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 in the Boardroom at the Catholic Education Centre at 320 Bloomington Road West, Aurora, Ontario and via Google Meet, on Tuesday, December 8, 2020, commencing at 6:30 p.m.

PRESENT:

Committee Members:	R. Cantisano, C. Cotton*, E. Crowe [6:45 p.m.], J. Ecker, D. Giuliani, M. Iafrate, M. Marchese*, D. Mazzotta*, J. Wigston*
Administration:	M. Battista, N. Di Nardo*, A. Yeung, L. Giambattista*, J. McLoughlin*, T. Pechkovsky*, M. Gray, D. Clapham, A. Arcadi*, M. Fedrigoni*, O. Oloya*, J. Sarna*, W. Kwon*, N. Jugnundan, N. Vezina*, C. Recine*
Absent with Notice:	T. McNicol and Student Trustees A. Casbarro and T. Siby
Recording:	K. Errett
Presiding:	M. Iafrate, Committee Vice-Chair

[indicates attendance via Google Meets]*

1. CALL TO ORDER AND PRAYER

M. Battista, Interim, Director of Education and Secretary of the Board, called the meeting to order at 6:30 p.m., led the Committee in the Opening Prayer and recited the York Catholic District School Board Land Acknowledgement.

2. ELECTION OF CHAIR

Trustee Iafrate was acclaimed Corporate Services Committee Chair for 2021 on nomination by Trustee Cantisano.

3. ELECTION OF VICE-CHAIR

Trustee Ecker was acclaimed Corporate Services Committee Vice-Chair for 2021, on nomination by Trustee Cantisano.

REGULAR MEETING: Presiding, Trustee Iafrate, Committee Chair

4. APPROVAL OF THE AGENDA

Motion: Cantisano/Ecker

THAT the Agenda be approved as presented.

— MOTION CARRIED —

5. REVIEW AND APPROVAL OF COMMITTEE TERMS OF REFERENCE FOR 2021

The Corporate Services Committee Terms of Reference for 2021were reviewed and approved.

Motion: Cotton/Mazzotta

THAT the Board approve the Corporate Services Committee Terms of Reference for 2021.

— MOTION CARRIED —

6. APPROVAL OF NEW MATERIAL: Nil

7. APPROVAL OF THE MINUTES

Motion: Cotton/Ecker

THAT the Minutes of the October 20, 2020 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 9, 2021.

9. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: Nil

10. DECLARATION OF CONFLICT OF INTEREST:

Trustee Giuliani declared a Conflict of Interest regarding Information Item 17 a) Block 60 School Site Update as the owner of a property within Block 60.

11. OUTSIDE PRESENTATION(S): Nil

12. STAFF PRESENTATIONS:

a) 2020-2021 Revised Estimates

A. Yeung, Chief Financial Officer and Treasurer of the Board, presented the PowerPoint *2020-2021 Revised Estimates* to the Committee and sought the Board of Trustees' approval on 2020-21 Revised Estimates. The presentation was prefaced with an overview of the environment for Ontario school boards caused by the COVID-19 pandemic which has presented a number of challenges, both operationally and financially, especially in terms of budgeting in a number of areas and impacts on related grants.

For Operating Revenue, A. Yeung noted a decrease of $5.1M in Grants for Student Needs (GSNs) is reflected in the Revised Estimates due largely to decreases in student enrolment (overall decrease of 76 ADE) mainly in the elementary level and Teacher Qualifications and Experience (Q&E) grants. It was explained that the largest grant impacted is the change in the Q&E grant which is based on teachers' grid placement; a trend reflective of more teachers being long-term occasional teachers at a lower grid placement is reflective of lower Ministry funding compared to permanent staff (-$4.9M). Decrease in Other Revenue include lower International Student Tuition Fees revenue and Community Use of School revenue. Operating Expenses increased due to higher absenteeism due to sick leave, investments in technology, transportation, and custodian/caretaking costs.

It was highlighted that although additional COVID-19-related funding and an anticipated one-time stabilization grant to offset the decreased GSN funding is being provided by the Ministry and that boards have been permitted to use more of their accumulated surplus (reserves) to address these costs pressures, additional funding needs remain to address a significant increase in these non-discretionary pressures ($13.3M) being higher supply costs due to sick leave ($6.7M) and decrease in grants such as Teachers Q&E grants and decline in other revenue ($6.6M). Overall the Revised Estimates Compliance In-Year Position is an in-year deficit of $23.3M, an increase of $19.5M over the Estimates presented in July 2020.

It was noted that the Ministry is assessing the financial impact these factors are having on school boards and are reviewing their approach on the Phase 2 release of the federal funding which is anticipated to be announced in January 2021. YCDSB has also submitted a request to the Ministry to allow the Board to use $9M from its Proceeds of Disposition (POD) reserve to fund extra costs incurred to support the safe return to schools in fall 2020.

A. Yeung also provided a recap of the investments approved by Trustees since September 1, 2020 following the Ministry's funding announcement which permitted boards to use their accumulated surplus up to 2% of their operating allocation. Since September 1, 2020, Trustees approved a series of investments aimed to support safe reopening of schools in September as well as to enhance ongoing students learning experience by providing additional investments in technology devices ($2.47M) and software applications, casual custodians to perform enhanced cleaning ($2.9M). The change to the adaptive model for the secondary panel resulted in an additional approved cost for transportation of $1.6M. Since the original budget approved in July 2020, the Board of Trustees approved new investments of $18.4M. These investments were partially funded by $2M funding announced by the Ontario government in mid-October to support GTA boards impacted by COVID-19, increased international student revenue ($.4M) and the temporary reduction of library technicians ($1.5M). The net investments is $14.6M after these funding sources.

A lengthy discussion was held in regard to Slide 9 (page 16), *Higher Non-Discretionary Expenses and Decline in Revenue Due to COVID-19 Factors* regarding the impact of absenteeism and supply teacher costs since the arrival of the COVID-19 pandemic. The number of staff on long-term leave has increased significantly over the prior year resulting in increased expenditures in supply staff costs of $6.7M. The change from permanent teaching staff to long term occasional (LTO) has also resulted in lower Qualification and Experience grant (Q&E) that places teachers at lower years of experience and qualification on the grid and has generated less grant funding (-$4.9M). Lower enrolment and related grant of $0.2M is also driving down the grant revenues, as well as the decrease in other revenue sources of $1.4M such as the Community Use of Schools and lease revenue. A decline in revenue of $6.6M was a result of these factors which are driven mainly by COVID-19.

Trustee Cantisano asked whether or not the budget process takes into consideration an estimated number of supply teachers/LTOs. A. Yeung responded that while these assumptions are built into the budget, the current year, due to the COVID-19 pandemic, has resulted in staff being on longer sick leaves which has exceeded the original forecast. Trustee Marchese asked how much additional funding was built in to cover costs for absenteeism to which A. Yeung advised that $19.4M was allocated and the aforementioned $6.7M is an additional unplanned for amount.

Trustee Cotton conveyed to the Committee that the way the government funds boards for the cost of staffing does not reflect the fact that the board still has to pay for the higher paid permanent teacher when they are sick and the board to bring in a lower grid placed/paid LTO to replace them. Boards should not be penalized by a reduction in funding, separate from the fact that boards have never been funded sufficiently for absenteeism. Trustee Cotton encouraged that, if an opportunity arises to discuss this issue with the government, one of the Boards challenges would be to try and help them understand this issue in the funding model that results in higher costs to boards. Trustee Cotton thanked the Committee for their attention.

Trustee Cantisano asked for clarification as to whether or not it is advantageous for the Board financially to assign emergency supplies in a classroom rather than LTOs, given the current situation where some LTOs had not accepted permanent positions. M. Gray, Superintendent of Human Resources and International Education, stated that the Board is continuing to recruit for certified teachers. Further to Trustee Cotton's comment, one of the structural challenges to the system right now is that the current sick leave per the Central Collective Agreements are beyond the Board's control. It was agreed that should any staff be speaking to Minister Lecce or anybody else for the next round of bargaining, that would be a very significant issue to address structural changes in the system.

Trustee Crowe further explained, the complications and financial impact of teacher leaves is compounded from time to time, when the Board may actually pay for three or more staff. An example was provided of a teacher on long-term leave at 90% of their grid placement being replaced by a long-term occasional teacher who gains experience in the long-term occasional assignment (moves up the grid based on the number of days) and becomes ill requiring a daily supply to fill in at the daily supply rate. While an unqualified supply is less than the daily supply rate for a qualified occasional teacher, an unqualified supply is not able to be used for extended periods of time because they're only permitted to be used for emergencies according to the Collective Agreement. Other factors that cause more complication e.g. a permanent teacher on a maternity leave being replaced by an LTO, if the LTO gets sick and goes on an extended leave and is replaced by another LTO and then that LTO then has a sick day and a supply teacher is assigned - for that class a board could possibly be paying for that teaching day four salaries with some at lower percentages and lower rates. While the process is fair in terms of the Collective Agreement, the costs can become astronomical and situations where a "snowball" effect takes place, it can become difficult to have sufficient long-term occasional teachers on a roster. Long-term occasional teachers receive benefits and sick leave as soon as they are hired as long-term occasional.

Chair Mazzotta conveyed an interest in a report to reflect the number of employees who had have contracted COVID-19 and the related cost impact to the Board. Superintendent Gray noted that the last HRC meeting included a report that spoke to the long-term absences by employer groups, noting as an example, OECTA reflected an increase in absences from 87 long-term absences last year versus 200 this year. In terms the number of employees infected with COVID-19, it was reported that the number is fairly low at this juncture and that the bigger driver of sick leaves at this time are unrelated to COVID-19. Staff will continue to maintain and track data for future reporting should Trustees request. Trustee Mazzotta noted that the data may reveal insight regarding the trends that could assist to reduce costs while maintaining the safety of employees.

Trustee Giuliani questioned the number of illnesses being reported by teachers during the closure period in spring 2020. Superintendent Gray responded that the December 9, 2020 Human Resources Committee will address the impact of the differential and expenditures on short-term absences for the 2018-19 school year versus the 2019-20 school year. It was noted that a previous report analyzed absence data for period from mid-March to June 30, 2020 when schools were closed versus the same prior year period and noted a discernible difference. Staff will continue to track and report on data from the current school year. It was stressed that while the schools are closed or remote learning is available, staff continues to be present; teachers, although pivoted to towards remote learning, are still teaching students.

Trustee Wigston added for consideration that while not at all absences will be able to be tracked to an active case of COVID-19, the additional stress people are dealing with in these COVID-19 times result in circumstances where we all find ourselves contributing to the increased absences, so while an absence may not be a medical case of COVID-19 it is possible that it may be COVID-19 related stress which may not be able to be tracked but should be considered. Superintendent Gray agreed and noted that the Board is certainly seeing data reflective an exponential increase in the sick leave related to mental health issues and, as such, the Board is making an effort to pivot the wellness program, which is a partnership with all our employer groups, to focus resources and time on efforts that help our staff deal with those issues.

Regarding Slide 10 (page 17), *Department Budget Requests and Other Budget Updates*, a lengthy discussion ensued with Trustee Crowe questioning the reporting format of the Safe Schools program's additional transportation and contract assistance that grouped the amounts together and did not appear to be in line with percentage of riders/in-class learners as more students are opting for remote learning. L. Giambattista provided Trustees with the Safe Schools split between Transportation $236,000 (increase from original budget of $320,000) due to a combination of social distancing and additional busing and taxi related to individual students who cannot ride with other students and additional Child Youth Workers (CYWs) $286,000 (increased from original budget of $157,000) reflective of a 2:1 ratio required for some of the students which was identified by Superintendent Sarna as an additional cost necessary for the Safe School environment for those students. Trustee Crowe questioned the use of CYWs in relation to the discussions that took place during the local bargaining process to reduce use of CYWs. Superintendent Gray provided additional explanation regarding the Agreement with CUPE 2331 to limit the contracting out of CYWs and the creation of a new classification for Special Education Worker (SEW), while maintaining management rights to contract out when needed. Superintendent Gray reiterated that new SEWs have been hired and are in positions.

Trustee Crowe requested that a budget report be provided at the Human Resources Committee Agenda for December 9, 2020 for the Special Education Worker classification.

Trustee Marchese expressed agreement with Trustee Crowe's concerns about combining expenditure items and reminded staff that further explanations should be provided. A. Yeung explained that the information presented was to itemize by program initiative rather than by expense type. A. Yeung committed that further information will be provided to Trustees on items listed on this slide page.

Under *Other Budget Updates* Trustee Crowe, referring to Utilities Savings of $750,000, recalled that the June 2020 budget development discussions reflected a unusually high budget amount for utilities and asked for reassurance from staff that the substantial investment in a "ventilation strategy" put in place related to COVID-19 would not be impacted by the $750,000 projected savings. J. McLoughlin stated that cost was higher at the original Estimates due to the global adjustment associated with the electrical billing which the government announced will be changing because of the impact to school boards. Although the details have not been released, the estimated amount was included and assured that impact from enhanced ventilation was taken into account.

[7:46 p.m. – Recess to In Camera Session as requested by Trustee Crowe]
[8:17 p.m. – Reconvene in Regular Session]

RECOMMENDATION:
THAT the Board approve the submission of the 2020-21 Revised Estimates to the Ministry of Education.

— MOTION DEFERRED —

Based on conversations held during the In Camera Session, the Motion to approve the 2020-21 Revised Estimates will take place at the December 15, 2020 Regular Board Meeting and staff to request extension from the Ministry to submit the Revised Estimates after the December 15, 2020 deadline.

Committee Chair Iafrate called the session to order at 8:17 pm and requested A. Yeung, Chief Financial Officer and Treasurer of the Board to continue the presentation of the 2020-2021 Revised Estimates.

A. Yeung continued with Slide 10, *Department Budget Requests and other Budget Updates* and explained the International Students adjustment of $230,600 which was reflective of increased enrolments since Estimates yielding additional revenue from the original projection during the budget development process in June 2020.

Additional ECE and EI ($1.36M) were added to support greater physical distancing and also meeting Ministry class size requirements. Savings of $0.73M in other areas previously budgeted are also noted, e.g. regular transportation due to the combining of bus routes to account for the number of students are opting for the online learning model, Trustee Crowe requested further details to be provided for Other Budget Updates ($0.73M) at the December 15, 2020 Regular Board meeting.

A. Yeung reviewed the items on the summary page Slide 11 (page 18) *2020-21 Revised Estimates – Summary of Changes.* After the Net Investments that were approved by the Board, ($14.6M), there are over $13M non-discretionary dollars attributed to COVID-19 addressing staff absenteeism and its related impact to funding. The additional budget increase to $27.9M, which is expected to be offset by the Ministry's recently announced stabilization funding calculated at approximately $4.7M which will assist to reduce the deficit to $23.3M. A. Yeung reminded Trustees that at the Financial Statements presentation in November 2020, it was indicated that the fiscal year 2019-20 was an unusual year due to school closure which resulted in financial savings and that it was also mentioned that fiscal year 2020-21 would also be an unusual year due to the financial pressures caused by the pandemic. So the surplus in 2019-20 will need to be used to address the pressure in 2020-21.

A. Yeung summarized the presentation by reiterating that the anticipated second phase release of the federal funding by the Ministry and the potential approval of the POD request by the Ministry will help address the Board's deficit.

Chair Mazzotta stated that he is concerned with the equity of funding in the systems and he made reference to the long standing issue of transportation funding shortfall for the Board in relation to French Immersion.

A. Yeung concluded the presentation by thanking the Committee for their time and review of the presentation materials.

13. ACTION ITEM(S):

a) Community Planning and Partnership Process

T. Pechkovsky, Coordinating Manager of Planning and Operations, provided an update on the Community Planning and Partnership Program and sought Board approval to suspend the requirement to conduct an annual public meeting as required as per Board Policy 704, *Community Planning and Partnerships*.

Further to the approval granted at the May 26, 2020 Board Meeting for the postponement of the required annual public Community Planning and Partnerships meeting until Fall 2020 due to the COVID-19 pandemic, Administration is now seeking Board approval to suspend the public meeting requirement within Policy 704, parameter 3.7 for the current year due to the complications of hosting a public meeting within the restrictions of social distancing or challenges of conducting an open and collaborative public meeting virtually.

The report provided an update regarding the sole partnership application received in October 2019 from International FC and Cachet Developments Group, which proposed a "full size turf soccer field to be constructed with seasonal or permanent hemispherical dome". Although the application identified three potential school locations, St. Jean de Brebeuf CHS has been identified as the preferred site. Administration met recently with the International FC and Cachet Developments to clarify the proposal, discuss general timelines and the general partnership terms. Staff will be reaching out to the City of Vaughan to discuss their interest in a dome at St. Jean de Brebeuf CHS which is a shared facility with the city. Administration will report back to the Board at a future meeting with an outline of recommended next steps regarding this application.

It was further noted that the Community Planning and Partnership Process application form and related information are available to the public on the Board's web site to provide for organizations to make submissions at any time as participation in a public meeting is not a prerequisite for consideration of an application form. Administration proposes to notify stakeholders of the list of candidate schools, direct the parties to the on-line application forms and identify that a public meeting is currently postponed due to the COVID-19 pandemic.

Staff will report back to Trustees with a timeline and the process required for pursuing that initiative.

Recommendation:

<u>Motion: Cotton/Crowe</u>

THAT the Board of Trustees waive the requirement for a public meeting as outlined in policy 704 Community Planning and Partnerships for the 2020/2021 school year.

— MOTION CARRIED —

14. SUB-COMMITTEE REPORTS: Nil

15. DISCUSSION ITEM(S): Nil

[8:30 p.m. – In the interest of time, Committee Chair Iafrate asked for questions on Information items.]

E. Crowe commented that these annual year-end reports are received every year and acknowledged the time and effort it takes to prepare these reports and stated that although there were no questions it doesn't mean that the reports are not valued.

16. INFORMATION ITEMS:

a) Block 60 School Site Update

T. Pechkovsky, Coordinating Manager of Planning and Operations provided an update report to advise Trustees on the development of the Block 60 East Block Plan in which the Board has designated an elementary school site and authorized Administration to investigate the suitability of Block 60 East for a secondary school site location as approved at the May 19, 2020 Board meeting.

On September 17, 2020, Administration met with City staff, the landowners group and other stakeholders to review the block plan and preliminary comments from stakeholders. At the meeting it was evident that the Plan contains a number of fixed elements and valley land/open space of the Humber River Valley, thereby limiting opportunities within the block to accommodate a secondary school site in addition to other uses. The Board will continue to secure an elementary school site. A revised Block Plan is anticipated to be developed by the landowners group which will include the elementary school sites required by YCDSB and Mon Avenir. Future updates will be provided to the Board as planning for this development progresses.

Trustee Cantisano asked for clarification on a potential High School in Kleinberg. T. Pechkovsky advised that Block 60 was authorized at the May Board Meeting as a possible alternative to the Copper Creek site, and staff, in exercising due diligence was considering all opportunities. To answer Trustee Cantisano's further question, T. Pechkovsky explained that, as the Board is aware, staff is participating at the OMB hearing for Copper Creek and will provide an update on a secondary school designation once the LPAT hearing is concluded and a draft plan submission permits an opportunity to confirm the designation of a secondary school site. Staff will provide an update to the Board in the new year.

b) Stouffville Multi-Use Facility Update

T. Pechkovsky, Coordinating Manager of Planning and Operations provided a report to update Trustees on the status of the acquisition and development of the Stouffville Multi-Use site.

The developer has completed the installation of services, roads and other infrastructure required to enable the land owner to register the subdivision with the municipality, expected to take place prior to December 31, 2020 and as per the terms of the Purchase Agreement, the closing date for the property will follow 30 days following registration. CS&P Architects Inc. is finalizing a third revision of the Site Plan submission, required for municipal approval prior to being issued a building permit.

The Approval to Proceed (ATP) templates and supporting cover letter identifying a need for an expedited review, were submitted to the Ministry on November 13, 2020. It was highlighted that the ATP is required in order to move forward with the RFP for the General Contractor. However, a December 2, 2020, meeting with Ministry staff to address the anticipated timeline and to advocate for an expedited review was met with a reply that a formal response from the Ministry may not be provided until February 2021 which would in turn delay the anticipated start date.

In the meantime, Administration continues to work with the landowner, municipal staff and the Ministry to expedite acquisition of the property and all approvals required to commence construction as soon as possible. Staff will provide further updates to Trustees as they become available.
Trustee Crowe thanked Mr. Pechkovsky for the efforts made and stated that conversations have been held between herself and the Ministry which have emphasized the need to accelerate the approvals in order to meet the planned 2022 opening date. Trustee Crowe is seeking the support of local MPP

Calandra to further strengthen the appeal for urgency emphasizing that the funding was granted in 2016 for 2019 attributing to the community's impatience. T. Pechkovsky added that staff is trying to address concerns as they arise in order to lessen further delays.

Trustee Crowe thanked Chair Mazzotta for an offer to attend the meetings with the Ministry or MPP Calandra in order to assist with facilitating the approval process to achieve a 2022 school opening, similar to the past whereby Trustee Mazzotta's assistance with Town of Whitchurch-Stouffville facilitated the approval on another project. Trustee Crowe was pleased to have the support and will keep Chair Mazzotta informed when a date is set for a Google meet. T. Pechkovsky thanked Trustee Mazzotta for any contributions that can be provided addressing this matter with the Ministries.

c) October 31, 2002 Enrolment

T. Pechkovsky, Coordinating Manager of Planning and Operations provided the October 31, 2020 Student Enrolment report to provide the approximate elementary and secondary school enrolment counts as of the Ministry count date on October 31, 2020 as submitted to the Ministry through Ontario Student Information System ('OnSIS').

T. Pechkovsky explained that the October 31 student head count reporting, a key metric in the Grants for Student Needs funding calculations due annually on December 31 to the Ministry of Education, has been extended to January 31 and February 28, 20201 for elementary and secondary reporting respectively, due to the complexities in reporting enrolment with the various classroom modes and initial delays of coding instructions from the Ministry during the COVID-19 pandemic.

The enrolment figures provide unaudited, preliminary October 31 enrolment counts from the Board's Student Information System (SIS). This enrolment data is subject to adjustment based on further analysis and validation of student attendance data and, therefore, the preliminary data is subject to change while the Admissions and Enrolment department continues to validate enrolment and attendance data in preparation for an OnSIS submission on January 31, 2021.

d) Summary of Face to Face and Remote Learners

As requested by Trustees, T. Pechkovsky, Coordinating Manager of Planning and Operations provided summary by school of the percentage of face-to-face learns versus online or remote learners.

Carol Cotton thanked T. Pechkovsky for the headcount reports and (requested a larger font) and expressed that it was extremely interesting to review the face-to-face and remote learner percentages and the differences between some of our schools and some of our areas in the board. An update was requested for the end of March time period.

e) LED Lighting Retrofit Update

J. McLoughlin, Controller of Plant & Accommodation Services, provided an update report on the Board's LED lighting retrofit initiative which has been in progress since September 2015. At this time, all 15 secondary schools and 48 elementary schools main lighting systems have been retrofitted to LED lighting. 17 elementary schools are in progress and 20 remaining elementary schools are mid-procurement.

The IESO 2019 announcement informing boards of the wrap-up of the Interim Framework Incentive programs, stated that all applications must be submitted and approved prior to December 31, 2020. Board staff proceeded with the necessary lighting audits at remaining schools and have submitted and received approvals for all remaining applications to the IESO. All schools will be completely retrofitted with LED lighting by the December 31, 2021 deadline ensuring maximum incentive payments totalling $383,000 and associated energy savings estimated at $220,000 once completed.

f) Federal COVID-19 Resilience Infrastructure Stream Application

J. McLoughlin, Controller of Plant & Accommodation Services, provided information pertaining to the Board's Federal COVID-19 Resilience Infrastructure Stream (CVRIS) Application as announced in the Ministry Memorandum 2020:B20, dated October 28, 2020, "COVID-19 Resilience Infrastructure Stream: Education Related (CVRIS-EDU) Projects" provided information on the program and application process for conditions surrounding the use of the funds.

On November 2, 2020, the Ministry provided informed on the funding, the application process and 21-day timelines for submission on November 18, 2020, which staff were able to meet. The project list required the evaluation for over 150 appropriate projects of various types and sizes valued at approximately $17,600,000. Staff strategized to include projects that would not require design or engineering studies or those where material and/or equipment delays may interfere with achieving substantial completion on December 31, 2021 and where cancellation will be at no risk to the Board. Larger projects which would also qualify for School Condition Improvement funding were selected in order to be able to utilize the designs if the project is not selected for CVRIS funding.

Challenges regarding timelines and the stipulations for this project have been highlighted: The notice of application approval is February 2021: No work/pre-purchasing of equipment may commence prior approval and projects must be substantially complete by December 31, 2021, otherwise funding is to be withdrawn, including costs already incurred. Projects will be divided among existing staff currently addressing annual renewal and maintenance projects. Although the COVID-19 environment has resulted in the unpredictable availability of materials and equipment delivery, improved school operations during COVID-19 must be made.

g) 2020-21 Capital Project Plan

J. McLoughlin, Controller of Plant & Accommodation Services, provided a report to update Trustees on over two hundred planned Capital Projects for the 2020-2021 year valued at approximately $30 million, to be funded through School Renewal Allocation (SRA), School Condition Improvement Funding (SCI), Full Day Kindergarten (FDK), Temporary Accommodation Grant (TAG) and Child Care Capital (CCC). The number of projects identified for this year exceeds the number of projects from the previous year.

The Capital Project Plan is dynamic and subject to change to address emergencies or higher-priority projects or to allow the Board to take advantage of the CVRIS funds which will promote occupant health and safety, improve facility conditions, enhance physical distancing and facilitate distance learning. The Notice of Approval for the CVRIS-funded projects in February 2021 will provide for additional funding of approximately $17.5M.

While unspent capital funds from the current year will be carried forward to future years, CVRIS funds must be utilized by December 31, 2021. Taking into consideration the demands on staff, the completion of Capital projects as economically as possible, with the least disruption to stakeholders is a key factor. Design and tendering is already underway for many of the scheduled projects to allow for more competitive bidding and scheduling over the school year. A focus of the capital expenditures is on projects that will result in reductions in operating expenditures. Continuing Education and Community Use groups will be consulted minimize disruptions to these programs.

h) Work Order / Capital Requests

J. McLoughlin, Controller of Plant & Accommodation Services, provided a report with Trustee-requested information pertaining to the decision process for Maintenance Work Orders and Capital Renewal Projects, their funding source and the decision process. The report breaks down the Maintenance work orders which are primarily funded through operating budgets and are delineated by the four categories of Health and Safety, Preventive Maintenance, Regulatory/Mandatory, and Contingency. Each category is broken down further depending on safety, cost savings, adherence to government and municipal laws, and necessities for school operations.

Capital renewal projects which are mainly funded through School Renewal Allocation (SRA) and School Condition Improvement (SCI) grants (based on VFA assessment data) are categorized/prioritized by safety, legal, preventive maintenance requirements and budget. The capital renewal project approval process involves many technical inputs and input from various stakeholders with final approval from the Capital Budgeting and Monitoring Committee. Capital expenditures that will result in reductions in operating expenditures are also prioritized.

Budget is a significant component of the decision process for work order requests. Over the past number of years there has been considerable budget pressures. At the current time, the Health and Safety, Preventive Maintenance and Regulatory/Mandatory work requirements consume all but a small portion of the budget.

i) 2019-20 Year-End Reports

i) General School Budgets

A. Yeung, Chief Financial Officer and Treasurer of the Board, provided an update report on the General School Budgets allocated to schools based mainly on enrolment but also on specialty programs offerings, school size, etc. and is used towards the school's operating expenditures, i.e. as instructional supplies, textbooks, manipulatives, telephone, printing, replacement furniture, etc. The funds are allocated to the school and, based on the priorities, the school determines how the funds are spent. Any unspent funds are carried forward to the next fiscal year. (August 31, 2020, (including PO's issued not finalized) = $1.62M)

The report identified the 2019/20 carry-forward of $1,859,517 (2018/19 was $1,082,374). The increased 2019/20 carry-forward of $777,143 was mainly attributed to school closures from March to June 2020 due to the COVID-19 pandemic. At August 31, 2020, there were 85 schools (73 elementary and 12 secondary) with a carry forward balance greater than 10% of their 2019-20 GSB allocation.

ii) School Generated Funds

A. Yeung, Chief Financial Officer and Treasurer of the Board, provided a report in the agenda the 2019/20 year-end balance of School Generated Funds. The total 2019/20 School Generated Funds balance was $9,046,604.

iii) Continuing Education

A. Yeung, Chief Financial Officer and Treasurer of the Board, provided a year-end Continuing Education report in the agenda. Continuing Education is report by program categories of Ministry of Education Credit Programs, Remedial Programs, Language Programs, Adult ESL Programs and Other.

The COVID-19 pandemic negatively affected the Continuing Education programs in the areas of course registrations, program cancelations including the Italy Summer Credit course cancellation (projected non-grant revenue of $540,000).

The Continuing Education department has met the underlying principle of being self-funded, having reported a surplus of $2,058,124 at August 31, 2020 ($188K higher than Revised Estimates projection). Continuing Education continues to expand and enhancing courses to meet the changing needs.

iv) Annual Investment Report

A. Yeung, Chief Financial Officer and Treasurer of the Board, provided the year-end Investment Report to provide the results of the Boards utilization of excess cash balance and outcomes of investments made in accordance with Regulation 41/10 *Board Borrowing, Investing, and Other Financial Activities*. The Board's 2019-20 investments were mainly in high interest savings accounts when yields exceeded the rate offered through the Board's banking arrangement. The net interest earned as at August 31 2020 was $374,732.87. It was reflected in the report that the Board's sort-term investment activities are in compliance with legislation.

v) Capital Program and Projects

A. Yeung, Chief Financial Officer and Treasurer of the Board and J. McLoughlin, Controller of Plant & Accommodation Services, provided a year-end report on the Board's Capital programs and projects for the 2019/20 fiscal year.

The report outlines the intended uses for Capital funding by funding source (Capital Priorities, Capital Priorities Land, School Consolidation Capital, Child Care Capital and Proceeds of Disposition) to address the construction of new/replacement schools, additions, retrofits, and right-sizing projects and the related process for business case submission/Ministry approval via detailed review and analysis and subsequent accountability process pre-design, pre-tender, post-tender stages. Project variances for these projects are monitored by the Capital Budgeting & Monitoring Committee to ensure funding availability. The 2019-29 Capital Project activity was based on total available funding of $143,842,888 of which a total of $5,907,298 was expended.

Capital program funding, categorized into five areas (School Renewal Allocation, School Conditions Improvement, Temporary Accommodation, Schools-First Child Care Capital Retrofit, and Full Day Kindergarten) reflected an availability for 2019-20 of $30,330,131 and ended at year-end with capital program deferred revenue of $15,815,447. Both deferred revenues as well as the commitments carried forward has been used to set the 2020/21 capital plans for each of the capital programs.

It was reported that no sites were purchased during 2019-20 and one site was sold (St. Vincent de Paul CES). Most of the Board's sites are funded by Education Development Charges (EDC) and EDC funds surpluses (revenues exceeded by spend) are subject to deferral for future EDC costs. EDC collections for 2019-20 were $8,557,312 increasing the reserve balance to $29,052,467 at August 31, 2020 (2018-19; $20,250,608).

17. NOTICE(S) OF MOTION: Nil

18. FUTURE ITEM(S): Nil

Adjournment: 8:37 P.M.
On Motion: Cantisano/Giuliani and CARRIED