

**REGULAR BOARD MEETING  
AGENDA**

Date: Tuesday, February 19, 2019  
Time: 7:30 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

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<b>1. Call to Order</b>	
1.1 Opening Prayer, National Anthem and Oath of Citizenship (W. Charlebois)	
1.2 Motions Adopted In-Camera	
1.3 Information Received In-Camera	
<b>2. Approval of the Agenda</b>	
<b>3. Declarations of Conflict of Interest</b>	
<b>4. Presentations</b>	
<b>5. Delegations</b>	
<b>6. Approval of Minutes</b>	
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10.2 School Educational Field Trips (J. Crowell)	15 - 17
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11. Miscellaneous Information
12. Correspondence
13. Open Question Period
14. In Camera
15. Resolution re Absentees
16. Adjournment and Closing Prayer (N. Guzzo)

## MINUTES OF THE REGULAR BOARD MEETING

Date: February 5, 2019  
 Time: 7:30 pm  
 Location: Catholic Education Centre – Board Room  
 802 Drury Lane, Burlington, ON

Trustees:	B. Agnew	H. Karabela
	P. DeRosa (via teleconference)	P. Murphy
	M. Duarte	T. O'Brien
	N. Guzzo	J. O'Hearn-Czarnota
	V. Iantomasi	

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

Senior Staff:	S. Balogh	R. Merrick
	C. Cipriano	R. Negoj
	J. Crowell	J. O'Hara
	P. Daly, Secretary of the Board	A. Prkacin
	C. McGillicuddy	

Also Present: A. Bartucci, Communications Officer, Strategic Communications Services  
 L. Beraldo-Turner, Acting President, Halton OECTA Secondary  
 J. Chanthavong, Manager, Budget and Capital  
 L. Keating, Acting Chief Research Officer  
 A. Lofts, Senior Manager, Financial Services  
 S. Peesker, Metroland Media  
 A. Swinden, Manager, Strategic Communications Services  
 F. Thibeault, Senior Manager, Planning Services

Recording Secretary: R. Di Pietro

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### 1. Call to Order

Due to the absence of both the Chair and Vice Chair, a motion carried during the in-camera meeting that Trustee Duarte take the position of Chair for the February 5, 2019 Regular Board meeting.

#### 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 Student Trustee Mazza.

#### 1.2 Motions Adopted In-Camera

There were no motions adopted in-camera.

#### 1.3 Information Received In-Camera

Trustee Agnew provided the following information received in-camera:

Acting Elementary Principals

- Tom Durran appointed as Acting Elementary Principal at St. John Paul II Catholic Elementary School effective January 17, 2019 to January 31, 2019.
- Kit Laforet appointed as Acting Elementary Principal at Our Lady of Victory Catholic Elementary School effective February 19, 2019 to March 8, 2019.

Secondary School Vice Principals

Patrick Brophy appointed as Secondary School Vice Principal effective February 19, 2019. Amanda Morrow appointed as Secondary School Vice Principal effective February 11, 2019.

Acting Secondary School Vice Principals

Mike Harris appointed as Acting Secondary School Vice Principal effective February 4, 2019 to February 15, 2019. James Locke appointed as Acting Secondary School Vice Principal effective February 4, 2019 to February 8, 2019.

Acting Department Head – Holy Trinity Catholic Secondary School

Murielle Weryho appointed as Acting Department Head, Religion/Social Science/Humanities at Holy Trinity Catholic Secondary School effective February 4, 2019 to August 31, 2019.

Hiring

Brittani Musselwhite hired as a probationary teacher effective January 16, 2019. Nicole Przewieda hired as a probationary teacher effective February 4, 2019.

Retirements

Anna Colangelo and Jorge Oliveira retired effective January 31, 2019.

**2. Approval of the Agenda**

**#35/18**

**Moved by:** H. Karabela

**Seconded by:** J. O'Hearn-Czarnota

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

The Chair called for a vote on **#35/18** and it **UNANIMOUSLY CARRIED**.

**3. Declarations of Conflict of Interest**

Trustee O'Brien declared a conflict of interest with agenda item 10.3 – 2019-20 Budget Estimates – Objectives, Schedule and Consultation.

**4. Presentations**

There were no presentations.

**5. Delegations**

There were no delegations.

**6. Approval of Minutes****6.1 Minutes of the January 15, 2019 Regular Board Meeting****#36/19****Moved by:** N. Guzzo**Seconded by:** V. Iantomasi

An amendment was made to the minutes.

**RESOLVED**, that the minutes of the January 15, 2019 Regular Board Meeting be approved as amended.

The Chair called for a vote on **#36/19** and it **UNANIMOUSLY CARRIED**.

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

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

**8. Action Items****8.1 Future Halton Catholic District School Board Secondary School Design Budget****(R. Merrick)****#37/19****Moved by:** P. DeRosa**Seconded by:** V. Iantomasi

**RESOLVED**, that the Halton Catholic District School Board authorize Staff to proceed with the preliminary design phases for a future Catholic secondary school to accommodate future student enrolment in the Board.

The Chair called for a vote on **#37/19** and it **UNANIMOUSLY CARRIED**.

**#38/19****Moved by:** N. Guzzo**Seconded by:** T. O'Brien

**RESOLVED**, that the Halton Catholic District School Board authorize Staff to expense funds from the Board's Capital Reserve for the preliminary design phases for a future Catholic secondary school to accommodate future student enrolment in the Board, and that the expenditures will not exceed \$1,500,000.

The Chair called for a vote on **#38/19** and it **UNANIMOUSLY CARRIED**.

**8.2 Appointment to SEAC (C. Cipriano)****#39/19****Moved by:** B. Agnew**Seconded by:** P. DeRosa

**RESOLVED**, that the Halton Catholic District School Board approve the appointment of T. Beattie to SEAC as representative for the Learning Disabilities Association of Halton effective February 2019 until November 2022.

The Chair called for a vote on **#39/19** and it **UNANIMOUSLY CARRIED**.

**9. Staff Reports****9.1 Religious Education Resource Selection (A. Prkacin)**

Staff recommended the purchase of the Grade Six, *Growing in Faith, Growing in Christ*, Complete Print and Digital District Implementation Package to support the implementation of the *Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8: Religious Education*.

Staff confirmed that the purchase would allow for one copy per student and is the the exclusive resource approved for use in the Catholic Elementary Religion program in Ontario by the Assembly of Catholic Bishops of Ontario.

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

In order for international students to become familiar with their schools, senators organized an orientation day on January 31, 2019.

Student Trustees will be travelling to Ottawa from February 21 – 24, 2019 to participate in the OSTA AECO Board Council Conference.

Members of Student Senate will be attending the February 19, 2019 Board meeting as spectators.

The process for the 2019-2020 Student Trustee elections are underway.

**10.2 School Educational Field Trips (S. Balogh)**

School trips were provided as information.

**10.3 2019-20 Budget Estimates - Objectives, Schedule and Consultation (R. Negoï)**

Trustees provided with information on the Ministry's invitations to Education Funding consultations and the 2019-2020 Budget Estimates schedule, objectives, and consultation approach.

Staff have begun the 2019-2020 Budget Estimates preparation process, in anticipation of the release of the GSN at the end of March 2019. The anticipated decreased funding will present budget challenges; however, the Board is committed to maintaining Halton Catholic District School Board's reputation for quality education combined with offering dynamic programing in safe and effective learning environments.

**10.4 Milton No. 3 Catholic Secondary School Update (R. Negoï)**

Staff continues to advance the process of preparing the Milton #3 Catholic Secondary School site for the construction of a new secondary school.

As part of staff's public engagement strategy and Town of Milton approval process, staff have organised a Public Information Meeting to inform the public of the development application presently before the Town of Milton. The meeting is taking place on February 13, 2019, at Jean Vanier Catholic Secondary School.

Staff continues to review temporary accommodation strategies for the Milton secondary panel in wait for the funding and construction of the Milton #3 Catholic Secondary School.

**10.5 2018-19 Parent Reaching Out (PRO) Grants for School Councils (J. Crowell)**

A list was provided of schools who applied and received the Parent Reaching Out Grant from the Ministry of Education. The purpose of the grant is to improve parent engagement in schools.

Staff explained that typically all applications are approved. Some schools do decide not to apply as funds are not required.

**10.6 Director's Annual Report 2017-2018 (P. Daly)**

Trustees were provided the Director's Annual Report as well as the year two report of implementation of the 2016-2021 Strategic Plan.

**11. Miscellaneous Information****11.1 Minutes of the November 26, 2018 SEAC Meeting**

Minutes of the November 26, 2018 SEAC meeting were provided as information.

**12. Correspondence**

There was no correspondence.

**13. Open Question Period**

No questions were submitted.

**14. In Camera**

**#40/18**

**Moved by:** N. Guzzo

**Seconded by:** V. Iantomasi

**RESOLVED**, that the meeting move in-camera.

The Chair called for a vote on **#40/18** and it **UNANIMOUSLY CARRIED**.

The meeting moved back in-camera at 8:12 p.m.

The meeting moved out of in-camera at 8:45 p.m.

Vice Chair Murphy joined the meeting.

**15. Resolution re Absentees**

There were no absentees.

**16. Adjournment and Closing Prayer (M. Duarte)**

**#41/18**

**Moved by:** B. Agnew

**Seconded by:** T. O'Brien

**RESOLVED**, that the meeting adjourn.

The Chair called for a vote on **#41/18** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 8:47 p.m. with a prayer led by Trustee Duarte.

\_\_\_\_\_  
Secretary of the Board

\_\_\_\_\_  
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. Negoj	To Be Determined
November 20, 2018	Response to Delegation	<b>RESOLVED</b> , that the Halton Catholic District School Board request Senior Staff to conduct a survey of the parents of students currently enrolled or identified as gifted at our Board as to their satisfaction of programming available to their students.	C. Cipriano	To Be Determined
January 15, 2019	Amendment to Resolution #233/18	<p><b>BE IT RESOLVED</b>, that the HCDSB provide transportation to identified gifted students with an Individualized Education Plan (IEP) to an AP Program if one is not available in their catchment area if requested.</p> <p><b>BE IT FURTHER RESOLVED</b>, that this resolution #233/18 be put on hold and sent back to the Policy Committee in consultation with Business Services to have this motion revised so that it is fair and equitable and allows all students the same access to transportation to the AP program;</p> <p>Continued on next page...</p>	Senior Staff	To Be Determined

		<p><b>BE IT FURTHER RESOLVED</b>, that this motion would be pending approval and sustainability through the Board's budget.</p> <p><b>BE IT FURTHER RESOLVED</b>, that Resolution #233/18 remain on hold pending a Staff Report on the Vision for Student Transportation in Ontario report assisting the Board of Trustees in understanding what impact transportation will have on funding.</p>		
January 15, 2019	Extended French at St. Matthew Catholic Elementary School	<p><b>WHEREAS</b>, the Long Term Capital Plan (LTCP) voted on June 5<sup>th</sup>, 2018 stated "A School Boundary Review and French Immersion Program Review should be conducted in 2020-21 to balance enrolment across CE02-5" page 182 and;</p> <p><b>WHEREAS</b>, the LTCP also stated "School Boundary Review, Program Review, and Pupil Accommodation Review (PARs) processes include many opportunities for public consultation. Final decisions in these reviews are made by the Board of Trustees, based in Board policy;"</p> <p><b>BE IT RESOLVED</b>, that the Halton Catholic District School Board will postpone phasing out the Extended French Immersion program at St. Matthew Catholic Elementary School for the 2019-2020 school year until the 2020-2021 school year and that staff provide a thorough and complete report outlining the root drivers of the capacity issues and other factors that contributed to this decision.</p>	Senior Staff	

**OUTSTANDING POLICY ITEMS**

<b>DATE OF THE BOARD MEETING</b>	<b>AGENDA ITEM</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBILITY</b>	<b>STATUS</b>



Religious Education Resource Selection	<b>Item 8.1</b>
Tuesday, February 19, 2019	

### Alignment to Strategic Plan

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

### Purpose

The Halton Catholic District School Board’s investment in classroom learning materials ensures the provision of appropriate resources that support the Ontario Catholic Curriculum.

The purpose of this report is to recommend the purchase of the *Grade Six, Growing in Faith, Growing in Christ, Complete Print and Digital District Implementation Package* to support the implementation of the *Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8: Religious Education*.

### Background Information

Until 2012, all other curriculum areas, except for Religious Education and Family Life, had Curriculum Policy Documents. Religious Education was instead directed by programs (e.g. *Born of the Spirit, We are Strong Together*) which are now dated. *The Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8: Religious Education, 2012* was created to support the development of new programs, which reflect contemporary insights into religious education, using current pedagogy, while developing religious literacy. The approach to religious education and catechesis within the document is founded upon the *General Directory for Catechesis* and is rooted in the New Evangelization. Its content comes from Scripture and Tradition, particularly as expressed in the *Catechism of the Catholic Church*. The Bishops in Ontario (ACBO) collectively set the Religious Education program through their Education Commission and the Institute for Catholic Education (ICE) and in May 2013, approved it for implementation. It has been forwarded to the Vatican.

In order to support the *Ontario Catholic Elementary Curriculum Policy Grades 1 – 8: Religious Education, 2012*, the ACBO announced in May 2013, a project to develop new learning and teaching resources to replace the existing textbook series (*Born of the Spirit, We are Strong Together*). The publisher awarded the contract was Pearson Canada, publisher of *Fully Alive*, the ACBO - sponsored Catholic Family Life Education series for Grades 1 - 8. Please see Appendix A and B in the Staff Report dated Feb. 5, 2019. for an outline of the process. With the participation and contribution of



bishops, theologians and Catholic School board representatives from Ontario, Alberta and Saskatchewan, the new resource *Growing in Faith, Growing in Christ* was developed. As per Appendix A in the in the Staff Report dated Feb. 5, 2019, the Diocesan Bishop is responsible for preparing standards for catechetical instruction within his diocese and must ensure that resources are prepared which meet these standards (see Canon 775). *Growing in Faith, Growing in Christ* is the exclusive resource approved for use in the Catholic Elementary Religion program in Ontario by the Assembly of Catholic Bishops of Ontario.

In the 2014-2015 school year, the Halton Catholic District School Board purchased the *Grade One, Growing in Faith, Growing in Christ, Comprehensive Resource Package* to support the implementation of the *Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8: Religious Education* in September of 2015. In the 2015-2016 school year, the Halton Catholic District School Board purchased the *Grade Two and Grade Three, Growing in Faith, Growing in Christ, Comprehensive Resource Package* to support the implementation of the *Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8: Religious Education* in September of 2016. The *Grade Four, Growing in Faith, Growing in Christ, Comprehensive Resource Package* was purchased in the 2016-2017 school year, for implementation in September, 2017. The *Grade Five, Growing in Faith, Growing in Christ, Comprehensive Resource Package* was purchased in the 2017-2018 school year, for implementation in September, 2018. The resource has proven to be a rigorous and engaging program that exhibits the qualities described by the Ontario and Western Bishops in their statement below:

*Growing in Faith, Growing in Christ creates strong links between home, school, and parish. The classroom experience helps students to deepen their love of God and their neighbours. Using the best pedagogical practices, the program seeks to engage students in knowing and living their faith. This will not only help them today but will also prepare them for tomorrow as they grow and mature and make significant contributions to our society as faith-filled Catholics who radiate the joy of believing.*

It is recommended that the Halton Catholic District School Board continue with the implementation of the *Growing in Faith, Growing in Christ* resource by purchasing the *Grade Six Comprehensive Resource Package* for implementation in September 2019. The proposed publication dates for the resource by Grade Level are as follows:



Grade	Print Resources	Digital Resources
1	April 2015 (purchased)	August 2015 (purchased)
2	August 2015 (purchased)	December 2015 (purchased)
3	April 2016 (purchased)	August 2016 (purchased)
4	April 2017	August 2017 (purchased)
5	May 2018	August 2018 (purchased)
6	May 2019	August 2019
7	May 2020	August 2020
8	May 2021	August 2021

## Comments

### The components of the Grade 6 program include:

#### Teacher Resource

- Print and digital formats
- Detailed lesson plans, and background information
- Support for DI, and instructions for using the program resources that support each lesson
- demonstration of learning statements, to support teacher assessment of the expectations
- unit inquiry tasks to support evaluation

#### Student Book

- Print and digital formats, to support home/school connections
- Supports good literacy practice and inquiry
- Highly Visual
- Variety of text forms, including media literacy supports such as infographics, charts, diagrams, etc.

#### Multi-Media/Interactive Elements

- Songs with instrumental tracks, lyrics, and scores
- Interactive activities
- Google Earth Faith Journeys
- Extended Image Gallery for projects
- Audio playback for the student resource
- Videos
- Home Portal



- Parish Portal

In addition, boards who purchase the Comprehensive Resource Package will also receive:

- Half-day in-person implementation and resource overview session;
- Five on-line Professional Development modules to provide background and support for key program concepts (self-directed or used for staff development);
- Teacher access to digital components for multiple grades to facilitate combined grade classroom;
- Combined grade correlations and strategies;
- Report card comments (if requested; would be developed in partnership with appropriate stakeholders);
- Sacramental instruction support; and
- One copy of the student resource and digital access to other components for every parish in the district.

**EXPENDITURE SUMMARY:**

Product Description	Quantity	Print/Digital (Full Implementation)	Total
Full Teacher Resource digital for Grade Six Classes	118	\$995.00 each	\$117,410
Student Resource (both print and digital copies of Grade Six)	2439	\$53.15 each	\$129,632.85
	<b>PRODUCT TOTAL</b>		<b>\$247,042.85</b>
	ESTIMATED SHIPPING & HANDLING**		954.97



## Conclusion

The recommendation is to purchase *Growing in Faith, Growing in Christ*, Comprehensive Resource Package as the approved Grade Six Religious Education Program Resource, with the intention of continuing to purchase *Growing in Faith, Growing in Christ* grade level resources up to Grade Eight over a three year period. This will ensure that the new catechetical learning and teaching resources for all Halton Catholic District School Board Catholic elementary schools (Grades 1 to 8) align with *The Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8: Religious Education* and have the approval of the Assembly of Catholic Bishops of Ontario.

## Recommendation

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

**Resolution#:**

*Moved by:*

*Seconded by:*

**Resolved**, that the Halton Catholic District School Board approve the purchase of the Grade Six Core Religious Education Complete Print and Digital District Implementation Package: *Growing in Faith, Growing in Christ* in the amount of **\$247,042.85**.

**Report Prepared by:**

T. Durham  
Curriculum Consultant

**Report Submitted by:**

A. Prkacin  
Superintendent, Curriculum Services

**Report Approved by:**

P. Daly  
Director of Education and Secretary of the Board



**Approved School Educational Trips**

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

Dated: Tuesday, February 19, 2019

**Listed by Destination**

SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
<b>Elementary</b>						
St. Mark CES, Burlington	7 & 8	65	Ottawa, ON	This excursion to Ottawa provides opportunities for our students to experience cultural and religious practices characteristic to our Canadian heritage as well as our Catholic faith. Students will expand their understanding of how we are church in the world and how we are connected through solidarity to each other and our global neighbours. The group will be attending Mass at Notre Dame Basilica which will put into context that Catholicity is a historically entrenched part of Canadian culture, and that our right to celebrate Mass everywhere and at any opportunity should be exercised. The trip will be used as a culminating activity, supporting our year-long efforts of promoting a way of being together, resulting in a positive Catholic learning environment. Grace before meals will be said.	Tuesday, June 4 – Thursday, June 6, 2019	~\$550.00
St. Paul CES, Burlington	8	27	Ottawa, ON	This excursion to Ottawa provides St. Paul grade 8 students an opportunity to experience cultural and religious practices characteristic to our Canadian Heritage as well as our Catholic Faith. Students will be visiting the Canadian War Museum, and the Supreme Court of Canada to name a few sites. Staff and students will participate in daily prayers and attend Mass at Notre Dame Cathedral	Monday, June 3 – Wednesday, June 5, 2019	~\$675.00 (incl. ins.)
St. Mary CES, Oakville	8	37	Ottawa, ON	The purpose of this excursion is to further support the development of learning skills and the Ontario Catholic Graduate Expectation of being self-directed, responsible, lifelong learner in the students by engaging student in new learning experiences outside of the classroom. The trip will provide the students an opportunity to further observe the historical, religious, cultural and political attributes of Ottawa. Students will tour Parliament Hill, the Supreme Court of Canada, and the Canadian War Museum as well as taking a guided walking tour of the city. The students and staff will participate in daily prayers and attend Mass at Notre Dame Basilica.	Wednesday, May 22 – Friday, May 24, 2019	~\$580.00
St. Joan of Arc CES, Oakville	8	45	Ottawa, ON	This trip will support student learning in an immersive environment in a variety of curriculum expectations. Through visits to the National Gallery of Canada, Museum of Nature, Supreme Court, Canadian War Museum, a visit to Parliament, and walking tours of Ottawa, students will experience expectations related to the Religion, Visual Arts, History, Geography, Science and Physical Education curriculums. Students and staff will participate in daily prayers and a Mass at the Notre Dame Cathedral.	Monday, June 24 – Wednesday, June 26, 2019	~\$551.00

Listed by Destination						
SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
<b>Elementary</b>						
St. Dominic CES Oakville, ON	8	45	Ottawa, ON	This trip to Ottawa will enhance both faith and Catholic Values as the students witness first-hand God's wonderful creations and many cultural activities and historic sites in the Nation's capital. This trip will reinforce the curriculum in History and Geography with visits to the Supreme Court of Canada, Sussex Drive, the Canadian War and Cold War Museums, and the Royal Canadian Mint. They will participate in various team and solidarity building activities as well as sharing meals and structured discovery workshops. The students will participate in daily prayer, and attend Mass at Notre Dame Basilica where their faith experience will be enriched.	Wednesday, June 12 – Friday, June 14, 2019	~664.00 (+ opt. ins)
St. Teresa of Calcutta	8	38	Ottawa, ON	This trip to Ottawa will enhance St. Teresa of Calcutta's students' understanding of the history, geography and religion studies curriculum. Students will be visiting the Canadian War Museum, Parliament Hill, and the National Gallery of Canada, to name a few places of interest. Staff and students will participate in daily prayers and a reflective tour of Notre Dame Basilica.	Monday, June 10 – Wednesday, June 12, 2019	~\$621.00
St. Anthony of Padua CES, Milton	7	98	Camp Brébeuf Rockwood, ON	Camp Brébeuf is a Catholic leadership camp that emphasizes cooperation and leadership development. Students will participate in activities that require pride and human dignity. By experiencing camp, students will further develop gifts of the body and mind; further demonstrate an understanding that God is the creator of all things, loves unconditionally and desires to be in a relationship with all creation; as well as, students will develop a further understanding that humans created in God's image are called to live in a relationship with God, themselves, others and creation. Students will participate in evening prayer and reflection.	Wednesday, June 5 – Thursday, June 6, 2019	~\$85.00
St. Raphael CES, Burlington	8	29	Quebec City, QC	The Quebec trip provides students geographical, historical and linguistic enrichment; which will help them gain an appreciation of French-Canadian culture. Students will participate in interactive workshops and will visit several points of interest, including Canyon Ste-Anne, the Plains of Abraham, and the residence of the Governor General at the Citadel, to name a few. Staff and Students will participate in Mass at Sainte-Anne-de-Beaupre Basilica.	Tuesday, May 28 – Friday, May 31, 2019	~\$740.00 (+ opt. ins)
St. Elizabeth Seton Catholic School	8	50	Muskoka Woods Rosseau, ON	This trip to Muskoka Woods is to further develop leadership skills, build on students developmental assets, and build a sense of community in grade 8. Students will participate in varied physical education activities that are connected to the grade 8 physical education curriculum. There is also a direct link to our focus on faith theme of solidarity. Students will be offered activities to allow them to further explore the value of friendships and their responsibilities as stewards of God's creation in building a loving and just society. Communal prayers are said in the mornings, at meal times, and before retiring at night as a group.	Wednesday May 29 – Friday May 31, 2019	~\$392.00

Listed by Destination						
SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
<b>Secondary</b>						
Bishop P.F. Reding CSS, Milton	9-12	22	Toronto, ON	The purpose of Model U.N. is to encourage students to develop their understanding of what it means to be a global citizen. Students will be participating in the 46 <sup>th</sup> SOMA Model U.N. held at the University of Toronto. Students have and will met weekly since September in preparation for this event. Students will collaborate and problem-solve with other students from across Ontario in a collective effort to address the world's most pressing current issues. Staff will lead students in daily prayer and a reflection both before and after each day's delegation proceedings. The group will also attend a liturgy at St. Thomas Aquinas Catholic Church on St. George Street in Toronto.	Wednesday, April 24 – Friday, April 26, 2019	~\$289.72
St. Ignatius of Loyola CSS, Oakville	9-12	6	Highlands Nordic Skiing OFSAA Duntroon, ON	The St. Ignatius of Loyola Nordic Ski Team will be competing in the OFSAA 2019 Nordic Skiing event. This tournament provides for fitness, sportsmanship, and an opportunity to display, by behavior and attitude, how our Christian virtues are manifested during competition and after. The students and staff will participate in daily prayers.	Wednesday, February 27 – Thursday, February 28, 2019	~\$371.00
All HCDSB Secondary Schools	9-12 (depending on the school)	10 - 20 students per school	Ottawa, ON	This Culture of Life Focus on Faith initiative will see students participating in the annual <i>March for Life</i> gathering in our nation's capital; witnessing the importance of respecting life at all stages, and that human beings must be treated with dignity and protected under God's law. Opening Prayer on the bus will begin this trip to Ottawa. Morning Mass on Friday will kick off the Youth Conference. Students and staff will participate in daily prayers.	Thursday, May 9 – Friday, May 10, 2019	~\$150.00

**Construction Report 10.3 - January**



**Construction Update**

- The pictures above were taken on February 8, 2019. The top left picture shows a sign installed at the front of the property. The remaining pictures show excavation of the existing asphalt within the new schools building foot print.
- Work completed included removal of existing asphalt surfaces.

**Schedule Update**

- Digging and pouring of concrete footings.
- Installation of underground mechanical and electrical services

If you have any comments or questions about the new school, please contact Tim Overholt, Superintendent of Education, at (905) 632-6300 ext. 181 or e-mail [overholtt@hcdsb.org](mailto:overholtt@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 10.4 - January**



### **Construction Update**

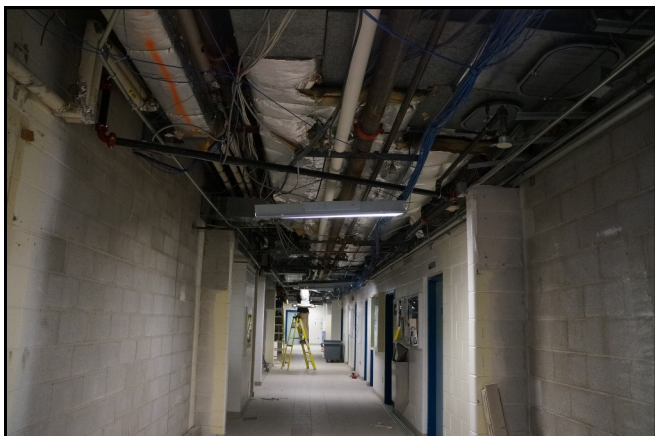
- The pictures above were taken on February 13, 2019. The top-left picture shows completed millwork installed in the EarlyOn Center kitchenette. The top-right picture shows sliding glass partitions installed in classroom area. The bottom-left picture shows lockers installed in school. The bottom-right picture shows installed wash-room partitions.
- Work completed included completion of HVAC systems, lighting and some finishing trades.

### **Schedule Update**

- Completion of finishes.
- Completion of life safety systems.
- Installation of guardrails.

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 10.5 - January



### **Construction Update**

- The pictures above were taken on February 13, 2019. The top left picture shows ceilings removed in the hallways. The top right picture shows demolition ongoing in the Food & Nutrition room. The bottom left picture shows demolition complete in a washroom. The bottom right picture shows abatement complete in the front atrium.
- Work completed included hallway demolition and some mechanical and lighting demolition.

### **Schedule Update**

- Completion of abatement.
- Lighting fixture removal.
- Domestic hot water system removal.

If you have any comments or questions about the new school, please contact Stephany Balogh, Superintendent of Education at (905) 632-6300 ext. 120 or e-mail [baloghs@hcdsb.org](mailto:baloghs@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).



<p>Halton Student Transportation Services (HSTS) 2017-2018 Annual Report</p>	<p><b>Item 10.5</b></p>
<p>February 19, 2019</p>	

### 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 provide the Board with a summary of the year end results from the 2017-2018 Halton Student Transportation Services (HSTS) Annual Report.

### Background Information

- 1) Information Report 10.6, “Halton Student Transportation Services (HSTS) 2016-2017 Annual Report” from the February 20, 2018, Regular Meeting of the Board.

### Comments

As part of the HSTS Annual General Meeting, HSTS prepares an Annual Report to summarize their yearly activities for transportation services for the two (2) member boards, being the Halton Catholic District School Board (HCDSB) and the Halton District School Board (HDSB).

The 2017-2018 Annual Report is attached and contains information based on the August 31, 2018 year-end information. This Annual Report as well as those for the previous four (4) years of operations is available on the HSTS website (<https://www.haltonbus.ca/about/about-us/>).

The 2017-2018 HSTS Annual Report contains a summary of activities the HSTS completed over the previous school year.

### Conclusion

2017-2018 was a successful year for the HSTS. Through fiscal responsibility, continued optimization of routes, and delivery through the Bus Planner software and in cooperation with contracted bus operators, HSTS continues to strive in improving its efficiency and effectiveness of transportation services for approximately 30,000 students in the Halton Region.



Report Prepared by: F. Thibeault  
Senior Manager, Planning Services

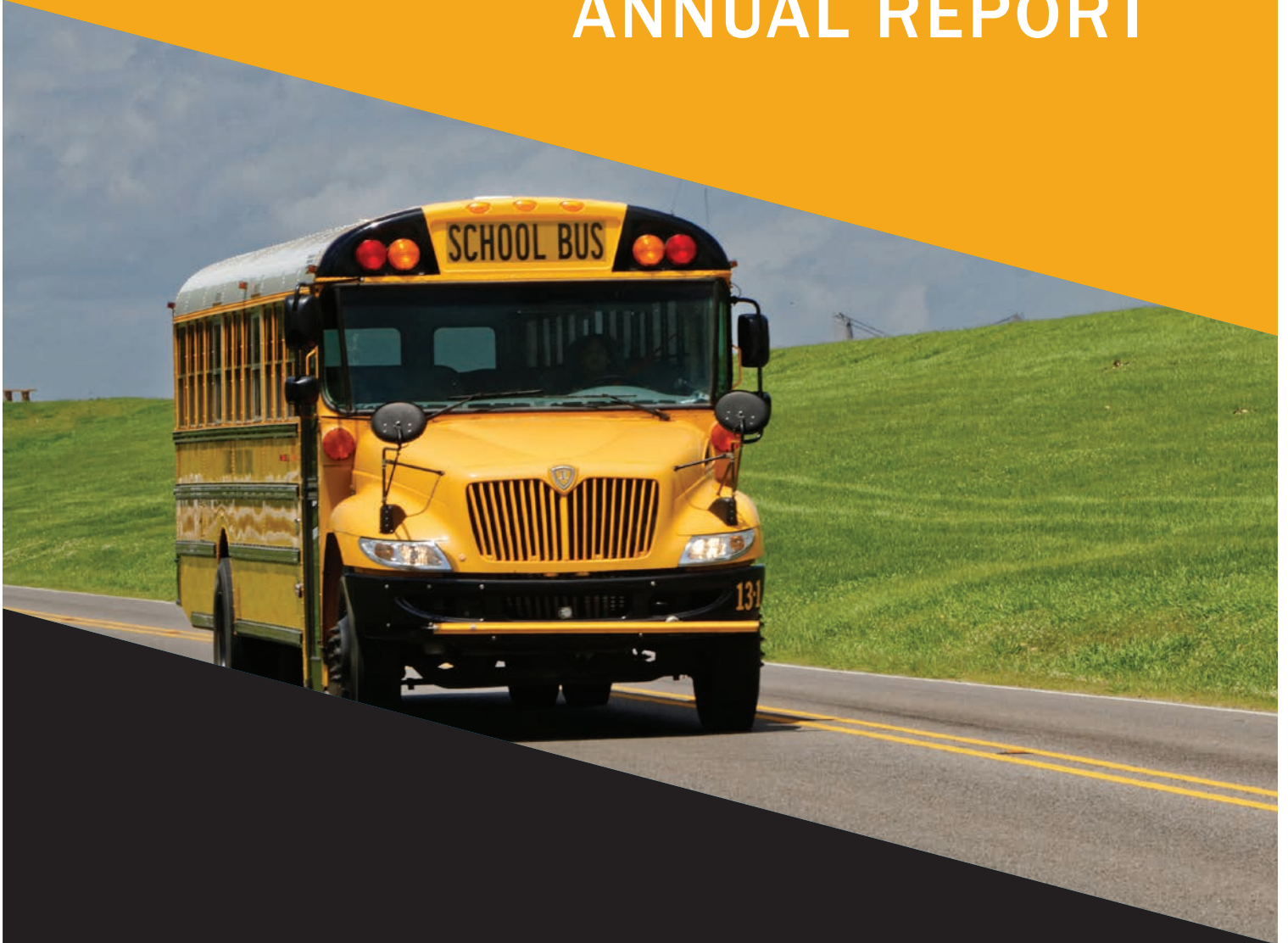
Report Submitted by: R. Negoï  
Superintendent of Business Services and Treasurer of the Board

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





# 2017-2018 ANNUAL REPORT



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# PRESIDENT'S UPDATE

The 2017-2018 Halton Student Transportation Service's (HSTS) Annual Report outlines HSTS's accomplishments and ongoing initiatives of HSTS as the staff continue to fulfill its mandate to provide excellent customer services to its stakeholders. HSTS has achieved its objective of continuous improvements to their operations by providing:

1. Safe, equitable and inclusive transportation to students deemed eligible for transportation under each member board's Transportation Policy;
2. An excellent level of customer service; and,
3. Continually seeking to improve the effectiveness and efficiency of the organization.

A few highlights from our tenth year of operation include:

- Ongoing enhancements made to the Contract Performance Management (CPM) program which included improvements to key performance indicator (KPI) measurements;
- Ongoing review and revision of HSTS Operating procedures to reflect processes improvements and legislation and/or regulatory changes;
- Continuous improvements in customer service using data analytics tools;
- Professional Development and growth opportunities provided to staff to ensure the organization remains customer service centered;
- School Bus Safety Training programs were provided to every elementary (grade JK-8) school in the Region of Halton;



### Highlights (cont'd)

- A Request for Proposal (RFP) was released for selected routes. Recommendations from the 'Student Transportation Competitive Procurement Review Report' were incorporated into the RFP document; and,
- HSTS staff achieved significant routing efficiencies which assisted in offsetting the impact of the labour shortage in the school bus industry, while continuing to maintain customer service levels at or above the previous year.

HSTS continues to provide quality customer service to its stakeholders from the Halton District School Board (HDSB) and the Halton Catholic District School Board (HCDSB). The Board of Directors wishes to express their appreciation to the HSTS team for their hard work, dedication and commitment to providing safe, reliable transportation daily to over 30,000 students daily in the Halton Region.

Roxana Negoï  
President, HSTS Board of Directors

## BOARD OF DIRECTORS

**ROXANA NEGOI**  
President

**LUCY VEERMAN**  
Vice President and  
Secretary/Treasurer

**PAULA DAWSON**  
Director

**STUART MILLER**  
Director

**DIANE RABENDA**  
Director

**ANDRÉA GREBENC**  
Director

## MISSION STATEMENT

To provide safe and reliable transportation services in an effective and efficient manner to all eligible students in the Halton Student Transportation Services jurisdiction.

## VISION STATEMENT

To provide excellent customer service to all stakeholders: students, school board personnel, parents, and members of the community while ensuring students are transported in a safe, accessible and caring environment.

# 2017-18 HIGHLIGHTS

## **Route/Bus Operator Information:**

HSTS contracted the services of six bus companies and five taxi operators. A total of 433 school bus routes were contracted with the following school bus operators:

- Attridge Transportation Inc.
- Elliott Coach Lines (a division of Student Transportation of Canada – STC)
- First Student Canada ULC (Burlington & Georgetown Branches)
- Switzer-CARTY Transportation Inc.
- Tyler Transport Ltd.
- Voyageur Transportation Services

## **Contract Performance Management Program:**

HSTS continues to monitor contract compliance and measures operator performance through a formalized Contract Performance Management program (CPM). The HSTS CPM was designed to mitigate risk and enhance contractor performance through active contract compliance monitoring and performance measurements.

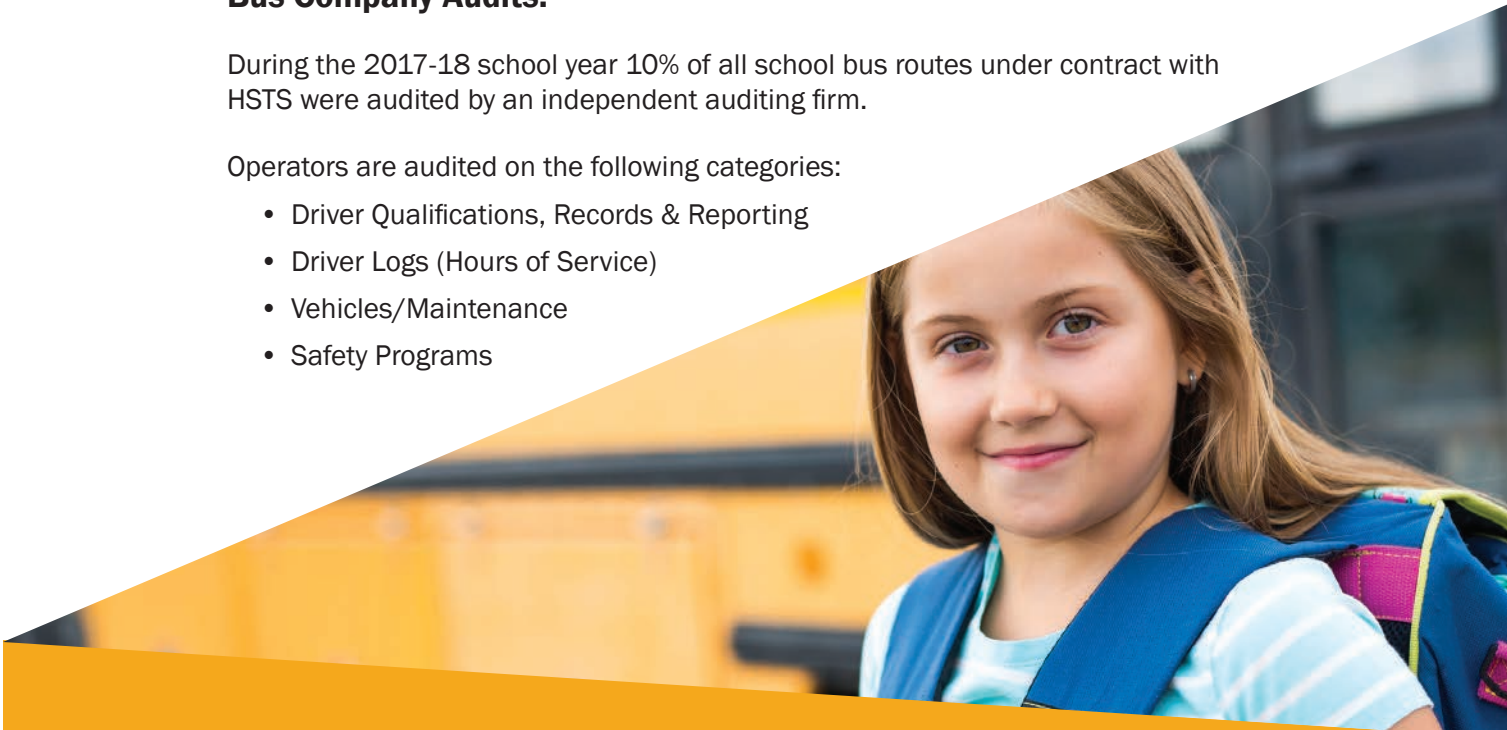
HSTS staff are members of provincial committees revising Key Performance Indicators (KPI) and Contract Performance Measures, with the goal of developing a standard set of provincial KPIs and contract performance measures for use by Consortia.

## **Bus Company Audits:**

During the 2017-18 school year 10% of all school bus routes under contract with HSTS were audited by an independent auditing firm.

Operators are audited on the following categories:

- Driver Qualifications, Records & Reporting
- Driver Logs (Hours of Service)
- Vehicles/Maintenance
- Safety Programs





HSTS staff also conduct annual on-site facility audits at each school bus company location along with route, run and bus stop audits.

The HSTS route, run and bus stop audits consist of a review of on-time arrival/ departure at bus stops and schools as well as compliance with the Highway Traffic Act. These audits were performed through monitoring of GPS data and on road route observation; confirming posted speed limits are obeyed, proper procedures at railway crossings are performed and a review of the overall driving habits of the bus driver. In addition, site visits at schools and bus stop locations are conducted to confirm arrival and departure times.

The HSTS facility audits consist of a review of contractual obligations such as, driver safety training, licencing, First Aid/CPR certification, driver abstracts and the company's adherence to their preventative maintenance schedule.

### **External Committee Involvement:**

HSTS staff continued their active participation on numerous committees throughout the 2017-18 school year, such as:

- Municipal Crossing Guard Committee
- Canadian Pupil Transportation Conference Planning Committee
- OECM School Bus Safety Video Development Committee
- OECM Student Safety Program Development Committee
- Bus Planner Technical Committee
- Accessibility Coordinating Committee (HDSB)
- School Year Calendar Committees (HDSB and HCDSB)
- Student Transportation Competitive Procurement Advisory Committee
- Ontario Association of School Business Officials (OASBO)
  - OASBO Transportation Committee
    - KPI Committee
    - CPM Committee
    - Accident/Incident Committee
    - Best Practices Committee
  - OASBO/OSBA Safety Initiatives Committee

## Student Safety Programs

Ensuring student safety is an ongoing priority at HSTS. In the 2017-18 school year, HSTS provided the following safety programs:

- School Bus Orientation Day (available to all first time riders)
- The Safe Rider Program - Buster the Bus (grades JK-3)
- Safe Rider Role Model Program (grades 4-8)
- Annual Trip to the Halton Safety Village (grade 2)
- School Bus Evacuation Program (available to all schools/grades)

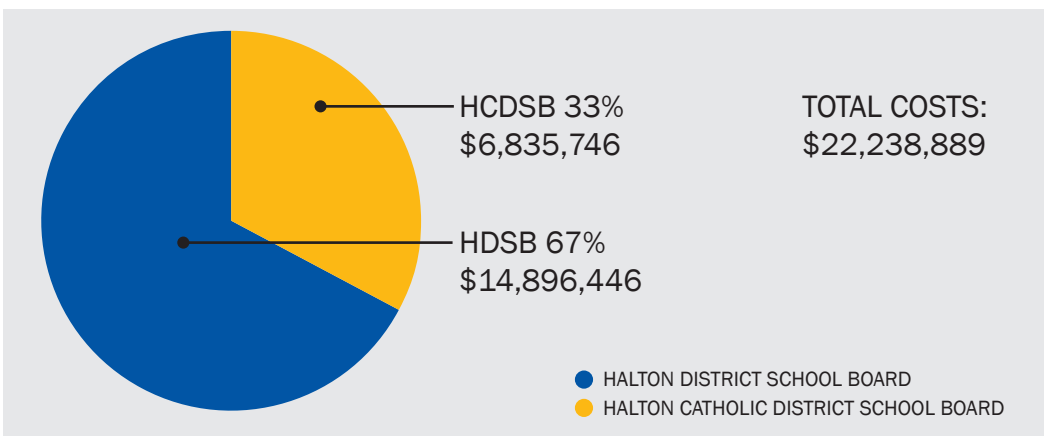


# KEY PERFORMANCE INDICATORS (KPIs)

Transportation KPIs contained within this report are based on a snap shot of data exported on October 31, 2017 from the HSTS student transportation software, Bus Planner. Student data is provided to HSTS through daily data transfer from each board's student information system, Trillium.

The chart below outlines the 2017-18 transportation costs by member board:

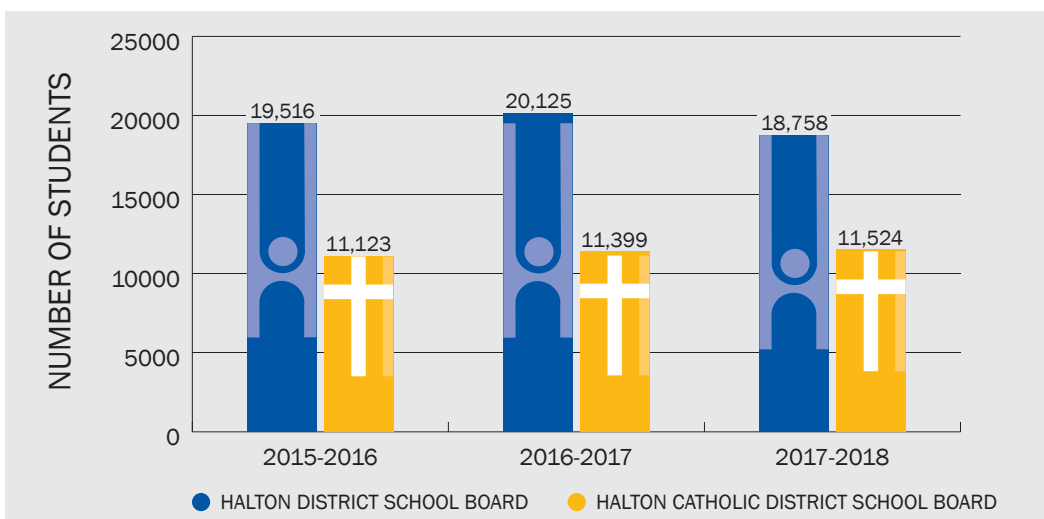
## Transportation Costs by Board



*Transportation costs only, administrative costs are excluded.*

## Transported Students by Board

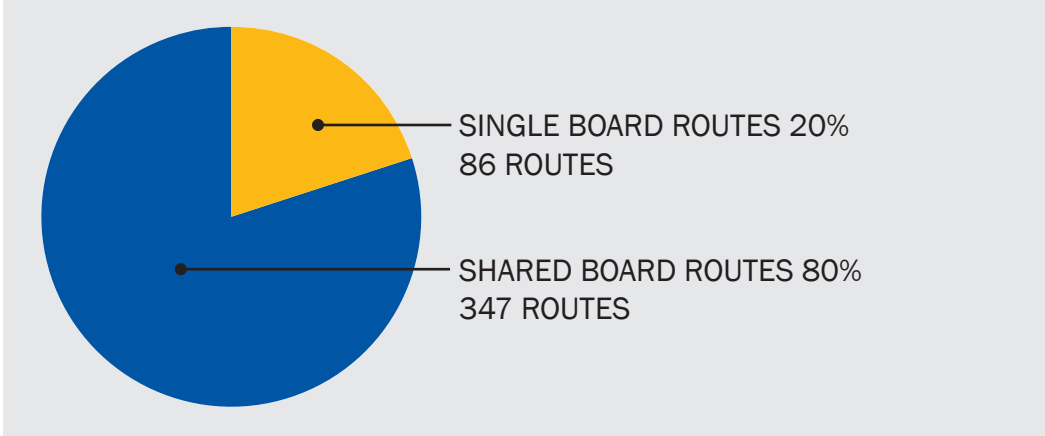
In the 2017-18 school year HSTS provided daily home to school transportation service to 30,282 students; 18,758 HDSB students and 11,524 HCDSB students. The chart below outlines the number of students transported by member board, year over year from the 2015-16 through 2017-18 school years.





## Shared Board Routes

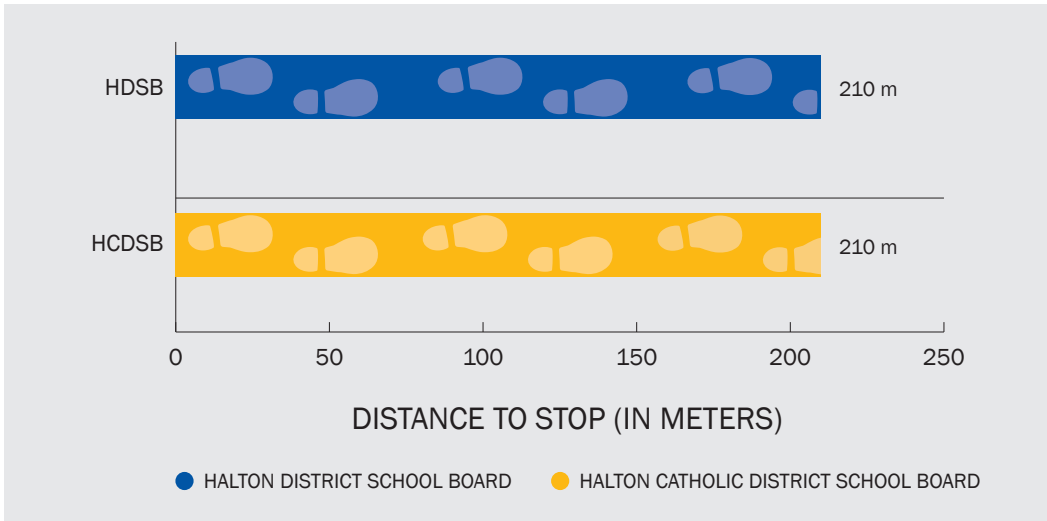
HSTS continues to maximize efficiencies through run/route sharing. The chart below outlines the percentage of routes that are shared; the majority of routes continue to be shared.



Route sharing data is based on 433 routes.

## Average Distance to Stop

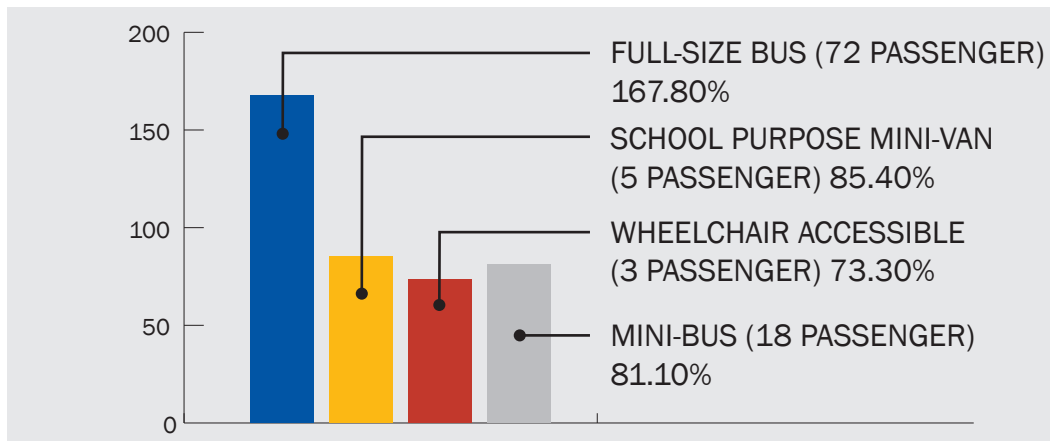
The chart below depicts the average distance to the bus stop by board for students in grades JK-8.



Excludes students with special needs.

## Vehicle Utilization

Vehicle utilization percentage indicates how efficiently each vehicle type is used. The calculation is based on the vehicle capacity/riders, all routes, and all vehicle types. As noted in the chart below, the full-size (72 passenger) utilization rate is 162.70%, up 1.90% from the 2015-16 school year. This extremely high utilization rate demonstrates the expertise of the Transportation Officers and demonstrates their commitment to maximizing the use of the school buses. The smaller vehicles provide service predominantly to students with special needs. The individualized nature of the service provided to students with special needs does not allow for efficiency rates in the ranges of the large buses.



Vehicle utilization is based on assigned riders as of October 31<sup>st</sup>, 2017.



Financial Statements of

**HALTON STUDENT  
TRANSPORTATION SERVICES**

Year ended August 31, 2018



KPMG LLP  
Commerce Place  
21 King Street West, Suite 700  
Hamilton Ontario L8P 4W7  
Canada  
Telephone (905) 523-8200  
Fax (905) 523-2222

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the Halton Student Transportation Services

We have audited the accompanying financial statements of Halton Student Transportation Services, which comprise the statement of financial position as at August 31, 2018, the statement of operations, changes in net debt and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.

# AUDITORS' REPORT



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Halton Student Transportation Services as at August 31, 2018, and its results of operations, its changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants, Licensed Public Accountants  
Hamilton, Canada  
October 16, 2018

# HALTON STUDENT TRANSPORTATION SERVICES

Financial Statements

Year ended August 31, 2018

Financial Statements

Statement of Financial Position	1
Statement of Operations	2
Statement of Change in Net Debt	3
Statement of Cash Flows	4
Notes to Financial Statements	5

# FINANCIAL STATEMENTS

## HALTON STUDENT TRANSPORTATION SERVICES

Statement of Financial Position

August 31, 2018, with comparative information for 2017

	2018	2017
<b>Financial assets</b>		
Accounts receivable	\$ -	\$ 64,702
Due from related parties (note 4)	22,412	7,175
	<u>22,412</u>	<u>71,877</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	28,347	59,485
Due to related parties (note 4)	5,419	23,410
Deferred capital contributions (note 5)	13,773	19,256
	<u>47,539</u>	<u>102,151</u>
Net debt	(25,127)	(30,274)
<b>Non-financial assets</b>		
Tangible capital assets (note 2)	13,773	19,256
Prepaid expenses	12,114	11,778
	<u>25,887</u>	<u>31,034</u>
Accumulated surplus	<u>\$ 760</u>	<u>\$ 760</u>

See accompanying notes to financial statements.

On behalf of the Board of Directors:

*Original signed by:*

Roxana Negoii \_\_\_\_\_ Director

*Original signed by:*

Lucy Veerman \_\_\_\_\_ Director

# FINANCIAL STATEMENTS

## HALTON STUDENT TRANSPORTATION SERVICES

### Statement of Operations

Year ended August 31, 2018, with comparative information for 2017

	2018 Budget	2018 Actual	2017 Actual
Revenues	\$ 24,621,134	\$ 23,667,377	\$ 22,813,652
Expenses:			
Transportation services	22,994,725	22,238,889	21,419,216
Administrative expenses:			
Salaries and benefits	1,248,434	1,145,699	1,102,614
Rent	75,000	67,306	64,653
Professional fees	67,525	56,034	57,257
Communication	29,000	25,291	22,607
Office supplies	37,439	28,154	21,512
Software fees and licenses	54,499	49,119	48,635
Professional development	16,900	15,094	13,516
Travel and meetings	11,512	2,336	5,211
Contractual services	67,000	26,109	31,003
Advertising	7,500	2,658	266
Equipment	5,000	1,337	8,238
Insurance	5,500	3,221	10,237
Amortization of tangible capital assets	-	5,483	6,806
Day to day maintenance	1,100	647	1,881
<b>Total expenses</b>	<b>24,621,134</b>	<b>23,667,377</b>	<b>22,813,652</b>
Annual surplus	-	-	-
Accumulated surplus, beginning of year	-	760	760
<b>Accumulated surplus, end of year</b>	<b>\$ -</b>	<b>\$ 760</b>	<b>\$ 760</b>

See accompanying notes to financial statements.



# FINANCIAL STATEMENTS

## HALTON STUDENT TRANSPORTATION SERVICES

### Statement of Changes in Net Debt

Year ended August 31, 2018, with comparative information for 2017

	2018	2017
Annual surplus	\$ -	\$ -
Acquisition of tangible capital assets	-	(8,852)
Amortization of tangible capital assets	5,483	6,806
	5,483	(2,046)
Other non-financial asset activity:		
Acquisition of prepaid expenses	(7,263)	(6,927)
Use of prepaid expenses	6,927	1,771
Total other non-financial asset activity	(336)	(5,156)
Change in net debt	5,147	(7,202)
Net debt, beginning of year	(30,274)	(23,072)
Net debt, end of year	\$ (25,127)	\$ (30,274)

See accompanying notes to financial statements.

# FINANCIAL STATEMENTS

## HALTON STUDENT TRANSPORTATION SERVICES

### Statement of Cash Flows

Year ended August 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ -	\$ -
Item not involving cash:		
Amortization of tangible capital assets	5,483	6,806
Revenue recognized from deferred capital contributions	(5,483)	(6,806)
Changes in non-cash working capital:		
Accounts receivable	64,702	(64,702)
Accounts payable and accrued liabilities	(31,138)	31,829
Prepaid expenses	(336)	(5,156)
	<u>33,228</u>	<u>(38,029)</u>
Capital activities:		
Cash used to acquire tangible capital assets	-	(8,852)
Deferred capital contributions received	-	8,852
	<u>-</u>	<u>-</u>
Investing activities:		
(Increase) decrease in due from related parties (note 4)	(15,237)	293,199
Decrease in due to related parties (note 4)	(17,991)	(255,170)
	<u>(33,228)</u>	<u>38,029</u>
Net change in cash	-	-
Cash, beginning of year	-	-
Cash, end of year	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to financial statements.

## HALTON STUDENT TRANSPORTATION SERVICES

Notes to Financial Statements

Year ended August 31, 2018

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Halton Student Transportation Services ("HSTS") on behalf of Halton District School Board and the Halton Catholic District School Board (the "School Boards") was set up to provide transportation services.

HSTS was incorporated on February 10, 2009 under the Corporations Act of Ontario as a non-profit corporation without share capital and is exempt from income taxes.

### 1. Significant accounting policies:

The financial statements are prepared by management in accordance with Canadian public sector accounting standards.

(a) Basis of accounting:

Revenues and expenditures are reported on an accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenses are the cost of goods and services acquired in the period whether or not payment has been made or invoices received.

(b) Tangible capital assets:

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Estimated useful life in years
Computer software	5
Computer hardware	5
Leasehold improvements	5
Furniture and equipment	10

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## HALTON STUDENT TRANSPORTATION SERVICES

Notes to Financial Statements (continued)

Year ended August 31, 2018

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**1. Significant accounting policies (continued):**

(c) Budget figures:

Budget figures have been provided for comparison purposes and have been approved by the Board of Directors of the Halton Student Transportation Services. Budget figures, which are reported in the statement of operations, were originally approved on May 10, 2017. The figures have been reported for the purposes of these statements to comply with Public Sector Accounting Board ("PSAB") reporting requirements. Budget figures were excluded from the Statement of Change in Net Debt as these amounts were not included in management's revised budgeted figures.

(d) Government transfers:

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

Government transfers for capital that meet the definition of liability are referred to as deferred capital contributions ("DCC"). Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset.

(e) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating accrued liabilities. Amounts recorded for amortization of tangible capital assets are based on estimates of useful service life. Actual results could differ from these estimates.

## HALTON STUDENT TRANSPORTATION SERVICES

Notes to Financial Statements (continued)

Year ended August 31, 2018

### 2. Tangible capital assets:

Cost	Balance at August 31, 2017	Additions	Disposals	Balance at August 31, 2018
Computer software	\$ 24,910	\$ -	\$ -	\$ 24,910
Computer hardware	7,993	-	-	7,993
Leasehold improvements	14,088	-	-	14,088
Furniture and equipment	5,016	-	-	5,016
<b>Total</b>	<b>\$ 52,007</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,007</b>

Accumulated amortization	Balance at August 31, 2017	Disposals	Amortization Expense	Balance at August 31, 2018
Computer software	\$ 8,914	\$ -	\$ 4,981	\$ 13,895
Computer hardware	7,993	-	-	7,993
Leasehold improvements	14,088	-	-	14,088
Furniture and equipment	1,756	-	502	2,258
<b>Total</b>	<b>\$ 32,751</b>	<b>\$ -</b>	<b>\$ 5,483</b>	<b>\$ 38,234</b>

Net book value	August 31, 2017	August 31, 2018
Computer software	\$ 15,996	\$ 11,015
Computer hardware	-	-
Leasehold improvements	-	-
Furniture and equipment	3,260	2,758
<b>Total</b>	<b>\$ 19,256</b>	<b>\$ 13,773</b>

### 3. Economic dependence:

HSTS's operations consist exclusively of supplying services to Halton District School Board and Halton Catholic District School Board. HSTS is economically dependent on these boards for its busing revenues.

## HALTON STUDENT TRANSPORTATION SERVICES

Notes to Financial Statements (continued)

Year ended August 31, 2018

#### 4. Due from/to related party:

Amounts included in due from related parties are due from the following partners of HSTS:

	2018	2017
Halton District School Board	\$ 22,412	\$ 7,175

Amounts included in due to related parties are due to the following partners of HSTS:

	2018	2017
Halton Catholic District School Board	\$ 5,419	\$ 23,410

Amounts due from/to related parties are non-interest bearing with no fixed repayment terms.

#### 5. Deferred capital contributions:

Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions. Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset.

	2018	2017
Balance, beginning of year	\$ 19,256	\$ 17,210
Additions to deferred capital contributions	-	8,852
Revenue recognized in the period	(5,483)	(6,806)
Balance, end of year	\$ 13,773	\$ 19,256

# HALTON STUDENT TRANSPORTATION SERVICES

Notes to Financial Statements (continued)

Year ended August 31, 2018

**6. Lease commitments:**

The HSTS leases office premises with terms to October 31, 2023. The minimum annual rental under this agreement is as follows:

---

Fiscal year ending August 31:	
2019	\$ 66,402
2020	66,402
2021	66,402
2022	66,402
2023 and thereafter	11,067
	<hr/>
	\$ 276,675

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