

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 Meets, on Tuesday, December 6, 2022, commencing at 6:30 p.m.

**PRESENT:**

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

Administration: D. Scuglia, C. McNeil, T. Pechkovsky, A. McDonald, M. Gray, S. Morrow\*,  
T. Laliberte\*, D. Candido\*

Absent with Notice: M, Barbieri, Student Trustees A. Peta-Dragos, J. James

Recording: K. Errett

Presiding: J. Wigston, 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 6:30 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 Wigston was acclaimed Corporate Services Committee Chair for 2023 on nomination by Trustee Crowe.

**3. ELECTION OF VICE-CHAIR**

Trustee DiMeo was acclaimed Corporate Services Committee Vice-Chair for 2023, on nomination by Trustee Iafrate.

**REGULAR MEETING:** Presiding, Trustee Wigston, Committee Chair

**4. APPROVAL OF THE TERMS OF REFERENCE**

**Motion: Saggese/Iafrate**

**THAT** the Terms of Reference for 2023 be approved with minor revisions, as discussed.

— MOTION CARRIED —

**5. APPROVAL OF NEW MATERIAL: Nil**

**6. APPROVAL OF THE AGENDA**

**Motion: Crowe/Iafrate**

**THAT** the Revised (2) Agenda be approved with the deferral of Action Item 15a) 2022-2023 Revised Estimates to a future Board meeting.

— MOTION CARRIED —

**7. APPROVAL OF THE MINUTES**

**Motion: Crowe/Iafrate**

**THAT** the Minutes of the October 18, 2022 Corporate Services Committee meeting be approved as presented.

— MOTION CARRIED —

**8. FUTURE MEETING DATES**

The next meeting of the Corporate Services Committee is scheduled for February 7, 2023.

**9. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: Nil****10. DECLARATION OF CONFLICT OF INTEREST: Nil****11. OUTSIDE PRESENTATION(S): Nil****12. STAFF PRESENTATIONS: Nil****13. ACTION ITEM(S):****a) Long-Term Accommodation Plan (LTAP) Update**

T. Pechkovsky, Coordinating Manager of Planning and Operations, presented the Long-Term Accommodation Plan Update and recommendations for three items as outlined in the report from the 2022/23 LTAP initiatives as outlined on the Summary of Accommodation Initiatives, including the removal of the Holy Spirit boundary review, resuming the Markham East boundary review and next steps for the dual and triple feeder areas.

Recommendation:

1. THAT the Long-Term Accommodation Plan Summary of Accommodation Initiatives be amended to remove the Holy Spirit boundary review.
2. THAT the Board authorize Administration to proceed with the boundary review for Markham East of St. Joseph Markham / St. Julia Billiard / St. Kateri Tekakwitha / St. Patrick Markham starting in January 2023.
3. THAT the Board authorize Administration to proceed with analysis to provide Trustees with a summary of the data and recommendations in the review of the dual and triple feeder schools at the February 7, 2023 Corporate Services Committee meeting.

— MOTION AMENDED —

It was agreed that the recommendations for the dual and triple feeder schools be moved individually and that the board should clarify grandparenting provision and the intended implementation dates of any changes. Staff was asked to bring a report as an update at the February 7, 2023 Corporate Services Committee meeting.

**RECOMMENDATIONS**Motion: Alexander/DiMeo

1. THAT the Long-Term Accommodation Plan Summary of Accommodation Initiatives be amended to remove the Holy Spirit boundary review.
2. THAT the Board authorize Administration to resume the boundary review for Markham East of St. Joseph Markham / St. Julia Billiard / St. Kateri Tekakwitha / St. Patrick Markham starting in January 2023.

— MOTION CARRIED —

**RECOMMENDATION**Motion: Saggese/Iafrate

- 3a) THAT the Board authorize Administration to proceed with analysis to provide Trustees with a summary of the data and recommendations in the review of the dual and triple feeder secondary schools.

— MOTION CARRIED —

**RECOMMENDATION**Motion: Crowe/Iafrate

- 3b) THAT any possible recommendation for changes to the dual and triple feeder areas clearly identify that implementation will be no sooner than September 2024, beginning with Grade 9.

— MOTION CARRIED —

**13. SUB-COMMITTEE REPORTS:** Nil**14. DISCUSSION ITEM(S):** Nil**15. INFORMATION ITEMS:**

*[Committee Chair, Trustee Iafrate, asked for questions on the following Information Items]*

**a) St. Robert CHS Driveway Issue Update**

T. Pechkovsky, Coordinating Manager of Planning and Operations, provided an update report on the St. Robert CHS driveway issue.

The Committee agreed that a letter be sent to the Premier of Ontario as well as arranging an in-person meeting with L. Kanapathi MPP Markham-Thornhill and D Wai, MPP Richmond Hill, a St. Robert CHS Catholic School Council representative, E. Dharmai, Principal, and staff member(s), to gather assistance in moving forward with land issue.

**b) 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 2022-23. The report provided the total budget balances as at August 31, 2022 less 2021-22 purchase orders issued prior to year-end and Appendix A provided the information on a school-by-school basis.

Schools exceeding the threshold of 10% carry-forward will be required to provide a written explanation on planned expenditures to reduce the carry-forward amount.

C. McNeil advised the Committee of the Ad-Hoc GSB Committee which has been created to review the allocation methodology and to consider cost-neutral changes to the allocation model, effectiveness, equity and standardization within the system.

C. McNeil further advised of the 5% reduction to GSBs for 2022-23 for schools with high carry-forward balances. It was noted that the excess carry-forward resulted from COVID spending irregularities.

**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 the year-end status of 2021-22 School Generated Funds (SGF) which includes Catholic School Council funds. Appendix A provided the SGF on a school-by-school basis. It was noted that there is only one school remaining where school council funds are not maintained within the school bank account.

**Recommendation:****Crowe/Cotton**

**THAT St. Theresa of Lisieux CHS Catholic School Council funds be incorporated into the school bank account.**

— MOTION CARRIED —

**iii) Annual Investment Report**

The Annual Investment Report for the year-ending August 31, 2022 reflects generated interest revenue of \$246,353 for 2021-22.

**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.

**c) Purchasing Bid Activity Report**

C. McNeil, Chief Financial Officer and Treasurer of the Board, provided the Bid Management System Procurement Activity Report for October 13 to December 1, 2022. There were three exceptions reported for this period for contracts 2022-37-P Student Uniform, 2023-01-P Office Paper and 2023-26P Glazing Services all of which did not meet the requirement for a minimum of three written vendor submissions required for bids exceeding \$100,000.

**d) Insurance Reports: Property Claims**

C. McNeil, Chief Financial Officer and Treasurer of the Board, provided an Insurance Report update which indicated three outstanding property claims, i.e. at Sacred Heart CHS, Our Lady of Fatima CES and Corpus Christi CES to which Mr. McNeil responded to questions from the Committee.

**16. NOTICE(S) OF MOTION:** Nil

**17. FUTURE ITEM(S):** Nil

**Adjournment: 8:17 p.m.**

**On Motion: Crowe/Grella and CARRIED**