

York Catholic District School Board
MINUTES
CORPORATE SERVICES COMMITTEE
(Public Session)

The meeting of the regular session of the Corporate Services Committee was held in the Boardroom at 320 Bloomington Road West and via Google Meet, on Tuesday, December 5, 2023, commencing at 6:30 p.m.

PRESENT:

Committee Members: F. Alexander, C. Cotton, E. Crowe, J. DiMeo, A. Grella, M. Iafrate, A. Saggese, J. Wigston*

Administration: D. Scuglia, C. McNeil, T. Pechkovsky, J. Tsui, K. Elgharbawy, T. Steenhoek, K. Scanlon, I. Faraone, C. Recine, B. Pageau, S. Morrow, J. Chiutsi, A. Arcadi*, R. Antunes*, S. Wright*, T. Laliberte*

Approved Absence: T. McNicol

Absent with Notice: M. Barbieri, Student Trustees J. James, A. Zamanifar, M. Galstyan

Recording: K. Errett

Presiding: C. Cotton, Committee Chair

[*Denotes attendance via Google Meets]

1. CALL TO ORDER AND PRAYER

C. McNeil, Chief Financial Officer and Treasurer of the Board, called the meeting to order at 6:32 p.m., led the Committee in the Opening Prayer. C. McNeil recited the York Catholic District School Board Land Acknowledgement and provided Roll Call.

2. ELECTION OF CHAIR

Trustee Cotton was acclaimed Corporate Services Committee Chair for 2024 on nomination by Trustee Iafrate.

3. ELECTION OF VICE-CHAIR

Trustee DiMeo was acclaimed Corporate Services Committee Vice-Chair for 2024, on nomination by Trustee Alexander.

REGULAR MEETING: Presiding, Trustee Cotton, Committee Chair

4. APPROVAL OF NEW MATERIAL:

Motion: DiMeo/Iafrate

THAT the new material providing the Revised Terms of Reference for 2024, which contained a reference to Information Technology Department in Section 2) *Expected Outcome of the Committee's Work*, be approved.

— MOTION CARRIED —

5. APPROVAL OF THE TERMS OF REFERENCE

Motion: Saggese/Wigston

THAT the Revised Terms of Reference for 2024 be approved as presented.

— MOTION CARRIED —

6. APPROVAL OF THE AGENDA**Motion: Iafrate/Saggese**

THAT the Agenda be approved as presented.

— MOTION CARRIED —

7. DECLARATION OF CONFLICT OF INTEREST: Nil**8. APPROVAL OF THE MINUTES****Motion: Iafrate/DiMeo**

THAT the Minutes of the October 24, 2023 Corporate Services Committee meeting be approved as presented.

— MOTION CARRIED —

9. FUTURE MEETING DATES

The next meeting of the Corporate Services Committee is scheduled for February 6, 2024.

10. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: Nil**11. OUTSIDE PRESENTATION(S): Nil****12. STAFF PRESENTATIONS:****a) Capital and Asset Renewal Project Update**

K. Elgharbawy, Superintendent of Facilities Services and Plant, presented the *Capital Projects Update and Future Planning – 2022-2023 Review and 2023-2024 Forecast*. The presentation provided an update on the Capital Plan Development Process, Priority Areas and Focus, 2022-2023 Capital Projects Update, 2023-2024 Capital Plan, CVRIS Projects Update, Capital Plan Historical Spend and Forecast. It was highlighted that, as part of the 2022-23 Capital Projects Plan, 135 projects valued at \$28 million were substantially completed, which was a great achievement of the team.

The update featured highlights of several key projects, notably, the CEC electric vehicle charging stations project which was a proactive first step related to the requirement for boards to convert 20% of its maintenance and courier vehicle fleet to electric by 2025-26, 50% by 2030 and 100% by 2035.

13. ACTION ITEM(S):**a) 2023-24 Revised Estimates**

C. McNeil, Chief Financial Officer and Treasurer of the Board, presented the *2023-24 Revised Estimates* as part of the Ministry's annual financial reporting cycle. Following the Board of Trustee approval of the 2023-24 Operating Budget on June 29, 2023 which was based on projected enrolment, revenue and expenditure assumptions, the Revised Estimates takes into account the impact of actual enrolment (as at October 31), other changes in financial circumstance, and urgent new budget requests, as were included in the in the presentation. An increase to the budget of \$1 million was reflective of increased GSN funding due mainly to increased enrolment, interest revenue and rent offset by increased salaries and benefits, other operating expenses and two budget requests (see recommendations below). The Compliance In-Year Position (deficit) increased from \$11.9 million in the Estimates to \$12.9 million.

An International Education program budget request was included in the 2023-24 Revised Estimates based on validation of the Program's three-year financial plan which projects an increased revenue from \$0.8 to \$1.5 million due to increased enrolment from 230 students to 400.

Recommendation:**Iafrate/Crowe****Budget Request 1 – International Education**

THAT the Board approve the International Education budget request in this report for the 2023-24 budget year.

— MOTION CARRIED —

Chief Information Officer, S. Morrow, provided the budget request to modernize the Board’s IT back-up system, citing the rationale of cyber attacks, phishing, and insurance benefits which are weakly defended by the current aged system.

Recommendation:

Wigston/Saggese

Budget Request 2 – Information Systems - Secure Back-up Solution

THAT the Board approve the Information Systems budget request in this report for the 2023-24 budget year.

— MOTION CARRIED —

Recommendations:

Crowe/Saggese

2023-24 Revised Estimates

1. Revenue Revised Estimates for 2023-24

THAT the Board, *subject to Minister’s approval*, approve the submission of the Revenue Financial Revised Estimates to the Ministry of Education for the fiscal year September 1, 2023 to August 31, 2024, in the total amount of \$669,570,579 (based on Operating \$620,236,789 and Non-Operating \$49,333,790) as presented in this budget presentation.

2. Salaries and Benefits Revised Estimates for 2023-24

THAT the Board, *subject to Minister’s approval*, approve the submission of the Salary and Benefits Expenditures Revised Estimates to the Ministry of Education for the fiscal year September 1, 2023 to August 31, 2024, in the total amount of \$563,414,817 (Salaries \$480,634,681 and Benefits \$82,780,136) as presented in this budget presentation.

3. Other Expenses Revised Estimates for 2023-24

THAT the Board, *subject to Minister’s approval*, approve the submission of the Support Cost Expenditures Revised Estimates to the Ministry of Education for the fiscal year September 1, 2023 to August 31, 2024, in the total amount of \$119,090,964 (based on \$67,745,319 Operating expenditures, \$2,011,855 of PPF and Other Grants/Programs expenditures and \$49,333,790 of Non-Operating expenditures) as presented in this budget presentation.

4. In-Year Budget for 2023-24

THAT the Board, *subject to Minister’s approval*, approve the submission of the \$12,935,202 *non-compliant deficit* to the Ministry of Education for the fiscal year September 1, 2023 to August 31, 2024 as presented in the budget presentation.

14. SUB-COMMITTEE REPORTS: Nil

15. DISCUSSION ITEM(S): Nil

16. INFORMATION ITEMS:

a) Community Planning and Partnerships – Update on Municipal Interest in Artificial Turf Field and Dome Partnerships

T. Pechkovsky, Coordinating Manager of Planning and Operations, provided a report to update the Committee on the activity related to the Board’s Community Planning and Partnership Policy 704, specifically regarding artificial turf fields and domes partnerships with four of York Region’s municipalities (i.e., Aurora, Markham, Richmond Hill and Vaughan). Following the municipalities’ analysis, their responses will determine the next steps. Further updates will be provided as it becomes available.

b) Capital and Asset Renewal Projects Update

K. Elgharbawy, Superintendent of Planning and Accommodations, provided a report to outline the status of the capital and asset renewal projects for 2022-23, proposed capital plan for 2023-24, and developments under the COVID-19 Resilience Infrastructure Stream (CVRIS). 158 projects valued at \$28 million were included in the 2022-23 Capital Plan, of which 135 have been completed. It was noted that the 2023-24 Capital Plan is including 145 various projects.

The CVRIS funding allocated supported 138 health and safety-related projects of which two outstanding projects will be completed in fall/winter 2023, are outstanding.

c) 2021-22 Year-End Reports**i) General School Budgets**

C. McNeil, CFO and Treasurer of the Board, responded to questions regarding the General School Budget (GSB) Year-End Status report which reflects the actual GSB amount spent during the year and the amount of GSB carry-forward available for spending in 2023-24. The report provided the total budget balances as at August 31, 2023 less 2022-23 purchase orders issued prior to year-end and Appendix A provided the information on a school-by-school basis.

ii) School Generated Funds

C. McNeil, CFO and Treasurer of the Board, responded to questions regarding the School Generated Funds (SGF) report which provided a summarized year-end status of 2022-23 School Generated Funds (SGF) which includes Catholic School Council funds. Appendix A provided the SGF on a school-by-school basis.

iii) Annual Investment Report

The Annual Investment Report for the year-ending August 31, 2023 reflects generated interest revenue of \$2,589,000 for 2022-23.

iv) Capital Program and Projects

The Capital Program and Projects Report was included in the agenda to provide year-end information for the 2021-22 fiscal year.

It was suggested that the gym floor condition be inspected for wear or other unsafe conditions at the time of gym mats inspection.

d) Purchasing Bid Activity Report

C. McNeil, Chief Financial Officer and Treasurer of the Board, provided the Bid Management System Procurement Activity Report for October 18 to November 28, 2023. There was one exception reported for this period.

e) OSBIE Insurance Report: Property Claims

C. McNeil, Chief Financial Officer and Treasurer of the Board, provided an Insurance Report update and made note of one outstanding property claim at Sacred Heart CHS.

17. NOTICE(S) OF MOTION: Nil

18. FUTURE ITEM(S): Nil

Adjournment: 8:26 P.M.

On Motion: Iafra/DiMeo and CARRIED