselves, one another, opponents, officials, competition and all others we come into contact with. We will take care of our wellbeing and develop as a cohesive team within a peaceful competitive environment. We will reflect on the individual gifts that God has given us that have allowed us to develop as successful team. The team will pray before team practice, before each event and before meals.                                                                                                       | Tuesday, October 9 –<br>Thursday, October 11, 2018    | ~\$350.00      |
| St. Ignatius of Loyola CSS<br>Oakville, ON | 12       | 1             | OFSSA Golf Tournament<br>Royal Ashburn Golf Club<br>Whitby, ON | Participation in the OFFSA Boys Golf Championship promotes Catholic values and Catholic Graduate Expectations that build developmental assets. Student and Staff will participate in daily prayers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Tuesday, October 9 –<br>Thursday, October 11, 2018    | ~\$340.00      |
| Assumption CSS<br>Burlington, ON           | 11-12    | ~25           | YMCA Cedar Glen<br>Schomberg, ON                               | As part of the SHSM Fitness and Sport Leadership Program students will have the opportunity to build on leadership and team building skills. Students will participate in leadership focused workshops and outdoor experiential learning in support of the Ontario Curriculum Expectations. Staff and students will participate in both morning and evening prayers.                                                                                                                                                                                                                                                                                                                                                                                          | Monday, October 15 –<br>Tuesday, October 16, 2018     | \$0            |





|                                  |           |
|----------------------------------|-----------|
| 2017-2018 EQAO and OSSLT Results | Item 10.3 |
| Tuesday, October 16, 2018        |           |

## Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: Meeting the needs of all learners.**

## Purpose

To provide Trustees with a summary of the results on the EQAO Assessment of i) Reading, Writing and Mathematics in Grade 3 and 6 ii) Academic and Applied Mathematics in Grade 9 and iii) on the Ontario Secondary School Literacy Test (OSSLT) as part of the ongoing monitoring of student achievement. This report also highlights the efforts to date of our Mathematics Action Plan, developed in response to the Ministry's Renewed Math Strategy (in effect until August 2018).

## Background Information

Each year the Education Quality and Accountability Office (EQAO) is an independent agency that conducts province-wide tests at key points in every student's primary, junior and secondary education. The provincial tests are intended to measure student performance in reading, writing and mathematics skills based on the expectations in *The Ontario Curriculum*. The assessments evaluate student achievement objectively and in relation to a common provincial standard. Students receive individualized reports that allow parents to see how their child is performing compared to provincial expectations. The results in the current report reflect the performance of all students in the Halton Catholic District School Board (HCDSB) who completed the assessment.

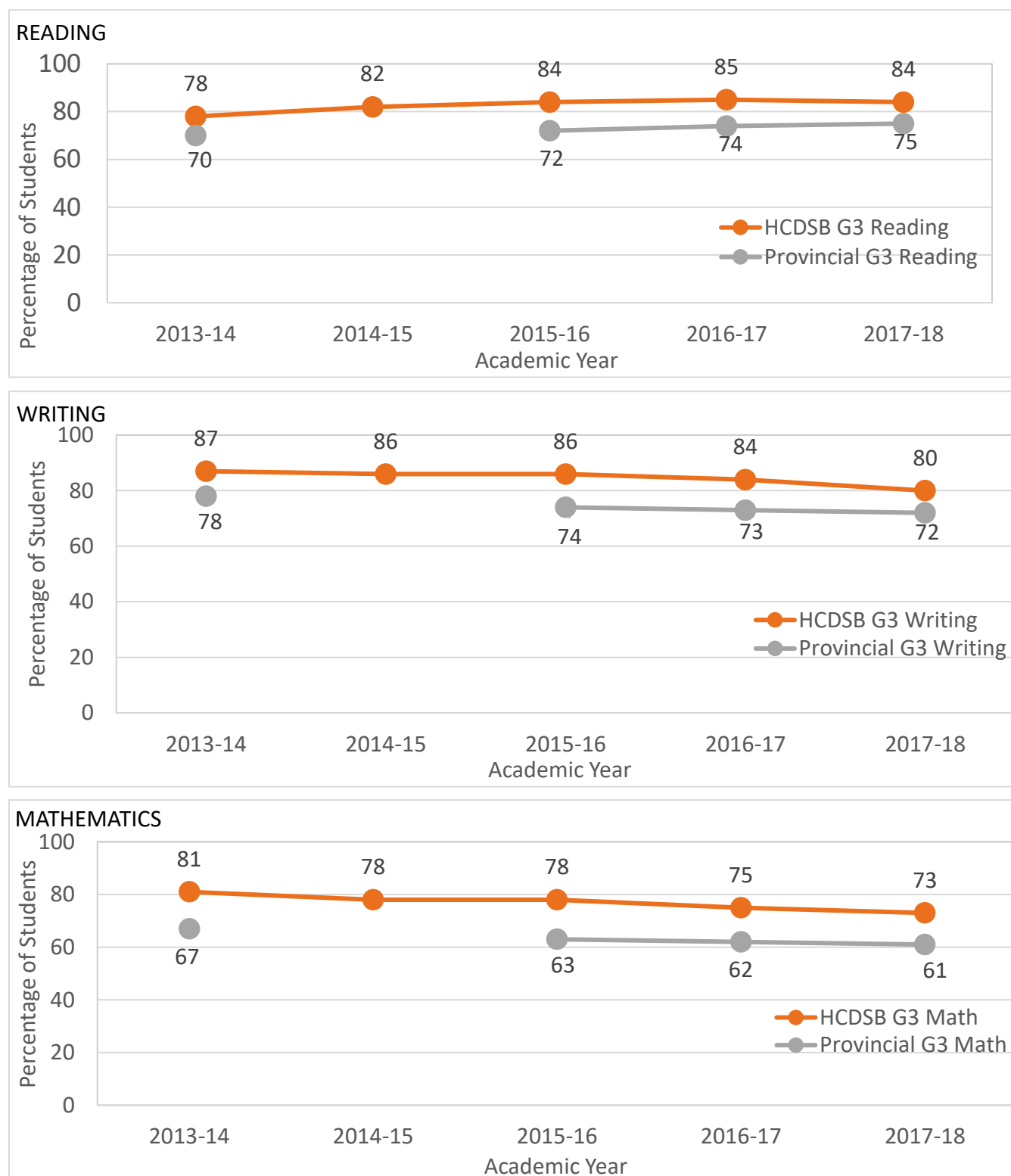
## Comments

In September 2018, EQAO released the student achievement results on the 2017-18 Assessments of Reading, Writing and Mathematics, Primary Division (Grades 1 to 3) and Junior Division (Grades 4 to 6), as well as the Grade 9 Assessments of Applied and Academic Mathematics and the results of the OSSLT. In the section below, a summary is provided for 1) The overall HCDSB EQAO results for 2017-18, compared to the provincial averages, over the last five years, including gender differences; 2) Highlights to questions regarding student attitudes (engagement) towards Reading, Writing and Math and 3) Current/planned initiatives. These results provide evidence that overall, our students continue to perform at or above the provincial average in almost all levels and subject areas.



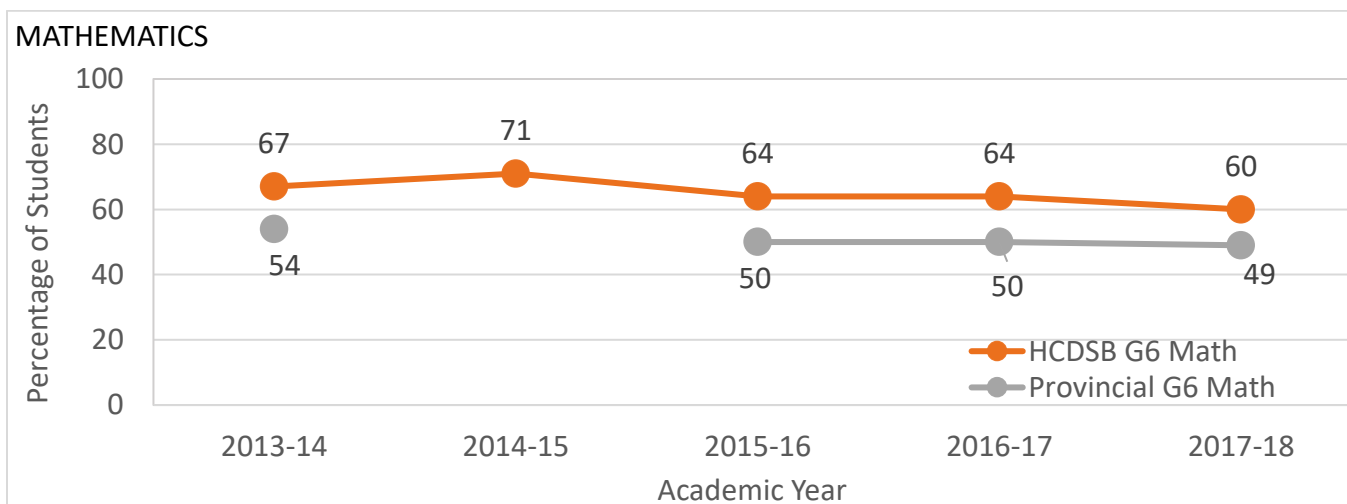
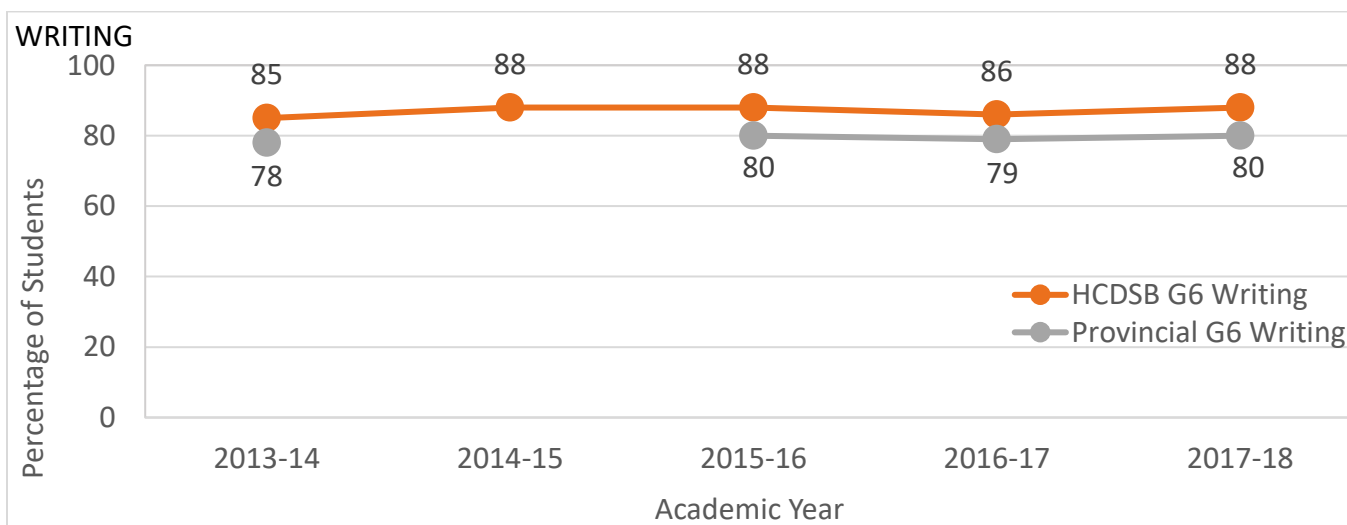
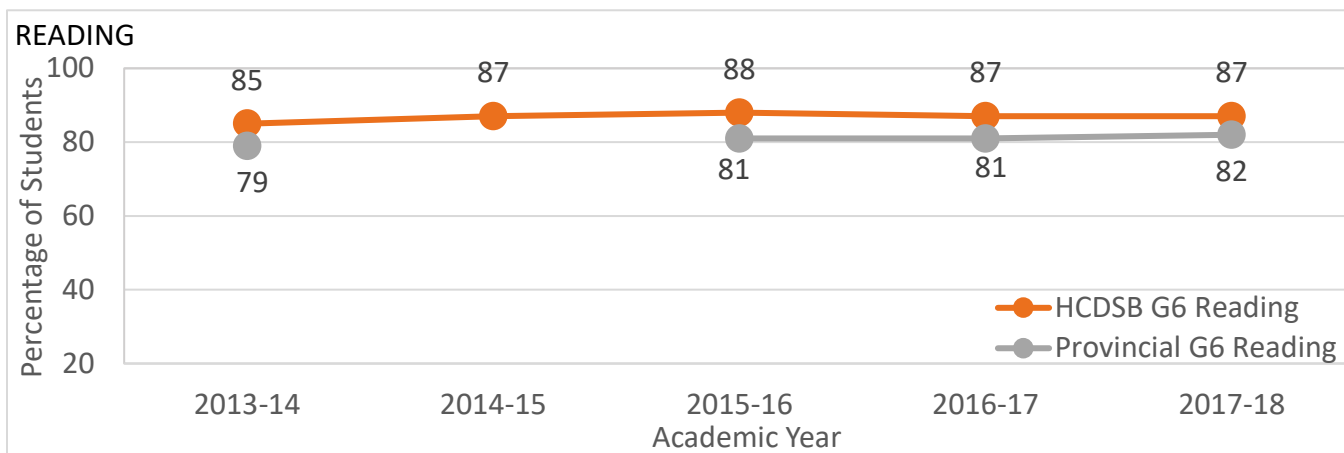
## 1. Overall EQAO Results for Primary, Junior and Secondary School Students

Figure 1: GRADE 3 STUDENTS WHO MET OR EXCEEDED THE PROVINCIAL STANDARD (%)



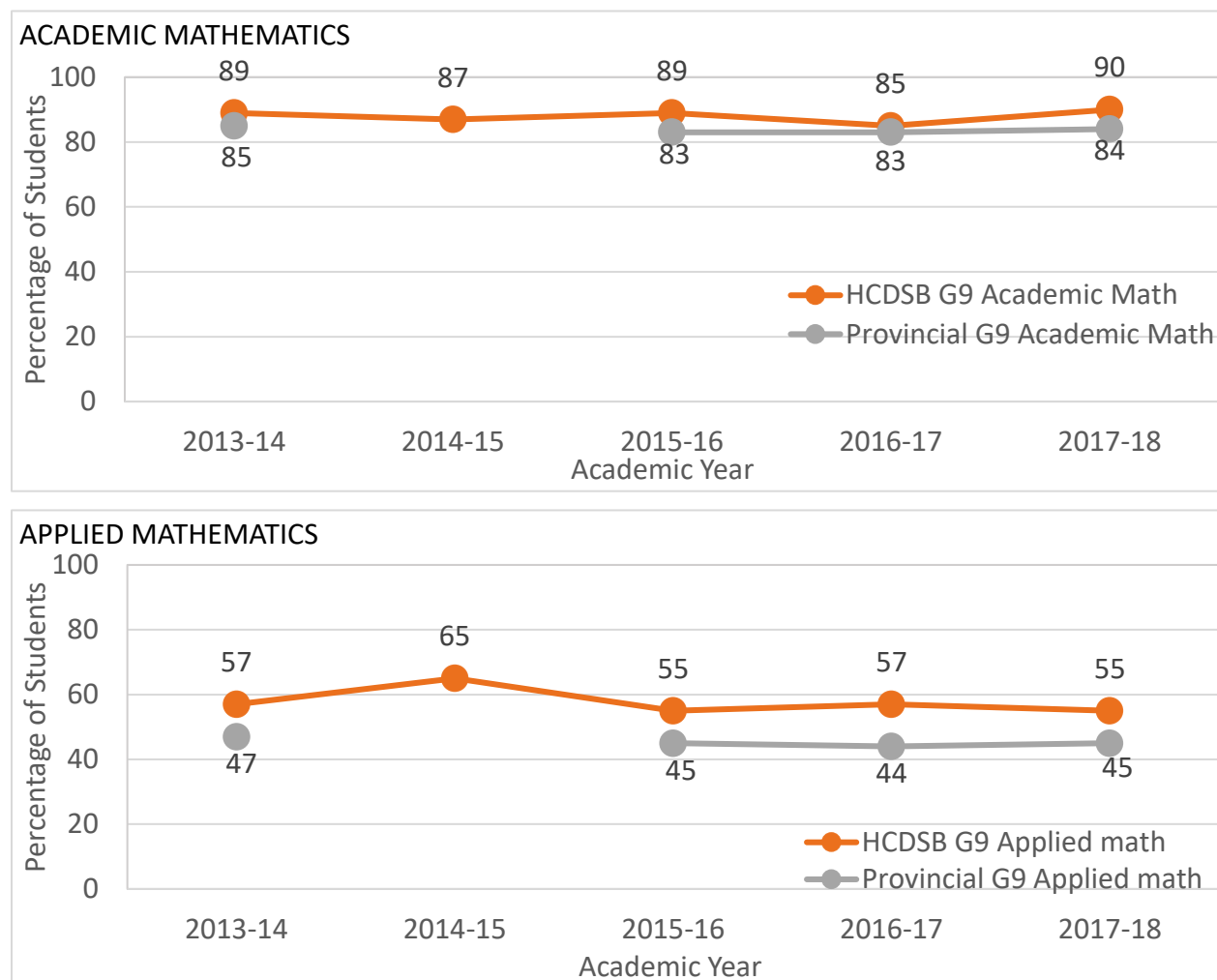


**Figure 2: GRADE 6 STUDENTS WHO MET OR EXCEEDED THE PROVINCIAL STANDARD (%)**

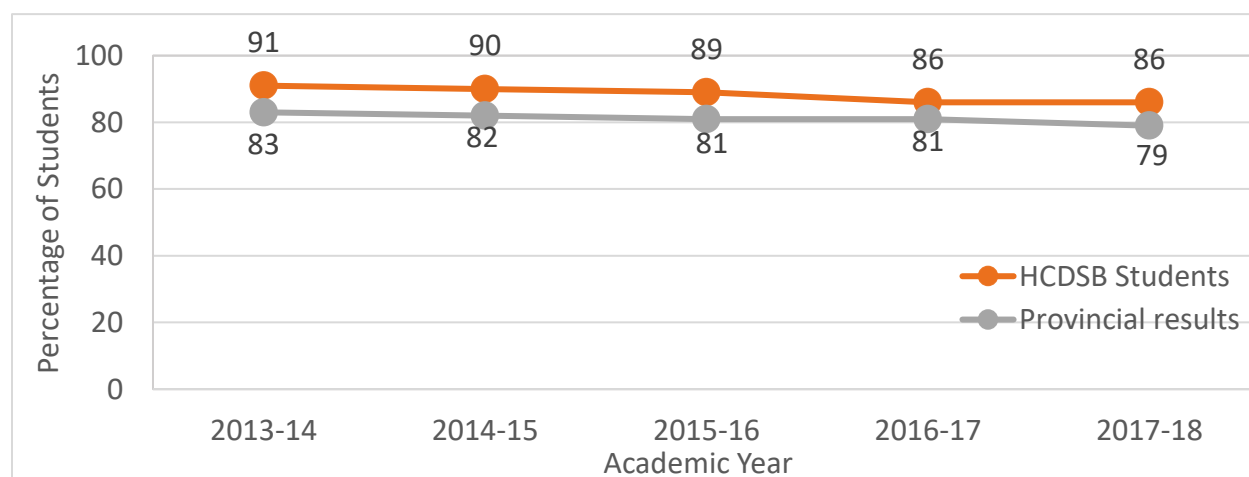




**Figure 3: GRADE 9 STUDENTS WHO MET OR EXCEEDED THE PROVINCIAL STANDARD (%)**



**Figure 4: OSSLT RESULTS FOR FULLY PARTICIPATING, SUCCESSFUL, AND FIRST-TIME ELIGIBLE STUDENTS (%)**





## GENDER DIFFERENCES

### Grade 3

- Females outperformed males in reading by 6% and in writing by 9%, similar to 2016-17 trends
- Males outperform females in math by 3% (no difference in 2016-17)

### Grade 6

- Females outperform males in reading by 7% and in writing by 9%, similar to 2016-17 trends
- Males outperformed females in math by 1%, females outperformed males by 1% in 2016-17

### Grade 9

- Applied math: males outperform females by 6%, compared to 2% in 2016-17
- Academic math: males and females both performed at 90%
- OSSLT: females outperformed males by 8%, compared to 9% in 2016-17

## 2) EQAO ENGAGEMENT DATA: HIGHLIGHTS

Grade 3 and Grade 6 students completed questionnaires about their attitudes and habits towards reading, writing and mathematics. Sample items reflecting student engagement are provided in the table below. Overall, the majority of students in Grades 3 and 6 reported high levels of engagement in all subject areas. The percentages reflecting engagement went up in all questions compared to 2016-17, with the exception of “I like to read”, which decreased by 1% for both Grade 3 and Grade 6, and “I like mathematics”, which decreased 1% in Grade 6.

Comparison to provincial results are presented below; HCDSB results to the primary questions “I like to read”, “I like to write” and “I like mathematics” are displayed on the next page.

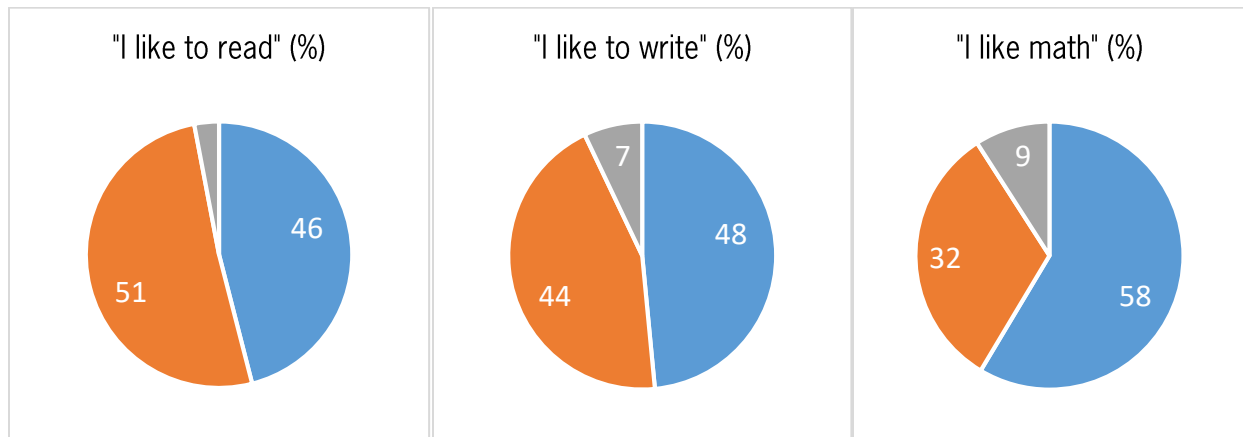
TABLE 1: Primary and Junior Student Engagement in Reading, Writing and Mathematics: HCDSB students compared to the Provincial average

| Select student engagement questions                | Students (%) who answered “Most of the time” |          |         |          |
|----------------------------------------------------|----------------------------------------------|----------|---------|----------|
|                                                    | Grade 3                                      | Province | Grade 6 | Province |
| I like to read                                     | 46                                           | 46       | 41      | 43       |
| I do my best when I do reading activities in class | 74                                           | 72       | 75      | 72       |
| I like to write                                    | 48                                           | 50       | 39      | 42       |
| I do my best when I do writing activities in class | 72                                           | 70       | 73      | 70       |
| I like mathematics                                 | 58                                           | 58       | 53      | 50       |
| I do my best when I do math activities in class    | 81                                           | 78       | 82      | 78       |

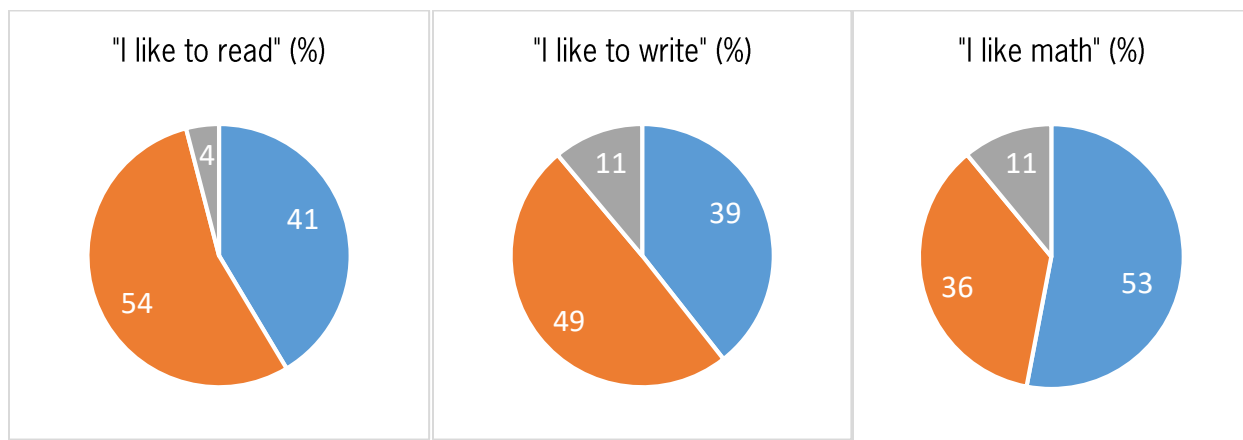


Figure 5: Student engagement in Reading, Writing and Mathematics: Grades 3 and 6

GRADE 3 students (n=2,224):



GRADE 6 students (n=2,195):



■ Most of the time ■ Sometimes ■ Never

Of note, 60% of students in Grade 6 also reported that they were good at math “Most of the time”, while 36% believed they were good “Sometimes”. Research on student achievement suggests that more positive attitudes are associated with higher achievement levels. The decline in achievement could be partially explained by the decrease in positive attitudes towards these subject areas.

The elementary EQAO math results were highly correlated with report card marks: 0.70 for Grade 3 and 0.74 for Grade 6. This suggests that the EQAO mathematics results for elementary students are in alignment with teacher assessments.

Grade 9 students also completed a questionnaire on their attitudes towards math and their math homework habits. Sample items on student attitudes are presented below. Overall, students in the academic stream had more positive attitudes towards math than students in the applied stream. Students in the academic stream (66%) also reported a greater tendency to always/often complete

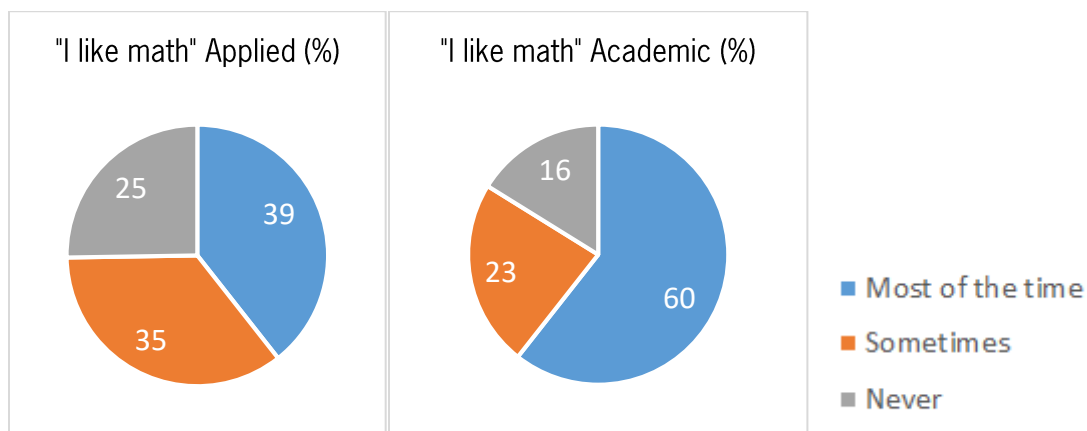


their homework compared to their peers in the applied stream (57%). As noted above, positive attitudes are associated with higher achievement levels, possibly related to the results below.

TABLE 2: Secondary School Mathematics: HCDSB students compared to the Provincial average

| Select student engagement questions              | Students (%) answered "Agree/Strongly agree" |          |         |          |
|--------------------------------------------------|----------------------------------------------|----------|---------|----------|
|                                                  | Academic                                     | Province | Applied | Province |
| I like mathematics                               | 60                                           | 58       | 39      | 36       |
| I understand most of the mathematics I am taught | 75                                           | 75       | 62      | 61       |
| I do my best in mathematics class                | 74                                           | 73       | 73      | 70       |

Figure 6: Grade 9 students, Academic (n=2,392) and Applied (n=487)



### OSSLT: HIGHLIGHTS

The success rate for fully participating and first-time eligible students remains unchanged in 2017-18 compared to 2016-17, in comparison with the provincial average which fell by 2%. There is some evidence suggesting that reading for pleasure is associated with greater academic achievement. Results from the 2017-18 OSSLT indicate that all types of reading outside of school (fiction, non-fiction, newspapers, etc.) has declined over the past four years in the HCDSB. For example, 50% read one hour or more non-fiction per week outside of school; compared to 71% four years ago. Thus, the decrease in voluntary reading in students may be one indicator for successful outcomes on the OSSLT. In addition, 74% of students indicated they speak only or mostly English at home, compared to 77% in 2014; increased numbers of students who speak other languages at home may also partly underlie the small decline in performance observed over the last five years.

### 3. Current/Planned Initiatives

**Literacy:** Through intentional support and capacity building via Curriculum staff, the continued integration and implementation of our libraries as integral learning centres, along with the Instructional



Rounds process, there will be a concerted focus upon Guided Literacy ensuring that we are differentiating our instructional delivery to address both student interest and learning needs in Reading and Writing. Active and ongoing monitoring, supervision and evaluation by the site Administrative staff, Family of Schools Supervisory Officers and the Research Department will provide appropriate measures to assess progress and effectiveness of the interventions provided. Collaboration with the Ministry leadership team and the ongoing workshops and training dedicated to Facilitation and Monitoring throughout the year will hone the skills of the leadership team to ensure that the interventions are measurable and effective.

**Mathematics:** The Renewed Math Strategy (RMS) is an Early Years to Grade 12 strategy that is intended to provide math support to all schools, based on school need. The support for schools focused primary on professional learning opportunities for teachers and administrators and on topics such as instruction and assessment. The goal is that students are flexible thinkers as they develop proficiency in math and at the same time, attain an appreciation for how math is used in everyday life. HCDSB has undertaken a number of actions towards the Renewed Math Strategy; our Mathematics Action plan was developed in 2016 and is updated annually. The revised Math Plan reflect the Fundamental Math expectations in alignment with the new government, however our plan has not changed significantly as for the most part, it already met these revised expectations. The current plan can be viewed on the board website ([www.hcdsb.org/Parents/Documents/MathematicsActionPlan-2018-2021.pdf](http://www.hcdsb.org/Parents/Documents/MathematicsActionPlan-2018-2021.pdf)).

To highlight some specific program initiatives:

- We are involved in a Math Monitoring project in collaboration with the Ministry of Education focused upon specific schools declining over time;
- MathUP: The program was introduced and implemented in 20 elementary schools in our system. Support will be provided to administrators in deepening their understanding of 'thinking tools' and strategies that support success in mathematics teaching and learning
- Early Numeracy Screener Pilot Project: In 2017, Program Services launched the Early Numeracy Screener Pilot Project, which involved having Kindergarten educators in eight schools implement tools designed to identify weaknesses in foundational math skills. Research and Development Services staff led the evidence collection for a collaborative inquiry, which set out to evaluate the implementation of this novel assessment and determine the usefulness of the screeners in identifying and responding to Kindergarten students' mathematical needs. This was a collaborative project between cognitive scientists at Western University's Numerical Cognition Laboratory, led by Dr. Daniel Ansari, and the HCDSB team of educators and researchers, led by Jacquie Mickle, Curriculum Consultant. Initial results of the collaborative inquiry indicated that educators found the tools reasonably easy to implement and informative for their practice. Their feedback also highlighted aspects of implementation of the tools that could be improved and future directions for the developers and HCDSB staff. Utilizing the feedback from the pilot project, we are now working on further implementation and evaluation across four different schools.

## Conclusion

EQAO scores are one of many ways to track academic achievement for HCDSB students. Student success and achievement is multifaceted and complex, and as such, the EQAO assessment is a snapshot of student achievement that illustrates how well our students are learning the Ontario





Curriculum. The results in this report suggest our students continue to perform at a level that is higher than the provincial average, and we will continue to monitor trends and respond to changes in accordance with our “Achievement” priority.

|                      |                                                                    |
|----------------------|--------------------------------------------------------------------|
| Report Prepared by:  | L. Keating<br>Chief Officer, Research & Development Services       |
|                      | A. Campopiano<br>Research Analyst, Research & Development Services |
| Report Submitted by: | A. Prkacin<br>Superintendent of Education, Curriculum Services     |
|                      | C. McGillicuddy<br>Superintendent of Education, Student Success    |
| Report Approved by:  | P. Daly<br>Director of Education and Secretary of the Board        |

|                                     |           |
|-------------------------------------|-----------|
| Long-Term Facility Renewal Strategy | Item 10.4 |
| Tuesday, October 16, 2018           |           |

## Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: Meeting the needs of all learners.**

## Purpose

To present the updated Long-Term Facility Renewal Strategy. This report outlines a comprehensive school renewal plan to improve school facility conditions throughout the Board to provide a learning environment that supports the educational needs of students and staff. The Long-Term Facility Renewal Strategy focuses on a 5-year planning window (2019 to 2023) and identifies school facilities where investment is required to renew facility conditions.

## Background Information

The Board has constructed a number of new schools in the past twenty (20) years to meet the continuous student enrolment growth in Halton Region. Each new school has been an improved design from the previous school model and has been revised based on feedback from administrators, teachers and support staff.

As the number of new school facilities increased, the inequities between the new schools in developing communities and the older schools in the existing communities of Halton was soon recognized. In 1992, Facility Management Services staff presented the “School Capital Upgrade Plan”. The goal of this plan was to upgrade the Board’s existing school facilities so that these schools also offered equitable learning facilities and opportunities to the students attending pre-1990 constructed schools. Trustees unanimously endorsed the 1992 School Capital Upgrade Plan and supported a number of school upgrade projects during the 1990’s and early 2000’s. By the end of 2002, each older school had been upgraded; thus, providing as equitable learning facility as possible for every student attending a Halton Catholic school.

Some of the work completed under the School Capital Upgrade Plan included:

- The removal of abandoned buried fuel oil tanks and site remediation;
- All visible friable asbestos containing materials were removed from every Board facility;
- PCB containing lighting ballasts were removed from every Board facility;



#### Item 10.4 | Long-Term Facility Renewal Strategy

- Each school's ventilation system was upgraded to meet current fresh air supply standards to ensure carbon dioxide levels are within the guidelines;
- Old portable classrooms were removed and replaced with new leased portable classroom units that are replaced or completely renovated within a 5 to 7-year period;
- New mechanical systems were installed so that each instructional school space provided air-conditioning, including all portable classroom units;
- Specialty classrooms for Arts, Music, Science and Special Education were provided in every school;
- Kindergarten classrooms were increased in floor area and upgraded. Upgrades included the provision of a separate creative playground structure and fenced playground area;
- Library/Resource Centres were upgrade with Audio/Visual storage rooms, book check-out desks, offices/seminar rooms, and attached computer rooms;
- Gymnasiums were upgraded with rubberized cushion floor surfaces in elementary schools, wood surface floors in secondary schools, glass basketball backboards;
- Administrative spaces were upgraded to provide health rooms, additional office space and meeting rooms.

In 1998, the “Learning Environment Improvement Plan” (LEIP) was introduced by the Facility Management Services Department. The implementation of LEIP focused on upgrading the physical components of the school facilities to improve the learning environment comfort level for students and staff, mainly by introducing energy efficient improvements to the school buildings. LEIP projects and facility renewal projects continued until 2008.

Some of the major projects completed under LEIP included:

- School lighting systems were upgraded with energy efficient fixtures and lamps. The lighting systems were redesigned to reduce lighting inefficiencies, improve light distribution and reduce electrical energy consumption.
- Mechanical heating, ventilation and air-conditioning (HVAC) systems were upgraded to be more energy efficient and resulted in a more comfortable environment for students and staff.
- The Board's automated Energy Management Systems (EMS) was installed to give remote control of the Board's HVAC systems and temperature settings. The EMS, which is managed centrally from the Catholic Education Centre, allows staff to control the HVAC systems and room temperatures to ensure room comfort and utility consumption are in balance to mitigate operating expenditures.

Building on the School Capital Upgrade Plan and the Learning Environment Improvement Plan, as well as the ongoing continuous improvement of school facilities to support student learning, staff developed the Long-Term Facility Renewal Strategy and presented the plan to Trustees in September 2017. This third generation facility renewal program is the next evolution of the Facility Management Services Department strategic plan for the improvement of learning facilities to support student learning and excellence in Catholic education. Facility Management Services recognizes the continuous need to address facilities to ensure the best learning environments for our students. This most recent strategy will help to ensure that occurs.

The principles of the Long-Term Facility Renewal Strategy are similar to the Board's previous comprehensive renewal plans that were rolled out in 1992 and 1998. The Board has continued to build



## Item 10.4 | Long-Term Facility Renewal Strategy

new modernized schools to accommodate growth across the district, particularly in Milton, North Burlington and North Oakville. The new schools are typically outfitted with the latest innovations in building design and specialty rooms to accommodate school programming needs. As the Board's existing schools age, a gap is inevitably created between the learning environments in the new schools as compared to those of the older schools. The Long-Term Facility Renewal Strategy strives to provide equitable learning facilities and opportunities to all students enrolled in the Board. As such, additional focus will be placed on schools where building components are nearing the end of their useful lifecycle and where building program gaps exist.

The Long-Term Facility Renewal Strategy looks to improve three distinct aspects of the Board's building inventory:

- Critical building components make up the majority of the Board's renewal backlog and require a substantial investment in both construction time and financial resources. Building component improvements include energy efficient heating and cooling systems, electrical systems, plumbing, structural elements, roofing and accessibility improvements.
- Programming upgrades seek to align the facility spaces with the latest teaching pedagogies and could include elements such as food and nutrition rooms, natural playspaces, teacher workrooms, artificial turf, resource rooms and learning commons.
- Aesthetic enhancements seek to improve the appearance and function of the facility and may include flooring, lockers, acoustic ceiling tiles, washroom upgrades, painting and millwork.

The exact combination of projects at each facility will vary depending upon the building's present condition. Staff have prepared estimates for each facility within the 5-year window and will perform site inspections to compile detailed quotes for current year projects.

### Comments

The Board has a long history of maintaining its facilities in excellent condition. At current, the Board has approximately \$760 million in facility assets with a 5-year renewal backlog of nearly \$77 million. The Board ranks sixth (6<sup>th</sup>) amongst the Province's seventy-two (72) school boards in terms of facility condition, which is based on facility inspections performed by the Ministry of Education. It should be noted that the school boards ahead of the Board in terms of facility condition are much smaller than Halton Catholic and typically in high growth areas. Furthermore, the renewal backlog contains many smaller maintenance items on newer schools that would not be prudent projects within a 5-year timeframe. These smaller maintenance projects are in addition to large capital requirements at older facilities that must be addressed within the next five years.

### Available Funding Sources

Various funding sources are available to the Board to fund future facility renewal projects, which include:

- Capital Reserve – Comprised of deferred revenues, typically from Community Use of Schools activities. The monies are traditionally used to renew common areas of school facilities that



## Item 10.4 | Long-Term Facility Renewal Strategy

are used by community groups, i.e. artificial turf fields, gymnasiums, auditoriums, etc. Funds are usually deposited at the end of the school year based on realized Community Use of Schools cost recovery fees collected.

- School Renewal Allocation – An annual allocation from the Ministry of Education based on the Board's proportion of Provincial enrolment versus the Provincial School Renewal Allocation. At least sixty (60) percent of the funding must be spent on capital improvements to critical building components, while the remaining portion can be spent on operating and maintenance expenditures.
- School Condition Improvement – A capital investment program started by the Province in the 2011-12 school year. At least seventy (70) percent of the funding must be spent on capital improvements to critical building components, while the remaining portion can be spent on operating and maintenance expenditures. The Ministry of Education has committed to running this program through the 2018-19 school year.
- Proceed of Disposition – Comprised of proceeds from the Board's sale of surplus property. At least seventy (70) percent of the funding must be spent on capital improvements to critical building components, while the remaining portion can be spent on operating and maintenance expenditures. All property sales must comply with Provincial regulations (O.Reg. 444/98).

For the purposes of building the Long-Term Renewal Strategy, staff have made conservation assumptions regarding future capital allocations to balance incoming funds with expected project costs.

### Recent Facility Renewal Projects

The Board has been actively renewing its facilities over the past three summers to improve learning environments for students and staff. The Board currently has thirty (30) facilities that are twenty (20) years of age or older. Major renovations and renewal work have already been completed at twelve (13) of these buildings within the past five (5) years. A further three (3) buildings are scheduled for additions within the next three (3) years as a result of previous Capital Priorities submissions. Thus, fourteen (14) facilities remain in need of renewal improvements in the immediate future.

A complete facility list, along with past/proposed renewal dates, is shown in Appendix A.

### 5-Year Facility Renewal Plan

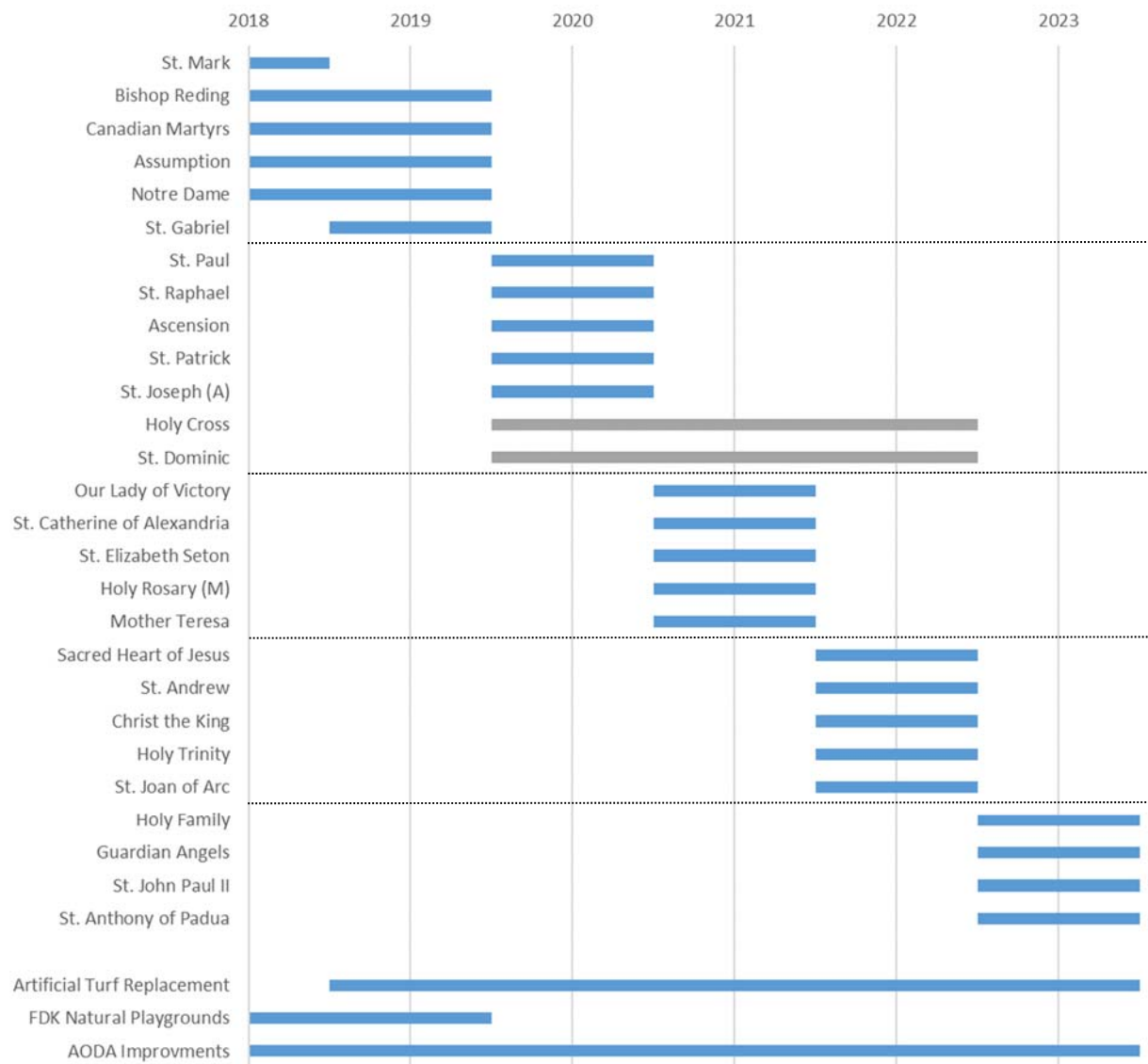
Renewing the remaining fourteen (14) older facilities is the primary focus of the renewal plan over the first three (3) years of the 5-year tactical window. In years four (4) and five (5) of the planning window, the focus shifts to newer facilities built in the late 1990s and early 2000s. Figure 1 illustrates the projected timeline for each facility renewal project. Whenever possible, the construction/maintenance work will be performed during the summer months when students and staff are not in the building. Note that some projects extend over more than one summer construction period due to the extent of work that is required. A complete facility list, along with past/proposed renewal dates is shown in Appendix A.

Several Board-wide improvement programs are also considered within the 5-year planning window. Artificial turf replacement on the Board's nine (9) secondary school sports field will need to commence



## Item 10.4 | Long-Term Facility Renewal Strategy

in 2019, at a rate of approximately one (1) field per year, for nine (9) consecutive years. The Board is also committed to installing natural kindergarten playspaces at all elementary schools, which is included in the Long-Term Renewal Strategy. Furthermore, accessibility improvements are required at nearly all of the Board's facilities to be compliant with the Accessibility for Ontarians with Disabilities Act.



**Figure 1: Preliminary Project Timeline for Facility Renewal Projects**

Three (3) of the projects shown in Figure 1 are linked to approved requests from the Ministry of Education, namely Assumption Catholic Secondary School, Bishop P.F. Reding Catholic Secondary School and St. Mark Catholic Elementary School. All three (3) schools currently have building addition



#### **Item 10.4 | Long-Term Facility Renewal Strategy**

projects ongoing. It is anticipated that renewal work would be complete on the remainder of the facility at the same time the building addition is constructed.

Holy Cross Catholic Elementary School and St. Dominic Catholic Elementary School have been involved in Capital Priorities business case submissions for many years. However, these requests have not been funded by the Ministry due to the condition of the buildings in relation to other schools across the Province. It is proposed that the Board continues to request funding for re-built schools in these communities until successful. Still, sufficient contingency funds do exist to make capital investments in the facilities via renovation projects or partial funding for a new facility should the future Ministry requests be denied.

Two (2) schools in North Burlington are also in need of renewal work, specifically St. Gabriel Catholic Elementary School and Canadian Martyrs Catholic Elementary School. Roofing work has recently been completed at both schools, but interior renewal work remains to be completed.

Four (4) schools in South Burlington are slated for renewal work with the next few years, specifically St. Paul Catholic Elementary School, St. Raphael Catholic Elementary School, Ascension Catholic Elementary School and St. Patrick Catholic Elementary School. This area was subject to a pupil accommodation review in the 2015-16 school year, but no school consolidations or closures were approved. Various renewal projects are required at these sites; however, the extent of the renovations may be limited due to site specific building conditions that are cost prohibitive to replace.

Two (2) of the three (3) secondary schools in Burlington are in need of renewal work. Renovations were started on both Notre Dame and Assumption Catholic Secondary Schools in 2018 and will continue into 2019.

Two (2) schools in the northern areas of the Board are also in need of renewal work, specifically Our Lady of Victory Catholic Elementary School and St. Joseph Catholic Elementary School (Acton). Our Lady of Victory School is centrally located in Milton and requires minor renewal and refresh works. Given the current accommodation pressures in Milton, the capacity of the school is necessary to support the growing community. As future new construction projects are completed in Milton and enrolment projections are realized, staff will continue to explore possibilities for the school, including special programs and/or building improvements. Any renewal works at Our Lady of Victory School will coincide with the future use of the site. St. Joseph School (Acton) only requires minor upgrades to building components, along with refreshed aesthetics.

The Catholic Education Centre is also in need of renewal investment or facility replacement. The board office building has significant challenges, including aging infrastructure, space constraints and limited accessibility. Furthermore, a large portion of the Catholic Education Centre is a temporary structure, which has a finite usable life. The Long-Term Facility Renewal Strategy does not propose a solution for the Catholic Education Centre, but staff recommend that a discussion take place that leads toward a long-term solution for administrative spaces. Note that Capital Reserve, School Renewal Allocation, School Condition Improvement and Proceeds of Disposition (from the sale of school properties) cannot be used towards capital improvements at administrative buildings. Only Proceeds of Disposition (from the sale of administrative properties) can be used for the renewal of administrative buildings.





## Item 10.4 | Long-Term Facility Renewal Strategy

In years four (4) and five (5) of the planning window, the focus shifts to newer facilities. The Board has many facilities construction in the late 1990s and early 2000s, many of which will need replacement or major repair of critical building components in the 5-year planning window. Renewal works on these buildings could include roofing, mechanical and lighting improvements.

Board staff have estimated the capital costs to perform the required renewal work at each facility shown in Figure 1. The cost estimates are derived from past projects completed by the Board and industry unit costs. As the renewal projects move into the current year, staff will create a more detailed project list and refine the cost estimates. **Using the current best estimates, it is expected that the Board will have sufficient capital funds to complete all of the projects mentioned above.** Contingency funds and an emergency capital reserve have also been accounted for in the Long-Term Facility Renewal Strategy.

**Note that the Long-Term Facility Renewal Strategy speculates the future capital funding allocations and the construction costs of future projects. Staff will amend the plan as funding is realized, cost estimates are refined and projects are completed. The strategy is merely a guideline using the best data available at the time of this report.**

### New Construction Projects

The Board is also expected to receive funding for numerous new construction projects with the 5-year planning window of the Long-Term Facility Renewal Strategy. Thus, it is important that this strategy aligns with the Board's Long-Term Capital Plan. The following projects are contemplated by the Board with the 2018 to 2022 planning window:

- St. Mark Catholic Elementary School & Child Care Centre Addition (in construction)
- St. Nicholas Catholic Elementary School (in construction)
- St. Peter Catholic Elementary School Child Care Centre Addition (permit approvals)
- Bishop P.F. Reding Catholic Secondary School & Child Care Centre Addition (permit approvals)
- St. Michael Catholic Elementary School & Child Care Centre Addition (in design)
- Milton No. 3 Catholic Secondary School (future capital request)
- Milton No. 10 Catholic Elementary School (future capital request)
- North Oakville No. 5 Catholic Elementary School (future capital request)
- Milton No. 9 Catholic Elementary School (future capital request)
- Vision Georgetown No. 1 Catholic Elementary School (future capital request)
- Vision Georgetown Catholic Secondary School (future capital request)

It is important to note that the majority of the projects listed above are only at the project proposal stage and have yet to be funded by the Ministry of Education. Staff will update the Long-Term Facility Renewal Strategy annually as new construction projects are approved, modified or rejected.





## Item 10.4 | Long-Term Facility Renewal Strategy

### Summary

The Board has a number of facilities that are reaching an age and condition where facility renewal work is warranted. The Long-Term Facility Renewal Strategy seeks to forecast future capital allocations and earmark funds for the Board's facility renewal priorities. A 5-year plan for renewal works is presented, which outlines proposed renewal projects between 2019-2023. Board-wide programming improvements, contingency funds and emergency reserve are also considered in the plan. **Using the current best estimates for project costing, it is expected that the Board will have sufficient capital funds to complete the required renewal work for the facilities listed in this report.** However, the proposed strategy is merely a guideline that is reliant upon future capital allocations and project cost best estimates, and is likely to be amended as funding is realized, cost estimates are refined and projects are completed.

The Long-Term Facility Renewal Strategy also aligns with the Board's Long-Term Capital Plan and balances new construction projects with renewal plans.

### Next Steps

The Long-Term Facility Renewal Strategy is a program to guide the proposed facility renewal and academic program enhancement projects for the continuous improvement of the Board's facilities to ensure the highest quality and cost effective learning facilities are in place to support student achievement and learning. In the coming weeks, staff will be completing school assessments for anticipated 2019 school renewal projects to refine the project scopes and cost estimates. The Board of Trustees will receive a series of reports for consideration and approval for facility renewal projects throughout the duration of the Long-Term Facility Renewal Strategy. The first of these reports can be expected in the fall of 2018.

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| Report Prepared by:  | R. Merrick<br>Superintendent, Facility Management Services  |
| Report Submitted by: | R. Merrick<br>Superintendent, Facility Management Services  |
| Report Approved by:  | P. Daly<br>Director of Education and Secretary of the Board |



## Appendix A

| School                      | Municipality | Built | Renewal   | Comment                            |
|-----------------------------|--------------|-------|-----------|------------------------------------|
| Holy Rosary                 | Burlington   | 1951  | 2016      | Renewal in 2016                    |
| St. Dominic                 | Oakville     | 1956  | 2020-2022 | Future Capital Priority            |
| St. James                   | Oakville     | 1956  | 2020      | Future Thomas Merton Centre        |
| St. Raphael                 | Burlington   | 1958  | 2020      |                                    |
| St. Gabriel                 | Burlington   | 1959  | 2019      |                                    |
| Holy Cross                  | Halton Hills | 1959  | 2020-2022 | Future Capital Priority            |
| St. Vincent                 | Oakville     | 1960  | 2016      | Renewal in 2016                    |
| Catholic Education Centre   | Burlington   | 1963  | -         |                                    |
| Ascension                   | Burlington   | 1964  | 2020      |                                    |
| St. Michael                 | Oakville     | 1964  | 2018      | Renewal in 2016. Addition in 2019. |
| St. Paul                    | Burlington   | 1968  | 2020      |                                    |
| St. Patrick                 | Burlington   | 1970  | 2020      |                                    |
| St. Francis of Assisi       | Halton Hills | 1971  | 2014      | Addition/Renewal in 2014           |
| Canadian Martyrs            | Burlington   | 1975  | 2019      |                                    |
| St. Joseph                  | Halton Hills | 1977  | 2020      |                                    |
| St. Mark                    | Burlington   | 1979  | 2018      | Addition/Renewal in 2018-2019      |
| Assumption                  | Burlington   | 1980  | 2019      | Addition/Renewal in 2019           |
| Holy Family                 | Oakville     | 1981  | 2023      |                                    |
| Our Lady of Victory         | Milton       | 1984  | 2021      |                                    |
| St. Ignatius of Loyola      | Oakville     | 1986  | 2012      | Addition/Renewal in 2012           |
| St. Matthew                 | Oakville     | 1987  | 2017      | Renewal in 2017                    |
| Bishop Reding               | Milton       | 1988  | 2019-2020 | Addition/Renewal in 2019-2020      |
| Notre Dame                  | Burlington   | 1989  | 2019      |                                    |
| St. Timothy                 | Burlington   | 1990  | 2017      | Renewal in 2015 & 2017             |
| St. Bernadette              | Oakville     | 1992  | 2015      | Renewal in 2015                    |
| Our Lady of Peace           | Oakville     | 1993  | 2016      | Renewal in 2016                    |
| St. Marguerite d'Youville   | Oakville     | 1993  | 2017      | Renewal in 2017                    |
| St. Luke                    | Oakville     | 1993  | 2017      | Renewal in 2017                    |
| St. John                    | Burlington   | 1995  | 2017      | Renewal in 2016 & 2017             |
| St. Brigid                  | Halton Hills | 1996  | 2017      | Renewal in 2017                    |
| Sacred Heart of Jesus       | Burlington   | 1999  | 2017/2022 | Renewal in 2017 & 2022             |
| Holy Rosary                 | Milton       | 1999  | 2016/2021 | Addition/Renewal in 2016 & 2021    |
| St. Andrew                  | Oakville     | 1999  | 2017/2022 | Renewal in 2017 & 2022             |
| Mother Teresa               | Oakville     | 1999  | 2017/2021 | Renewal in 2017 & 2021             |
| St. Catherine of Alexandria | Halton Hills | 2001  | 2021      |                                    |
| St. Elizabeth Seton         | Burlington   | 2002  | 2021      |                                    |
| Christ the King             | Halton Hills | 2002  | 2022      |                                    |
| Holy Trinity                | Oakville     | 2002  | 2022      |                                    |
| St. Joan of Arc             | Oakville     | 2002  | 2022      |                                    |
| Guardian Angels             | Milton       | 2004  | 2023      |                                    |
| St. John Paul II            | Oakville     | 2006  | 2023      |                                    |
| St. Anthony of Padua        | Milton       | 2007  | 2023      |                                    |
| St. Christopher             | Burlington   | 2007  |           |                                    |
| Corpus Christi              | Burlington   | 2008  |           |                                    |
| St. Peter                   | Milton       | 2009  |           |                                    |
| Our Lady of Fatima          | Milton       | 2009  |           |                                    |
| Lumen Christi               | Milton       | 2011  |           |                                    |
| St. Thomas Aquinas          | Oakville     | 2011  |           |                                    |
| St. Mary                    | Oakville     | 2012  |           |                                    |
| St. Anne                    | Burlington   | 2013  |           |                                    |
| Jean Vanier                 | Milton       | 2013  |           |                                    |
| Queen of Heaven             | Milton       | 2014  |           |                                    |
| St. Benedict                | Milton       | 2014  |           |                                    |
| St. Gregory the Great       | Oakville     | 2016  |           |                                    |
| St. Scholastica             | Milton       | 2018  |           |                                    |

## Regular Board Meeting

## Information Report

|                                                      |           |
|------------------------------------------------------|-----------|
| Summer 2018 Facility Projects<br>Cost Reconciliation | Item 10.5 |
| Tuesday, October 16, 2018                            |           |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: Meeting the needs of all learners.**

### Purpose

To inform the Board on the implementation status of the facility renewal projects and kindergarten natural outdoor learning playspaces completed during the spring and summer of 2018.

### Background Information

Staff presented the proposed 2018 facility renewal projects as [Staff Report Item 9.1](#), at the December 19, 2017 Regular Meeting of the Board. The staff report outlined the major school renewal areas that needed to be addressed and a description of the proposed school renewal projects.

At the January 16, 2018, Regular Meeting of the Board, staff presented the proposed 2018 facility renewal projects as to [Action Report Item 8.2](#). The report outlined the proposed scope of work for the school renewal projects and provided updated budget pricing for each project. The Board of Trustees approved a motion to expense funds from available capital funding and the capital reserve for the proposed 2018 facility renewal projects and that the expenditures would not exceed \$10,476,000.

To provide children with engaging and meaningful play and learning experiences, the Board has continued the natural outdoor learning playspaces program to assist kindergarten student learning. The kindergarten natural outdoor learning playspace projects were developed and designed with the assistance and input from many stakeholders. Board Curriculum staff and Facility Management Services staff developed the initial concepts for the natural playspaces and then presented the concept proposals to the school's administrators, kindergarten teaching staff and school council for review and input. In addition, the Board engaged a consulting firm, experienced in natural outdoor play areas, to assist with the development and final drawings for the kindergarten natural outdoor learning playspaces.

At the December 19, 2017 Regular Meeting of the Board, Trustees authorized staff to proceed with the proposed 2018 kindergarten outdoor learning playspace projects along with a \$2.0 million project

## Item 10.5 | Summer 2018 Facility Projects Cost Reconciliation



budget. Refer to [Action Report Item 8.9](#) for addition information on the proposed 2018 kindergarten outdoor learning playspace projects, approved at the December 19, 2017, Board Meeting.

### Comments

#### Facility Renewal Projects

Upon approval, staff proceeded to prepare competitive tender packages and the subsequent award of the projects to general and sub-contractors to complete the work during the summer break. The table below summarizes the facility renewal projects costs for each facility renewal project by school.

| School                   | Budgeted Price     | Contingency      | Budgeted Total      | Actual Expenses    | Available Balance |
|--------------------------|--------------------|------------------|---------------------|--------------------|-------------------|
| Bishop Reding            | \$2,900,000        | \$290,000        | \$3,190,000         | \$2,250,000        | \$940,000         |
| Canadian Martyrs         | \$1,000,000        | \$100,000        | \$1,100,000         | \$770,000          | \$330,000         |
| Notre Dame               | \$2,800,000        | \$280,000        | \$3,080,000         | \$2,900,000        | \$180,000         |
| St. Mark                 | \$1,180,000        | \$118,000        | \$1,298,000         | \$2,200,000        | -\$902,000        |
| St. Michael              | \$850,000          | \$85,000         | \$935,000           | \$740,000          | \$195,000         |
| <b>Subtotal</b>          | <b>\$8,730,000</b> | <b>\$873,000</b> | <b>\$9,603,000</b>  | <b>\$8,860,000</b> | <b>\$743,000</b>  |
| <b>Professional Fees</b> |                    |                  | <b>\$873,000</b>    | <b>\$1,050,000</b> | <b>-\$177,000</b> |
| <b>Total</b>             |                    |                  | <b>\$10,476,000</b> | <b>\$9,910,000</b> | <b>\$566,000</b>  |

A summary of the facility renewal work completed at each school is outlined below:

#### Bishop P.F. Reding Catholic Secondary School

- The schools heat pumps that supply heating and cooling to the individual rooms were installed in 1987 and had surpassed their 20-year useful life span. All heat pumps were replaced with new, more efficient, heat pumps. The new heat pumps are currently being commissioned to ensure they run efficiently.
- The fluorescent lighting system at the school was replaced with an LED lighting system that is more energy efficient and will reduce maintenance costs and electricity consumption. An LED lighting control system has been installed and commissioned, allowing rooms to be dimmed to suit the comfort of its occupants.

## Item 10.5 | Summer 2018 Facility Projects Cost Reconciliation



- The school's interior doors surfaces looked weathered due to chips and scraps and could not be painted due to the laminate surfaces. The doors that connect rooms to the main corridors were replaced with modern doors.

### Canadian Martyrs Catholic Elementary School

- The existing roof system was replaced it had past its lifespan, causing leaks and water damage. The previous 2-ply modified bitumen roofing system was removed and replaced.

### Notre Dame Catholic Secondary School

- The schools heat pumps that supply heating and cooling to the individual rooms were installed in 1989 and have surpassed their 20-year useful life span. All heat pumps were replaced with new, more efficient, heat pumps. The new heat pumps are currently being commissioned to ensure they run efficiently.
- The fluorescent lighting system at the school was replaced with an LED lighting system that is more energy efficient and will reduce maintenance costs and electricity consumption. An LED lighting control system has been installed and commissioned, allowing rooms to be dimmed to suit the comfort of its occupants.

### St. Mark Catholic Elementary School

- Many wear and tear items throughout the school were at the point where they need to be repaired or replaced. The exterior upgrades consisted of the replacement of deteriorated asphalt and concrete. The interior upgrades included the installation of resilient flooring in classrooms.
- The fluorescent lighting system at the school was replaced with an LED lighting system that is more energy efficient and will reduce maintenance costs and electricity consumption. An LED lighting control system has been installed and commissioned, allowing rooms to be dimmed to suit the comfort of its occupants.
- The schools heat pumps that supply heating and cooling to the individual rooms were installed between 1979 and 1994 and had surpassed their 20-year useful life span. All heat pumps were replaced with new, more efficient, fan powered boxes. In addition, the school main supply air fan was replaced by six rooftop units, improving ventilation in the school to the current ASHRAE standards.

### St. Michael Catholic Elementary School

- Many wear and tear items throughout the school are at the point where they need to be repaired or replaced. The upgrades included the painting of common areas, flooring in classrooms, lockers, classroom doors and washroom partitions.



## Item 10.5 | Summer 2018 Facility Projects Cost Reconciliation

- The fluorescent lighting system at the school was replaced with an LED lighting system that is more energy efficient and will reduce maintenance costs and electricity consumption. An LED lighting control system has been installed and commissioned, allowing rooms to be dimmed to suit the comfort of its occupants.
- The school's boilers were installed in 1996, have surpassed their useful life span and are in need of replacement. The current boilers were replaced with modern, high efficiency boilers to help reduce maintenance and energy costs.

### Kindergarten Natural Outdoor Learning Playspaces

Eleven (11) kindergarten natural outdoor learning playspaces were competitively tendered in spring 2018. The kindergarten outdoor playspace projects were completed well in advance of the 2018-19 school year at the elementary schools listed below:

#### **Burlington**

- Ascension Catholic Elementary School
- Canadian Martyrs Catholic Elementary School
- St. Gabriel Catholic Elementary School
- St. John (Burlington) Catholic Elementary School
- St. Mark Catholic Elementary School
- St. Patrick Catholic Elementary School
- St. Paul Catholic Elementary School
- St. Raphael Catholic Elementary School

#### **Oakville**

- St. Michael Catholic Elementary School

#### **Milton**

- Our Lady of Victory Catholic Elementary School

#### **Halton Hills**

- St. Francis of Assisi Catholic Elementary School

Refer to Appendix "A" for photos of the completed kindergarten outdoor learning playspaces.

The approved project budget for the 2018 kindergarten natural outdoor learning playspaces was \$2.0 million. The final cost to design and install the eleven (11) kindergarten outdoor playspaces, including all professional fees, inspection fees and net HST was \$1.550 million. The Board funded the project solely from the Board's available capital funding sources. Table 1 summarizes the budget and actual expenses for each kindergarten playspace location.



| <b>Halton Catholic District School Board</b><br><b>2018 Kindergarten Outdoor Learning Playspace Projects</b><br><b>Budget Estimates &amp; Final Expenditures</b> |                       |                        |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------|------------------|
| <b>School Location</b>                                                                                                                                           | <b>Budgeted Price</b> | <b>Actual Expenses</b> | <b>Variance</b>  |
| <b>Burlington</b>                                                                                                                                                |                       |                        |                  |
| Ascension School                                                                                                                                                 | \$140,000             | \$113,000              | +\$27,000        |
| Canadian Martyrs School                                                                                                                                          | \$135,000             | \$93,000               | +\$42,000        |
| St. Gabriel School                                                                                                                                               | \$160,000             | \$141,000              | +\$19,000        |
| St. John Burlington School                                                                                                                                       | \$125,000             | \$100,000              | +\$25,000        |
| St. Mark School                                                                                                                                                  | \$130,000             | \$245,000              | -\$115,000       |
| St. Patrick School                                                                                                                                               | \$130,000             | \$77,000               | +\$53,000        |
| St. Paul School                                                                                                                                                  | \$120,000             | \$99,000               | +\$21,000        |
| St. Raphael School                                                                                                                                               | \$140,000             | \$99,000               | +\$41,000        |
| <b>Oakville</b>                                                                                                                                                  |                       |                        |                  |
| St. Michael School                                                                                                                                               | \$130,000             | \$93,000               | +\$37,000        |
| <b>Milton</b>                                                                                                                                                    |                       |                        |                  |
| Our Lady of Victory School                                                                                                                                       | \$155,000             | \$98,000               | +\$57,000        |
| <b>Halton Hills</b>                                                                                                                                              |                       |                        |                  |
| St. Francis of Assisi School                                                                                                                                     | \$135,000             | \$101,000              | +\$34,000        |
| <b>Subtotal - Construction</b>                                                                                                                                   | <b>\$1,500,000</b>    | <b>\$1,259,000</b>     | <b>\$241,000</b> |
| Site Preparation                                                                                                                                                 | \$75,000              | \$70,000               | +\$5,000         |
| Professional Fees                                                                                                                                                | \$160,000             | \$165,000              | -\$5,000         |
| School Funded Upgrades                                                                                                                                           | NIL                   | \$22,500               | -\$22,500        |
| Contingencies (15%)                                                                                                                                              | \$220,000             | NIL                    | +\$220,000       |
| Net HST (2.21%)                                                                                                                                                  | \$45,000              | \$33,500               | +\$11,500        |
|                                                                                                                                                                  |                       |                        |                  |
| <b>Total Expenses</b>                                                                                                                                            | <b>\$2,000,000</b>    | <b>\$1,550,000</b>     | <b>\$450,000</b> |
| <b>Funding</b>                                                                                                                                                   |                       |                        |                  |
| Facility Capital Funding                                                                                                                                         | \$2,000,000           | \$1,550,000            | +\$450,000       |
|                                                                                                                                                                  |                       |                        |                  |
| <b>Total Funding</b>                                                                                                                                             | <b>\$2,000,000</b>    | <b>\$1,550,000</b>     | <b>\$450,000</b> |



## Item 10.5 | Summer 2018 Facility Projects Cost Reconciliation

Once the installation of the kindergarten natural outdoor learning playspaces was completed, a qualified inspector was retained to review and evaluate the constructed playspaces in accordance with *CSA Z614 – Children’s Playspaces and Equipment*. All the inspected playspaces were found to be in accordance with *CSA Z614*.

Following the guidance received from the SEAC representative in 2017, staff continue to incorporate the features into the designs for the natural outdoor playspaces to provide greater accessibility for students with physical mobility challenges. These features included accessible sensory tables built permanently into the side of the sand play areas, as well as a higher percentage of firm and stable surfacing in all areas of the playspace.

### Conclusion

Staff completed several facility renewal projects during the 2018 summer break. The cost to complete the 2018 facility renewal projects was approximately \$9.9 million. Funding to complete the projects was allocated from available capital funding and the capital reserve. The projects will help to maintain the Board’s facility condition index (FCI) as one of the best in the province and ensure a safe and comfortable learning environment for students and staff.

Furthermore, the Board initiative to transform our kindergarten playgrounds into natural outdoor learning playspaces has completed its third year and has been very well received. Staff continues to receive feedback and input on the kindergarten outdoor learning spaces to gain knowledge to make improvements to the natural playspaces for the benefit of students and staff.

The kindergarten projects were completed on time for the start of the 2018-19 school year and the projects were completed within the approved project budget. The benefits and response to the natural outdoor learning playspaces has been overwhelmingly positive and has exceeded expectations. Staff will continue to monitor the playspaces and incorporate improvements as needed.

#### Report Prepared by:

S. Allum  
Manager, School Energy and Environmental

J. Duffield  
Manager, School Capital and Renewal

#### Report Submitted by:

R. Merrick  
Superintendent, Facility Management Services

#### Report Approved by:

P. Daly  
Director of Education and Secretary of the Board





Appendix A



**Ascension Catholic Elementary School**



**Canadian Martyrs Catholic Elementary School**





St. Gabriel Catholic Elementary School



**St. John (Burlington) Catholic Elementary School**





**St. Mark Catholic Elementary School**



**St. Patrick Catholic Elementary School**





St. Paul Catholic Elementary School





**St. Raphael Catholic Elementary School**





**St. Michael Catholic Elementary School**



**Our Lady of Victory Catholic Elementary School**





**St. Francis of Assisi Catholic Elementary School**

|                                             |           |
|---------------------------------------------|-----------|
| 2017-18 School Year Waste Generation Report | Item 10.6 |
| Tuesday, October 16, 2018                   |           |

### Alignment to Strategic Plan

This report is linked to our strategic priority of Foundational Elements: Optimizing organizational effectiveness through stewardship of resources.

### Purpose

To present the Board's 2018 School Waste Audit Results in accordance with the *Environment Protection Act of Ontario, Regulation 102/94 and 103/94*, and inform the Board on other waste management initiatives and programs.

### Background Information

The purpose of *Environmental Protection Act of Ontario, Regulation 102/94 & 103/94* is to determine the effectiveness of a facility's waste management program and ensure the findings are communicated to the public.

To comply with the *Act*, the Board must annually satisfy both regulations, at schools with enrolment greater than 350 persons:

- Regulation 102/94 describes how to carry out an audit of a facility's waste diversion (or source separation) program and, furthermore, instructs how to produce and communicate the required post-audit documents: Waste Audit Reports and Waste Reduction Workplans
- Regulation 103/94 outlines the requirements of a waste diversion program for institutional facilities

For further details on the Regulations themselves, please see *Appendix A*.



## Comments

In May and early June 2018, a solid, non-hazardous waste audit was conducted by Board personnel at the Catholic Education Centre and at all Halton Catholic elementary and secondary schools, regardless of enrolment. Custodial staff set aside at least one day's worth of school-generated waste from garbage, recycling and organics receptacles located throughout the school. The waste was then sorted and weighed by Board personnel in a designated, sequestered room or area.

The 2018 Waste Audit Reports and Waste Audit Workplans are populated with the data collected in the waste audits. The documents for each school are available to view on the Board's public website, and copies of the reports will remain on file for a minimum of five (5) years, per the Regulations.

The results of the 2018 Waste Audits are tabulated and compared to previous years' results below.

**Table 1 – Waste Audit Results – Diversion Rate**

| SCHOOL TYPE                   | <b>2018<br/>Diversion %</b> | <b>2017<br/>Diversion %</b> | <b>2016<br/>Diversion %</b> | <b>2015<br/>Diversion %</b> | <b>2014<br/>Diversion %</b> |
|-------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Elementary</b>             | 67%                         | 65%                         | 65%                         | 68%                         | 64%                         |
| <b>Secondary</b>              | 41%                         | 48%                         | 39%                         | 30%                         | 23%                         |
| <b>Total<br/>(Board-wide)</b> | <b>62%</b>                  | <b>62%</b>                  | <b>61%</b>                  | <b>58%</b>                  | <b>53%</b>                  |

Diversion Rate is the percentage of total school-generated waste that is diverted away from the landfill, largely via the recycling (Blue Bin) and composting/organics (Greencart) programs. It is the most common indicator of source separation performance.

The Waste Management Division of Halton Region services all Board facilities. One of the foundational priorities of its *Strategic Action Plan 2015-2018* "is to reach a [Region-wide] Diversion Rate of 62 percent". As evidenced by the data in Table 1, HCDSB has achieved this target in 2017 and 2018. However, while striving for a higher Diversion Rate is often cited as the primary objective in a successful waste management campaign, it is even more essential to focus on the *reduction* of waste. At HCDSB, reducing waste is a principle purchasing strategy per *Policy V-15: Environmental Stewardship*.

Another useful metric for evaluating waste management effectiveness is the annual weight of garbage disposed per student. The Halton Region provides garbage hauling weights to the Board on a monthly basis, and consequently this data can be a more accurate evaluation of blue bin and green cart adoption when compared to the results of a single-day waste audit. Both diversion rate and the amount of garbage disposed per student are shown in *Appendix B*.



In addition to the Blue Bin and Greencart program, HCDSB schools participate in a number of other initiatives that divert waste from landfill:

- 1) Used fluorescent bulbs and tubes are recycled through Recycling Council of Ontario's *Take Back the Light* program.
- 2) Electronic waste (computers, displays, A/V equipment) is recycled via a joint program between the Facility Management Services and IT Departments.
- 3) Printer ink/toner cartridges and spent photo copier supplies are recycled at our facilities through various programs
- 4) Battery recycling from school devices and equipment is available at all facilities
- 5) At least one (1) water bottle filling station has been installed at every school in the Board – including one on each floor of the secondary schools – in order to promote the use of reusable drinking bottles and reduce the number of plastic bottles being disposed of in our schools
- 6) To foster greater awareness of waste diversion principles and encouraging future improvement, the results of the annual waste audits are displayed on the school's energy dashboard TV, along with helpful "3R" (reduce, reuse, recycle) tips and information.

For the 2018-19 school year, Facility Management Services will focus on the following waste improvement measures:

- Optimize the curbside garbage collection schedule to reduce hauling costs
- Continue to upgrade the waste management infrastructure at both elementary and secondary schools, including in the co-located childcares, to increase diversion rates. For further details about this program, see *Appendix C*.
- Promote community and regional programs to reduce and recycle waste, through the schools' Eco-teams



## Conclusion

In May and June 2018, a solid, non-hazardous waste audit was conducted at each of the Board's educational facilities as well as at the Catholic Education Centre.

The 2018 Waste Audits show that the Board's overall Diversion Rate is 62%. The Board is meeting the Halton Region target for waste diversion, which is also 62%.

Throughout the 2018-19 school year, the Board will continue to upgrade waste management infrastructure, promote the proper waste diversion practices, and focus on the importance of waste reduction when communicating with the schools.

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| Report Prepared by:  | S. Allum<br>Manager, School Energy and Environmental        |
| Report Submitted by: | R. Merrick<br>Superintendent, Facility Management Services  |
| Report Approved by:  | P. Daly<br>Director of Education and Secretary of the Board |



## Appendix A – Ontario Regulations for Waste Management

Under the *Environmental Protection Act*, two regulations are applicable to waste management in educational facilities:

- 1) *Ontario Regulation 102/94* requires that an audit of a school's waste management program must be conducted annually at all educational facilities with a student enrolment of 350 or more.

The output of waste audit are two documents: a Waste Audit Report and a Waste Reduction Workplan. Both documents are prepared on Ministry of Environment provided forms and contain the following information:

**Table A.1 – Document contents per *Ontario Regulation 102/94***

| Deliverable                     | Contents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Waste Audit Report</b>       | <ul style="list-style-type: none"> <li>• The amount, nature and composition of the waste generated</li> <li>• The way in which the waste is generated</li> <li>• The method in which the waste is managed after generation</li> </ul> <p>Source: O. Reg 102/94 – 2.</p>                                                                                                                                                                                                                                                                         |
| <b>Waste Reduction Workplan</b> | <ul style="list-style-type: none"> <li>• Plans to reduce, reuse and recycle waste               <ul style="list-style-type: none"> <li>○ Reduce is first objective</li> <li>○ If reduction is not possible, reuse is next objective</li> <li>○ If reduction and reuse are not possible, then recycling is the final objective</li> </ul> </li> <li>• Who will implement each part of the plan</li> <li>• When each part will be implemented</li> <li>• What the expected results are</li> </ul> <p>Source: O. Reg 102/94 – 3. (1) &amp; (2)</p> |

- 2) *Ontario Regulation 103/94* requires that a source separation program be implemented in all educational facilities with a student enrolment of 350 or more.

A source separation program refers to a program that facilitates the separation of waste for either reuse or recycling. Under *O. Reg 103/94*, the following building wastes must be provided for in a source separation program at an educational facility:





- Aluminum food or beverage cans
- Cardboard
- Fine paper
- Glass bottles and jars for food or beverages
- Newsprint
- Steel food or beverage cans

However, due to the adoption of the GreenCart/Organics program at all our schools Board-wide, the categories in *O. Reg 103/94* have been previously expanded upon and approved by the MOECC for the purposes of Halton Catholic DSB Waste Audits:

**Table A.2 – HCDSB Waste Audit Categories**

| HCDSB Categories for Waste Audits |                                  |
|-----------------------------------|----------------------------------|
| 1                                 | Recyclable Plastic               |
| 2                                 | Non-Recyclable Plastic           |
| 3                                 | Recyclable Paper                 |
| 4                                 | Organic Paper (ie. Paper Towels) |
| 5                                 | Metal (including aluminum cans)  |
| 6                                 | Glass                            |
| 7                                 | Food and Yard Waste              |
| 8                                 | Multi-composite/Other Waste      |



## Appendix B.1 – 2018 Waste Audit Results & Garbage Hauling Data – Elementary Schools

| Facility                           | Weight of Garbage Disposed per Student (kg) <sup>1</sup> | Diversion Rate % <sup>2</sup> |
|------------------------------------|----------------------------------------------------------|-------------------------------|
| <i>Ascension</i>                   | 26.8                                                     | 66                            |
| <i>Canadian Martyrs</i>            | 23.5                                                     | 74                            |
| <i>Guardian Angels</i>             | 22.9                                                     | 69                            |
| <i>Holy Cross</i>                  | 28.8                                                     | 52                            |
| <i>Holy Family</i>                 | 58.4                                                     | 67                            |
| <i>Holy Rosary (B)</i>             | 33.4                                                     | 69                            |
| <i>Holy Rosary (M)</i>             | 19.6                                                     | <b>84</b>                     |
| <i>Lumen Christi</i>               | 21.0                                                     | 48                            |
| <i>Our Lady of Fatima</i>          | 25.0                                                     | 68                            |
| <i>Our Lady of Peace *</i>         | 70.0                                                     | 73                            |
| <i>Our Lady of Victory</i>         | 51.4                                                     | 58                            |
| <i>Queen of Heaven</i>             | <b>14.8</b>                                              | 68                            |
| <i>Sacred Heart of Jesus</i>       | 33.0                                                     | 75                            |
| <i>St. Andrew</i>                  | 21.9                                                     | <b>80</b>                     |
| <i>St. Anne</i>                    | <b>18.2</b>                                              | 76                            |
| <i>St. Anthony of Padua</i>        | 18.8                                                     | 59                            |
| <i>St. Benedict</i>                | <b>14.4</b>                                              | 69                            |
| <i>St. Bernadette *</i>            | 26.5                                                     | 71                            |
| <i>St. Brigid *</i>                | 33.8                                                     | 46                            |
| <i>St. Catherine of Alexandria</i> | 37.5                                                     | 61                            |
| <i>St. Christopher *</i>           | 55.5                                                     | 59                            |
| <i>St. Dominic</i>                 | 26.9                                                     | 47                            |
| <i>St. Elizabeth Seton</i>         | 29.1                                                     | 68                            |
| <i>St. Francis of Assisi</i>       | 26.5                                                     | 48                            |
| <i>St. Gabriel</i>                 | 24.8                                                     | 65                            |
| <i>St. Gregory the Great *</i>     | 69.6                                                     | 62                            |
| <i>St. James</i>                   | 47.0                                                     | 73                            |
| <i>St. Joan of Arc</i>             | 37.7                                                     | 71                            |



| Facility                           | Weight of Garbage Disposed per Student (kg) <sup>1</sup> | Diversion Rate % <sup>2</sup> |
|------------------------------------|----------------------------------------------------------|-------------------------------|
| <i>St. John (B)</i>                | 38.0                                                     | 69                            |
| <i>St. John (O)</i>                | 60.5                                                     | 72                            |
| <i>St. John Paul II</i>            | <b>18.7</b>                                              | 72                            |
| <i>St. Joseph (A)</i>              | 36.6                                                     | 53                            |
| <i>St. Joseph (O)</i>              | 26.6                                                     | 48                            |
| <i>St. Luke *</i>                  | 59.7                                                     | 68                            |
| <i>St. Marguerite d'Youville *</i> | 48.6                                                     | 77                            |
| <i>St. Mark</i>                    | 29.1                                                     | 64                            |
| <i>St. Mary</i>                    | <b>15.4</b>                                              | <b>79</b>                     |
| <i>St. Matthew</i>                 | 25.7                                                     | <b>78</b>                     |
| <i>St. Michael</i>                 | 28.1                                                     | 67                            |
| <i>St. Patrick</i>                 | 36.2                                                     | 73                            |
| <i>St. Paul</i>                    | 30.3                                                     | <b>88</b>                     |
| <i>St. Peter</i>                   | 31.4                                                     | 77                            |
| <i>St. Raphael</i>                 | 31.6                                                     | 76                            |
| <i>St. Teresa of Calcutta</i>      | 45.9                                                     | 75                            |
| <i>St. Timothy *</i>               | 43.2                                                     | 63                            |
| <i>St. Vincent</i>                 | 31.2                                                     | 53                            |
| <b>AVERAGE</b>                     | <b>33.8</b>                                              | <b>67</b>                     |

<sup>1</sup>Actual weights from Halton Region Hauling Data (lower is better)

<sup>2</sup>Estimated from 2018 Waste Audits (higher is better)

\*Has co-located childcare



## Appendix B.2 – 2018 Waste Audit Results & Garbage Hauling Data – Secondary Schools & Administration Buildings

| Facility                         | Weight of Garbage Disposed per Student (kg) <sup>1</sup> | Diversion Rate % <sup>2</sup> |
|----------------------------------|----------------------------------------------------------|-------------------------------|
| <i>Assumption</i>                | 26.6                                                     | 36                            |
| <i>Bishop P.F. Reding*</i>       | 29.7                                                     | 49                            |
| <i>Christ the King</i>           | 28.0                                                     | 38                            |
| <i>Corpus Christi</i>            | <b>20.3</b>                                              | <b>54</b>                     |
| <i>Catholic Education Centre</i> | 74.1                                                     | <b>73</b>                     |
| <i>Holy Trinity</i>              | 21.9                                                     | 48                            |
| <i>Jean Vanier</i>               | <b>13.5</b>                                              | 28                            |
| <i>Notre Dame*</i>               | 39.9                                                     | 40                            |
| <i>St. Ignatius of Loyola</i>    | 21.1                                                     | 24                            |
| <i>St. Thomas Aquinas</i>        | <b>12.9</b>                                              | 21                            |
| <i>Thomas Merton/ALC</i>         | 138.4                                                    | <b>73</b>                     |
| <b>AVERAGE</b>                   | <b>38.8</b>                                              | <b>44</b>                     |

<sup>1</sup>Actual weights from Halton Region Hauling Data (lower is better)

<sup>2</sup>Estimated from 2018 Waste Audits (higher is better)

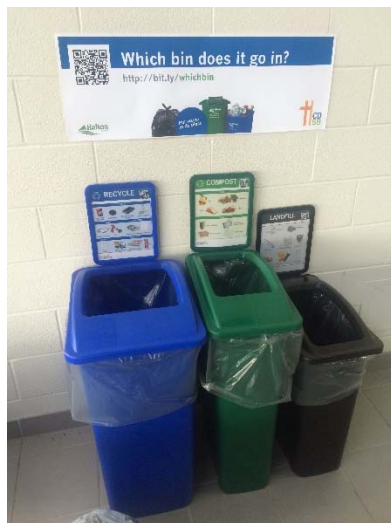
\*Has co-located childcare



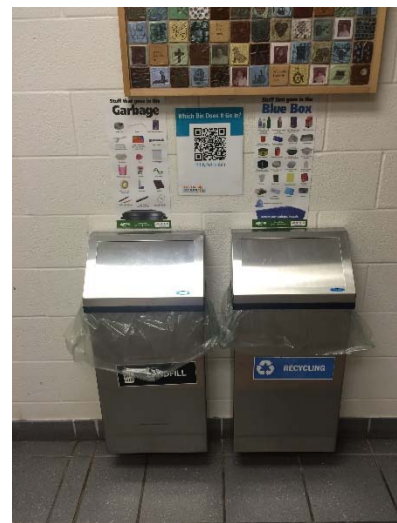
## Appendix C – Waste Management Infrastructure Improvement Program - Highlights

By the end of 2017-18, waste infrastructure improvement programs have been completed at five secondary schools: Bishop Reding, Christ the King, Jean Vanier, Holy Trinity, and St. Thomas Aquinas. Highlights of the program include:

1. Grouping together of waste receptacles into “recycling depots”
2. “Right-sizing” all receptacles, especially Landfill/garbage
3. Posting clear and consistent signage near all receptacles
4. Providing quick and convenient access to Halton Region’s *Put Waste in its Place* web tool via QR code
5. Eliminating all lone or solitary receptacles school-wide



**CAFETERIAS**



**HALLWAYS**



**BUILDING EXTERIOR**



**ATRIUMS & COMMON AREAS**



| SECONDARY SCHOOL            | Diversion<br>Rate<br>Pre-<br>Improvement<br>Program | Diversion<br>Rate<br>Post-<br>Improvement<br>Program | Garbage<br>Disposed Per<br>Student<br>Pre-<br>Improvement | Garbage<br>Disposed Per<br>Student<br>Post-<br>Improvement | Estimated<br>Annual Cost<br>Savings –<br>Garbage<br>Hauling |
|-----------------------------|-----------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------|
| <i>Jean Vanier</i>          | 30%                                                 | 58%                                                  | 22.8 kg                                                   | 13.5 kg                                                    | \$800                                                       |
| <i>Holy Trinity</i>         | 27%                                                 | 47%                                                  | 26.5 kg                                                   | 21.9 kg                                                    | \$400                                                       |
| <i>St. Thomas Aquinas</i>   | 40%                                                 | 21%                                                  | 18.5 kg                                                   | 12.9 kg                                                    | \$500                                                       |
| <i>Bishop Reding</i>        | 49%                                                 | 49%                                                  | 29.1 kg                                                   | 29.7 kg                                                    | TBD                                                         |
| <i>Christ the King</i>      | 32%                                                 | 38%                                                  | 32.0 kg                                                   | 28.0 kg                                                    | TBD                                                         |
| <b>AVERAGE (HISTORICAL)</b> | 36%                                                 |                                                      | 30.0 kg                                                   |                                                            | N/A                                                         |

## ***St. Mark Catholic Elementary School Addition Project***

### **Construction Report - September 2018**



#### **Construction Update**

- The pictures above were taken on October 10, 2018. The top pictures show the south and east exterior walls being completed. The bottom-left picture shows water proofing installed on the below grade west wall. The bottom-right picture shows completed installation of the pre-cast concrete slabs.
- Work completed included completion of first floor load bearing walls and pre-cast concrete slabs.

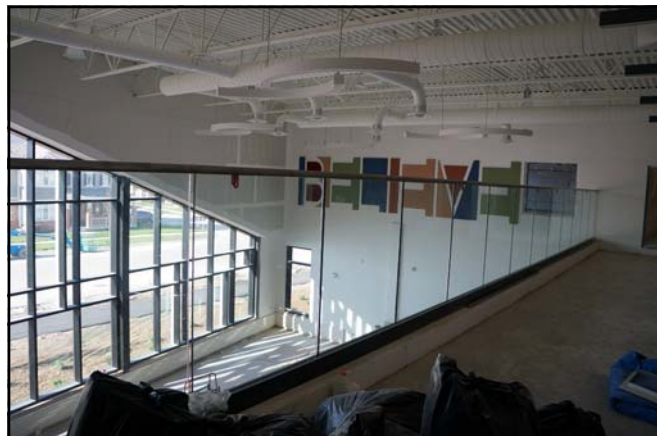
#### **Schedule Update**

- Installation of roof joists and deck.
- Mechanical and Electrical contractors to install services.
- Masons to continue building load bearing walls.
- Completion of backfilling and concrete walkways.

If you have any comments or questions about the new school, please contact Lorrie Naar, Superintendent of Education at (905) 632-6300 ext. 135 or e-mail [naarl@hcdsb.org](mailto:naarl@hcdsb.org). For school construction information contact Ryan Merrick, Superintendent, Facility Management Services at (905) 632-6300 ext. 171 or e-mail [merrickr@hcdsb.org](mailto:merrickr@hcdsb.org).



## **Construction Report - September 2018**



### **Construction Update**

- The pictures above were taken on October 10, 2018. The top-left picture shows the grass play field. The top-right picture shows library construction progress. The bottom-left picture shows installed floating panels in the corridor. The bottom-right picture shows the installed chiller.
- Work completed included finishing trades.

### **Schedule Update**

- Electrical contractor will finish installation and commissioning of lighting control system.
- Finish trades working on millwork and ceilings for the Library and Gym.

If you have any comments or questions about the new school, please contact Jim Rowles, Superintendent of Education at (905) 632-6300 ext. 127 or e-mail [rowlesj@hcdsb.org](mailto:rowlesj@hcdsb.org). For school construction information contact Ryan Merrick, Superintendent, Facility Management Services at (905) 632-6300 ext. 171 or e-mail [merrickr@hcdsb.org](mailto:merrickr@hcdsb.org).





## Regular Meeting of the Board

## Information Report

|                                                    |           |
|----------------------------------------------------|-----------|
| Municipal Election Act: Compliance Audit Committee | Item 10.9 |
| October 16, 2018                                   |           |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To inform the Board of the establishment of the Compliance Audit Committee for the 2018 Municipal Elections as required under the 2018 amendment to the Municipal Elections Act, and its members.

### Comments

Under the Municipal Elections Act, every district school board must appoint a Compliance Audit Committee (hereafter the Committee) by October 1, 2018. The Committee is tasked with reviewing written application(s) submitted to the Secretary of the Board by an electorate that is requesting an audit of a candidate's election campaign finances. Once received, it is the responsibility of the Committee to either grant or reject an audit request of the subject candidate's expenses, and if granted, the Committee is also tasked with appointing an auditor and review the resulting audit report.

The Committee must be composed of three (3) to seven (7) people, who cannot be members of the school board, an employee, a candidate in the election, and/or any persons who are registered third parties in the municipalities the Committee represents.

The responsibilities of the Compliance Audit Committee and the compliance audit process are set out in Section 88.33, 88.34, and 88.37 of the Municipal Elections Act (Appendix B). Additional information regarding key dates for 2018 Elections are attached as Appendix C.

As is required in subsection 88.37 (6) of the Municipal Elections Act, the Board is responsible for developing an administrative procedure for the Compliance Audit Committee. The procedure must outline the committee's mandate, responsibilities, and procedures that are to be followed in the event that their services are required.

As the Municipal Elections Act was recently amended to include new legislations surrounding municipal election contributions and regulating third party advertising, the legislation surrounding the Compliance Audit Committee was also amended, requiring an update to Board Administrative Procedure VI-72: Election Compliance Audit Committee. Accordingly, the procedure was updated to reflect the



aforementioned changes, and was presented at the October 9, 2018, Policy Committee Meeting of the Board. The updated Administrative Procedure is attached as Appendix D.

Members of the Committee serve a four (4) year term, effective December 1, 2018 to November 30, 2022, on an as needed basis.

As per subsection 88.37 (1), the HCDSB has identified the following five (5) individuals to create the 2018 Municipal Election Compliance Audit Committee, meeting the Municipal Elections Act regulations:

1. Jerry Fahrer, external member of the Audit Committee
2. David Morton, external member of the Audit Committee
3. Fred Sweeney, former Director of Education
4. Careen Thompson, Catholic Parent Involvement Committee Co-Chair
5. Filomena Volante, Catholic Parent Involvement Committee Co-Chair

## Conclusion

As per subsection 88.37 (1) of the Municipal Elections Act, the Board has established its Compliance Audit Committee for the 2018 Municipal Elections. The Committee is comprised of five (5) individuals, with an array of backgrounds, including a former Director of Education for the Board, two (2) external members of the Audit Committee, and two Catholic Parent Involvement Committee Co-Chairs.

The roles and responsibilities of the Committee are outlined in Administrative Procedure VI-72: Election Compliance Audit Committee, also found at Appendix D of this report.

**Report Prepared by:** F. Thibeault  
Senior Manager of Planning Services

**Report Submitted by:** R. Negoï  
Superintendent of Business Services and Treasurer of the Board

**Report Approved by:** P. Daly  
Director of Education and Secretary of the Board

**Ministry of Education**

Leadership, Collaboration and  
Governance Branch  
13<sup>th</sup> Floor, Mowat Block  
900 Bay Street  
Toronto ON M7A 1L2  
Tel.: 416-325-2623  
Fax.: 416-326-4063

**Ministère de l'Éducation**

Direction du leadership, de la collaboration  
et de la gouvernance  
13<sup>e</sup> étage, édifice Mowat  
900, rue Bay  
Toronto ON M7A 1L2  
Tél. : 416-325-0450  
Télec.: 416-326-4063



**MEMORANDUM TO:** Directors of Education

**FROM:** Bruce Drewett, Director  
Leadership, Collaboration and Governance Branch

**DATE:** January 31, 2018

**SUBJECT:** 2018 School Board Elections

The purpose of this memo is to provide you with information and resources to support your board in meeting its responsibilities with respect to upcoming trustee elections. While voting day does not occur until October 22, 2018, your board is required to complete certain requirements on specific dates up to and including voting day (see more details below).

A list of key dates is also attached for your convenience.

**Trustee Determination and Distribution**

Before each general election, every board of trustees determines the number of trustee positions on their board and distributes these positions across the board's area of jurisdiction. This process is known as trustee determination and distribution (D&D).

By **March 31, 2018**, every district school board must complete a report on the determination and distribution of its members, and, **by April 3, 2018**, submit it to:

- the Ministry of Education;
- the election clerks for all municipalities within the board's jurisdiction;
- the secretary of every other board that is wholly or partially within the board's area of jurisdiction.

School boards may submit their D&D reports to the Ministry of Education by email at [LDB-DDL@ontario.ca](mailto:LDB-DDL@ontario.ca), or by mail to:

Ministry of Education  
Leadership, Collaboration and Governance Branch  
900 Bay Street, 13th Floor  
Toronto, ON M7A 1L2

The electoral group population data which your board will use to complete any necessary calculations for the report will be sent to you by the Municipal Property Assessment Corporation (MPAC) by February 15, 2018.

To assist you with completing this report, I am pleased to provide you with the “2018 Trustee Determination & Distribution Guide for Ontario District School Boards” (see attached). The guide contains information on how to determine your board’s number of elected trustees and the process for distributing the positions over your board’s jurisdiction. The guide can also be found on the ministry’s website:  
<http://www.edu.gov.on.ca/eng/trustee-elections>.

The deadline by which your board must distribute its members is **March 31, 2018**.

You may also use an online calculator to make your determination and distribution calculations. The calculator can be found on the Ontario Education Services Corporation website at:  
<http://trusteecalc.oesc-cseo.org/trustee-elections/calculator/>.

The rules governing the number and distribution of trustee positions are found in section 58.1 of the *Education Act*, and in Ontario Regulation 412/00 – *Elections to and Representation on District School Boards*. The rules have not changed since the last election in 2014. If you are using the formula in the regulation to re-calculate your board’s number of elected positions, please note that Table 5 (Dispersal Factors) in the regulation has been updated. The current version of the regulation is available on e-laws at: [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_000412\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_000412_e.htm)

If your board has jurisdiction in more than one municipality, your board must pass a resolution that either designates one or more municipalities as low population municipalities OR states that the board has decided not to designate any municipality as a low population municipality. The low population designation results in greater representation for a municipality than it would otherwise get based on its population; it does not change the number of trustees to be elected to your board. Your board must pass a low population resolution by **March 31, 2018**.

### **Compliance Audit Committee**

Every district school board must appoint a compliance audit committee before **October 1, 2018**, to hear and decide on applications for compliance audits of trustee candidates’ campaign expenses. The Committee must be composed of three to seven people, none of whom can be members of the school board, an employee, or a candidate in the election.

The responsibilities of the compliance audit committee and the compliance audit process are set out in sections 88.33, 88.34 and 88.37 of the Municipal Elections Act,

1996 (MEA). Members of the committee serve a four-year term less two weeks, beginning on December 1, 2018 on an as-needed basis.

Municipalities and school boards can appoint the same members to their respective audit committees (i.e., the same person may serve on more than one compliance audit committee), but each must appoint all the members of their committee. For more information on the compliance audit committees, please visit the Ministry of Municipal Affairs website at: [www.ontario.ca/municipalelections](http://www.ontario.ca/municipalelections).

### **Schools as Polling Stations**

Voting Day is October 22, 2018. Please note that under section 45 of the MEA, school boards **must** make schools available to be used as polling stations if requested to do so by the municipal clerk. School boards must provide the space free of **any** charge. I recognize the difficulties this can pose for school boards and appreciate your continued co-operation in helping to ensure that municipal and school board elections run as smoothly as possible.

I trust that this information will be of assistance to your board. If you require further information, please contact Kyle Kubatbekov, Senior Policy Advisor, Leadership, Collaboration and Governance Branch at (416) 325-7692 or by email at [Kyle.Kubatbekov@ontario.ca](mailto:Kyle.Kubatbekov@ontario.ca). You may also contact your local Ministry of Education Regional Office for more information.

Thank you,



Bruce Drewett

Attachments:      Trustee Determination and Distribution Guide  
                         Key Dates for 2018 Elections

cc:                    Director and Regional Managers, Field Services Branch  
                         Association des conseils scolaires des écoles publiques de l'Ontario  
                         Association franco-ontarienne des conseils scolaires catholiques  
                         Ontario Catholic School Trustees' Association  
                         Ontario Public School Boards' Association  
                         Council of Ontario Directors of Education

### Key Dates for 2018 Elections

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                     | Date               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| MPAC data (PEG Reports) sent to boards                                                                                                                                                                                                                                                                                                                                                                                       | By February 15     |
| <ol style="list-style-type: none"> <li>1. Boards <u>may</u> pass resolutions determining the number of their trustees and determining their trustee distribution.</li> <li>2. Boards whose area of jurisdiction includes more than one municipality <u>must</u> pass a resolution establishing, or not establishing, low population municipalities.</li> <li>3. Last day for resolution to reduce trustee numbers</li> </ol> | By March 31        |
| Boards must send D&D reports sent to the Minister, school board election clerks and secretaries of other school boards in the board's jurisdiction                                                                                                                                                                                                                                                                           | By April 3         |
| Deadline for appeals by municipality re: trustee distribution                                                                                                                                                                                                                                                                                                                                                                | April 21           |
| Notices of appeal sent by secretary of the board (i.e. the Director of Education) to the Ontario Municipal Board (OMB)                                                                                                                                                                                                                                                                                                       | By April 25        |
| Beginning of trustee nomination and campaign period                                                                                                                                                                                                                                                                                                                                                                          | May 1              |
| Deadline for OMB decision re: appeal of trustee distribution calculations                                                                                                                                                                                                                                                                                                                                                    | June 10            |
| Nomination Day: last day for <ul style="list-style-type: none"> <li>• filing nomination, and</li> <li>• withdrawal of candidacy</li> </ul>                                                                                                                                                                                                                                                                                   | July 27, 2:00 p.m. |
| Compliance audit committee established                                                                                                                                                                                                                                                                                                                                                                                       | Before October 1   |
| Voting Day                                                                                                                                                                                                                                                                                                                                                                                                                   | October 22         |
| Board of Trustees' term of office begins                                                                                                                                                                                                                                                                                                                                                                                     | December 1         |
| Campaign period ends                                                                                                                                                                                                                                                                                                                                                                                                         | December 31        |
| Financial filing deadline for candidates                                                                                                                                                                                                                                                                                                                                                                                     | March 29, 2019     |

## COMPLIANCE AUDITS AND REVIEWS OF CONTRIBUTIONS

### **Compliance audit of candidates' campaign finances**

#### **Application by elector**

**88.33 (1)** An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

#### **Requirements**

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

#### **Deadline for applications**

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

#### **Compliance audit committee**

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

#### **Notice of meetings**

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

#### **Open meetings**

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

## **Same**

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*, 2017, c. 20, Sched. 10, s. 1.

## **Decision of committee**

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

## **Same**

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

## **Appeal**

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

## **Appointment of auditor**

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

## **Same**

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

## **Duty of auditor**

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

## **Who receives report**

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.



### **Report to be forwarded to committee**

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

### **Powers of auditor**

(15) For the purpose of the audit, the auditor,

- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- (b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

### **Costs**

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

### **Decision**

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

### **Notice of decision, reasons**

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

### **Immunity**

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

### **Saving provision**

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

### **Section Amendments with date in force (d/m/y)**

## **Review of contributions to candidates**

**88.34** (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

### **Report, contributions to candidates for council**

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

### **Same**

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

### **Same**

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

### **Report, contributions to candidates for a local board**

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

## **Same**

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

## **Same**

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

## **Decision of compliance audit committee**

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

## **Notice of meetings**

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

## **Open meetings**

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

## **Same**

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

## **Notice of decision, reasons**

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

## **Saving provision**

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

## **Compliance audit committee**

**88.37** (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

### **Composition**

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

### **Eligibility for appointment**

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

### **Same**

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

### **Term of office**

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

### **Role of clerk or secretary**

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

### **Costs**

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

# Section II

## Key Dates for 2018 Elections

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                | Date               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| MPAC data (PEG Reports) sent to boards                                                                                                                                                                                                                                                                                                                                                                                                  | By February 15     |
| <ol style="list-style-type: none"> <li>Boards <b>may</b> pass resolutions determining the number of their trustees and <b>must</b> pass resolutions determining their trustee distribution.</li> <li>Boards whose area of jurisdiction includes more than one municipality <b>must</b> pass a resolution establishing, or not establishing, low population areas.</li> <li>Last day for resolution to reduce trustee numbers</li> </ol> | By March 31        |
| D&D Reports sent to the Minister; school board election clerks and secretaries of other school boards in the board's jurisdiction                                                                                                                                                                                                                                                                                                       | By April 3         |
| Deadline for appeals by municipality regarding trustee distribution                                                                                                                                                                                                                                                                                                                                                                     | April 21           |
| Notices of appeal sent by secretary of the board (i.e., the Director of Education) to the Ontario Municipal Board (OMB)                                                                                                                                                                                                                                                                                                                 | By April 25        |
| Beginning of nomination and campaign period                                                                                                                                                                                                                                                                                                                                                                                             | May 1              |
| Deadline for OMB decision regarding appeal of trustee distribution calculations                                                                                                                                                                                                                                                                                                                                                         | June 10            |
| Nomination day: last day for <ul style="list-style-type: none"> <li>filing nomination, and</li> <li>withdrawal of candidacy</li> </ul>                                                                                                                                                                                                                                                                                                  | July 27, 2:00 p.m. |
| Compliance audit committee established                                                                                                                                                                                                                                                                                                                                                                                                  | Before October 1   |
| Voting day                                                                                                                                                                                                                                                                                                                                                                                                                              | October 22         |
| Board of Trustees' term of office begins                                                                                                                                                                                                                                                                                                                                                                                                | December 1         |
| Campaign period ends                                                                                                                                                                                                                                                                                                                                                                                                                    | December 31        |
| Financial filing deadline for candidates                                                                                                                                                                                                                                                                                                                                                                                                | March 29, 2019     |



## Procedure No. VI-72

|                                                                                                             |                                                  |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Election Compliance Audit Committee</b>                                                                  |                                                  |
| <b>Adopted:</b><br>October 20, 2014                                                                         | <b>Last Reviewed/Revised:</b><br>October 1, 2018 |
| <b>Next Scheduled Review:</b> 2022-2023                                                                     |                                                  |
| <b>Associated Policies &amp; Procedures:</b> <a href="#">I-38 School Board Trustee Elections Guidelines</a> |                                                  |

### Purpose

In compliance with the *Municipal Elections Act, 1996*, S.O. 1996 (referred to as 'the Act' henceforth) the Halton Catholic District School Board (referred to 'the Board' henceforth) must establish a Compliance Audit Committee (referred to as 'the Committee' henceforth) to sit for the comparable length of term of office as trustees/councillors.

### Application and Scope

Subsection 88.37 (1) of the Act requires the Halton Catholic District School Board to establish a Compliance Audit Committee on, or before, October 1 in the year of an election.

Subsection 88.37 (6) requires the secretary of the Halton Catholic District School Board to establish administrative practices and procedures for the Compliance Audit Committee and shall carry out any other duties required under the Act to implement the Committee's decision.

### References

[Education Act](#)

[Municipal Elections Act, 1996](#)

[Municipal Conflict of Interest Act, 1990](#)

[Public Accounting Act, 2004](#)

[Public Inquiries Act, 2009](#)

### Requirements

#### Committee Mandate

The Board established Committee has full authority as outlined in the Act to address applications requesting an audit of a Trustee candidate's election campaign finances.

The authority granted to the Committee under the Act includes, but is not limited to:

- a. Under Subsection 88.33 (7), the Committee shall review any written application(s) received by the Secretary of the Board for which the Trustee candidate was nominated for office;
- b. Under Subsection 88.33 (8), within 30 days of receiving the application(s), the Committee shall grant or reject audit requests based on the application(s) review;
- c. Under Subsection 88.33 (10), where an audit is granted, the Committee shall appoint an auditor and review the resulting audit report; and,
- d. Under Subsection 88.34 (8), a clerk of a municipality is responsible for reviewing the financial statements submitted by Trustee candidates (as per Section 88.25 of the Act). In the event the clerk has determined that a contributor to a Trustee candidate(s)'s campaign has exceeded any of the contribution limits set under Section 88.9 of the Act, the clerk is responsible to submit their findings to the Secretary of the Board. The Committee, within 30 days of receiving the aforementioned report, shall decide whether to commence a legal proceeding against a contributor for an apparent contravention of the Act.

Any other responsibilities not clearly identified shall be in accordance with Sections 88.33, 88.34, and 88.37 of the Act.

### **Committee Membership**

The Board's Committee shall be comprised of not fewer than three (3), and not more than seven (7) members, and shall not include:

- a. employees or officers of the Board;
- b. trustee members of the Board;
- c. any persons who are candidates in the election and/or by-election for which the Committee is established; and,
- d. any persons who are registered third parties in the municipality in the election for which the Committee is established.

The Committee shall be comprised of members with a working knowledge and understanding of municipal election campaign financing rules.

### **Term of Office**

Subsection 88.37 (5) of the Act provides that the term of office of the Committee is the same as the term of office of the Board that takes office following the next regular election, and the term of office of the members of the Committee is the same as the term of the Committee to which they have been appointed.

The Committee will be convened only to deal with applications (if any) from the regular election and any by-elections during this term.

**Meetings**

Upon receipt of an application to conduct a compliance audit, the Secretary of the Board will call the first meeting of the Committee. The date and time will be determined in consultation with the members, and communicated directly to all members at least five (5) business days prior to the meeting date. Subsequent meetings will be at the call of the Chair.

At its first meeting, the Committee shall appoint a Chair and Vice-Chair.

The Committee shall adhere to all timeframes established in the Act and related regulations.

Committee activity, including frequency and duration of meetings, shall be determined primarily by the number and complexity of applications for compliance audits received.

Meetings of the Committee shall be open to the public, but the Committee may deliberate in private.

Any member of the Committee who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee.

**Notice of Meetings**

The Committee Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

**Governance**

Meetings of the Committee shall be governed by Robert's Rules of Order, Procedural By-law and Legislation.

Minutes of each meeting shall outline the general deliberations, specific actions and resulting recommendations.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act, 1990, and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

**Receipt of Application from an Elector**

Subsection 88.33 (1) of the Act provides that an elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of the Act relating to election campaign finances, may apply for a compliance audit of the Trustee candidate's election campaign finances.

Within the triggers set out in subsection 88.33 (1) of the Act, within 90 days, the applicant must submit a written application for a compliance audit to the Secretary of the Board for which the candidate was nominated for office, setting out the reasons for the elector's belief.



As per Subsection 88.33 (4) of the Act, within ten (10) days after receiving the application, the Secretary of the Board will forward the application to the Committee, and provide a copy of the application to the Board.

### **Consideration of the Application**

As per Subsection 88.33 (7) of the Act, within 30 days after receiving the application, the Committee shall consider the application, and decide if it should be granted or rejected.

As per Subsection 88.33 (8) of the Act, the Committee shall give written reasons for its decision in granting or rejecting the application.

Written notification of the Committee's decision will be sent to: the Board; the Secretary of the Board; the Trustee candidate; and the clerk with whom the Trustee candidate filled the nomination.

### **Appeal of Committee Decision**

As per Subsection 88.33 (9) of the Act, the decision of the Committee to grant or reject an application may be appealed to the Superior Court of Justice within fifteen (15) days after the decision is made.

### **Appointment of an Auditor**

As per Subsection 88.33 (10) of the Act, if the Committee decides to grant the application, it shall appoint an auditor, licensed under the Public Accounting Act, 2004, to conduct a compliance audit of the candidate's election campaign finances.

### **Power of the Auditor**

As per Subsection 88.33 (15), for the purpose of the audit, the auditor:

- a. is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the board; and
- b. has the powers set out in section 33 of the Public Inquiries Act, 2009.

### **Auditor's Duty and Report**

As per Subsection 88.33 (12), and in accordance with the powers granted under Part II of the Public Inquiries Act, 2009, the auditor shall promptly conduct an audit of the candidate's election campaign finances.

The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of the Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate.

As per Subsection 88.33 (13), the auditor shall submit the report to: the candidate; the Board; the secretary of the Board; and the applicant.

As per Subsection 88.33 (14), within ten (10) days of receiving the report, the Secretary of the Board shall forward the report to the Committee.

### **Powers of the Committee**

As per Subsection 88.33 (17), within thirty (30) days of receiving the report, the Committee shall consider the Auditor's report, and may:

- a. if the report concludes the candidate appears to have contravened a provision of the Act, relating to election campaign finances, commence a legal proceeding against the candidate for the apparent contravention;
- b. if the report concludes the candidate does not appear to have contravened a provision of the Act relating to election campaign finances, make a finding as to whether there were reasonable grounds for the application.

### **Notice of Decision, reasons**

As per Subsection 88.33 (18), the Committee shall complete a brief written reasons for the decision, and shall circulate the decision to: the candidate; the clerk with whom the candidate filed their nomination; the secretary of the Board; and the applicant.

### **Receipt of a Contributor Findings Report from a Municipal Clerk**

Subsection 88.34 (1) of the Act provides that a clerk is responsible in reviewing the contributions reported on the financial statements submitted by a Trustee candidate, as required under Section 88.25 of the Act, to determine whether any contributor appears to have exceeded any of the contribution limits set under Section 88.9 of the Act.

As per Subsection 88.34 (5) of the Act, within a maximum of 30 days after the filing date of the Trustee candidate contribution, the clerk of the municipality shall prepare a report identifying each contributor to a candidate for office to the Board who appears to have contravened any of the contribution limits under Section 88.9 of the Act. The report shall set out the contributions made by that contributor to one or several of the Trustee candidates, and shall be forwarded to the Secretary of the Board.

As per Subsection 88.34 (7) of the Act, the Secretary of the Board shall forward the municipal clerk's Contributor Findings Report to the Committee for their review.

As per Subsection 88.34 (7) of the Act, within 30 days after receiving the report, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

As per Subsection 88.34 (7) of the Act, the decision of the Committee, and brief written reasons for the decision, shall be given to the contributor and to the secretary of the local board.

### **Open Meetings**

As per Subsection 88.33 (5.1) and Subsection 88.34 (9.1) of the Act, the meetings of the Committee under Section 88.33 and Subsection 88.34 shall be open to the public. Note that the Committee members are entitled to deliberate in private if required.

### **Closed Meetings**

As per Subsection 88.33 (6) and Subsection 88.34 (10) of the Act, the meetings of the Committee shall be open to the public, despite sections [207](#) and [208.1](#) of the [Education Act](#).

**Recovery of Costs**

If the report indicates there was no apparent contravention and the Committee finds there were no reasonable grounds for the application, the local board is entitled to recover the auditor's costs from the applicant.

**Administrative Support**

The Secretary of the Board shall, as outlined in the Act, "carry out any other duties required under this Act to implement the Committee's decisions." This will include, but not be limited to: providing advice; liaise with the Committee; and assign staff for resource and administrative support.

The Secretary of the Board shall also act as liaison between the Committee and the Board for the purposes of compliance in accordance with the Act, specifically with respect to reports on Committee activity as required to the appropriate individuals and Board.

**Expulsion of a Member**

The Committee may recommend to the Secretary of the Board the expulsion of a member for reasons as listed, but not limited to, the member being in contravention of the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act* and the *Municipal Elections Act*; and/or disrupting the work of the Committee or other legal issues.

**Remuneration**

Members of the Committee may be reimbursed for any Committee-related expenses in accordance with Board Policy. The Secretary of the Board shall process any expense claims resulting from the Committee business.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
Director of Education and Secretary of the Board



## Regular Meeting of the Board

## Information Report

|                               |            |
|-------------------------------|------------|
| Procurement Activities Report | Item 10.10 |
| October 16, 2018              |            |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To provide the Board with an update on procurement activities and the purchase of goods and services, undertaken throughout the year, and to inform the Board of future procurement initiatives.

### Background Information

1. Information Report 10.6 Procurement Activities Report from the Regular Board Meeting of September 19, 2017.

### Comments

Purchasing Services staff continuously reviews the entire vendor database, with a focus on all vendors with an annual spend of over \$10,000. Reports are generated to analyze all vendors paid through School Generated Funds and by Corporate Purchasing Cards. The goal is to identify competitive bid opportunities which will provide the Board and schools with competitive pricing, as well as to proactively review existing contracts prior to the time of renewal or the end of the contract term.

#### **VENDOR/CONTRACT MANAGEMENT:**

To ensure compliance with Broader Public Sector (BPS) Directives and federal, provincial and municipal legislation, as well as to identify opportunities to reduce costs further, Purchasing Services staff make a practice of tracking vendors with an annual spend of \$10,000 or more. To assist in identifying competitive bid opportunities, vendor spend reports have been generated from:

1. the Budgetary Administrative Suite (BAS2000) system (Board's financial system),
2. School Cash Accounting system (school's financial system to track School Generated Funds),
3. US Bank reports on vendor spend through the use of Procurement Cards.

**PRODUCTIVITY:**

Competitive bids undertaken during 2017-18 are outlined in the following table. These competitive bids were undertaken by Halton Catholic District School Board (HCDSB or the Board) alone or in conjunction with other public purchasing agencies.

| <b>Bid Number</b> | <b>Commodity</b>                              | <b>Awarded Vendor</b>                                                                                           |
|-------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| RFP 17-08         | Employee Assistance Program                   | Morneau Shepell                                                                                                 |
| RFP 17-09         | Architectural Services – St. Mark             | Snyder Architects                                                                                               |
| RFP 17-10*        | Student Transportation Services               | Attridge Transportation Inc.<br>FirstCanada ULC<br>Switzer-Carty Transportation Services                        |
| RFP 17-11         | Project management Services – Notre Dame      | KMB International                                                                                               |
| RFP 17-12         | Architectural Services – Bishop Reding        | Snyder Architects                                                                                               |
| RFP 17-317*       | Financial Information System                  | Sparkrock                                                                                                       |
| RFP 18-33         | Architectural Services - Assumption           | Svedas Architects                                                                                               |
| RFT 18-34         | Agendas and Planners                          | First Class<br>School Specialty                                                                                 |
| RFP 18-35         | Natural Playground Maintenance                | CDL Landscaping<br>Four Seasons Landscape                                                                       |
| RFP 18-36         | Before and After Care – St. Scholastica       | Milton Community Resource Centre                                                                                |
| RFP 18-37         | Cleaning Services – Lumen Christi             | Sunshine Building Maintenance                                                                                   |
| RFP 18-37         | Cleaning Services – St. Andrew                | Sunshine Building Maintenance                                                                                   |
| RFP 18-37         | Cleaning Services – St. Anthony of Padua      | Sunshine Building Maintenance                                                                                   |
| RFP 18-37         | Cleaning Services – St. Marguerite D'Youville | Sunshine Building Maintenance                                                                                   |
| RFQ 18-38         | Executive Search Services                     | Corso, Mould + Associates                                                                                       |
| RFSQ 18-39        | Pre-Qualification – Architectural Services    | Hossack & Associates Architects<br>CS&P Architects<br>MMMC Architects<br>Snyder Architects<br>Svedas Architects |
| RFQ 18-40         | Furniture and Equipment - FDK                 | Louise Kool & Galt<br>School Specialty<br>Schoolhouse Products<br>Spectrum<br>Wintergreen Learning Materials    |
| RFQ 18-41         | Learning Materials - FDK                      | School Specialty<br>Spectrum<br>Wintergreen Learning Materials                                                  |
| RFP 18-42         | Care for New Comer Children – TMC Burlington  | Sharlaur's Children Centre                                                                                      |
| RFP 18-43         | Cleaning Services – St. Scholastica           | Sunshine Building Maintenance                                                                                   |

\*Cooperative competitive bid



### PROCUREMENT OPPORTUNITIES/INITIATIVES:

Purchasing Services staff will continue to assist various user groups in obtaining efficiencies and cost savings through the competitive bid process. This will include competitive bids for one-off purchases, multi-year contracts, and the prequalification of contractors as a method to develop and maintain a list of qualified vendors to perform various services for HCDSB. The following commodities have already been identified for the 2018-19 fiscal year.

| Commodity                                 | Competitive Method |
|-------------------------------------------|--------------------|
| General Contractors                       | RFSQ               |
| Hardware                                  | Incentive Program  |
| Banking Services                          | RFP                |
| Engineers                                 | RFSQ               |
| Electrical Contractors – Prequalification | RFSQ               |
| Electrical Maintenance Services           | RFT                |
| Uniform and Safety Apparel*               | RFP                |
| Fine Copy Paper*                          | RFT                |
| Portable Classroom Cleaning Services      | RFP                |
| Library Consumables*                      | RFT                |
| Multi-function Devices*                   | TBD                |
| Plumbing Contractors – Prequalification   | RFSQ               |
| Plumbing Maintenance Services             | RFT                |
| Custodial Supplies*                       | RFP                |
| Travel and Tour Operators                 | RFSQ               |
| Learning Materials – FDK                  | RFT                |
| Furniture and Equipment – FDK             | RFT                |
| Pediculosis*                              | RFT                |
| Audio Visual*                             | RFT                |

\*Collaborative opportunity

### SINGLE OR SOLE SOURCE PROVIDERS (APPENDIX A):

In accordance with the BPS Directive, Purchasing Services has maintained a Sole or Single Source Certification Form which states why a competitive bid process will not be completed for that acquisition. It is supported by rationale provided by the requisitioning department and signed by the requisitioner's supervisor and superintendent. Single and sole source providers are to be reviewed on an annual basis to determine whether or not changes in specifications or market conditions have created opportunities for new vendors. Appendix A outlines the Board's Sole and Single Source providers used during 2017-18.

**VENDORS OF RECORD (APPENDIX B):**

Purchasing Services staff are also in the process of creating and maintaining a Vendor of Record (VOR) list. This Vendor of Record list contains qualified vendors who are compliant with insurance levels, qualifications, capabilities, safety requirements, and have been selected as a preferred vendor based on a competitive bid process. Appendix B lists the current Vendors of Record for a given commodity and the terms of the arrangement.

**CONSULTING AND PROFESSIONAL SERVICE PROVIDERS (APPENDIX C):**

Purchasing Services staff have been reviewing existing contracts and agreements with the Board's consultants and professional service providers when they originate or come up for renewal. Appendix C provides a list of all active consultants and professional service providers the Board used during the 2017-18 school year, outlining the type of procurement for each, and the next period of review.

**COST SAVINGS (APPENDIX D):**

The competitive bid opportunities undertaken in the 2017-18 fiscal year have delivered the potential for substantial cost savings primarily with service providers. As indicated in Appendix D, the Halton Catholic District School Board can expect annual cost savings of \$217,000 and a potential cost savings of \$1,350,000 over the term of the contracts. Savings are calculated by taking the cost(s) of goods and/or services from the previous year or contract and subtracting it by the newly attained cost through a competitive bid process.

In addition to the savings achieved through the competitive bid process, instances of cost avoidance and cost recovery have realized an additional \$373,000 in savings for the 2017-18 fiscal year. These combined savings came in the form of commissions from cafeteria and vending machine vendors, redistribution of surplus furniture and equipment, and sale of surplus furniture and equipment through third party auction.

**COLLABORATIVE SPEND:**

In an attempt to find process efficiencies and year-over-year savings, Purchasing Services continues to support and participate in collaborative efforts with various school boards and municipalities. These collaborative efforts include, but are not limited to, established cooperative groups such as Catholic School Board Services Association (CSBSA), Halton Cooperative Purchasing Group (HCPG), Ontario Association of School Business Officials (OASBO), Educational Computing Network of Ontario (ECNO) and Ontario Education Collaborative Marketplace (OECM). HCDSB's total collaborative spend has been historically higher than the provincial average of MUSH (Municipalities, Universities, School Boards, Hospitals) sector agencies. HCDSB's collaborative spend for the 2017-18 fiscal year was \$21.1 million. The following table illustrates a summary of HCDSB's collaborative spend effort 2017-18 fiscal year:





|                                                                      | <b>Collaborative Spend</b> |
|----------------------------------------------------------------------|----------------------------|
| Audio/Visual (HDSB)                                                  | \$117,970.32               |
| Auditors Fees (OECM)                                                 | \$74,342.70                |
| Cisco Products (OECM)                                                | \$281,964.17               |
| Computer Software Fees & Licenses (ECNO)                             | \$477,654.86               |
| Computers - Dell (OECM)                                              | \$1,505,846.71             |
| Computer Peripheral & Acc. (HCPG)                                    | \$89,491.82                |
| Copiers (OECM)                                                       | \$576,872.00               |
| Courier - Internal (HDSB)                                            | \$109,091.18               |
| Custodial Supplies (OECM)                                            | \$893,048.71               |
| Educational Development Charges (HDSB)                               | \$28,298.20                |
| Furniture/Equipment (HDSB) - Classroom                               | \$199,042.77               |
| Furniture/Equipment (HDSB) - Office                                  | \$100,552.25               |
| High Speed Fibre WAN (HDSB)                                          | \$52,771.00                |
| Laboratory and Science Supplies (OECM)                               | \$52,287.00                |
| Library Consumables                                                  | \$64,920.87                |
| Supplies - Office (HCPG)/ Classroom (HDSB)                           | \$699,362.63               |
| Ontario School Board Insurance Exchange (OSBIE)                      | \$550,038                  |
| Paper (CSBSA & DPCDSB)                                               | \$242,432.86               |
| Pediculosis (HDSB)                                                   | \$28,416.28                |
| Physical Education Equipment & Maintenance (HDSB)                    | \$119,070.74               |
| Professional Services - Actuarial Services (School Boards Coop Inc.) | \$190,490.16               |
| School Cash on Line (ECNO)                                           | \$261,499.54               |
| Security Alarms (HDSB)                                               | \$84,526.26                |
| Shredding (HCPG)                                                     | \$2,288.93                 |
| Toner - Printer (HDSB)                                               | \$58,744.33                |
| Transportation (HDSB)                                                | \$7,881,623                |
| Utilities - Gas (Consortium-HWDSB)                                   | \$647,807                  |
| Utilities - Hydro (CSBSA)                                            | \$5,747,327                |
| Total Collaborative Spend (2017-18):                                 | \$21,137,781               |

## FREE TRADE AGREEMENTS

Purchasing Services staff is continuing to work with the Supply Chain Management Committee (through OASBO), Ministry of Government and Consumer Services, legal counsel and other BPS agencies to ensure compliance with the **Canadian Free Trade Agreement** and the



**Comprehensive Economic and Trade Agreement.** The OASBO Supply Chain Committee is planning to meet with the Ministry of Government and Consumer Services in the Fall of 2018 to get further direction on required processes within these trade agreements.

#### **VENDOR AUDIT:**

Purchasing Services underwent an internal audit in the form of a BAS2000 Data Analytic Review, performed by the Regional Internal Audit Team (RIAT); 43 different analytic routines assessed the data integrity within BAS. The audit objective was to:

1. Identify any data integrity errors that exist in the Vendor Master file;
2. Assess the anti-fraud controls currently in place by reviewing transactions from the Purchase Order and Payment files and by assessing the vendor registration process;
3. Analyze the VISA procurement card transaction file; and
4. Use the analytic results from steps 1, 2 and 3, determine whether existing procurement and payment processes require revision.

Purchasing Services has worked to implement the recommendations as outlined in the audit report. A follow-up audit was performed in the summer of 2018 where it was determined that the only outstanding item is the implementation of a new Financial Information System (target implementation date March 2019) that can assist in the data integrity of our Vendors.

## Conclusion

Purchasing Services staff will continue to identify competitive bid opportunities through spend analysis, periodic review of existing contracts and review and maintenance of Vendor lists to better serve HCDSB end users and to ensure compliance with the Broader Public Sector Procurement Directive. Staff will provide annual updates of procurement activities to the Board.

#### Report Prepared by:

D. Tkalcic  
Manager, Purchasing Services

A. Lofts  
Senior Manager, Financial Services

#### Report Submitted by:

R. Negoi  
Superintendent of Business Services and Treasurer of the Board

#### Report Approved by:

P. Daly  
Director of Education and Secretary of the Board

| SINGLE OR SOLE SOURCE PROVIDERS 2017/18 |                                 |                                  |                           |                             |                              |                  |
|-----------------------------------------|---------------------------------|----------------------------------|---------------------------|-----------------------------|------------------------------|------------------|
| CATEGORY/ SERVICE                       | VENDOR                          | ITEM                             | SINGLE/<br>SOLE<br>SOURCE | JUSTIFICATION               | REQUISITIONING<br>DEPARTMENT | REVIEW<br>PERIOD |
| Building Maintenance                    | Aim Lock and Safe               | Lock and key                     | Single                    | Proprietary information     | Facilities                   | Oct-19           |
| Building Maintenance                    | Atlas-Apex Roofing              | Roof Repair                      | Single                    | Emergency                   | Facilities                   | NA               |
| Building Maintenance                    | Arcadis                         | Asbestos                         | Single                    | Technical qualifications    | Facilities                   | Jun-19           |
| Building Maintenance                    | Westpoint                       | Floor Repair                     | Single                    | Emergency                   | Facilities                   | NA               |
| Computers                               | Communitek                      | Dell Computers                   | Single                    | Advantageous Pricing        | IT                           | NA               |
| Controls                                | Siemens Building Technologies   | Maintenance of building mgmt sys | Single                    | Product specification       | Facilities                   | Apr-19           |
| Controls                                | Tyco Integrated Fire & Security | Fire alarm inspections           | Single                    | Product specification       | Facilities                   | November 2018    |
| Data and Networking                     | Cable Assembly                  | Cabling/Fiber/Telephone          | Single                    | Compatibility with existing | IT                           | Oct-18           |
| Elevator Maintenance                    | Urban Elevator                  | Controller, Design/Build         | Single                    | Proprietary codes/software  | Facilities                   | Oct-19           |
| Elevator Maintenance                    | Garavanta Lift                  | Lift Replacement                 | Single                    | Compatibility with existing | Facilities                   | Apr-19           |
| Engineering Services                    | Strategy 4                      | Permitting services              | Single                    | Existing knowledge          | Facilities                   | May-19           |
| Equipment Servicing                     | Johnson Controls                | Control Systems Repair           | Single                    | Compatibility with existing | Facilities                   | November 2018    |
| Fire System Inspection                  | Chubb Edwards Inc               | Fire System Inspection           | Single                    | Proprietary codes/software  | Facilities                   | Oct-18           |
| Grounds Maintenance                     | Nature's Instruments            | Natural engineered climbers      | Sole                      | Product specification       | Facilities                   | Jan-19           |
| HVAC                                    | Air tech Installation           | Boiler repair                    | Single                    | Emergency                   | Facilities                   | NA               |
| HVAC                                    | Chem Aqua                       | Cooling tower cleaning           | Single                    | Proprietary hardware        | Facilities                   | Sep-19           |
| Learning Resources                      | Goodminds                       | Indigenous Literature            | Sole                      | Product specification       | Curriculum                   | Jun-19           |
| Learning Resources                      | Kidder                          | Science Mobile Kit               | Sole                      | Product specification       | Curriculum                   | May-19           |
| Learning Resources                      | Nelson Education                | Grade 4 Gifted                   | Sole                      | Product specification       | Curriculum                   | Jan-19           |
| Learning Resources                      | Pearson Canada Assessment       | French resources                 | Sole                      | Product specification       | Curriculum                   | Jul-19           |
| Learning Resources                      | Pearson Canada Assessment       | Geography textbooks              | Sole                      | Product specification       | Curriculum                   | Aug-19           |
| Learning Resources                      | Pearson Canada Assessment       | Echos Pro                        | Sole                      | Product specification       | Curriculum                   | Mar-19           |
| Learning Resources                      | Scholastica Canada              | Literacy Resource                | Sole                      | Product specification       | Curriculum                   | Jun-19           |
| Mold Inspections                        | C.L. Martin                     | Mold Inspections - Portables     | Single                    | C.L. Owned Portables        | Facilities                   | August 2019      |
| Software                                | Bound2Learn                     | Strategy Licensing               | Sole                      | Product specification       | Curriculum                   | Jun-19           |
| Software                                | PowerSchool Canada              | Demographic Update               | Single                    | Product specification       | Curriculum                   | Oct-19           |
| Software                                | Rubicon                         | Online Assessment                | Sole                      | Product specification       | Curriculum                   | Dec-18           |

| SINGLE OR SOLE SOURCE PROVIDERS 2017/18                                                                                                                                                                                                                                                                                                                           |              |                      |                           |                       |                              |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|---------------------------|-----------------------|------------------------------|------------------|
| CATEGORY/ SERVICE                                                                                                                                                                                                                                                                                                                                                 | VENDOR       | ITEM                 | SINGLE/<br>SOLE<br>SOURCE | JUSTIFICATION         | REQUISITIONING<br>DEPARTMENT | REVIEW<br>PERIOD |
| Software                                                                                                                                                                                                                                                                                                                                                          | Scholantis   | Microsoft SharePoint | Sole                      | Product specification | Curriculum                   | Jun-19           |
| Software                                                                                                                                                                                                                                                                                                                                                          | Texthelp     | read/write software  | Sole                      | Product specification | Curriculum                   | Jun-19           |
| Software                                                                                                                                                                                                                                                                                                                                                          | Elyxir Group | E-billing Software   | Sole                      | Product specification | Facilities                   | Aug-19           |
| <p><b>Single Source:</b> A non-competitive procurement method into acquire goods or services from a supplier in situations where there is or may be another supplier or suppliers capable of delivering these goods or services.</p> <p><b>Sole Source:</b> A non-competitive procurement method to acquire goods or services where only one supplier exists.</p> |              |                      |                           |                       |                              |                  |

| VENDORS OF RECORD 2017-18       |                                  |             |
|---------------------------------|----------------------------------|-------------|
| COMMODITY                       | VENDOR                           | REVIEW DATE |
| Agendas and Planners            | First Class Planners             | 2019        |
| Agendas and Planners            | SchoolSpecialty Canada           | 2019        |
| Audit Services                  | Deloitte LLP                     | 2019        |
| Audit Services                  | KPMG LLP                         | 2021        |
| AV Equipment                    | Advanced Presentation Products   | 2019        |
| AV Equipment                    | Duncan & Wright                  | 2019        |
| AV Equipment                    | Duplicom Presentation Systems    | 2019        |
| AV Equipment                    | Best Buy                         | 2019        |
| AV Equipment                    | Hamilton Video & Sound Ltd.      | 2019        |
| AV Equipment                    | LR Brown                         | 2019        |
| Banking Services                | TD Canada Trust                  | 2018        |
| Bus Operators                   | Attridge Transportation Inc.     | 2027        |
| Bus Operators                   | First Canada ULC                 | 2027        |
| Bus Operators                   | Switzer-Carty                    | 2027        |
| Cafeteria Services              | Chartwell's Inc                  | 2020        |
| Cisco Products                  | Long View Systems                | 2019        |
| Classroom Furniture             | Alpha Vico Inc.                  | 2020        |
| Classroom Furniture             | Alumni Classroom Furniture       | 2020        |
| Cleaning Services               | Century Building Services        | Various     |
| Cleaning Services               | Sunshine Building Maintenance    | Various     |
| Cleaning Supplies               | Flexo Products Limited           | 2021        |
| Computers                       | Dell Canada Inc.                 | 2019        |
| Computers                       | Microcad Computer Corporation    | 2019        |
| Computer Peripherals            | Onward Computers                 | 2019        |
| Consumables                     | Corporate Express Canada Inc.    | 2019        |
| Consumables                     | Baldwin School Supply            | 2019        |
| Courier Services                | Atripco Delivery Service         | 2019        |
| Electrical Services             | Kraun Electric                   | 2020        |
| Electrical Services             | New Electric                     | 2020        |
| Electrical Services             | North Star Electric              | 2020        |
| Electrical Services             | T. Lloyd Electric                | 2020        |
| Fiber High Speed Network (WAN)  | Cogeco                           | 2026        |
| Grounds Maintenance             | Aesthetics Landscape Contractors | 2018        |
| Grounds Maintenance             | All Type Landscaping Inc.        | 2018        |
| Grounds Maintenance             | Beaudry Group (The)              | 2018        |
| Grounds Maintenance             | C.D.L. Landscaping               | 2018        |
| Grounds Maintenance             | Four Seasons Landscape and Snow  | 2018        |
| Grounds Maintenance             | Grant Baker Ltd.                 | 2018        |
| Grounds Maintenance             | Living Architecture Inc.         | 2018        |
| Gym Inspections                 | RA Wensley Inc                   | 2019        |
| HVAC Maintenance                | Airon HVAC Services              | 2020        |
| HVAC Maintenance                | Black & McDonald                 | 2020        |
| HVAC Maintenance                | Naylor Building Partnerships     | 2020        |
| HVAC Maintenance                | Xtra Mechanical                  | 2020        |
| Information Technology Hardware | Dell Canada Inc.                 | 2020        |

| VENDORS OF RECORD 2017-18                 |                                  |             |
|-------------------------------------------|----------------------------------|-------------|
| COMMODITY                                 | VENDOR                           | REVIEW DATE |
| Library Consumables                       | Carr Maclean                     | 2018        |
| Mail Machines                             | Pitney Bowes                     | 2020        |
| Multifunction Devices                     | Xerox Canada Ltd.                | 2018        |
| Music Instruments & Repair                | Harknett Music                   | 2019        |
| Music Instruments & Repair                | Long & McQuade                   | 2019        |
| Music Instruments & Repair                | St. John's Music                 | 2019        |
| Office Furniture                          | Lordly Jones Limited             | 2019        |
| Pediculosis Screening                     | We Care Home Health Services     | 2019        |
| Plumbing Services                         | Hepburn Plumbing & Mechanical    | 2018        |
| Plumbing Services                         | LJ Barton Mechanical             | 2018        |
| Plumbing Services                         | Roszell Plumbing and Heating     | 2018        |
| Plumbing Services                         | Sean Caffrey General Contracting | 2018        |
| Risographs Lease                          | 4 Office Automation Ltd.         | 2019        |
| Security                                  | Canadian Corps Commissionaires   | 2019        |
| Security                                  | H.A.R.P. Security                | 2019        |
| Stationery and Office Supplies            | Staples Advantage                | 2019        |
| Information Technology Software Licensing | KEV Software                     | NA          |
| Toner/Ink                                 | QRX Technologies                 | 2019        |
| Uniform/Safety Apparel                    | Mark's Work Wearhouse            | 2019        |

### CONSULTING AND PROFESSIONAL SERVICES PROVIDERS FOR 2017-18

| CATEGORY/SERVICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | VENDOR                                  | PROCUREMENT METHOD | REVIEW PERIOD |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------|---------------|
| <b>CONSULTANTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |                    |               |
| Special Education Assistive Technology Training                                                                                                                                                                                                                                                                                                                                                                                                                                                    | LearnStlye                              | RFP                | 2019          |
| Educational Development Charges                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Watson & Associates                     | RFP                | 2022          |
| WSIB Claims                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | School Boards Cooperative Inc.          | Cooperative        | TBD           |
| Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Ontario School Board Insurance Exchange | Cooperative        | TBD           |
| Payroll and HR Software                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ISYS Corporation                        | Single Source      | TBD           |
| <b>PROFESSIONAL SERVICES PROVIDERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                         |                    |               |
| Actuaries                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | School Boards' Cooperative Inc.         | RFP                | 2018          |
| Architects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Hossack & Associates                    | RFSQ               | 2021          |
| Architects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Snyder Architects                       | RFSQ               | 2021          |
| Architects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Svedas Architects                       | RFSQ               | 2021          |
| Architects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CS&P Architects                         | RFSQ               | 2021          |
| Architects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | MMMC Architects                         | RFSQ               | 2021          |
| Auditors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | KPMG                                    | RFP                | 2021          |
| Banking Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | TD Canada Trust                         | RFP                | 2018          |
| Engineers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ALR Engineering                         | Single Source      | 2019          |
| Engineers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Filer Engineering                       | Single Source      | 2019          |
| Engineers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Lanhack Consulting                      | Single Source      | 2019          |
| Engineers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Peto MacCallum                          | Single Source      | 2019          |
| Engineers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Strategy 4                              | Single Source      | 2019          |
| Lawyers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Borden Ladner Gervais LLP               | Single Source      | TBD           |
| Lawyers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Hicks Morley LLP                        | Single Source      | TBD           |
| Lawyers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Keele Cotrelle                          | Single Source      | TBD           |
| Lawyers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Miller Thompson LLP                     | Single Source      | TBD           |
| Lawyers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Overland LLP                            | Single Source      | TBD           |
| Lawyers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Wood Bull                               | Single Source      | TBD           |
| Tax Consultants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Deloitte LLP                            | RFP                | 2019          |
| Note:<br>Examples of Professional Service Providers that are exempt under the CFTA (Canadian Free Trade Agreement) and the BPS – Procurement Directive are medical doctors, dentists, nurses, pharmacies, veterinarians, accountants, lawyers and notaries as well as financial analysts and financial services.<br><b>Engineers and Architects are no longer exempt.</b> Purchasing has been reviewing these services on an ongoing basis, starting in 2011, based on requirements and resources. |                                         |                    |               |



| PROCUREMENT SAVINGS 2017-18                   |                    |                      |                |                       |                         |                |                                |                                             |                                                  |
|-----------------------------------------------|--------------------|----------------------|----------------|-----------------------|-------------------------|----------------|--------------------------------|---------------------------------------------|--------------------------------------------------|
| Commodity                                     | Vendor(s)          |                      | Effective Date | Contract Term (Years) | Renewal Options (Years) | Annual Savings | Total Savings on Contract Term | Potential Savings Including Renewal Options | Notes                                            |
| Competitive Bid Process                       |                    |                      |                |                       |                         |                |                                |                                             |                                                  |
| Employee Assistance Program                   | RFP #17-08         | Morneau Shepell Ltd. | 1-Jan-18       | 3.00                  | 2.00                    | 42,554.00      | 127,662.00                     | 212,770.00                                  |                                                  |
| Cleaning Services - Lumen Christi             | RFP #18-37         | Sunshine Building    | 1-Jul-18       | 3.00                  | 3.00                    | 39,680.00      | 119,040.00                     | 238,080.00                                  | Contracted out evening cleaning                  |
| Cleaning Services - St. Andrew                | RFP #18-37         | Sunshine Building    | 2-Jul-18       | 3.00                  | 4.00                    | 43,360.00      | 130,080.00                     | 303,520.00                                  | Contracted out evening cleaning                  |
| Cleaning Services - St. Anthony of Padua      | RFP #18-37         | Sunshine Building    | 3-Jul-18       | 3.00                  | 3.00                    | 45,000.00      | 135,000.00                     | 270,000.00                                  | Contracted out evening cleaning                  |
| Cleaning Services - St. Marguerite D'Youville | RFP #18-37         | Sunshine Building    | 4-Jul-18       | 3.00                  | 4.00                    | 46,480.00      | 139,440.00                     | 325,360.00                                  | Contracted out evening cleaning                  |
| Competitive Bid Process - Total Savings       |                    |                      |                |                       |                         | 217,074.00     | 651,222.00                     | 1,349,730.00                                |                                                  |
| Cost Avoidance                                |                    |                      |                |                       |                         |                |                                |                                             |                                                  |
| Furniture Redistribution                      | NA                 | NA                   | 27-Sep-17      | NA                    | NA                      | 809.25         | NA                             | NA                                          | 15 Desks - Notre Dame                            |
| Furniture Redistribution                      | NA                 | NA                   | 31-Oct-17      | NA                    | NA                      | 1,618.50       | NA                             | NA                                          | 30 Desks - St. James                             |
| Minimum Wage Increase Negotiation - Chartwell | NA                 | NA                   | 26-Mar-18      | NA                    | NA                      | 3,137.00       | NA                             | NA                                          |                                                  |
| Minimum Wage Increase Negotiation - Sunshine  | NA                 | NA                   | 24-Apr-18      | NA                    | NA                      | 21,441.00      | NA                             | NA                                          |                                                  |
| FDK Classrooms                                | NA                 | NA                   | 15-Jul-18      | NA                    | NA                      | 31,200.00      | NA                             | NA                                          | St. James, St. Dominic, St. Joseph (A), St. Mark |
| Cost Avoidance - Total Savings                |                    |                      |                |                       |                         | 58,205.75      | 0.00                           | 0.00                                        |                                                  |
| Cost Recovery                                 |                    |                      |                |                       |                         |                |                                |                                             |                                                  |
| Repairs rebate - Cafeteria                    | Compass/Chartwells |                      | 22-Dec-17      | NA                    | NA                      | 30,000.00      | NA                             | NA                                          |                                                  |
| Cafeteria Commissions                         | Compass/Chartwells |                      | Sep-Jun        | NA                    | NA                      | 209,148.00     | NA                             | NA                                          |                                                  |
| VISA Rebate                                   | US Bank            |                      | 12-Oct-17      | NA                    | NA                      | 71,640.00      | NA                             | NA                                          |                                                  |
| Auction - Govdeals                            | NA                 |                      | 12-Dec-17      | NA                    | NA                      | 1,567.88       | NA                             | NA                                          | WolfPac 175 Generator                            |
| Auction - Govdeals                            | NA                 |                      | 12-Dec-17      | NA                    | NA                      | 522.63         | NA                             | NA                                          | Porta Spot 2002 Spot Welder                      |
| Auction - Govdeals                            | NA                 |                      | 12-Dec-17      | NA                    | NA                      | 313.58         | NA                             | NA                                          | Vending Machine - 2 vending machines             |
| Auction - Govdeals                            | NA                 |                      | 25-Jan-18      | NA                    | NA                      | 28.25          | NA                             | NA                                          | Lot of nine (9) overhead projectors              |
| Auction - Govdeals                            | NA                 |                      | 25-Jan-18      | NA                    | NA                      | 22.60          | NA                             | NA                                          | Lot of five (5) Wheeled Carts                    |
| Auction - Govdeals                            | NA                 |                      | 25-Jan-18      | NA                    | NA                      | 473.50         | NA                             | NA                                          | 30" GE Electric Range,                           |
| Auction - Govdeals                            | NA                 |                      | 2-Feb-18       | NA                    | NA                      | 5.65           | NA                             | NA                                          | Piano - Baldwin, upright, requires tuning        |
| Auction - Govdeals                            | NA                 |                      | 8-Feb-18       | NA                    | NA                      | 167.24         | NA                             | NA                                          | Display Cabinets                                 |
| Auction - Govdeals                            | NA                 |                      | 1-Mar-18       | NA                    | NA                      | 114.98         | NA                             | NA                                          | Vertical File Cabinets                           |
| Auction - Govdeals                            | NA                 |                      | 1-Mar-18       | NA                    | NA                      | 397.20         | NA                             | NA                                          | Storage Cabinets                                 |
| Auction - Govdeals                            | NA                 |                      | 9-Mar-18       | NA                    | NA                      | 33.90          | NA                             | NA                                          | 4 Drawer Lateral file cabinets - 4 each          |
| Auction - Govdeals                            | NA                 |                      | 5-Apr-18       | NA                    | NA                      | 574.89         | NA                             | NA                                          | Washer/Dryer, stacking                           |
| Cost Recovery - Total Savings                 |                    |                      |                |                       |                         | 315,010.30     | 0.00                           | 0.00                                        |                                                  |
| Total Cost Savings                            |                    |                      |                |                       |                         | 590,290.05     | 651,222.00                     | 1,349,730.00                                |                                                  |



## Regular Meeting of the Board

## Information Report

|                   |            |
|-------------------|------------|
| Trustee Honoraria | Item 10.11 |
| October 16, 2018  |            |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To provide trustees with information regarding the calculation and payment of the trustee honoraria.

### Background Information

1. Action Report 8.2, "Policy I-35 Trustee Honoraria" from the October 16, 2018 Regular Meeting of the Board.

### Comments

#### Calculation

Trustee honoraria are calculated in accordance with Ontario Regulation 357/06 (Appendix A), and Policy I-35 Trustee Honoraria (Appendix B) and includes:

1. Base Amount
2. Enrolment Amount
3. Attendance Amount
4. Distance Amount

The Halton Catholic District School Board (HCDSB) trustee honoraria for the period December 1, 2018 to November 30, 2022 includes the base amount and the enrolment amount. The Trustees do not qualify for the distance amount and the attendance amount is an optional amount which the HCDSB does not pay.

Information on the calculation of the trustee honoraria has been communicated to school boards through a memorandum dated August 24, 2018, from Ministry of Education (Memorandum 2018:B14 Update: Education Funding, included in Appendix C). This memorandum clarifies that the base amount remains at \$5,900 for the following term of office. Ministry staff have also provided a verbal update to the Council of Senior Business Officials (COSBO) Executive at the September 13, 2018 meeting, clarifying that, contrary to the increase in base amount announced in the March Grants for Student



Needs memorandum, the base amount for trustee honoraria calculation will remain at \$5,900, and the Consumer Price Index (CPI) adjustments will not be allowed. The Ontario Regulation 357/06 is still pending amendment, to incorporate these changes. The Trustee honoraria calculation is in keeping with Ministry memorandum 2018: B14 and the message received from Ministry staff.

The base amount is \$5,900 for Trustees and an additional \$5,000 for the Chair and \$2,500 for the Vice-Chair. The enrolment amount is a prescribed amount per pupil based on the 2017-18 Budget Estimates enrolment.

Therefore, the trustee honoraria have been calculated as follows (see Appendix D):

- Chair - \$19,169.00
- Vice-Chair - \$15,824.00
- Trustee - \$12,478.00

### **Payment**

Trustees are paid on the 15th of each month. The only deduction from the monthly honorarium is Canada Pension Plan (CPP). If a trustee would like income tax deducted from their monthly honorarium they are asked to complete the attached TD1 form, listed in Appendix E.

It should further be noted that Subsection 81(3) of the Income Tax Act (Canada) currently exempts half of the trustee honoraria amount from income taxes, as this is deemed to be paid as an allowance for expenses incurred in discharging Trustees' duties. The 2017 federal budget eliminated this exemption under Bill C-44, repealing Subsection 81(3). This means the full amount of the trustee honoraria will be taxable as income, starting January 1, 2019. A letter from Ontario Catholic School Trustees' Association has been attached in Appendix F.

### **Conclusion**

The trustee honoraria calculation will take effect on December 1, 2018, until November 30, 2019. The amounts will be posted on the Board's website. The O. Reg. 357/06, governing this calculation is pending revisions. Should pending revisions require changes to the trustee honoraria calculation, an updated report will be presented at a future Regular Meeting of the Board.

**Report Prepared by:** R. Negoï  
Superintendent of Business Services and Treasurer of the Board

**Report Submitted by:** R. Negoï  
Superintendent of Business Services and Treasurer of the Board

**Report Approved by:** P. Daly  
Director of Education and Secretary of the Board



[Français](#)

## Education Act

### ONTARIO REGULATION 357/06

#### HONORARIA FOR BOARD MEMBERS

**Consolidation Period:** From October 10, 2018 to the [e-Laws currency date](#).

Last amendment: [436/18](#).

Legislative History: [ + ]

***This is the English version of a bilingual regulation.***

#### Purpose

1. This Regulation sets out the method for calculating the limits on honoraria paid under section 191 of the Act. O. Reg. 357/06, s. 1; O. Reg. 57/12, s. 1.

#### Components of honorarium

2. (1) For a term of office beginning in 2006 or later, the honorarium for a member of a district school board, in respect of any year of his or her term of office, shall consist of such of the following components as the board determines, subject to section 4;

1. The base amount for the year.
2. The enrolment amount for the year.
3. The attendance amounts payable to the member for the year.
4. The distance amounts payable to the member for the year. O. Reg. 357/06, s. 2 (1).

(2) A year of a member's term of office begins on December 1 and ends on the following November 30. O. Reg. 357/06, s. 2 (2).

**Note: On December 1, 2018, subsection 2 (2) of the Regulation is revoked and the following substituted: (See: O. Reg. 292/18, s. 2)**

(2) In 2018, 2019 and 2020, the year of a member's term of office begins on December 1 and ends on the following November 30. O. Reg. 292/18, s. 2.

(3) In 2021, the year of a member's term of office begins on December 1 and ends on the following November 14. O. Reg. 292/18, s. 2.

(4) Beginning in 2022, a year of a member's term of office begins on November 15 and ends on the following November 14. O. Reg. 292/18, s. 2.

3. REVOKED: O. Reg. 190/10, s. 1.

#### Policy re honorarium components

4. (1) For a term of office beginning in 2006 or later, the board shall establish a policy, on or before October 15 of the calendar year in which the term of office begins, with respect to,

- (a) which components listed in paragraphs 1 to 4 of subsection 2 (1) it will pay during the term of office;
- (b) for the base amount, the attendance amount and the distance amount, if the component will be paid, the amount of the component to be paid to a member for each year of the term of office, determined in accordance with sections 5, 7 and 8; and
- (c) for the enrolment amount, if it will be paid, the percentage to be applied in calculating the enrolment amount limit for a member for each year of the term of office. O. Reg. 357/06, s. 4 (1); O. Reg. 163/07, s. 2 (1); O. Reg. 190/10, s. 2 (1).

(2) The board may, at any time, change its policy under subsection (1) such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage to be applied in calculating the enrolment amount limit is lowered for a year. O. Reg. 163/07, s. 2 (2).

(3) If the board changes its policy for a year under subsection (2), it may restore the original policy made under subsection (1) at any time before the end of the period to which the policy applies. O. Reg. 163/07, s. 2 (2).

(4) REVOKED: O. Reg. 190/10, s. 2 (2).

#### **Base amount**

5. (1) The base amount for a member for a year of a term of office is an amount that does not exceed the base amount limit determined under subsection (2), (3) or (4), as the case may be. O. Reg. 357/06, s. 5 (1).

(2) For a member other than the chair or vice-chair, the base amount limit for the year is \$5,900. O. Reg. 436/18, s. 1.

(3) For the chair, the base amount limit for the year is determined by adding \$5,000 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (3).

(4) For the vice-chair, the base amount limit for the year is determined by adding \$2,500 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (4).

#### **Enrolment amount**

6. (1) The enrolment amount for a member for each year of a term of office is an amount determined for that year that does not exceed the enrolment amount limit. O. Reg. 163/07, s. 4 (1).

(1.1) The enrolment amount shall be calculated anew in each year of a member's term of office. O. Reg. 163/07, s. 4 (1).

(1.2) The enrolment amount limit is determined by multiplying the percentage determined by the board for the year under clause 4 (1) (c) or subsection 4 (2) or (3), as the case may be, by the amount determined for the member under subsection (2), (3) or (4), as the case may be. O. Reg. 163/07, s. 4 (1).

(2) For a member other than the chair or vice-chair, determine an amount as follows:

1. Multiply the enrolment of the board for the year as determined under section 9, by \$1.75.
2. Divide the number determined under paragraph 1 by the number of members determined for the board under subclause 58.1 (2) (k) (i) or subsection 58.1 (10.1) of the Act, as the case may be. O. Reg. 357/06, s. 6 (2); O. Reg. 163/07, s. 4 (2).

(3) For the chair, add the amount determined under subsection (2) to the amount determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9 by 5 cents.
2. Determine the greater of,

i. the amount determined under paragraph 1, and

ii. \$500.

3. Determine the lesser of,

i. the amount determined under paragraph 2, and

ii. \$5,000. O. Reg. 357/06, s. 6 (3); O. Reg. 163/07, s. 4 (3).

(4) For the vice-chair, add the amount determined under subsection (2) to the amount determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9 by 2.5 cents.

2. Determine the greater of,

i. the amount determined under paragraph 1, and

ii. \$250.

3. Determine the lesser of,

i. the amount determined under paragraph 2, and

ii. \$2,500. O. Reg. 357/06, s. 6 (4); O. Reg. 163/07, s. 4 (4).

#### **Attendance amount**

7. (1) The attendance amount is an amount that does not exceed the attendance amount limit of \$50. O. Reg. 357/06, s. 7 (1).

(2) The attendance amount may be paid to a member for attending any meeting of a committee of the board that is required to be established by an Act or a regulation made under an Act. O. Reg. 357/06, s. 7 (2).

#### **Distance amount**

8. (1) The distance amount is an amount that does not exceed the distance amount limit of \$50. O. Reg. 357/06, s. 8 (1).

(2) For a board member described as follows, the distance amount may be paid to the member for attending in person at any meeting of the board or of a committee of the board that is required to be established by an Act or a regulation made under an Act:

1. The board member is a member of a board that has,

i. a board area greater than 9,000 square kilometres, as set out in Table 1 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4, or

ii. a dispersal factor of greater than 25, as set out in Table 5 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4.

2. On the day of the meeting, the distance between the member's residence and the place where the meeting is held is more than 200 kilometres. O. Reg. 357/06, s. 8 (2); O. Reg. 163/07, s. 5; O. Reg. 292/18, s. 4.

(3) A board member may receive the distance amount only once in respect of any day. O. Reg. 357/06, s. 8 (3).

#### **Enrolment**

9. For the purposes of section 6, the enrolment of the board for a year of a term of office is the estimate of the board's day school average daily enrolment that was,

- (a) determined for the purposes of the regulation made under section 234 of the Act in respect of calculating average daily enrolment for the school board fiscal year that ends in the calendar year in which the year of the term of office begins; and
- (b) submitted to the Ministry together with the estimates required by clause 232 (6) (c) of the Act. O. Reg. 163/07, s. 6; O. Reg. 164/11, s. 1.

**Service for a partial year**

10. (1) The honorarium for a board member who serves for a partial year is determined in accordance with this section. O. Reg. 357/06, s. 10 (1); O. Reg. 190/10, s. 3.

(2) The base amount is an amount that does not exceed the base amount limit for the partial year, which is determined by prorating, according to the time served, the base amount for a board member who serves for a full year. O. Reg. 163/07, s. 7.

(2.1) The enrolment amount is an amount that does not exceed the enrolment amount limit for the partial year, which is determined by prorating, according to the time served, the enrolment amount for a board member who serves for a full year. O. Reg. 163/07, s. 7.

(3) The attendance amount and the distance amount are determined in accordance with sections 7 and 8, with necessary modifications. O. Reg. 357/06, s. 10 (3).

11. REVOKED: O. Reg. 190/10, s. 4.

**Honorarium for members of school authorities**

12. (1) A school authority may pay to its members an honorarium at the same rate and on the same conditions as the allowance being paid to its members on December 1, 1996. O. Reg. 357/06, s. 12 (1).

(2) If a school authority was paying an amount as an additional allowance to its chair or vice-chair on December 1, 1996, the school authority may pay that amount as an additional honorarium to its chair or vice-chair, at the same rate and on the same conditions as applied on December 1, 1996. O. Reg. 357/06, s. 12 (2).

**PART II (S. 13) REVOKED: O. REG. 292/18, S. 6.**

TABLE 1 REVOKED: O. REG. 190/10, S. 5.

Français



|                                                                                                                                                                         |                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Trustee Honoraria                                                                                                                                                       |                                                   |
| <b>Adopted:</b><br>October 5, 2010                                                                                                                                      | <b>Last Reviewed/Revised:</b><br>October 16, 2018 |
| <b>Next Scheduled Review:</b> 2022-2023                                                                                                                                 |                                                   |
| <b>Associated Policies &amp; Procedures:</b><br><a href="#">I-34 (B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees</a> |                                                   |

## Purpose

To establish requirements for Trustee Honoraria as outlined in Ontario Regulation 357/06.

## Application and Scope

This policy applies to all honoraria for trustees for the trustee term of office beginning December 1, 2018.

## References

[Public Sector Compensation Restraint Act to Protect Public Service Act \(2010\)](#)

[Ontario Regulation 357/06](#)

[Ontario Regulation 412/00](#)

[Ontario Regulation 163/07](#)

## Definitions

Honoraria is defined in the Public Sector Compensation Restraint to Protect Public Services Act, 2010 as “...all forms of payment, benefits and perquisites paid or provided, directly or indirectly, to or for the benefit of” a trustee.

## Principles

The annual amount for a trustee, not including student trustees, is based on:

- the base amount for the year;
- the enrolment amount for the year;
- the attendance amount of the year;
- the distance amounts payable for the year, as per O. Reg. 357/06, s.2 (1).

## Requirements

### HONORARIA COMPONENTS:

- Base Amount as outlined in O. Reg. 357/06, s. 5 (1 – 4):

For a member, other than the chair or vice-chair, the base amount limit for the year is as follows:

- For each year of the term of office beginning on December 1, 2014, \$5,900. O. Reg. 357/06, s. 5 (2)
- For the chair, the base amount limit for the year is determined by the addition of \$5,000 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (3).
- For the vice-chair, the base amount limit for the year is determined by the addition of \$2,500 to the amount determined under subsection (2). O. Reg. 357/06, s. 5 (4).

- Enrolment Amount as outlined in O. Reg. 357/06, s. 6 (1 – 4):

The enrolment amount is calculated anew in each year of a member's term of office, using the Original Budget Estimates projected average daily enrolment for the school board fiscal year that ends in the calendar year in which the year of the term of office begins.

- Attendance Amount as outlined in O. Reg. 357/06, s. 7 (1 – 2):

The attendance amount may be paid to a member for attending any meeting of a committee of the board that is required to be established by an Act or a regulation made under an Act. O. Reg. 357/06, s. 7 (2). The Board does not incorporate the attendance amount in calculating the Trustee Honoraria.

- Distance Amount as outlined in O. Reg. 357/06, s. 8 (1-3):

The distance amount may be paid to the member for attending any meeting of the board or of a committee of the board that is required to be established by an Act or a regulation made under an Act, if:

- The board member is a member of a board that has:
  - A board area greater than 9,000 square kilometres, as set out in Table 1 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4, or

- a dispersal factor of greater than 25, as set out in Table 5 of Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4.
- On the day of the meeting, the distance between the member's residence and the place where the meeting is held is more than 200 kilometres. O. Reg. 357/06, s. 8 (2); O. Reg. 163/07, s. 5.

The Board does not pay out a distance amount, as the eligibility criteria are not met.

- Section 8 of the Public Sector Compensation Restraint Act to Protect Public Service Act (2010) prohibits any increase of any honoraria provided to a trustee during a period of public sector restraint as determined and announced by the Premier.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*

**Ministry of Education**  
**Office of the Deputy Minister**  
 22nd Floor, Mowat Block  
 900 Bay Street  
 Toronto ON M7A 1L2

**Ministère de l'Éducation**  
**Bureau du sous-ministre**  
 12<sup>e</sup> étage, Édifice Mowat  
 900, rue Bay  
 Toronto ON M7A 1L2



**2018: B14**

**MEMORANDUM TO:** Directors of Education  
 Secretary/Treasurers of School Authorities

**FROM:** Bruce Rodrigues  
 Deputy Minister  
 Ministry of Education

**DATE:** **August 24, 2018**

**SUBJECT:** **Update: Education Funding for 2018–19**

I am writing to provide you with an update about education funding for 2018–19. The information included in this memo will provide new information further to memos:

- 2018: B06 – Grants for Student Needs (GSN) for 2018-19;
- 2018: B07 – 2018-19 School Year Education Programs – Other (EPO) funding;
- 2018: SB05 – Cash Management Strategy;
- 2018: SB09 – Grants for Student Needs (GSN) 2018-19, Supports and Updates;
- 2018: SB10 – Special Education Funding in 2018-19; and
- 2018: SB13 – 2018-19 Funding Updates and Estimate Forms for Section 68 School Authorities

**NOTICE:**

Some of the elements and proposals set out in this memo can only take effect if certain regulations are made by the Minister of Education or Lieutenant Governor in Council under the *Education Act*. Such regulations have not yet been made. Therefore, the content of this memo should be considered to be subject to such regulations, if and when made.

Total funding for the Grants for Student Needs (GSN) is expected to remain at \$24.5 billion in 2018–19. The average per-pupil funding is projected to be approximately \$12,300. Please see Appendix A for projected board-by-board changes to 2018–19 GSN funding compared to previously announced GSN allocations (2018:B06).

The 2018–19 GSN continues to reflect funding for increased enrolment, ongoing investments to meet prior years' labour agreements, and regular updates to the Grants for Student Needs with the following changes noted in this memo.

Consistent with the government's announcement during the throne speech to reorder Ontario's finances, including a line-by-line review of government spending, all education funding, including what is contained in this memorandum, will be reviewed. As school boards begin planning for the 2019–20 school year, please keep in mind this review will be underway and may impact on-going GSN and/or Education Programs – Other (EPO) funding.

All related GSN release documents will be updated and available in the coming weeks including: the 2018–19 Education Funding Technical Paper; Grants for Student Needs projections for the 2018–19 School Year; 2018–19 Guide to the Grants for Student Needs; Special Education Funding Guidelines: Special Incidence Portion (SIP), 2018–19; and 2018–19 Education Funding: A Guide to the Special Education Grant. Further communication will be sent when these documents are available as well as any transfer payment information for EPO funding outlined in this memo, as well as the Education Finance Information System revised estimates forms.

## **A. New Initiatives and Program Adjustments for 2018–19**

### **Special Education Per-Pupil Amount (\$28M)**

The ministry is investing a projected \$28 million in the GSN to provide an increase to the Special Education Per-Pupil Amount Allocation. Funding will be allocated to school boards by increasing all three Special Education Per-Pupil Amount Allocation benchmarks to the following:

- \$1,007.08 per JK to Grade 3 student;
- \$773.57 per Grade 4 to 8 student; and
- \$510.73 per Grade 9 to 12 student.

This increase will support all students with special education needs including those with Autism Spectrum Disorder and other needs such as mental health needs.

All 72 boards will see an increase in their Special Education Per-Pupil Amount Allocation funding for 2018–19.

### **Indigenous Graduation Coaches (\$3M)**

The ministry will be launching a \$3 million pilot project through EPO to provide intensive supports to Indigenous learners and their families with the goal of obtaining an Ontario Secondary School Diploma and successful transition into post-secondary education, training or labour market opportunities.

This approach would include an Indigenous graduation coach, whose life experience is deeply rooted in the Indigenous community and holds deep experiential connection to the culture. The coach would act as a mentor and advisor to Indigenous students, facilitating access and referrals to community and school resources to provide integrated support for student achievement and well-being. With the coach as the hub, and community and school resources as the spokes, this 'hub and spoke model' will ease the current fragmentation of service access and delivery to provide holistic and efficient supports to vulnerable students.

A district school board eligibility list will be released in the coming weeks.

## **Rapid Response Northern Schools Teams (RRNSTs) (\$0.8M)**

The ministry is providing \$0.8 million through EPO to support the development of teams to respond to urgent requests made by remote First Nation communities for access to qualified staff that have skills such as early literacy and numeracy, language, and special education qualifications to keep schools open and support the academic success and well-being of students.

Teams will be composed of highly trained and experienced, board-employed, certified educators, administrators and related positions (e.g., social workers, Elders). These Rapid Response Northern Schools Teams would be able to mobilize within a short period of time and stay within the community until stabilization is secured or new teams can be deployed.

## **B. Re-focused Initiatives for 2018–19**

### **Focusing on Fundamental Mathematics (\$55M)**

The ministry is replacing the previously announced \$55 million EPO funding: Renewed Math Strategy with the Focusing on Fundamental Mathematics EPO.

The funding will allow boards to hire mathematics facilitators and leads at the board and school levels for math-related training and support dedicated to teaching fundamental math skills. The funding will also allow boards to provide release-time for educators to participate in training and learning focused on fundamental mathematics.

### **Supporting Students: Career Counselling, Student Mental Health and Well-being (\$46M)**

The ministry is maintaining the projected \$46 million through the GSN (formerly Preparing for Success in High School) in elementary guidance benchmarks; however, school boards have greater flexibility in using this funding to focus on ensuring students and parents are better informed about future options for post-secondary, careers, apprenticeships or trades, and to ensure students have the supports they need to succeed.

Students, parents, educators and stakeholders have indicated that current supports are not sufficient to help students and families make these critical, and often stressful, decisions.

It is important to note that this funding, while generated through Grades 7 and 8 enrolment, can now be used at school boards' discretion to support career counselling as well as student well-being in either the elementary or secondary panel, and student mental health in keeping with the boards' mental health strategy.

### **Expanded Role for Multi-Disciplinary Teams to Include Support for Students with Autism Spectrum Disorder and Other Special Education Needs (\$52M)**

The \$52 million GSN investment, announced in the 2018–19 GSN memo (2018:B06), for Special Education Multi-Disciplinary Teams and other staffing resources will be

refocused and expanded to include supports for students with special education needs including those with Autism Spectrum Disorder and other needs such as mental health. Autism is the fastest growing exceptionality in Ontario's publicly funded school system. Students with Autism Spectrum Disorder have a broad range of complex needs and would benefit from increased access to professionals in schools.

This funding continues to support school boards in hiring multi-disciplinary teams which could include Speech-Language Pathologists, Psychologists, Social Workers, Behaviour Experts and others, as appropriate, based on local needs to support all students with special education needs, including those with Autism Spectrum Disorder and other needs such as mental health. The staffing requirements for this funding are unchanged.

## **C. Efficiencies and Redistributions for 2018–19**

### **Special Incidence Portion (SIP) (\$28M)**

The Special Incidence Portion maximum claim amount will be \$27,405, rather than the \$38,016 announced in 2018: B06. Savings incurred from this adjustment will be reinvested into the Special Education Per-Pupil Amount Allocation funding announced earlier in this memo.

### **New Teacher Induction Program (NTIP) (\$0.75M)**

The previously announced New Teacher Induction Program increase of \$0.75M has been re-directed to other initiatives. However, school boards retain the flexibility to offer the expanded program to long-term occasional teachers in positions of 80 days or more, as well as supporting any new teacher who falls outside of the New Teacher Induction Program required definition within their first five (5) years of employment.

### **Trustee Honoraria (\$0.6M)**

Compensation adjustments are being suspended until the new government can conduct a review and put in place an appropriate expenditure management strategy. As a result, the ministry will not be increasing the base amount for the school board trustees' honorarium as announced in the 2018–19 GSN memo (2018:B06).

The base amount for district school board trustees will remain at \$5,900. The ministry may review trustee honoraria in the future.

In addition, the ministry will not be providing the trustees of Section 68 School Authorities an honorarium as announced in the 2018–19 Section 68 SB Memo (2018:SB13).

### **Executive Compensation (\$1.7M GSN and \$4.1M EPO)**

The previously announced GSN and EPO funding to support executive compensation increases in the 2018-19 school year has been suspended. The increases introduced in 2017-18 will continue to be provided on an ongoing basis as these increases are now built into school board cost structures.



Adjustments for 2018-19 will no longer be provided through EPO funding or the 2018–19 GSN, through the Senior Administration benchmark for salaries and benefits. As a result, this benchmark will decrease from \$170,430.45 to \$167,912.27.

## **Cash Management Strategy – Proceeds of Disposition**

In memorandum 2018:B05, the ministry communicated its updated operating cash flow policy and procedures to reduce the associated borrowing costs currently incurred by the Province and to more closely align with the Ontario Public Service cash management directive. The ministry is expanding the cash management strategy to apply to Proceeds of Disposition balances while recognizing the school boards' needs for renewal and other capital projects. School boards' funding entitlements will not be affected by this change. Further details on this policy will be released in the coming weeks.

## **D. Monthly Payments / Reporting**

Cash flow payments will continue to flow based on the submitted school boards' 2018–19 estimates starting in September. Isolate boards 2018–19 cash flow will be based on the 2017–18 estimates submission until the 2018–19 estimates forms are issued, submitted by the isolate boards and reviewed by the ministry.

As noted earlier in this memo, district school boards will be expected to update their budgets to reflect the changes outlined in this memo through the revised estimates submission process. Payments will be revised upon the review of the submitted revised estimates by the ministry.

## **E. Information Resources**

If you require further information, please contact:

| <b>Subject</b>                                      | <b>Contact</b>  | <b>Telephone and email</b>                                                                   |
|-----------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------|
| Executive Compensation                              | Cheri Hayward   | (416) 327-7503<br><a href="mailto:cheri.hayward@ontario.ca">cheri.hayward@ontario.ca</a>     |
| Financial Accountability and Reporting Requirements | Med Ahmadoun    | (416) 326-0201<br><a href="mailto:med.ahmadoun@ontario.ca">med.ahmadoun@ontario.ca</a>       |
| Indigenous Education                                | Taunya Paquette | (416) 314-5739<br><a href="mailto:taunya.paquette@ontario.ca">taunya.paquette@ontario.ca</a> |
| Operating Funding                                   | Paul Duffy      | (416) 325-2035<br><a href="mailto:paul.duffy@ontario.ca">paul.duffy@ontario.ca</a>           |
| Special Education                                   | Julie Williams  | (416) 325-2889<br><a href="mailto:julie.williams@ontario.ca">julie.williams@ontario.ca</a>   |
| Student Achievement                                 | Marg Connor     | (416) 325-2564<br><a href="mailto:marg.connor@ontario.ca">marg.connor@ontario.ca</a>         |

General questions regarding the updated 2018–19 Grants for Student Needs can be emailed to: [EDULABFINANCE@ontario.ca](mailto:EDULABFINANCE@ontario.ca).

## **Conclusion**

The government believes that Ontario students can attain a high level of educational achievement without the previous year-over-year trend of budget inflation. Ontario's government for the people is committed to improving accountability and making efficient and effective use of taxpayer dollars — and we will be looking to our partners in the education sector to help find efficiencies.

Original signed by

Bruce Rodrigues  
Deputy Minister  
Ministry of Education

cc: School business officials

## Appendix A: 2018-19 GSN Impacts

| Board Name                         | Efficiencies and Redistributions for Special Incidence Portion (\$28M) | Special Education Per-Pupil Amount (SEPPA) (\$28M) | SEPPA DEA Impact (\$0.05M) | Efficiencies and Redistributions for NTIP Investment (\$0.75M) | Efficiencies and Redistributions for Trustee Honorarium Investment (\$0.3M) | Efficiencies and Redistributions for Executive Compensation (\$1.7M) |
|------------------------------------|------------------------------------------------------------------------|----------------------------------------------------|----------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------|
| DSB Ontario North East             | (241,762)                                                              | 86,924                                             | -                          | (2,281)                                                        | (4,400)                                                                     | (18,821)                                                             |
| Algoma DSB                         | (456,666)                                                              | 123,275                                            | 1,783                      | (1,203)                                                        | (4,400)                                                                     | (19,266)                                                             |
| Rainbow DSB                        | (1,493,400)                                                            | 170,588                                            | 4,629                      | (4,774)                                                        | (3,600)                                                                     | (20,029)                                                             |
| Near North DSB                     | (332,177)                                                              | 131,532                                            | 1,817                      | (4,591)                                                        | (3,600)                                                                     | (16,711)                                                             |
| Keewatin-Patricia DSB              | (80,576)                                                               | 69,265                                             | -                          | (3,330)                                                        | (4,400)                                                                     | (20,705)                                                             |
| Rainy River DSB                    | -                                                                      | 30,253                                             | 436                        | (1,039)                                                        | (2,800)                                                                     | (14,129)                                                             |
| Lakehead DSB                       | (294,750)                                                              | 119,068                                            | 662                        | (3,349)                                                        | (3,200)                                                                     | (16,995)                                                             |
| Superior-Greenstone DSB            | -                                                                      | 16,023                                             | 635                        | (731)                                                          | (3,600)                                                                     | (13,154)                                                             |
| Bluewater DSB                      | (135,192)                                                              | 232,307                                            | -                          | (9,528)                                                        | (4,000)                                                                     | (17,735)                                                             |
| Avon Maitland DSB                  | (10,611)                                                               | 208,322                                            | 848                        | (1,867)                                                        | (3,600)                                                                     | (21,745)                                                             |
| Greater Essex County DSB           | (17,720)                                                               | 492,059                                            | 6,336                      | (3,609)                                                        | (4,000)                                                                     | (24,028)                                                             |
| Lambton Kent DSB                   | (40,410)                                                               | 293,476                                            | 1,304                      | (5,361)                                                        | (4,400)                                                                     | (19,073)                                                             |
| Thames Valley DSB                  | (318,330)                                                              | 1,090,927                                          | -                          | (39,709)                                                       | (5,200)                                                                     | (39,995)                                                             |
| Toronto DSB                        | (1,835,703)                                                            | 3,449,052                                          | -                          | (92,410)                                                       | (8,800)                                                                     | (105,883)                                                            |
| Durham DSB                         | (1,168,439)                                                            | 988,812                                            | -                          | (34,560)                                                       | (4,400)                                                                     | (36,004)                                                             |
| Kawartha Pine Ridge DSB            | (432,300)                                                              | 454,926                                            | -                          | (9,614)                                                        | (4,400)                                                                     | (23,092)                                                             |
| Trillium Lakelands DSB             | (186,675)                                                              | 222,323                                            | 2,980                      | (2,675)                                                        | (3,600)                                                                     | (19,277)                                                             |
| York Region DSB                    | (870,102)                                                              | 1,701,004                                          | -                          | (34,868)                                                       | (4,800)                                                                     | (55,797)                                                             |
| Simcoe County DSB                  | (420,770)                                                              | 729,428                                            | -                          | (16,678)                                                       | (4,800)                                                                     | (32,575)                                                             |
| Upper Grand DSB                    | (943,200)                                                              | 482,030                                            | -                          | (14,041)                                                       | (4,000)                                                                     | (23,487)                                                             |
| Peel DSB                           | (3,057,239)                                                            | 2,221,807                                          | -                          | (35,349)                                                       | (4,800)                                                                     | (72,692)                                                             |
| Halton DSB                         | (489,739)                                                              | 895,397                                            | -                          | (38,159)                                                       | (4,400)                                                                     | (33,455)                                                             |
| Hamilton-Wentworth DSB             | (354,615)                                                              | 702,324                                            | -                          | (16,659)                                                       | (4,400)                                                                     | (29,135)                                                             |
| DSB of Niagara                     | (243,660)                                                              | 511,623                                            | -                          | (3,705)                                                        | (4,400)                                                                     | (24,598)                                                             |
| Grand Erie DSB                     | (58,361)                                                               | 357,678                                            | 1,111                      | (8,652)                                                        | (4,400)                                                                     | (20,707)                                                             |
| Waterloo Region DSB                | (46,512)                                                               | 889,463                                            | -                          | (18,218)                                                       | (4,400)                                                                     | (33,704)                                                             |
| Ottawa-Carleton DSB                | (903,900)                                                              | 1,005,807                                          | -                          | (38,323)                                                       | (4,800)                                                                     | (38,673)                                                             |
| Upper Canada DSB                   | (108,432)                                                              | 362,222                                            | -                          | (6,823)                                                        | (4,400)                                                                     | (23,216)                                                             |
| Limestone DSB                      | (157,200)                                                              | 266,371                                            | -                          | (2,541)                                                        | (3,600)                                                                     | (19,282)                                                             |
| Renfrew County DSB                 | (196,500)                                                              | 123,386                                            | -                          | (1,521)                                                        | (3,200)                                                                     | (15,970)                                                             |
| Hastings and Prince Edward DSB     | (58,950)                                                               | 207,682                                            | -                          | (3,003)                                                        | (4,000)                                                                     | (17,773)                                                             |
| Northeastern Catholic DSB          | (19,650)                                                               | 32,233                                             | 174                        | (173)                                                          | (3,600)                                                                     | (14,096)                                                             |
| Nipissing-Parry Sound Catholic DSB | (396,820)                                                              | 34,704                                             | 658                        | (991)                                                          | (2,800)                                                                     | (12,675)                                                             |
| Huron-Superior Catholic DSB        | (707,400)                                                              | 63,753                                             | 342                        | (597)                                                          | (4,000)                                                                     | (17,026)                                                             |
| Sudbury Catholic DSB               | (314,400)                                                              | 82,962                                             | -                          | (895)                                                          | (2,400)                                                                     | (14,597)                                                             |
| Northwest Catholic DSB             | -                                                                      | 20,581                                             | -                          | (1,213)                                                        | (3,600)                                                                     | (14,096)                                                             |
| Kenora Catholic DSB                | (21,222)                                                               | 18,298                                             | 579                        | (529)                                                          | (2,800)                                                                     | (13,464)                                                             |
| Thunder Bay Catholic DSB           | (753,264)                                                              | 105,449                                            | 413                        | (1,367)                                                        | (2,800)                                                                     | (15,545)                                                             |
| Superior North Catholic DSB        | -                                                                      | 9,863                                              | 430                        | (1,011)                                                        | (3,600)                                                                     | (17,511)                                                             |

| Board Name                                     | Efficiencies and Redistributions for Special Incidence Portion (\$28M) | Special Education Per-Pupil Amount (SEPPA) (\$28M) | SEPPA DEA Impact (\$0.05M) | Efficiencies and Redistributions for NTIP Investment (\$0.75M) | Efficiencies and Redistributions for Trustee Honorarium Investment (\$0.3M) | Efficiencies and Redistributions for Executive Compensation (\$1.7M) |
|------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------|----------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------|
| Bruce-Grey Catholic DSB                        | (31,833)                                                               | 59,533                                             | -                          | (3,638)                                                        | (2,800)                                                                     | (18,336)                                                             |
| Huron-Perth Catholic DSB                       | -                                                                      | 64,110                                             | -                          | (2,079)                                                        | (2,000)                                                                     | (18,262)                                                             |
| Windsor-Essex Catholic DSB                     | (21,222)                                                               | 269,017                                            | 3,611                      | (2,435)                                                        | (3,600)                                                                     | (18,360)                                                             |
| London District Catholic School Board          | (127,045)                                                              | 276,237                                            | -                          | (8,036)                                                        | (3,200)                                                                     | (23,346)                                                             |
| St. Clair Catholic DSB                         | -                                                                      | 122,789                                            | -                          | (3,609)                                                        | (2,800)                                                                     | (19,595)                                                             |
| Toronto Catholic DSB                           | (854,199)                                                              | 1,263,977                                          | -                          | (36,417)                                                       | (4,800)                                                                     | (43,709)                                                             |
| Peterborough V N C Catholic DSB                | (661,419)                                                              | 211,453                                            | -                          | (4,899)                                                        | (2,800)                                                                     | (16,827)                                                             |
| York Catholic DSB                              | (825,300)                                                              | 713,696                                            | 17,373                     | (28,304)                                                       | (4,000)                                                                     | (34,351)                                                             |
| Dufferin-Peel Catholic DSB                     | (817,047)                                                              | 1,074,540                                          | -                          | (25,686)                                                       | (4,400)                                                                     | (40,000)                                                             |
| Simcoe Muskoka Catholic DSB                    | (167,025)                                                              | 297,831                                            | -                          | (2,714)                                                        | (3,200)                                                                     | (20,178)                                                             |
| Durham Catholic DSB                            | (746,700)                                                              | 293,461                                            | -                          | (4,571)                                                        | (3,200)                                                                     | (23,720)                                                             |
| Halton Catholic DSB                            | (510,900)                                                              | 480,880                                            | -                          | (18,170)                                                       | (4,400)                                                                     | (28,426)                                                             |
| Hamilton-Wentworth Catholic DSB                | (440,799)                                                              | 397,096                                            | -                          | (7,045)                                                        | (3,600)                                                                     | (21,710)                                                             |
| Wellington Catholic DSB                        | (106,110)                                                              | 108,138                                            | 1,346                      | (1,896)                                                        | (2,400)                                                                     | (19,287)                                                             |
| Waterloo Catholic DSB                          | (44,488)                                                               | 322,597                                            | -                          | (11,058)                                                       | (3,600)                                                                     | (19,344)                                                             |
| Niagara Catholic DSB                           | (47,160)                                                               | 287,141                                            | 6,053                      | (2,165)                                                        | (3,200)                                                                     | (18,853)                                                             |
| Brant Haldimand Norfolk Catholic DSB           | -                                                                      | 136,754                                            | -                          | (4,725)                                                        | (2,400)                                                                     | (15,284)                                                             |
| Catholic DSB of Eastern Ontario                | (667,081)                                                              | 174,233                                            | 1,248                      | (1,222)                                                        | (2,800)                                                                     | (17,278)                                                             |
| Ottawa Catholic DSB                            | (490,189)                                                              | 590,097                                            | -                          | (15,928)                                                       | (4,000)                                                                     | (26,464)                                                             |
| Renfrew County Catholic DSB                    | -                                                                      | 71,795                                             | -                          | (1,290)                                                        | (2,800)                                                                     | (13,865)                                                             |
| Algonquin and Lakeshore Catholic DSB           | (235,800)                                                              | 160,931                                            | -                          | (5,794)                                                        | (4,000)                                                                     | (17,085)                                                             |
| CSD du Nord-Est de l'Ontario                   | (379,183)                                                              | 33,503                                             | -                          | (2,021)                                                        | (4,800)                                                                     | (15,481)                                                             |
| CSD du Grand Nord de l'Ontario                 | (157,751)                                                              | 35,853                                             | -                          | (1,136)                                                        | (4,800)                                                                     | (15,377)                                                             |
| Conseil scolaire Viamonde                      | (98,250)                                                               | 185,165                                            | -                          | (16,380)                                                       | (4,800)                                                                     | (25,776)                                                             |
| CSD des écoles publiques de l'Est de l'Ontario | -                                                                      | 229,772                                            | -                          | (13,108)                                                       | (4,800)                                                                     | (19,980)                                                             |
| CSD catholique des Grandes Rivières            | (629,234)                                                              | 82,582                                             | -                          | (635)                                                          | (4,000)                                                                     | (17,827)                                                             |
| CSD catholique Franco-Nord                     | (615,438)                                                              | 39,433                                             | -                          | (885)                                                          | (2,400)                                                                     | (13,208)                                                             |
| CSD catholique du Nouvel-Ontario               | (392,607)                                                              | 95,510                                             | -                          | (3,734)                                                        | (4,800)                                                                     | (19,621)                                                             |
| CSD catholique des Aurores boréales            | (13,126)                                                               | 12,153                                             | -                          | (1,713)                                                        | (4,800)                                                                     | (18,520)                                                             |
| CS catholique Providence                       | -                                                                      | 149,163                                            | -                          | (8,402)                                                        | (4,400)                                                                     | (24,257)                                                             |
| CS catholique MonAvenir                        | (393,000)                                                              | 253,285                                            | -                          | (18,613)                                                       | (4,800)                                                                     | (26,532)                                                             |
| CSD catholique de l'Est ontarien               | (839,055)                                                              | 144,557                                            | -                          | (4,648)                                                        | (3,200)                                                                     | (15,514)                                                             |
| CSD catholique du Centre-Est de l'Ontario      | (737,661)                                                              | 358,310                                            | -                          | (21,077)                                                       | (4,400)                                                                     | (20,424)                                                             |

- Does not include impacts from EPO or School Authorities
- Figures may not add due to rounding

**Halton Catholic District School Board**  
**Trustee Honoraria**  
**December 1, 2018 to November 30, 2019**

**A. Base and Enrolment Amounts for a Trustee who is not a Chair or Vice-Chair**

|                                                    |           |                                 |
|----------------------------------------------------|-----------|---------------------------------|
| Average Daily Enrolment 2017-18 Original Estimates | 33,829.96 |                                 |
| Multiply by Per Pupil Amount                       | 1.75      |                                 |
|                                                    | 59,202.00 |                                 |
| Divided by number of board members                 | 9.00      |                                 |
|                                                    | 6,578.00  |                                 |
| Add \$ 5,900                                       | 5,900.00  |                                 |
| Multiplied by CPI Increase Index                   | 1.00      |                                 |
|                                                    | 5,900.00  | 5,900.00                        |
|                                                    |           | <u>\$ 12,478.00</u> per trustee |

**B. Base and Enrolment Amounts for the Chair and Vice-Chair**

**Base Amount**

|                                            | <b>Chair</b>                 | <b>Vice Chair</b>            |
|--------------------------------------------|------------------------------|------------------------------|
| Base Amount per Above                      | 12,478.00                    | 12,478.00                    |
| Add \$ 5,000 for Chair or \$2,500 for Vice | 5,000.00                     | 2,500.00                     |
|                                            | <u>\$ 17,478.00</u> per year | <u>\$ 14,978.00</u> per year |

**Enrolment Amount**

**Chair**

|                                                     |                             |  |
|-----------------------------------------------------|-----------------------------|--|
| ADE                                                 | 33,829.96                   |  |
| Five cents per enrolment (min \$ 500, max \$ 5,000) | 0.05                        |  |
|                                                     | <u>\$ 1,691.00</u> per year |  |

**Vice-Chair**

|                                                               |                           |  |
|---------------------------------------------------------------|---------------------------|--|
| ADE                                                           | 33,829.96                 |  |
| Two and a half cents per enrolment (min \$ 250, max \$ 2,500) | 0.025                     |  |
|                                                               | <u>\$ 846.00</u> per year |  |

**C. Attendance Amount**

School Boards MAY pay this amount. Trustees may be entitled to \$50 per meeting for a legislated committee.

The following would be the maximum expenditure if HCDSB paid an attendance amount.

|                                                     |                             |  |
|-----------------------------------------------------|-----------------------------|--|
| Number of meetings scheduled during the year (SEAC) | 10.00                       |  |
| Entitled to \$ 50/meeting                           | 500.00                      |  |
| Number of Trustees (max 3 on SEAC)                  | 3.00                        |  |
|                                                     | <u>\$ 1,500.00</u> per year |  |

There are a number of reasons for the Board to choose not to pay this amount:

- 1) for other committees, even though not legislated, like Salary Advisory Committee, trustees do not receive an attendance amount

**D. Distance Amount**

Per Table 1 of Ontario Regulation 412/00, the geographic size of the Halton Catholic District School Board is 973 square km; therefore the Board does not pay the trustees a distance amount as the Board's jurisdiction must be greater than 9,000 square km to pay this amount. The other criteria for paying the distance amount is if a trustee has to travel over 200 km one way to come to a meeting. No trustees travel over 200 km.

| <b>Total Trustee Honoraria</b>      | <b>Trustee</b>      | <b>Vice Chair</b>   | <b>Chair</b>        |
|-------------------------------------|---------------------|---------------------|---------------------|
| Enrolment Amount                    | \$ 6,578.00         | \$ 6,578.00         | \$ 6,578.00         |
| Base Amount                         | \$ 5,900.00         | \$ 5,900.00         | \$ 5,900.00         |
| Chair / Vice Chair Enrolment Amount | \$ -                | \$ 846.00           | \$ 1,691.00         |
| Chair / Vice Chair Base Amount      | \$ -                | \$ 2,500.00         | \$ 5,000.00         |
| <b>Total Amount</b>                 | <b>\$ 12,478.00</b> | <b>\$ 15,824.00</b> | <b>\$ 19,169.00</b> |



**Filling out Form TD1**

Fill out this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

**More than one employer or payer at the same time**

- ☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2018, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 and do not fill in lines 2 to 12.

**Total income less than total claim amount**

- ☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

**Non-residents (Only fill in if you are a non-resident of Canada.)**

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2018?

- ☐ Yes (Fill out the previous page.)
- ☐ No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

**Provincial or territorial personal tax credits return**

If your claim amount on line 13 is more than \$11,809, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$11,809), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

**Note:** If you are a Saskatchewan resident supporting children under 18 at any time during 2018, you may be able to claim the child amount on Form TD1SK, *2018 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

**Deduction for living in a prescribed zone**

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2018, you can claim:

- \$11.00 for each day that you live in the prescribed northern zone; or
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, go to **canada.ca/taxes-northern-residents**.

**Additional tax to be deducted**

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

**Reduction in tax deductions**

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at **canada.ca/arc-info-source**, Personal Information Bank CRA PPU 120.

**Certification**

I certify that the information given on this form is correct and complete.

Signature \_\_\_\_\_

It is a serious offence to make a false return.

Date \_\_\_\_\_

YYYY/MM/DD





Ontario Catholic School  
Trustees' Association

Box 2064, Suite 1804  
20 Eglinton Avenue West  
Toronto, Ontario M4R 1K8  
T. 416.932.9460 F. 416.932.9459  
[ocsta@ocsta.on.ca](mailto:ocsta@ocsta.on.ca) [www.ocsta.on.ca](http://www.ocsta.on.ca)

Beverley Eckensweiler, *President*  
Michelle Griepsma, *Vice President*  
Nick Milanetti, *Executive Director*

September 27, 2018

## MEMORANDUM

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

**FROM:** Stephen Andrews, Director of Legislative and Political Affairs

**SUBJECT:** **Federal Tax Treatment of Trustee Honoraria**

This memorandum presents information on the Federal Tax treatment of Trustee Honoraria. It outlines the change in the *Income Tax Act (Canada)* which impacts the tax treatment of trustee honoraria.

Subsection 81(3) of the *Income Tax Act (Canada)* ("ITA") currently exempts from tax certain amounts that are paid as allowances for expenses incident to the discharge of a school board member's duties. Under subsection 81(3), the maximum exemption is equal to ½ of the amount paid as salary or other remuneration to that person in the year.

The 2017 federal budget eliminated this exemption and the Legislation (Bill C-44) received Royal Assent on June 22, 2017. This repealed subsection 81(3) of the ITA is **effective January 1, 2019**.

This means that all allowances for incidentals that are paid to board members will become fully taxable commencing in 2019. **In other words, the full honorarium paid to each trustee will become taxable as of January 1, 2019.** While taxable, to the extent that school board members are responsible for expenses incurred in connection with the performance of their duties, then certain deductions might be available (i.e., under paragraph 8(1)(h.1) or 8(1)(i) of the ITA) to help offset the additional tax that may be owing.

If you have any questions, please contact Steve Andrews at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca).



## Regular Board Meeting

## Information Report

|                                        |            |
|----------------------------------------|------------|
| Supporting Optional French Programming | Item 10.12 |
| October 16, 2018                       |            |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: Meeting the needs of all learners.**

### Purpose

The purpose of this report is to outline the strategies undertaken by staff to support the long-term sustainability, stability, and success of the Boards optional Extended French and Early French Immersion Programs and prioritizing the provision of the necessary supports for student academic achievement for all Board programs.

### Comments

The optional Extended French Program was first introduced in 1986. The program's locations have expanded and retracted based on demand over time, and have also been relocated due to accommodation pressures, or the introduction of new programs.

The optional Early French Immersion Program was first piloted/introduced to the Board in 2013 in each of the four (4) municipalities of Halton. The initial schools where the program was introduced included: Sacred Heart of Jesus Catholic Elementary School (CES) in Burlington; St. Mary CES in Oakville; St. Brigid CES in Halton Hills; and St. Peter CES in Milton.

Staff reviewed the optimal program delivery strategy, program school locations, and elementary Family of Schools networks for the two (2) optional French programs, to ensure their long-term sustainability, as well as all the sustainability of other programs offered to the pupils of the Board.

Following Board Resolution #204/17, which ratified the Early French Immersion Program and Extended French Program as permanent offerings of the Board, staff completed the task of aligning these programs in such a way that will reduce future program location changes and resulting disruptions, ensuring the long-term sustainability of the optional French Programs; and ensure that the appropriate supports are available for the success of the optional and regular stream programs.

The program locations have been realigned to accomplish the following:

1. Ensure that the Early French Immersion and Extended French programs are located in schools that can accommodate the program over the long-term, minimizing if not eliminating future relocations;
2. Ensure that the location of the Early French Immersion and Extended French programs do not adversely affect the Regular Track program, creating future pressures that require unnecessary boundary reviews;



3. Align optional French Program Elementary Boundaries where possible with the ultimate secondary school Family of School boundaries, allowing for more consistency in enrolment distribution and transportation distribution between French and Regular Track programs;
4. Relocate programs to schools that have surplus space, and minimize the use of portable classrooms to accommodate students;
5. Where feasible, increase the number of locations that the Extended French Program is offered to increase the equity of access to students of the Board;
6. When relocating and introducing new locations for the Extended French Program, cluster the Family of Schools to reduce the amount travelled, and create neighbourhood scale areas; and
7. When relocating a program, allow existing students to complete their studies.

The following sections outline the changes that have been implemented by for the 2018-19 school year by Municipality.

### City of Burlington:

There are no current plans to relocate the Early French Immersion or Extended French programs or undertake any program expansions in the City of Burlington. The programs are presently sustainable and are located in schools that can accommodate the enrolment being generated by the respective programs. In the event greater demand is generated in Burlington, additional locations will be explored for their viability and sustainability. The following is the current Early French Immersion Program and Extended French Program delivery model for Burlington:

**Table 1: Optional French Program Delivery in Burlington**

| EARLY<br>FRENCH<br>IMMERSION<br>PROGRAM | Elementary Schools        | Family of Schools  | Extended<br>French<br>Program<br>Elementary | Extended<br>French<br>Program<br>Secondary | SEC.<br>Trans. |
|-----------------------------------------|---------------------------|--------------------|---------------------------------------------|--------------------------------------------|----------------|
| Sacred Heart of Jesus CES               | Ascension CES             | Assumption CSS     | St. Gabriel CES                             | Notre Dame CSS                             | N              |
|                                         | Holy Rosary CES           |                    |                                             |                                            |                |
|                                         | St. John CES              |                    |                                             |                                            |                |
|                                         | St. Patrick CES           |                    |                                             |                                            |                |
|                                         | St. Paul CES              |                    |                                             |                                            |                |
|                                         | St. Raphael CES           |                    |                                             |                                            |                |
|                                         | Sacred Heart of Jesus CES | Corpus Christi CSS |                                             |                                            | N              |
|                                         | St. Anne CES              |                    |                                             |                                            |                |
|                                         | St. Christopher CES       |                    |                                             |                                            |                |
|                                         | St. Elizabeth Seaton CES  |                    |                                             |                                            |                |
|                                         | Canadian Martyrs CES      | Notre Dame CSS     |                                             |                                            | Y              |
|                                         | St. Gabriel CES           |                    |                                             |                                            |                |
|                                         | St. Mark CES              |                    |                                             |                                            |                |
|                                         | St. Timothy CES           |                    |                                             |                                            |                |



### Town of Oakville:

The Town of Oakville presently has the highest number of optional French Program locations, as the demand in the municipality has been consistently present. Table 2 below identifies the current optional French Program offerings and their Family of Schools alignment as of September 2018-19.

**Table 2: 2018-2019 Optional French Program Delivery in Town of Oakville**

| EARLY FRENCH IMMERSION PROGRAM | Elementary Schools            | Family of Schools          | Extended French Program Elementary | Extended French Program Secondary | SEC. Trans. |
|--------------------------------|-------------------------------|----------------------------|------------------------------------|-----------------------------------|-------------|
| St. Mary CES                   | Holy Family CES               | Holy Trinity CSS           | St. Marguerite d'Youville CES      | Holy Trinity CSS                  | Y           |
|                                | St. Marguerite d'Youville CES |                            |                                    |                                   |             |
|                                | St. Gregory the Great CES     |                            |                                    |                                   |             |
|                                | Our Lady of Peace CES         |                            |                                    |                                   |             |
|                                | St. Michael CES               |                            | St. Bernadette CES                 | St. Ignatius of Loyola CSS        | N           |
|                                | St. Andrew CES                | St. Ignatius of Loyola CSS | St. Matthew CES                    |                                   | Y           |
|                                | St. Matthew CES               |                            | St. Bernadette CES                 |                                   |             |
|                                | St. Teresa of Calcutta CES    |                            |                                    |                                   |             |
|                                | St. Bernadette CES            |                            |                                    |                                   |             |
|                                | St. Joan of Arc CES           |                            |                                    |                                   |             |
|                                | St. John Paul II CES          |                            |                                    |                                   |             |
|                                | St. Mary CES                  |                            |                                    |                                   |             |
|                                | St. Dominic CES               | St. Thomas Aquinas CSS     |                                    | St. Thomas Aquinas CSS            | Y           |
|                                | St. Luke CES                  |                            |                                    |                                   |             |
|                                | St. Nicholas CES              |                            |                                    |                                   |             |
|                                | St. Vincent CES               |                            |                                    |                                   |             |

As noted above, all three (3) secondary schools in the Town of Oakville offer the Extended French Program, and four (4) elementary schools that offer the Extended French Program.

In reviewing Table 2, it is apparent that there are misalignments between the elementary and secondary Extended French Program Family of Schools. Accordingly, there was an opportunity to enhance the delivery model and sustainability of the optional French Program by undertaking the following initiatives:

1. Re-align Extended French Program Family of Schools to better align with Secondary Family of Schools;
2. Introduce a new Extended French Program location east of Sixteen Mile Creek, in the Holy Trinity Catholic Secondary School (CSS) Family of Schools area;
3. Re-locate an Extended French Program west of Sixteen Mile Creek, in the St. Ignatius of Loyola CSS Family of Schools, to a school with declining enrolment and to the north of Upper Middle Drive;
4. Reduce transportation distances and costs for students attending the Extended French Program in Oakville;
5. Reduce portable usage to accommodate the program; and,
6. Increase accessibility and equity to the program in being more dispersed in the Town.



As per Table 3, staff re-aligned the elementary and secondary Extended French Program Family of Schools delivery to be more sustainable, efficient, and effective. The changes that take effect for September 2019-2020 are as follows:

1. New Extended French Program introduced at Our Lady of Peace CES, which will service St. Andrew CES and St. Michael CES;
2. New Extended French Program introduced at St. Joan of Arc CES, which will service St. Mary CES and St. John Paul II CES;
3. St. Bernadette CES Extended French Program Family of Schools realigned to include St. Matthew CES and St. Teresa of Calcutta CES; and,
4. Existing program at St. Matthew CES will be phased out, and existing students will be grandfathered.
5. Secondary Extended French Program Family of Schools re-aligned with Regular Track Family of Schools.

**Table 3: 2019-2020 Optional French Program Delivery in Town of Oakville**

| EARLY<br>FRENCH<br>IMMERSION<br>PROGRAM | Elementary Schools            | Family of Schools          | Extended<br>French<br>Program<br>Elementary | Extended<br>French<br>Program<br>Secondary | SEC.<br>Trans. |
|-----------------------------------------|-------------------------------|----------------------------|---------------------------------------------|--------------------------------------------|----------------|
| St. Mary CES                            | Our Lady of Peace CES         | Holy Trinity CSS           | Our Lady of Peace CES                       | Holy Trinity CSS                           | Y              |
|                                         | St. Andrew CES                |                            | St.<br>Marguerite<br>d'Youville CES         |                                            |                |
|                                         | St. Michael CES               |                            |                                             |                                            |                |
|                                         | Holy Family CES               |                            |                                             |                                            |                |
|                                         | St. Gregory the Great CES     |                            |                                             |                                            |                |
|                                         | St. Marguerite d'Youville CES |                            |                                             |                                            |                |
|                                         | St. Matthew CES               | St. Ignatius of Loyola CSS | St. Bernadette CES                          | St. Ignatius of Loyola CSS                 | Y              |
|                                         | St. Teresa of Calcutta CES    |                            | St. Joan of Arc CES                         |                                            |                |
|                                         | St. Bernadette CES            |                            |                                             |                                            |                |
|                                         | St. Joan of Arc CES           |                            |                                             |                                            |                |
|                                         | St. John Paul II CES          |                            |                                             |                                            |                |
|                                         | St. Mary CES                  |                            |                                             |                                            |                |
|                                         | St. Dominic CES               | St. Thomas Aquinas CSS     | St. Nicholas CES                            | St. Thomas Aquinas CSS                     | Y              |
|                                         | St. Luke CES                  |                            |                                             |                                            |                |
|                                         | St. Nicholas CES              |                            |                                             |                                            |                |
|                                         | St. Vincent CES               |                            |                                             |                                            |                |

Our Lady of Peace CES was selected as the new location for the Holy Trinity Family of Schools for several reasons: 1) this was the location identified in the Oakville Northeast Pupil Accommodation Review (PAR) that was the most appropriate to house the new program; 2) Our Lady of Peace CES has a healthy regular track program to help sustain the program; and 3) this would have the effect of increasing the utilization of Our Lady of Peace CES to a sustainable level of approximately 85% over the long-term.

St. Bernadette was selected as the location to remain in the St. Ignatius of Loyola Family of Schools given its sustainable Regular Track enrolment and overall utilization housing the program, being contained within the school.



St. Matthew CES was not selected as the second location in the St. Ignatius of Loyola Family of Schools as the presence of the Extended French program has increased utilization at the school to creating an unnecessary reliance on portable classrooms. The school will operate just above 100% capacity with the Regular Track program over the long-term. The overutilization at the school can be redirected to surplus classrooms to the north of Upper Middle Road.

St. Joan of Arc CES was selected as the second location in the St. Ignatius of Loyola CSS Family of Schools given the presence of several surplus classrooms that could easily accommodate the program currently, and over the next 15 years. This program will improve the utilization of the school over the long-term. Furthermore, this is a location where the public board has a number of French schools. The presence of a Catholic French Program in the area may improve student retention.

With the adjusted elementary Extended French Program Family of Schools alignments, all elementary Extended French Program Family of Schools have been aligned to coincide with the Secondary Extended French Program Family of Schools.

The Early French Immersion Program will remain at St. Mary CES for the long-term. Albeit there are future enrolment pressures that may materialize due to future development, staff will review redirecting the Saw-Whet Neighbourhood growth area to another nearby school that is currently underutilized.

For additional information on the future projections of these new alignments, as well as the Extended French Elementary and Secondary Family of Schools maps, please refer to Appendix A.

### Town of Milton:

The Town of Milton has been in the process of growing its French Program offerings over the last fifteen (15) years. Given the accelerated and rapid growth of Milton, the Extended French Program and Early French Immersion Program have been relocated a number of times. Table 4 below identifies the current optional French Program offerings and their Family of Schools alignment as of September 2018-2019:

**Table 4: 2018-2019 Optional French Program Delivery in Town of Milton**

| EARLY FRENCH IMMERSION PROGRAM | Elementary Schools       | Family of Schools                     | Extended French Program Elementary | Extended French Program Secondary | SEC. Trans. |
|--------------------------------|--------------------------|---------------------------------------|------------------------------------|-----------------------------------|-------------|
| St. Benedict CES               | Holy Rosary CES          | Bishop P.F. Reding CSS                | Holy Rosary CES                    | Bishop P.F. Reding CSS            | Y           |
|                                | Our Lady of Victory CES  |                                       |                                    |                                   |             |
|                                | St. Anthony of Padua CES |                                       |                                    |                                   |             |
|                                | St. Peter CES            |                                       |                                    |                                   |             |
|                                | Guardian Angels CES      | Jean Vanier Catholic Secondary School | St. Benedict CES                   | Bishop P.F. Reding CSS            | N           |
|                                | Lumen Christi CES        |                                       |                                    |                                   |             |
|                                | Our Lady of Fatima CES   |                                       |                                    |                                   |             |
|                                | Queen of Heaven CES      |                                       |                                    |                                   |             |
|                                | St. Benedict CES         |                                       |                                    |                                   |             |
|                                | St. Scholastica CES      |                                       |                                    |                                   |             |



Since the last change in program delivery in 2014, the Town of Milton has continued to grow in a number of areas but has also stabilized in a number of other schools between Derry Road and Louis St. Laurent Avenue. Unfortunately, St. Benedict CES can no longer accommodate the optional programs, as the school has reached full utilization.

This said, instead of relocating both programs to St. Scholastica CES, which currently has adequate space, staff has instead opted to relocate the Extended French Program to schools that have stable enrolment, whereby the program will have greater longevity and sustainability, and that have consideration for the future Milton #3 CSS Family of Schools.

With regards to the Early French Immersion Program, there is presently no school that can fully accommodate the program within the school and allotted portable capacity, and will therefore be relocated and phased into St. Scholastica CES. If the Board is successful in acquiring funding for the Milton #10 CES in 2020, there will be an opportunity to retain the program at St. Scholastica over the long-term.

Accordingly, there was an opportunity to enhance the delivery model and sustainability of the optional French Program in the Town of Milton by undertaking the following key initiatives:

1. Introduce a new Extended French location at Our Lady of Fatima, one (1) of the future Milton #3 CSS elementary schools, which has space to accommodate the program over the long-term;
2. Re-locate the Extended French Program of St. Benedict CES to Lumen Christi CES within the Jean Vanier CSS Family of School, which has space to accommodate the program over the long-term;
3. Relocate the Early French Immersion Program to St. Scholastica CES, which has room to accommodate the program over the short-term;
4. Reduce portable usage to accommodate the program where feasible;
5. Increase accessibility and equity to the program in being more dispersed in the Town, and have one (1) location per Family of Schools; and,
6. Align Elementary Extended French Family of Schools to, the best extent possible, future Secondary Family of Schools boundaries for future synergies.

As per Table 5, staff re-aligned the elementary Extended French Program Family of Schools delivery to be more sustainable, efficient, and effective. The location of the Early French Immersion Program has also been altered.

The changes that take effect for September 2019-2020 are as follows:

1. New Extended French Program Programs introduced at Our Lady of Fatima CES, which will service Guardian Angels CES and St. Scholastica CES;
2. New Extended French Program introduced at Lumen Christi CES, which will service Queen of Heaven CES, and St. Benedict CES;
3. New Early French Immersion Program introduced at St. Scholastica CES, which will serve all of the Town of Milton;
4. Extended French Program and Early French Immersion Program at St. Benedict will be phased out, and existing students will be grandfathered; and,
5. Secondary Extended French Program Family of School re-aligned with Regular Track Family of Schools.



**Table 5: 2019-2020 Optional French Program Delivery in Town of Milton**

| EARLY<br>FRENCH<br>IMMERSION<br>PROGRAM | Elementary Schools       | Family of Schools                        | Extended<br>French<br>Program<br>Elementary | Extended<br>French<br>Program<br>Secondary | SEC.<br>Trans. |
|-----------------------------------------|--------------------------|------------------------------------------|---------------------------------------------|--------------------------------------------|----------------|
| St. Scholastica CES                     | Holy Rosary CES          | Bishop P.F. Reding<br>CSS                | Holy Rosary<br>CES                          | Bishop P.F.<br>Reding CSS                  | Y              |
|                                         | Our Lady of Victory CES  |                                          |                                             |                                            |                |
|                                         | St. Anthony of Padua CES |                                          |                                             |                                            |                |
|                                         | St. Peter CES            |                                          |                                             |                                            |                |
|                                         | Lumen Christi CES        | Jean Vanier Catholic<br>Secondary School | Lumen<br>Christi CES                        |                                            | N              |
|                                         | Queen of Heaven CES      |                                          |                                             |                                            |                |
|                                         | St. Benedict CES         |                                          |                                             |                                            |                |
|                                         | St. Scholastica CES      |                                          |                                             |                                            |                |
|                                         | Our Lady of Fatima CES   | Future Milton #3 CSS<br>(JEAN currently) | Our Lady of<br>Fatima CES                   |                                            |                |
|                                         | Guardian Angels CES      |                                          |                                             |                                            |                |

**Note: St. Benedict and St. Peter will continue to phase out their Early French Immersion Program, and current students shall be grandfathered.**

Our Lady of Fatima CES was selected as the recipient of the optional Extended French program for Jean Vanier CSS, and the future Milton #3 CSS, Family of Schools given its long-term stable utilization. The school has already reached its peak enrolment and is now beginning to decline into its stable enrolment. Over the long-term, the school will no longer need portable classrooms.

Lumen Christi CES was selected as the recipient of the Extended French program for Jean Vanier CSS given it is the only school with adequate portable capacity to house the program over the long-term. Both Queen of Heaven and St. Benedict CES don't have the available space to accommodate the program over the short and long-term. Lumen Christi CES has the capacity to hold the enrolment over the long-term.

With the proposed realignments, all Elementary Extended French Family of Schools will be aligned with the current and future Secondary Family of Schools.

The Early French Immersion Program will be relocated and phased into St. Scholastica CES. If the Milton #10 Catholic Elementary School can open in time for the 2020 school year, the program will be able to remain at the school over the long-term. Maintaining pressure at this school will also accelerate opening the future Milton #9 CES in 2022 as well.

For additional information on the future projections of these new alignments, as well as the Extended French Elementary Family of School maps, please refer to Appendix B.

### **Town of Halton Hills:**

The Town of Halton Hills has been witnessing a gradual increase in its Early French Immersion Program, combined with a decline in demand for the Extended French program over the same period of time. Over the last two (2) years, Holy Cross Catholic Elementary School has been unsuccessful in attaining the necessary number of Grade 5 Extended French Program students to start a class.



Compounded with this, the Town has also been witnessing a steadily increasing Regular Track enrolment at all four (4) schools in Georgetown, resulting in program moves and boundary reviews over the last five (5) years to accommodate growth. In 2016, the Georgetown Boundary Review was implemented. In 2017, the Extended French Program was relocated to St. Catherine of Alexandria given increasing enrolment pressures.

In 2018, Georgetown was again unsuccessful in securing funding for a new elementary school to address enrolment pressures. With Vision Georgetown Secondary Plan approved and anticipated to begin yielding students as early as 2021, there is a growing need for additional accommodations.

Given the limited existing physical accommodations, staff was required to develop a French Program Delivery model that could meet the present demand for programming in light of limited space, as well as offer a program that is sustainable and effective.

Table 6 below identifies the current optional French Program offerings and their Family of Schools alignment as of September 2018-19:

**Table 6: 2018-2019 Optional French Program Delivery in Town of Halton Hills**

| EARLY FRENCH IMMERSION PROGRAM | Elementary Schools              | Family of Schools   | Extended French Program Elementary | Extended French Program Secondary | SEC. Trans. |
|--------------------------------|---------------------------------|---------------------|------------------------------------|-----------------------------------|-------------|
| St. Brigid CES                 | Holy Cross CES                  | Christ the King CSS | Holy Cross CES                     | Christ the King CSS               | Y           |
|                                | St. Francis of Assisi CES       |                     |                                    |                                   |             |
|                                | St. Joseph CES                  |                     |                                    |                                   |             |
|                                | St. Brigid CES                  |                     |                                    |                                   |             |
|                                | St. Catherine of Alexandria CES |                     |                                    |                                   |             |
|                                |                                 |                     | St. Catherine of Alexandria CES    |                                   |             |

**Note: St. Brigid will continue to phase out their Extended French Program, and students shall be grandfathered.**

As per Table 6, staff re-aligned the elementary Extended French Program Family of School and Early French Immersion Program delivery model in the Town of Halton Hills to be more sustainable, efficient, and effective. The changes that take effect for September 2019-2020 are as follows:

1. Consolidate the Extended French Program Family of Schools to St. Francis of Assisi CES, the most central location in Georgetown which has available space in the short and long-term, requiring the fewest portable classrooms; and,
2. Split the Early French Immersion Program between St. Brigid and St. Catherine of Alexandria, following a middle school model.

As of September 2019, the Early French Immersion Program will be distributed between St. Catherine of Alexandria, which will offer Grades 1-5, and St. Brigid, which will offer Grades 6-8. There are equal transportation synergies between the two schools given their proximity, whereby the transportation routes can be shared, hence beneficial for siblings.



Although it would have been ideal to house the entire program at one school, there is not a single location in Georgetown that could fully house the program without requiring a significant boundary review, which would displace a number of Regular Track Students that presently attend their neighbourhood school within a walking distance. Splitting the program ensures sustainability of all Board programs offered in Georgetown, and ensures equity.

**Table 6: 2019-2020 Optional French Program Delivery in Town of Halton Hills**

| EARLY FRENCH IMMERSION PROGRAM                              | Elementary Schools              | Family of Schools   | Extended French Program Elementary | Extended French Program Secondary | SEC. Trans. |
|-------------------------------------------------------------|---------------------------------|---------------------|------------------------------------|-----------------------------------|-------------|
| St. Catherine CES (Grade 1-5)<br>St. Brigid CES (Grade 6-8) | Holy Cross CES                  | Christ the King CSS | St. Francis of Assisi CES          | Christ the King CSS               | Y           |
|                                                             | St. Francis of Assisi CES       |                     |                                    |                                   |             |
|                                                             | St. Joseph CES                  |                     |                                    |                                   |             |
|                                                             | St. Brigid CES                  |                     |                                    |                                   |             |
|                                                             | St. Catherine of Alexandria CES |                     |                                    |                                   |             |

St. Francis of Assisi CES was selected as the long-term Extended French School given its centrality to the Town of Halton Hills. It is also the school which has the greatest amount of transportation, as it covers the rural areas of Halton Hills. In having both the Rural transportation and Extended French Transportation at this school, there are synergies and cost savings.

For additional information on the future projections of these new alignments, as well as the Extended French Elementary Family of Schools maps, please refer to Appendix C.

### Notification to Parents:

Given the number of changes that will be taking effect for the 2019-2020 school year, Curriculum and Communication Services have identified the following dates to inform parents of the new Family of Schools and delivery model for the French Program:

#### Early French Program Notifications:

**Week of October 15, 2018:** An email will be sent to all parents in our system with children in Senior Kindergarten. The email will contain details about the registration process, and a link to a webinar with general information for parents.

**Thursday, November 1, 2018:** A reminder email will be sent to all parents in our system with children in Senior Kindergarten.



**Wednesday, November 14, 2018:** An email will be sent to all parents in our system with children in Senior Kindergarten – to remind them that the online Early French Immersion Program registration will close on November 19<sup>th</sup>.

*Extended French Program Notifications:*

**Week of October 15, 2018:** An email will be sent to all parents in our system with children in Grade 4. The email will contain details about the registration process, and a link to a webinar with general information for parents.

**Thursday, November 1, 2018:** A reminder email will be sent to all parents in our system with children in Grade 4.

**Wednesday, November 14, 2018:** An email will be sent to all parents in our system with children in Grade 4 – to remind them that the online Extended French registration will close on November 19<sup>th</sup>.

## Conclusion

Staff reviewed the optimal program delivery strategy, program school locations, and elementary family of schools networks for the two (2) optional French programs, to ensure their long-term sustainability, as well as all the sustainability of other programs offered to the pupils of the Board.

The results of the work completed by staff has had the effect of better positioning the programs for long-term sustainability, as well as stability. It is expected that the new locations and distribution model implemented for the 2019-2020 school year will be a long-term solution.

Parents will be notified of these changes in the month of November, as communications reminding parents of the French Program registration for both Early French and Extended French will be opening soon.

Report Prepared by: Senior Staff

Report Submitted by: P. Daly  
Director of Education and Secretary of the Board

Report Approved by: P. Daly  
Director of Education and Secretary of the Board

# POLICY COMMITTEE MEETING MINUTES

|                     |                                                                                                                                                                                                                                                                      |                                                   |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Date:               | September 11, 2018                                                                                                                                                                                                                                                   |                                                   |
| Time:               | 7:00 pm                                                                                                                                                                                                                                                              |                                                   |
| Location:           | Catholic Education Centre - Board Room<br>802 Drury Lane<br>Burlington, Ontario                                                                                                                                                                                      |                                                   |
| Members Present     | A. Danko<br>H. Karabela<br>P. Marai<br>A. Iantomasi<br>J. Michael                                                                                                                                                                                                    | A. Quinn<br>D. Rabenda<br>J. M. Rowe<br>S. Trites |
| Staff Present       | P. Daly, Director of Education<br>S. Balogh, Superintendent of Education, School Services<br>J. O'Hara, Executive Officer, Human Resources<br>C. McGillicuddy, Superintendent of Education, Student Success<br>R. Merrick, Senior Administrator, Facility Management |                                                   |
| Recording Secretary | J. Neuman                                                                                                                                                                                                                                                            |                                                   |

## 1. Call to Order

### 1.1 Opening Prayer - J. M. Rowe

The meeting began at 7:03 p.m. with a prayer led by J. M. Rowe

## 2. Approvals

## 2.1 Approval of Agenda

**P#54/18**

**Moved by:** J. Michael

**Seconded by:** S. Trites

**That,** the agenda be approved.

**CARRIED**

## 2.2 Approval of Minutes

**P#55/18**

**Moved by:** J. Michael

**Seconded by:** S. Trites

**That**, the minutes of the Policy Committee Meeting held on June 12, 2018 be approved, with amendments.

**UNANIMOUSLY CARRIED**

### 3. Action Items

### 3.1 ~NEW~ Policy I-45 Transparency and Accountability in Executive Compensation (P. Marai)

**P#56/18**

**Moved by:** S. Trites

**Seconded by:** A. Quinn

**That,** the Policy Committee recommends that Policy I-45 Transparency and Accountability in Executive Compensation, be forwarded, at first reading, to the September 18, 2018 Regular Board Meeting for approval.

P. Marai noted that three drafts have been presented to the trustees and the document has been reviewed by a lawyer. The policy was presented as first reading.

Discussion ensued; questions for clarification were asked and answered. It was agreed that the phrase “on the recommendation of the Director” be included in the Salary Grid requirement.

The Chair called for a vote. Recommendation **P#56/18 UNANIMOUSLY CARRIED.**

### **3.2 Policy II-42 Medical Conditions (S. Balogh)**

**P#57/18**

**Moved by:** A. Quinn

**Seconded by:** H. Karabela

**That,** the Policy Committee recommends that Policy II-42 Medical Conditions, be forwarded, be forwarded, along with amendments, to the September 18, 2018 Regular Board Meeting for approval.

S. Balogh reviewed the changes to the document in response to the Ministry of Education's PPM 161.

Questions regarding references were asked and answered

The Chair called for a vote. Recommendation **P#57/18 UNANIMOUSLY CARRIED.**

### **3.3 Policy I-19 Occupational Health and Safety (J. O'Hara)**

**P#58/18**

**Moved by:** D. Rabenda

**Seconded by:** J. Michael

**That,** the Policy Committee recommends that Policy I-19, Occupational Health and Safety be forwarded to the September 18, 2018 Regular Board Meeting for approval.

J. O'Hara noted that this policy is reviewed on an annual basis; and recommended no changes, at this time. Questions regarding data and implementation were asked and answered.

The Chair called for a vote. Recommendation **P#58/18 UNANIMOUSLY CARRIED.**

### **3.4 Policy III-15 Workplace Violence (J. O'Hara)**

**P#59/18**

**Moved by:** A. Iantomasi

**Seconded by:** S. Trites

J. O'Hara noted that this policy is reviewed on an annual basis; and recommended no changes, at this time. Questions regarding increase in violence in schools were asked and answered.

The Chair called for a vote. Recommendation **P#59/18 UNANIMOUSLY CARRIED.**

## **4. Discussion Items**

There were no discussion items

## **5. Information Items**

**5.1 Procedure VI-27 Diabetes (S. Balogh)**

**5.2 Procedure VI-65 Anaphylaxis (S. Balogh)**

**5.3 Procedure VI-66 Asthma (S. Balogh)**

**5.4 Procedure VI-67 Epilepsy Seizure Disorder (S. Balogh)**

**5.5 Procedure VI-69 Heart Conditions (S. Balogh)**

**5.6 Procedure VI-92 Roof Access Procedures (S. Balogh)**

**5.7 Upcoming Agenda Items - October 9, 2018 (S. Balogh)**

**5.7.1 Policy I-24 Fraud Management**

**5.7.2 Policy I-35 Trustee Honoraria**

**5.7.3 Policy II-49 English as a Second Language & English Literacy Development Programs and Services**

**5.7.4 Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students**

**5.7.5 Policy V-04 School Fundraising Activities**

**5.8 2017-2018 Policy Committee Work Plan (S. Balogh)**

**5.9 2018-2019 Policy Committee Work Plan (S. Balogh)**

**5.10 2018-2019 Policy Working Group Committee Members (S. Balogh)**

Questions regarding current policy review cycle were asked and answered.

**6. Miscellaneous Information**

There was no information.

**7. Correspondence**

There was no correspondence.

**8. In Camera**

There was no In Camera session.

**9. New Business**

There was no new business

**10. Motion to Excuse Absent Committee Members**

All trustees were present

**11. Motion to Adjourn/ Closing Prayer (S. Trites)**

***P#60/10***

***Moved by:*** H. Karabela

***Seconded by:*** A. Quinn

***That the meeting adjourn.***

***CARRIED***

S. Trites closed the meeting with prayer at 7:30 pm



**From:** David Harvey [mailto:dh Harvey6@gmail.com]

**Sent:** October 14, 2018 1:14 PM

**To:** Rabenda, Diane <RabendaD@hc dsb.org>; DiPietro, Rosie <DiPietroR@hc dsb.org>; DiPietro, Rosie <DiPietroR@hc dsb.org>

**Cc:** Danko, Anthony <DankoA@hc dsb.org>; Iantomasi, Arlene <IantomasiA@hc dsb.org>; Karabela, Helena <KarabelaH@hc dsb.org>; Marai, Paul <MaraiP@hc dsb.org>; Michael, Jane <MichaelJ@hc dsb.org>; Quinn, Anthony <AnthonyQuinn@hc dsb.org>; Rowe, Mark <RoweM@hc dsb.org>; Trites, Susan <TritesS@hc dsb.org>

**Subject:** Correspondence for Oct 16 Board Meeting

Dear Ms Rabenda & Mr. Daly:

At the October 9, 2018 Policy Committee meeting, Trustee Danko introduced as an information item an article from the Catholic Register concerning a paper recently published by doctors from the Hospital for Sick Children in Toronto. Mr. Danko asserted that this article showed "a plan by Sick Children's Hospital to carry out euthanasia on children ... even below the age of 12" and that "euthanasia can be carried out on children without even parents being notified".

These assertions are grossly misleading.

Like every hospital in Ontario, Sick Kids needs a policy to determine how to proceed if a patient over the age of 18 exercises their legal right to request Medical Assistance in Dying (MAID). Dr. Adam Rapoport, a co-author of the paper and the medical director of the Paediatric Advanced Care Team at Sick Kids, has stressed that the policy is not for minors. MAID is currently only legal for adults. The policy is in draft form and has not been approved by the hospital.

Dr. Rapoport is an expert in pediatric palliative care and bioethics. His co-author Dr. Randi Zlotnik Shaul is the Director of Bioethics at Sick Kids, and a lawyer who formerly practiced in the Ontario Ministry of Health. Given the backgrounds of the authors, it is not surprising that the paper contains a discussion exploring the hypothetical legal, practical and ethical issues that may arise in the event that Canadian law were to change to permit MAID for persons under 18. To suggest that constitutes a "plan" by the hospital to "carry out euthanasia on children ... even below the age of 12 ... without even parents being notified" is reckless and deliberately inflammatory. It is also defamatory toward Sick Kids.

Just as the HCDSB examined its own policies in anticipation of a change in Canada's cannabis laws, the doctors at Sick Kids were reflecting on the issues they may face if Canada's MAID laws were to change. They did not, and could not, adopt a new policy for dealing with MAID requests respecting patients under the age of 18, as they do not know what conditions and restrictions might be present if new legislation is passed that changes the current age restriction. The paper is simply a discussion of hypothetical issues, and in no way constitutes a current or pending shift in practice at Sick Kids.

I understand that the debate around the fundraising policy has been emotional, and revolves around interpretations of deeply held, fundamental religious beliefs. However, as parents, students & ratepayers of the HCDSB, I believe we have the right to expect that Trustees will base their decisions on properly researched facts, not politically biased misinformation.

I've attached an article from CTV which gives a much more accurate view of the paper in question and Sick Kids' policies. I've also attached a Q&A document released by Sick Kids which discusses the Hospital's policies concerning MAID.

I would ask that this email and the attachments be added to the information package for the October 16 Board Meeting.

Sincerely,

David Harvey

## SickKids grapples with medically assisted dying

CTVNews.ca Staff

Published Friday, October 12, 2018 4:26PM EDT

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Canada's largest pediatric hospital is grappling with how to approach assisted dying in a new paper that has received criticism from some international groups that oppose euthanasia.

Published online in a Sept. 21 paper in the [BMJ's Journal of Medical Ethics](#), a team at Toronto's Hospital for Sick Children outlined a draft policy for responding to a request for medical assistance in dying (MAID) from an adult patient. The policy assessed their eligibility, looked at reflection period with the patient and family, and ultimately administering the procedure. The policy does not address children.

The new paper comes a few months ahead of an expected report by the Canadian Council of Academies, which was tasked by the federal government to produce a two-year research

paper about circumstances prohibited by MAID law, including assisted dying for minors. Bill C-14 was passed in Jun 2016 and legalized [medically assisted dying in Canada](#).

The Sickkids report has stirred some international attention from conservative publications like the National Review, which published a story earlier this month with the headline “Child Euthanasia without Parent Approval Pushed for (in) Canada.” Others have concluded that the new policy suggests parents might not be informed until after the child dies in some scenarios.

Co-author Adam Rapoport said that is simply not true.

“Those articles that have made it sound like we would do this without parental knowledge -- that’s just not how we operate as an organization,” he said in a phone interview with CTVNews.ca. “To think that we would ever do that -- I couldn’t even imagine the circumstance.”

Rapoport, the medical director of the Paediatric Advanced Care Team, stressed that the policy is not for minors. MAID is currently only legal for adults. The policy is in draft form and has not been approved by the hospital.

But the statement that the policy was developed “with an eye to a future when MAID may well become accessible to capable minors” has been the primary focus for some readers. In Ontario, “capable young people can and do make the decision to refuse or discontinue life-sustaining treatment,” the Sickkids paper states. If medically assisted death is legalized for patients under 18, the hospital would face increased ethical dilemmas.

Tom Koch, a consultant in chronic and palliative care in Toronto, told CTVNews.ca that the paper is a “good faith effort by the hospital to find a way through the ethical, legal, and moral tangle that is facing hospitals, hospices, and other facilities.”

“There is pressure for the expansion of medical termination (MAID) into more and more situations where physicians are understandably cautious about it as the only or best alternative,” he said. But Koch has “severe reservations” about children’s hospitals administering MAID, which he believes should be more bluntly called “medical termination.” He is skeptical whether a “capacitated” minor can make a truly informed decision, referencing incidents where children have made medical calls that clearly reflect their parents’ point of view.

“I think that while legally competent, many adolescents, and especially pre-teens, can not legitimately make a call for their own termination,” he said in an email sent to CTVNews.ca

Rapoport thinks the skepticism is reasonable, but notes the hospital will “err on the side of caution” when a child’s capabilities are uncertain.

“These are things we engage in not infrequently. We’re regularly assessing the capability and capacity of young people to make serious medical decisions sometimes which involve end of life issues,” he said. “It is something that we think we do well.”

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**Why would SickKids create this policy?**

SickKids has crafted a draft policy and [an academic paper](#) to address Medical Assistance in Dying (MAID) that is only applicable to patients who are over the age of 18 and who meet the rigorous criteria for MAID outlined by the [Government of Canada in Bill C-14](#).

The draft policy was created out of a responsibility to address the change in legislation that legalized MAID. Any person experiencing grievous and irremediable suffering is unimaginably tragic. When caring for patients in these circumstances, health-care organizations have a duty to be clear about their own obligations and to respect the evolving rights of patients.

**Doesn't SickKids only treat youth under 18? Does the policy apply to them?**

In select circumstances, SickKids may treat young adults over the age of 18. The draft policy is only applicable to patients over the age of 18.

**Are there situations in which MAID requests and administration would be kept secret from parents and other family members, for example, if a capable patient were to indicate that they do not want family members involved?**

SickKids embraces a model of patient and family-centered care, meaning health-care providers always strive to intimately involve families in medical decision-making and MAID would be no different.

In the hypothetical circumstance of a capable patient over the age of 18 explicitly indicating they do not want their family members involved, their clinical team would work to understand and address their concerns. The team would work with the patient, while upholding the Health Care Consent Act and respecting patient confidentiality. Typically, SickKids patients faced with end-of-life decisions want their family members involved.

**Will SickKids ever facilitate MAID for patients under 18 years old? If so, would you administer MAID without parental consent?**

It is up to Parliament, not the hospital, to determine whether or not MAID will be extended to include youth under 18.

Should the law be extended to capable patients under 18, it is unknown whether Parliament will add any additional provisions, over and above the current requirements. Any changes to the law regarding MAID would be reflected in corresponding changes to a draft hospital policy.

Dear Mr. Daly, Director of Education for the Halton Catholic District School Board and Secretary of the Board,

I am saddened and disappointed for the Halton community that the Sanctity of Life amendment did not go through at the October 9<sup>th</sup> Policy Meeting.

A life-long Halton Catholic District School Board supporter and a 38-year-veteran secondary school teacher and department head for the Dufferin-Peel Catholic District School Board, I am hoping that the Board will continue to work towards protecting the sanctity of life in all Board policies, including fundraising and charitable giving, and that current policies continue to be reviewed on a regular basis to ensure that this goal has not been undermined by changes made by affiliated organizations.

I have followed closely the passionate debate and concerned conversation that this topic has aroused. Throughout my career, I have worked with wonderful young people, parents, and colleagues in fundraising efforts that proudly raised hundreds of thousands of dollars for charities, including those now found to be questionable.

But research methods change. This, in turn, makes it incumbent on all concerned to revisit decisions related to charitable giving - especially once investigation is done and it is found that certain charities, despite the good they do, follow policies that do not respect all life. *We cannot go back. Our collective awareness has now been raised in the Halton Catholic community, and so with this knowledge, we cannot in conscience go back to the previous policies without some action being taken.*

Idealistic young people and their families want to be generous. Every trustee in the HCDSB wants to facilitate this. With the knowledge that we now have – and that the public knows that we have, the challenge and exciting opportunity for the HCDSB is to chart a new path for charitable giving that will allow the Halton community to create partnerships with new charities as well as continue our relationship with many others whom we have always supported. So many very needy and worthy organizations need our financial support.

I applaud you in taking on the task as Catholic school board members to face the many challenges of defending Catholic education as meaningfully different from the public school system, for their values often look much like our virtues. But standing up for the protection of all life as the foundation of social justice is one of the differences; and I pray that division can be put aside and that the passion we have seen these past few months can be put into the creative thinking needed to chart a plan for charitable giving that supports all, including the most vulnerable - and in our troubled world, the ranks of the vulnerable seem to be growing exponentially.

God grant you courage and discernment as you work to support justice for all,  
Terry Murphy