



Agenda

COMMITTEE OF THE WHOLE OPEN MEETING

FEBRUARY 10, 2025

Large Boardroom at 6:30 p.m.

IF YOU ARE UNABLE TO ATTEND IN PERSON, [CLICK HERE TO JOIN VIA VIDEO CONFERENCE](#)

Chairperson: John Connolly

Trustees/Members who are unable to attend the meeting
are asked to please notify Sarah Barker,
Administrative Assistant at sbarker@pvnccdsb.on.ca .

A. Call to Order

- | | |
|---|-------------------------|
| 1. Opening Prayer | Superintendent Di Ianni |
| 2. Land Acknowledgement | Superintendent Heuchert |
| 3. Approval of Agenda | |
| 4. Declarations of Conflict of Interest | |
| 5. Approval of the Minutes of the Meeting of Monday, January 13, 2025 | Page 3 |
| 6. Business Arising from the Minutes | |

B. Recommended Actions/Presentations

- | | |
|--|---|
| 1. Draft 2025-2026 School Year Calendar
Darren Kahler, Superintendent | B.1.a) R.A. Page 8
B.1.b) Report Page 9
B.1.c) Elementary Page 10
B.1.d) Secondary Page 11 |
| 2. Interim Financial Report Q1
Sean Heuchert, Superintendent | B.2.a) R.A. Page 12
B.2.b) Report Page 13 |
| 3. Northglen Boundary
Sean Heuchert, Superintendent | B.3.a) R.A. Page 15
B.3.b) Report Page 16 |

C. Information Items

- | | |
|--|--|
| 1. Budget Review Process
Sean Heuchert, Superintendent | C.1.a) R.A. Page 30
C.1.b) Report Page 31 |
| 2. Annual Freedom of Information Reporting (FOI)
Galen Eagle, Manager of Communications | C.2.a) R.A. Page 42
C.2.b) Report Page 43 |



Agenda

3. Notre Dame CES Update
Sean Heuchert, Superintendent

C.3.a) Report Page 62

D. Old Business

E. New Business

F. Next Meeting

1. March 17, 2025, Large Boardroom, 6:30 p.m.
2. April 7, 2025, Large Boardroom, 6:30 p.m.
3. May 12, 2025, Large Boardroom, 6:30 p.m.
4. June 2, 2025, Large Boardroom, 6:30 p.m.

G. Conclusion

1. Adjournment.
2. Closing Prayer

Superintendent Di Ianni

The Minutes of the Committee of the Whole Open Meeting held on Monday, January 13, 2025 at 6:30 p.m. in the Large Boardroom and by Google meet. (*)

PRESENT

Trustees: Chair Connolly (Committee Chairperson), Trustee MacKenzie (Board Chairperson), Trustee Martin, Trustee Leahy, Trustee Durst, Trustee Tanguay, Trustee Heitzner (Senior Student Trustee)(*), Trustee Peios (Junior Student Trustee)(*).

Absent/Regrets:

Administration: Director O'Sullivan, Superintendent Di Ianni, Superintendent Heuchert, Superintendent Selby, Superintendent Piggott, Superintendent Armstrong, Superintendent Kahler.

Guests:

Recorder: Mrs. Sarah Barker.

A. Call to Order

Trustee Connolly called the meeting to order at 6:37 pm.

1. Opening Prayer

Superintendent Kahler led the Committee of the Whole in Opening Prayer.

2. Land Acknowledgment

Superintendent Heuchert respectfully acknowledged that the Committee of the Whole meeting is taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Approval of Agenda

Motion: Moved by Trustee Martin, seconded by Trustee Tanguay, that the Committee of the Whole Open Agenda for Monday, January 13, 2025 be accepted, with the amendment to add discussion under B.2. OCSTA Resolutions, regarding Sacramental Prep in the schools.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest declared.

5. Approval of the Minutes of the Committee of the Whole Open Meeting on Monday, November 11, 2024.

Motion: Moved by Trustee Martin, seconded by Trustee Leahy, that the Committee of the Whole Open Meeting Minutes from Monday, November 11, 2024 be accepted.

Carried.

6. Business Arising from the Minutes

There was no business arising from the minutes.

B. Recommended Actions/Presentations:

1. Revised Estimates

Sean Heuchert, Superintendent, presented his report on the Revised Estimates Update for the 2024-2025 budget, as of November 30, 2024.

Superintendent Heuchert reviewed the changes to revenue, expenditures and the projections for the financial position. He discussed the ongoing pressures for the budget are transportation and employee attendance.

An in year deficit elimination plan will need to be submitted to the Ministry, and for planning purposes. The areas of focus will be transportation bus loading efficiencies, the Employee Attendance Support Program and department budget savings and efficiencies.

There were discussions regarding revenues from the Board having a higher enrollment this year.

Motion: Moved by Trustee Leahy, seconded by Trustee Tanguay, that the Committee of the Whole recommend that the Board receive the Revised Estimates Update report for the 2024-2025 budget as at November 30, 2024.

Carried.

2. OCSTA Resolutions

Kathleen Tanguay, Trustee, presented a resolution regarding the need for greater communication and collaboration among Ministries to ensure efficient and timely services for Students with special needs. She advised they sought out input from the SEAC Committee. She explained there are students experiencing difficulty from waiting for needed services, and are being refused care based on criteria. This is resulting in leaving students with complex needs without supports needed.

Motion: Moved by Trustee Tanguay, seconded by Board Chairperson MacKenzie, that the Committee of the Whole recommend that the Board receive the Resolution for the Need for Greater Communication and Collaboration among Ministries to Ensure Efficient and Timely Services for Students with Special Needs, to be presented at the OCSTA AGM in May 2025.

Carried.

Jenny Leahy, Trustee, discussed bringing forward a resolution regarding returning the Sacramental Prep Program as part of the school day in the classroom.

There were discussions regarding collecting data as to when this program was removed from the schools, and the impact it has had on families attending church. It was discussed to encourage families to have students Baptized before registering for school to ensure they can complete future Sacraments.

The Trustees would like to discuss with other Trustees at their Regional meeting being held later this week, with the possibility of having a resolution prepared for the February 7th deadline, to present at the OCSTA AGM in May 2025.

Motion: Moved by Trustee Leahy, seconded by Trustee Martin, that the Committee of the Whole recommend that the Board prepare a resolution, to be submitted to OCSTA for consideration, regarding the sacramental preparation program.

Carried.

3. Northglen Boundary Report

Sean Heuchert, Superintendent, reviewed his presentation on the proposed boundaries for the Northglen school. These boundaries were made available to the public through the PVNC Engage Platform for feedback. Concerns were brought forward by the community regarding friend groups for students, student commute to school and access to daycare.

There were discussions regarding the specific challenges in the different zones, and how this would affect the enrollments at each school.

Watson and Associates are still gathering final data regarding timelines for new developments in order to make the finalization to the boundaries. It is expected to have the final boundaries for the next Committee of the Whole Meeting in February, in order to have them approved at the February 2025 Board Meeting.

Motion: Moved by Trustee Martin, seconded by Trustee Leahy, that the Committee of the Whole recommend that the Board receive the Northglen Boundary Report.

Carried.

C. Information Items:

1. Northglen Update

Sean Heuchert, Superintendent, presented the plans for the Northglen school to be viewed. There were discussion regarding Catholic symbolism being present in the features of the school, and what changes had been implemented from the feedback during the St. Charles Catholic school visit.

2. Notre Dame Update

Sean Heuchert, Superintendent, gave a brief overview of the status of the roof at Notre Dame CES, in Cobourg. The Board is waiting for the Ministry to advise the status of the Capital Priorities submission, and should hear back by March, 2025. The contractors will begin work shortly to repair the roof.

D. Old Business:

There were no old business items.

E. New Business

There were no new business items.

F. Next Meeting:

1. February 10, 2025, Large Boardroom, 6:30 p.m.
2. March 17, 2025, Large Boardroom, 6:30 p.m.
3. April 7, 2025, Large Boardroom, 6:30 p.m.
4. May 12, 2025, Large Boardroom, 6:30 p.m.
5. June 2, 2025, Large Boardroom, 6:30 p.m.

G. Conclusion

1. Closing Prayer

Superintendent Kahler led the committee in closing prayer.

2. Adjournment

Motion: Moved by Trustee Tanguay, seconded by Trustee Durst, that the Committee of the Whole meeting be adjourned at 7:53 pm and to proceed to the In-Camera Meeting.

Carried.

John Connolly
Committee Chairperson
/sb

Sean Heuchert
Superintendent of Business
and Finance



B.1.a)

*Creating a culture of
faith, hope and love
to ensure equity
and well-being.*

Committee of the Whole:

Recommended Action:

That the Committee of the Whole recommend to the Board that the draft 2025-2026 school year calendar be approved and submitted to the Ministry of Education for approval, as required.

Human Resource Services

Report to the Committee of the Whole

Meeting: In Camera
 Open

Presented for: Information
 Approval

Meeting Date: Monday, February 10, 2025

Presented by: Darren Kahler

Submitted by: Darren Kahler

Subject: School Year Calendar

Recommended Action(s): Approval of the Draft 2025-2026 School Year Calendars

BACKGROUND:

The Engage survey was used to collect feedback on the proposed calendar for the 2025-2026 school year calendar. The survey was available from January 13, 2025, through to January 26, 2025. Advisement that the survey was available was sent by email to all PVNC Catholic Staff and community members. The same information was sent to all school principals, vice-principals and secretaries for use in print (i.e. school newsletters) and electronic communications (i.e. Twitter, Facebook) to encourage parent participation in the survey. School principals were requested to have the draft school year calendar on their School Council meeting agenda. The Communications Department included a 'banner' on the home page for the PVNC web site which included a link to the Calendar options being considered and the survey.

There were 517 responses to the school year calendar survey. The responses were primarily positive with some comments surrounding the timing of the Christmas break and various PA days in the draft calendar.

MOTION:

That the Committee of the Whole recommend to the Board that the draft 2025-2026 school year calendar be approved and submitted to the Ministry of Education for approval, as required.

Ontario School Year Calendar 2025-2026

B.1.c)

Calendar Title
110732215: Draft 2025-2026 Elementary School Year Calendar

Calendar Description
Draft 2025-2026 Elementary School Year Calendar

Board Name
Peterborough Victoria Northum Clarington CDSB

Date Created
Nov 20, 2024

Panel
Elementary

Calendar Type
Modified

Calendar Status
Draft

Start of School Year
Aug 28, 2025

End of School Year
Jun 26, 2026

First Day Students
Sep 02, 2025

Last Day Students
Jun 25, 2026

Total PA Days
7

Total Instr. Days
187

Total Exam Days
0

LEGEND

- Statutory Holiday
- Scheduled Examination Day
- Board Directed PA Day
- PA Day Devoted to Provincial Priorities*
- Board Designated Holiday
- / Half Day

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2025					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28 P*	29 B	1	0	0
September 2025	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 P*	29	30				1	20	0
October 2025			1	2	3	6	7	8	9	10	13 H	14	15	16	17	20	21	22	23	24 P	27	28	29	30	31	1	21	0
November 2025	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	20	0
December 2025	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22 B	23 B	24 B	25 B	26 B	29 B	30 B	31 B			0	15	0
January 2026				1 B	2 B	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30 P	1	19	0
February 2026	2	3	4	5	6	9	10	11	12	13	16 H	17	18	19	20	23	24	25	26	27						0	19	0
March 2026	2	3	4	5	6	9	10	11	12	13 B	16 B	17 B	18 B	19 B	20 B	23	24	25	26	27	30	31				0	16	0
April 2026			1	2	3 H	6 H	7	8	9	10	13	14	15	16	17 P*	20	21	22	23	24	27	28	29	30		1	19	0
May 2026					1	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28	29	0	20	0
June 2026	1	2	3	4	5 P	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 P	29	30				2	18	0
July 2026			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	0
TOTAL																					7	187	0					

Ontario School Year Calendar 2025-2026

B.1.d)

Calendar Title 111043854: Draft 2025-2026 Secondary School Year Calendar		Calendar Description Draft 2025-2026 Secondary School Year Calendar				
Board Name Peterborough Victoria Northum Clarington CDSB	Date Created Dec 10, 2024	Panel Secondary	Calendar Type Modified	Calendar Status Draft		
Start of School Year Aug 28, 2025	End of School Year Jun 26, 2026	First Day Students Sep 02, 2025	Last Day Students Jun 25, 2026	Total PA Days 7	Total Instr. Days 177	Total Exam Days 10

LEGEND

- H** Statutory Holiday
- E** Scheduled Examination Day
- P** Board Directed PA Day
- P*** PA Day Devoted to Provincial Priorities*
- B** Board Designated Holiday
- /** Half Day

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2025					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28 P*	29 B	1	0	0
September 2025	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 P*	29	30				1	20	0
October 2025			1	2	3	6	7	8	9	10	13 H	14	15	16	17	20	21	22	23	24 P	27	28	29	30	31	1	21	0
November 2025	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21 P	24	25	26	27	28						1	19	0
December 2025	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22 B	23 B	24 B	25 B	26 B	29 B	30 B	31 B			0	15	0
January 2026				1 B	2 B	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23 E	26 E	27 E	28 E	29 E	30 P	1	14	5
February 2026	2	3	4	5	6	9	10	11	12	13	16 H	17	18	19	20	23	24	25	26	27						0	19	0
March 2026	2	3	4	5	6	9	10	11	12	13 B	16 B	17 B	18 B	19 B	20 B	23	24	25	26	27	30	31				0	16	0
April 2026			1	2	3 H	6 H	7	8	9	10	13	14	15	16	17 P*	20	21	22	23	24	27	28	29	30		1	19	0
May 2026					1	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28	29	0	20	0
June 2026	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19 E	22 E	23 E	24 E	25 E	26 P	29	30				1	14	5
July 2026			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	0
TOTAL																					7	177	10					



B.2.a)

*Creating a culture of
faith, hope and love
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Committee of the Whole:

Recommended Action:

That the Committee of the Whole Committee recommend that the Board receive the Interim Financial Report Q1.

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Revenues**

	Revised Budget 2024/25	Budget 2024/25	Increase (Decrease) Revised From Budget
General Operating Grants and Transfers from Deferred Revenue			
Classroom Staffing Fund (CSF)	110,291,541	99,633,682	10,657,859
Learning Resource Fund (LRF)	32,811,820	30,785,619	2,026,201
Special Education Fund (SEF)	30,363,117	27,988,305	2,374,812
School Facilities Fund	18,279,756	17,734,321	545,435
Student Transportation Fund (STF)	13,851,555	13,812,789	38,766
School Board Administration Fund (SBAF)	5,589,135	5,392,378	196,757
General Core Education Funding (Core Ed)	<u>211,186,925</u>	<u>195,347,094</u>	<u>15,839,831</u>
Estimated 2024/25 Benchmark increases due to cur	-	5,853,904	(5,853,904)
Less Transferred to Deferred Capital for Minor TCA	(1,273,993)	(971,975)	(302,018)
Subtotal	<u>209,912,932</u>	<u>200,229,023</u>	<u>9,683,909</u>
Capital Grants used for Operating Expenses			
Temporary Accommodation	89,684	89,684	-
Renewal	-	-	-
Interest on Capital	1,190,467	1,190,467	-
Subtotal	<u>1,280,151</u>	<u>1,280,151</u>	<u>-</u>
Other Revenues			
Other Provincial Grants	2,297,930	2,111,911	186,019
School Generated Funds	5,597,030	5,232,400	364,630
Investment Income	800,000	800,000	-
Federal Fees - Tuition	226,798	271,510	(44,712)
Fees and Revenues from Other Sources	1,208,439	1,043,358	165,081
Education Development Charges for Land	460,000	600,000	(140,000)
Amortization of Deferred Capital Contributions	10,018,434	9,890,170	128,264
	<u>20,608,631</u>	<u>19,949,349</u>	<u>659,282</u>
Total Revenue	<u><u>231,801,714</u></u>	<u><u>221,458,523</u></u>	<u><u>10,343,191</u></u>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Consolidated Expenses - Review of Year to Date Spending**

	Revised 2023/24		Budget 2024/25		December 2024 % of Revised Spent to Date	December 2023 % of Actual Spent to Date
INSTRUCTION	\$	%	\$	%	%	%
Classroom Teachers	109,565,696	47.1%	100,133,953	45.1%	31.93%	28.30%
Supply Teachers, Teacher Assistants and RECE	6,327,895	2.7%	5,274,255	2.4%	35.43%	29.48%
Teacher Assistants	18,982,506	8.2%	18,424,606	8.3%	37.07%	33.56%
Early Childhood Educators	4,364,125	1.9%	4,333,910	2.0%	37.23%	33.19%
Textbooks/Supplies	5,286,591	2.3%	5,150,713	2.3%	31.61%	34.59%
Computers	759,452	0.3%	729,452	0.3%	67.03%	47.08%
Professionals, Paraprofessionals	5,346,694	2.3%	5,361,810	2.4%	33.23%	29.07%
Library and Guidance	3,638,921	1.6%	3,516,971	1.6%	34.19%	30.32%
Staff Development	1,066,867	0.5%	916,318	0.4%	27.36%	39.03%
Department Heads	296,425	0.1%	300,429	0.1%	33.54%	32.05%
Principals and Vice-Principals	8,769,662	3.8%	7,910,173	3.6%	32.98%	32.32%
School Office - Secretarial and Supplies	4,957,558	2.1%	4,920,472	2.2%	38.14%	34.73%
Coordinators and Consultants	4,026,518	1.7%	3,816,897	1.7%	33.36%	29.64%
Continuing Education	450,972	0.2%	450,972	0.2%	4.95%	4.22%
Amortization	1,078,852	0.5%	965,200	0.4%		
TOTAL INSTRUCTION	174,918,734	75.2%	162,206,131	73.1%	32.95%	29.60%
ADMINISTRATION						
Trustees	144,842	0.1%	156,060	0.1%	27.39%	31.94%
Director and Supervisory Officers	1,045,294	0.4%	1,044,388	0.5%	32.70%	33.73%
Board Administration	5,120,160	2.2%	4,874,444	2.2%	34.83%	31.11%
Amortization	200,215	0.1%	195,957	0.1%		
TOTAL ADMINISTRATION	6,510,511	2.8%	6,270,849	2.8%	33.25%	31.12%
TRANSPORTATION						
Pupil Transportation	15,591,648	6.7%	15,394,804	6.9%	35.65%	33.09%
TOTAL TRANSPORTATION	15,591,648	6.7%	15,394,804	6.9%	35.65%	33.09%
PUPIL ACCOMODATION						
School Operations and Maintenance	18,937,085	8.1%	18,408,971	8.3%	30.79%	30.78%
School Renewal - non-capital	-	0.0%	-	0.0%		
Other Pupil Accommodation	1,625,194	0.7%	1,405,194	0.6%	38.54%	40.42%
Amortization	9,346,396	4.0%	9,336,044	4.2%		
TOTAL PUPIL ACCOMODATION	29,908,675	12.9%	29,150,209	13.1%	21.59%	21.42%
OTHER						
School Generated Funds	5,597,030	2.4%	5,232,400	2.4%		
Other non-Operating	-	0.0%	-	0.0%		
Provision for Contingencies	-	0.0%	3,569,370	1.6%		
TOTAL OTHER	5,597,030	2.4%	8,801,770	4.0%	0.00%	0.00%
TOTAL EXPENSES	232,526,598	100.0%	221,823,763	100.0%	30.88%	27.05%

Notes

Impact of Bill 124 retroactive payments paid later in fiscal year 2023/24 impacts comparable prior year percentages year to date
Supply costs are trending to be over the revised budget



B.3.a)

*Creating a culture of
faith, hope and love
to ensure equity
and well-being.*

Committee of the Whole:

Recommended Action:

That the Committee of the Whole Committee recommend that the Board receive Northglen boundary report.

B.3.b)

Northglen Catholic Elementary Boundary

Committee of the Whole
10 February 2025



Strategic Priorities 2021-2025



being **CREATIVE**



being **WELL**



being **COMMUNITY**



Vision

Creating a culture of faith, hope and love to ensure equity and well-being.

Mission

To accompany our students as we strive for excellence in Catholic Education.

We educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person.



Status Quo

The table below highlights the current enrollment pressures faced by our Bowmanville elementary schools and St. Francis CES in Newcastle.

School	Students	OTG	Portables	Total Cap.	Utilization
Holy Family	762	752	2	798	101.3%
St. Elizabeth	735	386	18	777	190.4%
St. Francis	533	510	3	579	104.5%
St. Joseph	486	510	3	579	95.3%

On the Ground (OTG) capacity is a critical measure in determining a school's ability to accommodate students. It represents the number of students a school is designed to hold based on Ministry of Education guidelines. Schools operating beyond their OTG capacity often require portable classrooms.



Initial Boundary Proposal

Our proposal for the new school boundary aimed to address these enrollment challenges. Working closely with planning experts and using detailed demographic and enrollment data, we've developed a preferred boundary option that balances the needs of all affected schools. By redistributing students, the proposed boundary would:

- Reduce the utilization rate at St. Elizabeth CES from 187.3% to 109.8%, significantly alleviating pressure. This would allow the Board to close the Grade 8 annex at St. Stephen CSS and return the Grade 8s to the elementary school.
- Lower utilization rates at Holy Family CES and St. Francis CES to more sustainable levels.
- Optimize the utilization of the Northglen Catholic elementary school, filling it to 88.6% capacity upon opening.



Changes for Northglen based on Engage Feedback

1. Students with daycare access at their existing school will have advanced registration in the daycare at Northglen. Details still being firmed up.
2. Honour all previously existing Out of Boundary approvals.
3. Offer a modified “Out of Boundary” process for September 2026 Grade 8 students (current Grade 6) with the understanding that all requests for this cohort will be approved.
4. Attendees at Specialized Programs will remain at their programs as long as they are deemed eligible.
5. Regular “Out of Boundary” process will apply for all other students.

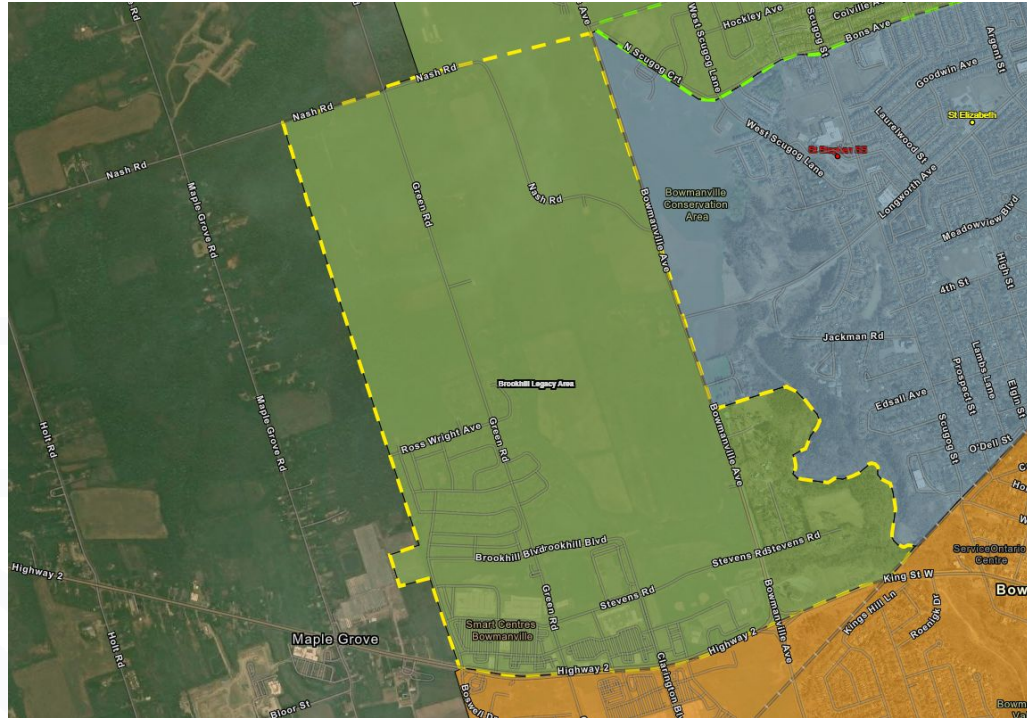
Town Hall - Maintain

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4. Attendees at Specialized Programs will remain at their programs as long as they are deemed eligible.

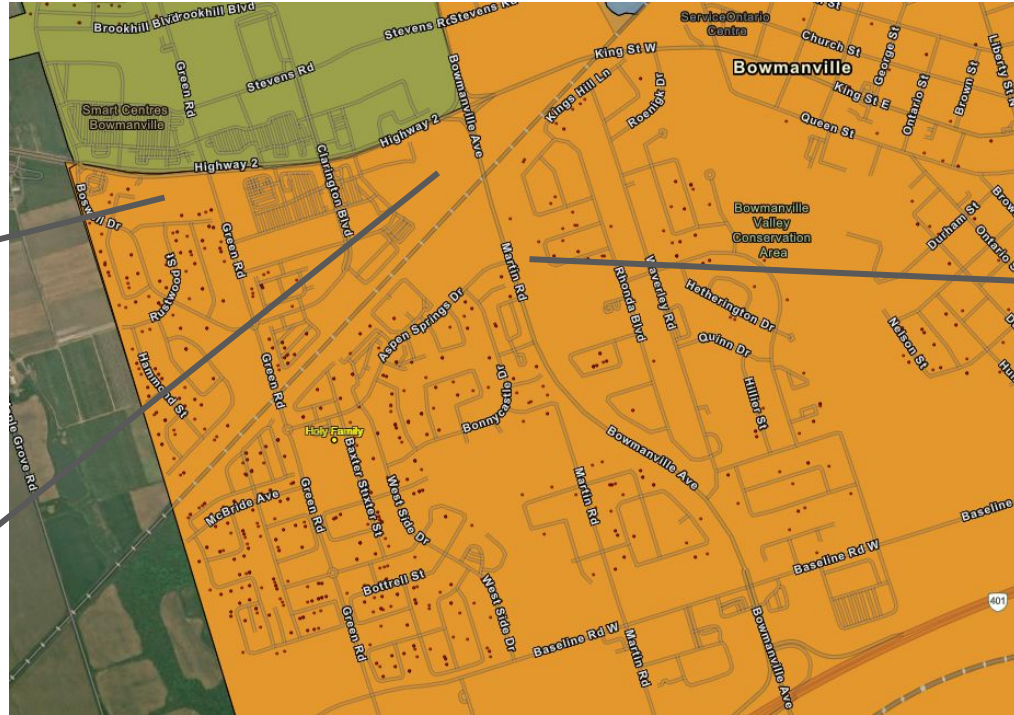
Town Hall - Add

1. Necessary to expand boundaries to accommodate Legacy arrangements
2. As students eligible for legacy arrangements reduce over time our hope is that this will line up with planned developments in the different catchments.
3. Three Legacy Areas will be offered the modified “Out of Boundary” process
 - a. Brookhill
 - b. Concession Road 3
 - c. Orono/Mosport

Brookhill Legacy Area



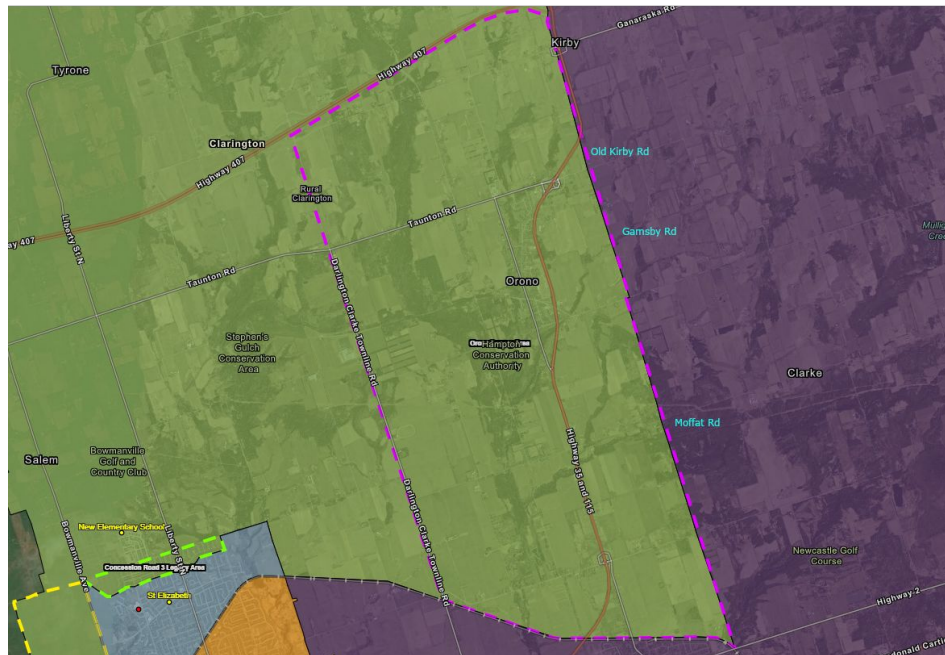
Brookhill Legacy Area



Concession Road 3 Legacy Area



Orono-Mosport Legacy Area



Feedback from Consultation Platform

- This slide will be updated with feedback on February 7



Draft Boundary

The table below highlights the expected enrolment for September 2026 under the draft boundary proposal.

School	Students	OTG	Portables	Total Cap.	Utilization
Holy Family	746	752	2	798	99.2%
St. Elizabeth	451	386	14	708	116.8%
St. Francis	548	510	3	579	107.5%
St. Joseph	486	510	3	579	95.3%
Northglen	327	493	0	493	66.3%

On the Ground (OTG) capacity is a critical measure in determining a school's ability to accommodate students. It represents the number of students a school is designed to hold based on Ministry of Education guidelines. Schools operating beyond their OTG capacity often require portable classrooms.





C.1.a)

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faith, hope and love
to ensure equity
and well-being.*

Committee of the Whole:

Recommended Action:

That the Committee of the Whole Committee receive the Budget Process Review report.

C.1.b)

Budget Timelines for 2025

Sean Heuchert
Superintendent of Business and Finance



Strategic Priorities 2021-2025



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Vision

Creating a culture of faith, hope and love to ensure equity and well-being.

Mission

To accompany our students as we strive for excellence in Catholic Education.

We educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person.



Budget Approval and Responsibilities

- **Trustees**
 - Develop a multi-year strategic plan that includes the effective stewardship of Board resources
 - Approve an annual budget that meets Board and Ministry policies and directives
- **Director and Superintendents**
 - Prepare the budget in compliance with Ministry funding requirements, and alignment with strategic priorities for Trustee approval
- **Principals**
 - Input on staffing and enrolment
- **Managers**
 - Input on needs to fulfill requirements of Board's Multi-Year Strategic Plan
- **Finance Team**
 - Develop financial models and budget documents based on input from stakeholders and Ministry guidelines



December/January

- Ontario Catholic School Trustee's Association submits a "Pre-Budget Submission to the Minister of Finance"
 - Important advocacy document to influence decision making regarding the Grant for Student Needs and other Funding (e.g. Capital)
- Committee of the Whole Revised budget is presented
- Enrolment and Capacity Review (SBO/PVP)
- Senior Admin begin weekly budget discussion



Election in Ontario

- The Lieutenant Governor of Ontario dissolved the legislature at the request of the Premier on January 27th
- The Ontario Public Service (OPS) enters a “quiet period” where they are in a caretaking mode, no new initiatives or decisions may be made
- Election will be held on February 27th
- Back to business?
 - Incumbent government 1-2 weeks
 - New government 2-3 weeks



February

- Budget memo and direction issued to Board departments (late February)
- Review of budget pressures
- Weekly Senior Admin team meetings continue

March

- March 31 - Ministry of Education year-end
- Weekly Senior Admin team meetings continue
- Departmental Budgets due to Finance (late March)
- Enrolment Projections and Local Issues Sharing (SBO/PVP)

April

- Core Education Funding (CEF) Memorandum with broad funding announcements
 - Trustee update on GSN highlights
- CEF Technical Paper
- Finalizing Enrolment Projections
- Weekly Senior Admin team meetings continue
- HR/Staffing preliminary discussions
- Weekly Senior Admin team meetings continue

May

- HR/staffing considerations to align with posting processes
 - Round 1 of OECTA postings
- Weekly Senior Admin team meetings continue
- CEF Presentations/Discussions as necessary

June

- Draft Budget Information Report to Trustees
 - Optional meetings with SBO/CFO
- Committee of the Whole
 - Budget presentation and Recommended Action
- Board meeting
 - Recommended Action from Committee of the Whole



C.2.a)

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Committee of the Whole:

Recommended Action:

That the Committee of the Whole Committee receive the FOI Annual Reporting report.

C.2.b)

Annual FOI Reporting

PRESENTED BY

Galen Eagle
Manager | Strategic Communications

February 2025



*Peterborough Victoria
Northumberland and Clarington
Catholic District School Board*

Strategic Priorities 2021-2025



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MFIPPA

MFIPPA = Municipal Freedom of Information and Protection of Privacy Act

- Government institutions are required to provide individuals with a right of access to certain general records and to their own personal information, with limited exceptions.



MFIPPA

- The process is typically anonymous. The requester does not have to explain why the information is required.



RIM Directional Policy

Directional Policy 1200 - Records and Information Management (RIM)

- The purpose of the (RIM) Directional Policy is to establish the Board's obligation to strategically maintain records and information, adhere to relevant legislation with respect to records management, freedom of information, privacy, and copyright, and ensure the efficient creation, appropriate use and access, retrieval, retention, security, storage, and disposition of Board records.



Supporting Administrative Policies

Supporting APs:

- 1201 - Records and Information Management
- 1202 - Protection of Privacy
- 1203 - Ontario Student Record Management
- 1207 - Freedom of Information
- 1209- Privacy Breach Response



Labour

- Labour relations and employment-related matters are excluded from MFIPPA.



Requesting access under MFIPPA

- Under MFIPPA, the formal request is made in writing to the Freedom of Information Coordinator. The request must be clear and specific.
- There is an initial \$5 administration fee.



Requesting access under MFIPPA

Generally, the Board has 30 calendar days in which to respond unless:

- Further information or clarification is required
- A time extension is required due to volume of records, complexity of request, third-party notice is required

Note: The 30-day response time does not begin until the Board receives the \$5 application fee and clarifies the request, if necessary, with the requester.



Notifying Third Parties

- We are obligated to notify third parties when an access request affects their interest.
- Third-parties have 20 days to provide a response and also have appeal rights to the IPC.



Fees for General Information

The following fees apply for requests for general information:

- Application fee: \$5.00 to be paid when you submit your request
- Search time: \$7.50 for each half-hour required to search and retrieve records
- Record preparation: \$7.50 for each half-hour required to prepare records for release
- Photocopying: \$0.20 per page
- Computer programming: \$15.00 for each half-hour if needed to develop program to retrieve information
- USB Keys: \$20.00 for each disk



Requesting access under MFIPPA

- The requester may appeal any aspect of the request process to the Information and Privacy Commission (IPC) of Ontario.



Discretionary Exemptions

- S. 6: Draft by-laws etc.
- S. 7: Advice or recommendations
- S. 8: Law enforcement
- S. 11: Economic and other interests
- S. 13: Danger to safety or health
- S. 15: Information soon to be published



Mandatory Exemptions

- S. 12: Solicitor-client privilege
- S. 9: Relations with other Governments
- S. 10: Third party information
- S. 14: Personal privacy



Year-end Statistical Report

- *MFIPPA* requires institutions to submit their annual statistics to the IPC, even those that received no formal freedom of information (FOI) requests during the reporting year.
- Online Deadline: March 31, 2025.



PVNC Catholic 2024

PVNC Catholic received five new FOI access requests and completed four requests within the reporting year.

- All five requests came from individuals
- Four requests were for general information
- One request was for personal information



Time to Completion

- Two requests completed within 30-day time period
- One requests completed within 60 days due to third-party notice
- One request abandoned by requester



Themes

- Busing contracts
- School construction costs
- Board spending
- Student records



Questions?



Notre Dame CES Update Report to Committee of the Whole

Meeting: Open ▾

Presented for: Information ▾

Meeting Date: February 10, 2025

Presented by: Sean Heuchert, Superintendent of Business

Submitted by: Facilities Staff

Subject: Notre Dame C.E.S. Update

Recommended Action(s): None

Background:

Board staff were advised on January 27th, 2025 that both Capital Priorities submissions to the Ministry of Education were denied. The Ministry cited their focus on accommodation pressure and facility condition and the large number of competing requests as factors in their decision.

Projects involving a replacement solution were not recommended if the Net Present Value (NPV) of the project was negative. Both projects had a negative NPV when using the Ministry repair and replacement data which was established by a 2017 inspection. The addition project had a positive NPV when using current repair and replacement costs.

NPV is a financial metric that evaluates an investment by comparing the present value of cash inflows to the present value of cash outflows. If the NPV is negative, it indicates that the projected costs outweigh the expected benefits, making the investment inadvisable. By maintaining the current facility, the organization avoids the high initial capital expenditure and potential financial risks associated with constructing a new facility. Additionally, the existing facility



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may still be operationally efficient and capable of meeting the organization's needs, further justifying the decision to forego a new investment.

Staff have not yet met with the Ministry to debrief on their submission.

In light of the above and with the completion of the shoring of the Reinforced Aerated Autoclaved Concrete (RAAC) portion of the building - staff have been discussing options for going forward.

Option A - Status Quo - maintain the current footprint and structure;

Option B - Replace the roof and renovate offices and classrooms in the RAAC affected area;

Option C - Demolish the existing RAAC affected area and rebuild on same footprint; or,

Option D - Demolish the existing RAAC affected area. Construction will be necessary to establish a new exterior wall.

Other factors to consider:

- According to records in the Superintendent of Business Office, a replacement school for Cobourg has been requested each Capital Priority round dating back to 2016.
- All schools in Cobourg will undergo a provincial facility assessment this year. These numbers will then be used to determine NPV for future Capital Priority submissions.
- The upcoming provincial election may provide a catalyst to revisit the moratorium on accommodation reviews and/or an update of the Accommodation Review Guidelines.