

APPROVED MINUTES

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

A meeting of the regular session of the Corporate Services Committee was held via Google Meet, on Tuesday, December 7, 2021, commencing at 6:32 p.m.

PRESENT:

Committee Members: F. Alexander, R. Cantisano, C. Cotton, E. Crowe, D. Giuliani, M. Iafrate, M. Marchese, D. Mazzotta, J. Wigston

Administration: D. Scuglia, C. McNeil, W. Easton, L. Giambattista, E. Pivato, T. Pechkovsky, J. Tsui, A. McDonald, K. Elgharbawy, M. Gray, A. Arcadi [8:30 pm]

Absent with Notice: T. McNicol, Student Trustees A. Casbarro and A. Peta-Dragos

Guests:

Recording: K. Errett

Presiding: F. Alexander, Committee Chair

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 and recited the York Catholic District School Board Land Acknowledgement.

2. ELECTION OF CHAIR

Trustee Alexander was acclaimed Corporate Services Committee Chair for 2022 on nomination by Trustee Mazzotta and seconded by Trustee Giuliani.

3. ELECTION OF VICE-CHAIR

Trustee Wigston was acclaimed Corporate Services Committee Vice-Chair for 2022, on nomination by Trustee Iafrate and seconded by Trustee Cantisano.

REGULAR MEETING: Presiding, Trustee Alexander, Committee Chair

4. APPROVAL OF THE TERMS OF REFERENCE

Motion: Mazzotta/Iafrate

THAT the Terms of Reference be approved as presented.

— MOTION CARRIED —

5. APPROVAL OF NEW MATERIAL: Nil

6. APPROVAL OF THE AGENDA

Motion: Iafrate/Cantisano

THAT the Agenda be approved as presented.

— MOTION CARRIED —

7. APPROVAL OF THE MINUTES

Motion: Iafrate/Marchese

THAT the Minutes of the October 19, 2021 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 8, 2022.

9. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: Nil**10. DECLARATION OF CONFLICT OF INTEREST: Nil****11. OUTSIDE PRESENTATION(S):****a) DELEGATION: Transportation: Dual Feeder in Maple, Patrizia Tempio**

Parent of St. Cecilia CES Student, Patricia Tempio, shared concerns regarding transportation access for the Maple area between dual feeder schools, St. Elizabeth CHS and St. Joan of Arc CHS. A disadvantage was perceived for families living within the 4.8 km walking distance to the local secondary school, St. Joan of Arc CHS.

12. STAFF PRESENTATIONS: Nil**13. ACTION ITEM(S):****a) Long-Term Accommodation Plan (LTAP) Update**

T. Pechkovsky, Coordinating Manager of Planning and Operations introduced J. Tsui, Manager of Planning Services and noted that the item is an update to Trustees from the October 19, 2021 Long-Term Accommodation Plan (LTAP) update report, specifically providing an update on the status of the Pope Francis Boundary Review and Area Office locations, as well as the relocation of the existing Continuing Education programs.

J. Tsui advised that a public Long-Term Accommodation Plan (LTAP) meeting is anticipated to be scheduled in the new year and an update will be provided at the February Board meeting.

T. Pechkovsky highlighted that declining enrolment has impacted funding levels and that relocating the Continuing Education programs into schools would assist in covering the operating costs of some schools.

St. Joseph CES (Richmond Hill), a location identified as a preferred site, currently hosts an organization/programs which allows adults to use a portion of the school. It was confirmed that a settlement office for new families to Canada would be accessing space on the second floor, above the Continuing Education space in the edition at the back of the school and would be accessing the space via the secure entrance. Further, consideration was requested for proposals being made by the Archive Committee to use original schools (including St. Joseph CES, Richmond Hill) to host Board archives. Staff commented that there should be sufficient space to consider Archive rooms, however it is also possible to move programs in future if that is the decision.

RECOMMENDATION**Motion: Crowe/Iafrate**

- 1. THAT the Board directs Administration to proceed with a consultation with the St. Julia Billiard CES school community regarding accommodating a Continuing Education English as a Second Language (ESL) program within the school facility and report back to the Board with a final recommendation.**
- 2. THAT the Board directs Administration to proceed with a consultation with the St. Joseph CES (Richmond Hill) school community regarding accommodating a Continuing Education English as a Second Language (ESL) program within the school facility and report back to the Board with a final recommendation.**
- 3. THAT the Board directs Administration to proceed with a consultation with the Fr. John Kelly school community regarding accommodating a Continuing Education English as a Second Language (ESL) program within the school facility and report back to the Board with a final recommendation.**

— MOTION CARRIED —

b) 2021-2022 Revised Estimates

W. Easton, Assistant CFO, presented the 2021-2022 Revised Estimates report and reviewed the PowerPoint “2021-22 Revised Estimates, Corporate Services, December 7, 2021”. W. Easton highlighted the recommendations in the report which request Board approval of the 2021-22 Revised Estimates, as presented and that the Board approve a request to the Ministry of Education to permit the use of additional uncommitted Proceeds of Disposition to offset increased costs due to COVID-19 in the amount of \$4.1 million dollars. A PowerPoint was presented in support of the report.

Chair Crowe proposed a recommendation requesting Ministry approval to access additional POD funds to address unfunded repairs to the CEC heating and cooling system.

W. Easton highlighted the 2021-22 ending surplus of \$9.6 million and the current in-year deficit of \$7.8 million, and noted the need for adjustments to safeguard the surplus funds. Trustee Crowe noted the Ministry of Education's 2% surplus target.

It was agreed that 2021-2022 Revised Estimates be presented with additional information at the December 8, 2021 Executive Committee with a revised motion for approval at the December 14, 2021 Board meeting.

RECOMMENDATION**Motion: Cotton/Wigston**

1. THAT the York Catholic District School Board approve the 2021-22 Revised Estimates, as presented, and
2. THAT the York Catholic District School Board request the Minister of Education to permit the Board to use additional uncommitted Proceeds of Disposition to offset the increased costs due to COVID-19 in the amount of \$1.4 million.

— MOTION DEFEATED —

14. **SUB-COMMITTEE REPORTS:** Nil

15. **DISCUSSION ITEM(S):** Nil

16. **INFORMATION ITEMS:**

a) Procurement Activity Report

C. McNeil, Chief Financial Officer and Treasurer of the Board, provided the Procurement Activity Report which captured the purchasing activities from October 8 to November 25, 2021 through the Bid Management System. One exception was approved on November 22, 2021 for less than the minimum three submissions required for the Competitive Bids for Ventilation Systems Retrofit at Father Michael McGivney CHS.

C. McNeil to respond separately to Trustee Iafrate's questions received on a number of items in the report.

b) Insurance Reports: Property Claims/Theft and Damage

C. McNeil, Chief Financial Officer and Treasurer of the Board, provided an Insurance Report update and made note of the one property claim in progress at St. Theresa of Lisieux CHS related to a portable that was struck by lightning.

c) 2020-2021 Year-End Reports**a. General School Budgets**

C. McNeil, Chief Financial Officer and Treasurer of the Board reviewed 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 2021-22. The report provided the total budget balances as at August 31, 2021 less 2020-21 purchase orders issued prior to year-end and Appendix A provided the information on a school-by-school level.

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. There were no questions.

b. School Generated Funds

A report was provided in the agenda summarizing the year-end status of 2020-21 School Generated Funds (SGF) including 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. There were no questions.

c. 2020-21 Continuing Education Report

A report was provided in the agenda summarizing the year-end financial status of 2020-21 Continuing Education. The report indicated that the Continuing Education area has met the underlying principle of being self-funded, having achieved a surplus of \$1,519,139 overall for the five program types (Ministry of Education Credit Programs, Ministry of Education Remedial Programs, International Language, Adult ESL and Other).

C. McNeil to provide information regarding the Ministry of Education Remedial Program - Skills Development Summer Program and Secondary After School Program to explain the decrease in projected revenue.

d. Priorities and Partnership Funds and Miscellaneous Grants

W. Easton provided a report on the 2020-21 Priorities and Partnership Funds (PPFs) and Miscellaneous Grants and Programs for the year-ending August 31, 2021.

Direction was given to investigate staffing for the Our Lady of Lake CA cafeteria program and options for replacing the professional chef administering the program.

e. Annual Investment Report

A report was provided on the 2020-21 Annual Investment Report for the year-ending August 31, 2021 which generated an interest revenue of \$246,353 for 2020-21. There were no questions.

f. Capital Program and Projects

C. McNeil, Chief Financial Officer and Treasurer of the Board, provided a report in the agenda. There were no questions.

d) Yonge North Subway Extension (St. Anthony CES) Update

T. Pechkovsky, Coordinating Manager of Planning & Operations, provided an update on the Permission to Enter Agreement put forth by Metrolinx in order to access the St. Anthony CES property to conduct geotechnical investigations, noting that the revised draft Agreement is in circulation and as such no activity will occur until after the Christmas break. There were no questions.

e) Holy Cross CHS Sports Dome Update

T. Pechkovsky, Coordinating Manager of Planning & Operations, informed the Committee that Woodbridge Sports Dome (WSD) continues working towards a partial opening (volleyball and basketball hard surface courts) for December 11, 2021 and a full opening on January 3, 2022.

Trustee Marchese expressed pleasure at the great news for the school, the community and programs, including the High Performance Athlete program. Director Scuglia and T. Pechkovsky to follow-up with York Region Public Health to ensure any opening ceremonies follow the health protocols.

f) 2021-2022 Capital Projects Update

K. Elgharbawy, Superintendent of Facilities Services and Plant, provided a report of the 87 ongoing and planned 2021-2022 Capital Projects.

Confirmation was provided on the completion of the Orff Music Rooms. A request was made for staff to consider stairwell replacement at Our Lady of Hope CES as part of the 2021-22 Capital Projects.

17. NOTICE(S) OF MOTION: Nil

18. FUTURE ITEM(S): Nil

Adjournment: 8:59 P.M.

On Motion: Iafrate/Crowe and CARRIED