



Board Meeting
Tuesday, November 28, 2017 ♦ 7:00 p.m.
Boardroom

Members:

Trustees:

Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Olivia O'Neill (Student Trustee)

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

1.2 Attendance

1.3 Approval of the Agenda

Pages 1-2

1.4 Declaration of Interest

1.5 Approval of Board Meeting Minutes – October 24, 2017

Pages 3-6

Approval of Special Meeting of the Board Minutes – November 21, 2017

Pages 7-8

1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – November 21, 2017

Pages 9-13

Presenter: Dan Dignard, Vice Chair

- Excursion, New York City, NY USA (pg. 14)
- Insurance Renewal (pgs. 15-16)

5.2 Student Trustee Update

Page 17

Presenter: Olivia O'Neill, Student Trustee

5.3 Financial Statements – Year Ended August 31, 2017

Pages 18-44

Presenter: Rick Petrella, Chair of the Audit Committee



6. Information and Correspondence

7. Notices of Motion for Consideration at Next Board Meeting

8. Notices of Motion Being Considered for Adoption

8.1 Review of Transportation of Students Policy 400.19

8.2 Review of Community Use of Schools Policy 400.04

9. Trustee Inquiries

10. Business In-camera

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- The security of the property of the board;
 - The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - The acquisition or disposal of a school site;
 - Decisions in respect of negotiations with employees of the board; or
 - Litigation affecting the board.

11. Report on the In-Camera Session

12. Future Meetings and Events

Pages 45-46

13. Closing Prayer

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***

14. Adjournment



Board Meeting
Tuesday, October 24, 2017 ♦ 7:00 pm
Boardroom

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Olivia O'Neill (Student Trustee)

Absent:

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee Luciani. A Memorial Statement for Florence Homeniuk, former trustee with the Brant County Roman Catholic Separate School Board was read by Vice Chair Dignard.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the October 24, 2017 meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Board Meeting Minutes – September 26, 2017

Approval of Special Board Meeting Minutes – September 26 2017

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 26, 2017 Board Meeting; and

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September, 2017 Special Meeting of the Board.

Carried

1.6 Business Arising from the Minutes – Nil



2. Presentations - Nil

3. Delegations – Nil

4. Consent Agenda – Nil

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – October 17, 2017

Vice Chair Dignard reviewed the business of the October 17, 2017 Committee of the Whole meeting and brought forward the following recommendation:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Germany and Switzerland from Friday, March 8 (evening) to Sunday, March 17, 2019.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of October 17, 2017.

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendation of the Committee of the Whole Meeting of October 17, 2017.

Carried

5.2 Student Trustee Update

Student Trustee O'Neill reviewed next year's Student Council retreat to Camp Brebeuf in Rockwood. She advised that the Student Senate participated in a survey from the Ministry of Education regarding Student Trustee term of office and election process. Schools are busy planning Halloween activities. St. John's College will be hosting a breast cancer awareness basketball game, Assumption College School recently held a very successful homecoming dance and Holy Trinity won the "Best Decorations" competition at the Norfolk County Fair.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.

Carried



6. Information and Correspondence

Director Roehrig presented a video featuring a message from Jean Vanier which was presented at Faith Day on October 13, 2017.

Director Roehrig provided an update regarding steps being taken toward improving results on EQAO assessments. He noted action being taken including schools having received a first round of training, a resource alignment project being initiated and Superintendent visits to schools.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the information and correspondence items since the last meeting.

Carried

7. Notices of Motion for Consideration at Next Board Meeting

Trustee Chopp introduced the following Notice of Motion:

THAT the Transportation of Students Policy 400.19 be reviewed including the length of time on bus and walking distances.

Trustee Chopp introduced the following Notice of Motion:

THAT the Community Use of Schools Policy 400.04 be reviewed including the dates that schools are open to be utilized.

8. Notices of Motion Being Considered for Adoption – Nil

9. Trustee Inquiries - Nil

10. Business In-Camera

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

Carried

11. Report on the In-Camera Session

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session.

Carried

12. Future Meetings

Chair Petrella drew attention to the list of upcoming meetings and events.



Brant Haldimand Norfolk
Catholic District School Board

Minutes

Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

13. Closing Prayer

Chair Petrella led the closing prayer.

14. Adjournment

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 24, 2017.

Carried

Next Meeting: Tuesday, November 28, 2017, 7:00 pm, Boardroom



**Special Meeting of the Board
Tuesday, November 21, 2017 ♦ 3:30 p.m.
Trustee Meeting Room**

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon

Absent:

Senior Administration:

Therese Fioravanti (Manager of Human Resources) – Director Designate

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

1.2 Attendance

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of November 21, 2017.

Carried

1.4 Declaration of Interest - Nil

2. Committee and Staff Reports - Nil

3. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session of the Special Meeting of the Board.

Carried

4. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session of the Special Meeting of the Board.

Carried



5. Adjournment

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of November 21, 2017.

Carried

Next Meeting: Tuesday, November 28, 2017, 7:00 p.m. - Boardroom

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

November 21, 2017

AGENDA ITEM	MOTION
5.2	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to New York City, NY from Friday, April 6, 2018 to Monday, April 9, 2018.
5.3	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2018 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$141,591, excluding PST.

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of November 21, 2017.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of November 21, 2017.



Committee of the Whole
Tuesday, November 21, 2017 ♦ 7:00 pm
Boardroom

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Olivia O'Neill (Student Trustee)

Absent:

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee McKinnon.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

The Mission Trip Report – Columbia, South Carolina was added to presentations as Item 2.1.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 21, 2017 meeting, as amended.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes – October 17, 2017

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 17, 2017 Committee of the Whole meeting.

Carried

1.6 Business Arising from the Minutes – Nil



2. Presentations

2.1 Mission Trip Report – Columbia, South Carolina

Mel Malecki, teacher at St. John's College, and Peter Svec, Student Achievement Consultant, provided a PowerPoint presentation highlighting events of the mission trip. There are many partners in service including MDS, Storm Aide, Helping Hands, Ojibway: Grassy Narrows First Nation, Grand Isle Parish and St. Bernard Project. Students and staff helped to rebuild two different houses and had the opportunity to spend time with the homeowners learning their stories. Students also had the chance to work on homework in the evenings, attend Mass and partake in Sunday school at a local church.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT The Committee of the Whole refers the Mission Trip Update to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

3. Delegations – Nil

4. Consent Agenda

4.1 THAT the Committee of the Whole refers the unapproved minutes of the Catholic Education Advisory Committee Meeting of October 16, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

4.2 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of October 17, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

4.3 THAT the Committee of the Whole refers the unapproved minutes of the Friends of the Educational Archives Meeting of October 17, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

4.4 THAT the Committee of the Whole refers the unapproved minutes of the Council of Catholic Service Organizations Meeting of October 18, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

4.5 THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee of October 23, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

4.6 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Meeting of October 31, 2017 to the Brant Haldimand Norfolk Catholic District School Board receipt.



Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

Carried

5. Committee and Staff Reports

5.1 Board Enrolment Update as of October 31, 2017

Superintendent Daly presented the enrolment report of students attending our schools as of October 31, 2017. It was noted that elementary enrolment was up 114 students and secondary enrolment was up 13 students from estimates in the spring. Ministry projections and enrolment variance were also reviewed.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Board Enrolment report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Excursion – New York City, NY USA

Superintendent Daly presented a request from Assumption College for an excursion to New York City. The trip will take place from April 6-9, 2018 with approximately 40 students. Students will experience the performing arts, local history and participate in music workshops.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to New York City, NY from Friday, April 6, 2018 to Monday, April 9, 2018.

Carried

5.3 Insurance Renewal

Superintendent Grice reviewed the 2018 insurance renewal with the Ontario School Board's Insurance Exchange (OSBIE). He noted that renewal premium is a testimony that the Board is exceeding in areas of health & safety and facilities.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2018 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$141,591, excluding PST.

Carried



6. Information and Correspondence

6.1 Memorandum from OCSTA regarding the 2018 AGM & Conference Resolutions

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the information and correspondence items since the last meeting be received.

Carried

7. Trustee Inquiries - Nil

8. Business In-Camera

Moved by: Bill Chopp

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera Session.

Carried

9. Report on the In-Camera Session

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-camera Session.

Carried

10. Future Meetings

Chair Petrella drew trustee attention to upcoming meetings and events.

11. Closing Prayer

Chair Petrella led the closing prayer.

12. Adjournment

Moved by: Carl Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of November 21, 2017.

Carried

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE**

Prepared by: Patrick Daly, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: November 21, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – NEW YORK CITY, NY USA
Public Session

BACKGROUND INFORMATION:

Assumption College School is requesting approval for an excursion to New York City, New York from Friday, April 6, 2018 to Monday, April 9, 2018. Supervising teachers will include Steve Glowala and Naomi Ratelband. The estimated cost of the trip is \$855.

DEVELOPMENTS:

Approximately forty (40) students from Assumption College School will travel by motor coach to New York City to be given an opportunity to experience the highest calibre performing arts, perform themselves and observe and participate in professional music workshops. In addition, students will experience the history and culture of New York City with tour visits including Carnegie Hall, Times Square, the 9/11 Memorial, Greenwich Village, SoHo and Chelsea and Central Park. Students will attend a Broadway show and a performance by the Choir of Trinity Wall Street.

All information has been provided in accordance with Board policy and procedures.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to New York City, NY from Friday, April 6, 2018 to Monday, April 9, 2018.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE**

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: November 21, 2017
Submitted by: Chris Roehrig, Director of Education & Secretary

INSURANCE RENEWAL
Public Session

BACKGROUND INFORMATION:

The Board's property and liability insurance is currently covered by the Ontario School Boards' Insurance Exchange (OSBIE), which is a reciprocal cooperative established in 1987. Premiums are established annually based on OSBIE's overall experience. OSBIE insures most school boards and several joint ventures in Ontario.

DEVELOPMENTS:

For 2018, based on actuarial estimates, OSBIE has approved the following general rate adjustments:

	General Rate Adjustment %	BHNCDSB Rate Adjustment %
Liability	-2%	-9.4%
Property	-4%	-9.1%
Boiler and Machinery	0%	n/a
Crime	0%	2.7%
Automobile	-6%	-9.4%
Privacy Data Liability	0%	3.0%

Overall improvements in the quality of risk have resulted in general rate decreases in Liability, Property and Automobile insurance rates.

In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2018 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$141,591, excluding PST.

Brant Haldimand Norfolk Catholic District School Board

OSBIE INSURANCE

Insurance Premium Excluding Taxes					% Increase / Decrease
Description	2015	2016	2017	2018	
Property	96,509.00	79,086.00	63,303.00	57,530.00	-9.1
Crime	4,935.00	4,910.00	4,936.00	5,071.00	+2.7
Boiler and Machinery	4,579.00	4,718.00	4,592.00	4,592.00	0.0
Liability	72,975.00	68,322.00	70,211.00	63,636.00	-9.4
Non-Owned Auto	737.00	690.00	709.00	643.00	-9.4
Subtotal	179,735.00	157,726.00	143,751.00	131,472.00	
Fleet Automobile	9,832.00	9,832.00	7,414.00	6,969.00	-6.0
Privacy Data Liability	2,909.00	3,040.00	3,056.00	3,150.00	+3.0
Total Insurance Premium	\$192,476.00	\$170,598.00	\$154,221.00	141,591.00	
Coverages:					
• Total Property	Unlimited				
• Crime	\$500,000				
• Deductible	\$10,000 / claim				
• Boiler and Machinery	Unlimited				
• Auto Limit	\$20 million				
• Liability	\$27 million				
• Privacy Data	\$2 million				

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Olivia O'Neill, Student Trustee
Presented to: Board of Trustees
Submitted on: November 28, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

Student Senate met on Tuesday, November 21, 2017.

DEVELOPMENTS:

The main focus of the meeting was finalizing plans for the February student council retreat. It was decided that this year's retreat would be more interactive and would provide council members time to collaborate with one another and share ideas about council-run events that have occurred throughout the year so far. It is also our goal to have the chaplaincy leaders from each high school provide student council members with insight regarding this year's board theme of "Walking Humbly" and how it can be lived out in our schools throughout the year.

SCHOOL NEWS:

Throughout the past month St. Johns has been working hard as a student council successfully carrying out their Halloween dance as well as spirit wear day and a charity basketball game to promote breast care awareness. The Remembrance Day ceremony at St. Johns was a moving demonstration of respect and honor for our veterans. SJC is currently busy planning the semi formal dance as well as the 12 Days of Christmas. As a community money is also being raised to support this year's Angel Campaign.

Holy Trinity also ran a successful Halloween day and dance, a coffee house and student council is in the planning stages for the winter semi formal dance themed "Christmas in New York". The school has hosted a "Jack Talk" assembly focusing on Mental Health awareness and is beginning its Giving Tree Campaign as we enter into Advent.

Assumption has kept busy over the last month facilitating a coffee house event as well as a Halloween dance. ACS held an "Amplify Your Culture" day celebrating the diversity of the school population with customs and food from around the world. As a follow up, ACS is incorporating all different foods from around the world in their Christmas lunch celebration before the Christmas break. Council members participated in their grade 8 night as well as faith day activities. Currently they are planning their semi formal dance themed "Winter Wonderland", as well as their 12 Days of Christmas spirit event and Pennies from Heaven campaign.

Students from all three of our secondary schools have participated in grade level retreats throughout the month of November and all three schools have also hosted Grade 8 students for a variety of transition and orientation activities.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented by: Rick Petrella, Chair, Audit Committee
Presented to: Board of Trustees
Submitted on: November 28, 2017
Submitted by: Chris Roehrig, Director of Education & Secretary

FINANCIAL STATEMENTS – YEAR ENDED AUGUST 31, 2017

Public Session

BACKGROUND INFORMATION:

Annually, the Board must report on the financial results for the year. With the creation of the Audit Committee, the financial statements are first presented to the Audit Committee and the Committee makes a recommendation to the Board of Trustees.

For several years, the government has been implementing the standards set by the Public-Sector Accounting Board (PSAB). These are standards for all public-sector bodies and school boards whereby they are required to report based on full PSAB standards, which includes tangible asset reporting.

In 2011, the government passed Ontario Regulation 395/11 of the *Financial Administration Act*. The Regulation identified how revenue received for the acquisition and development of depreciable tangible capital assets are recorded as deferred capital contributions and recognized as revenue in the same period as the asset is in service and being amortized. Since this is a deviation of the Canadian Public-Sector Accounting Board standards, the statements are referred to as being prepared in accordance with the accounting principles determined by the Ministry of Education for the Province of Ontario.

DEVELOPMENTS:

The Financial Statements for the year ended August 31, 2017, as well as the Audit Report by the Board's auditor, Millard, Rouse, Rosebrugh LLP, have been completed and are attached as Appendix A.

The operating results for 2016-17 reflect an annual surplus in the amount of \$2,737,752 as shown in the Consolidated Statement of Operations on Page 6. The annual surplus available for compliance after accounting for revenues recognized for land and other encumbered future liabilities amounts to \$2,317,150. Of this, \$851,793 is internally appropriated against committed capital projects. The Accumulated Surplus Available for Compliance – Unappropriated (from EFIS Schedule 5, Item 1.1, Column 4) for the 2016-17 Board's Year End Financial Statements is \$12,694,277 as at August 31, 2017.

An in-year surplus to the Board is usually a combination of additional revenues in the year as well as an underspending of budget lines. For 2016-17, revenue resulted from higher than anticipated enrolment; where students registered with the Board after Revised Estimates were filed and, hence, were not included in Revised Budget revenue.

Additional revenue provided by the Ministry at year-end approximated \$900,000. This revenue was recognized at year-end primarily within two grant areas. The Cost Adjustment and Teacher Qualification and Experience Grant baseline factors increased approximately \$450,000 in recognition of expanded eligibility for sick leave and expanded benefits for maternity leave; as well as the elimination of anticipated savings by the Ministry for the Earned Leave Plan. The Board also received additional revenue resulting from the reconciliation of Benefits Trust Funding, additional miscellaneous grants, rental fees and shared services. The Board also received approximately \$85,000 at year-end for the Special Education claims-based Special Equipment Amount.

Transportation revenue increased by approximately \$240,000 as a result of a small additional per pupil amount allocated to the Board at year end. The Transportation expenditure budget was also underspent by approximately \$130,000 as a result of efficiencies within routes and the contingency allocation not being needed. Under spending in many areas of the Board; specifically, with respect to Fees & Contractual Services, Supplies and Services and some benefit areas resulted in reduced expenditures.

2016-17 was targeted as the transition year to move all unionized employees to the various Extended Life and Health Trusts (ELHTs). As noted in the Draft Staffing Budget, which was presented to the Board of Trustees on May 10, 2016, absolute clarity around costs at the time were very vague and were determined by the month in which an employee transitioned to their respective Trust. Assumptions made during Preliminary Estimates were altered during the implementation of the Trusts. For example, Preliminary Estimate budgeting was undertaken based on OSSTF transitioning in November 2016 and the bargaining group transitioned in February 2017. The Benefit Trusts also removed the need for school boards to continue to incur an actuarial liability to provide future benefits to employees on Long-Term Disability. This resulted in a significant adjustment to the benefits expense within the year.

Deferred Capital Contribution (DCC) appears on Page 3 of the Consolidated Statement of Financial Position. The DCC amount represents the balance of capital acquisitions, supported by the province, which are not yet fully utilized; and therefore, are shown on the balance sheet. As these assets are expended, the DCC will reduce.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Financial Statements – Year Ended August 31, 2017.

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

For the year ended August 31, 2017

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MANAGEMENT REPORT

Financial Statements ended August 31, 2017

Management's Responsibility for the Financial Statements

The accompanying consolidated financial statements of the Brant Haldimand Norfolk Catholic District School Board are the responsibility of the Board management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods. Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management. The Audit Committee of the Board meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the board's approval of the consolidated financial statements.

The consolidated financial statements have been audited by Millard, Rouse, Rosebrugh, Chartered Accountants, independent external auditors appointed by the Board. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Board's consolidated financial statements.

Chris N. Roehrig
Director of Education & Secretary

Thomas R. Grice
Superintendent of Business & Treasurer

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Brant Haldimand Norfolk Catholic District School Board

We have audited the accompanying consolidated financial statements of Brant Haldimand Norfolk Catholic District School Board, which comprise the consolidated statement of financial position as at August 31, 2017, the consolidated statements of operations, changes in net debt and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation of these consolidated financial statements in accordance with the basis of accounting described in Note 1 to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

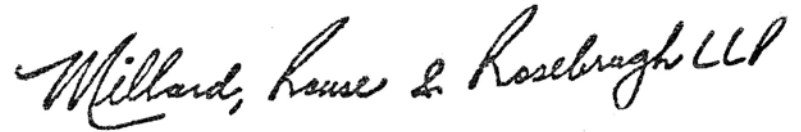
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements of Brant Haldimand Norfolk Catholic District School Board as at and for the year ended August 31, 2017 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the consolidated financial statements.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 1 to the consolidated financial statements which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards.



November 15, 2017
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at August 31	2017	2016
FINANCIAL ASSETS		
Cash and cash equivalents	15,379,514	15,224,219
Accounts receivable		
Municipalities	1,837,391	1,968,770
Government of Ontario - Approved Capital (Note 2)	47,766,706	48,198,461
Other (Note 3)	3,225,975	2,780,955
Assets held for sale (Note 4)	283,853	-
Total Financial Assets	68,493,439	68,172,405
LIABILITIES		
Accounts payable and accrued liabilities	7,046,131	6,171,997
Accounts payable - other School Boards	70,350	107,519
Deferred revenue (Note 5)	1,781,084	1,272,396
Accrued vacation pay	529,102	456,014
Post employment/retirement benefits (Note 6)	749,379	1,183,399
Accrued interest on long term liabilities	837,424	882,685
Long term liabilities (Note 11)	48,517,220	51,101,695
Deferred capital contributions (Note 7)	97,670,555	98,896,202
Total Liabilities	157,201,245	160,071,907
Net Debt	(88,707,806)	(91,899,502)
NON-FINANCIAL ASSETS		
Tangible capital assets	109,500,586	109,954,530
NET ASSETS	20,792,780	18,055,028
ACCUMULATED SURPLUS (Note 13)	20,792,780	18,055,028

Approved on behalf of the Board

Chair of the Board

Director of Education

See accompanying notes

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BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF OPERATIONS

For the year ended August 31	Budget 2017	Actual 2017	Actual 2016
Revenues			
General legislative grants	114,919,047	117,057,863	113,752,242
Provincial grants - other	1,460,000	1,612,994	2,476,582
Federal grants and fees	952,238	1,033,553	1,025,372
Other fees and revenue	236,231	910,554	797,752
Investment income	120,000	167,205	153,520
School funded activities	3,500,000	3,519,325	3,469,893
Other revenue - school boards	251,764	309,603	354,698
	121,439,280	124,611,097	122,030,059
Expenses			
Instruction	91,310,882	91,135,315	90,442,481
Administration	3,957,926	3,855,829	3,784,806
Transportation	4,870,320	4,731,089	4,483,887
School operations and maintenance	17,653,757	18,554,313	18,070,990
Other	146,395	146,395	383,502
School funded activities	3,500,000	3,450,404	3,333,400
	121,439,280	121,873,345	120,499,066
Annual Surplus	-	2,737,752	1,530,993
Accumulated Surplus - Beginning of Year	10,941,312	18,055,028	16,524,035
Accumulated Surplus - End of Year	10,941,312	20,792,780	18,055,028

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT

For the year ended August 31	2017	2016
Annual Surplus	2,737,752	1,530,993
Amortization of tangible capital assets	4,425,261	4,257,165
Acquisition of tangible capital assets (net of transferred CIP)	(4,255,170)	(3,867,479)
Proceeds on sale of tangible capital assets	-	325,000
Loss/(Gain) on sale of tangible capital assets	-	223,962
Transfer to assets held for sale	283,853	-
Change in Net Debt	3,191,696	2,469,641
Net Debt - Beginning of Year	(91,899,502)	(94,369,143)
Net Debt - End of Year	(88,707,806)	(91,899,502)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended August 31	2017	2016
Cash Flows From Operating Activities		
Annual surplus	2,737,752	1,530,993
Non-cash Charges to Operations		
Amortization of tangible capital assets	4,425,261	4,257,165
Loss/(Gain) on disposal of tangible capital assets	-	223,962
Amortization of deferred capital contributions	(4,244,395)	(4,076,302)
Deferred revenue transferred to deferred capital contributions	480,437	823,394
	3,399,055	2,759,212
Sources (Uses) of Cash:		
Accounts receivable - Municipalities	131,379	73,452
Accounts receivable - Government of Ontario, Approved capital	431,755	1,789,360
Accounts receivable - other	(445,020)	(158,480)
Assets held for sale	(283,853)	-
Accounts payable and accrued liabilities	874,126	(543,648)
Accounts payable - other School Boards	(37,169)	(207,564)
Deferred revenues	508,688	197,061
Accrued vacation pay	73,088	11,982
Post employment/retirement benefits	(434,020)	(39,086)
Accrued interest on long term liabilities	(45,261)	(42,903)
	773,713	1,080,174
Cash Flows From Capital Activities		
Acquisition of tangible capital assets (net of transferred CIP)	(3,971,309)	(3,867,479)
Proceeds on disposal of capital assets	-	325,000
	(3,971,309)	(3,542,479)
Cash Flows From Financing Activities		
Debenture and loan repayments	(2,584,475)	(2,459,514)
Capital grants received	2,538,311	1,605,093
	(46,164)	(854,421)
Net Increase in Cash and Cash Equivalents	155,295	(557,514)
Opening Cash and Cash Equivalents	15,224,219	15,781,733
Closing Cash and Cash Equivalents	15,379,514	15,224,219

See accompanying notes

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BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

a) Basis of Accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian public sector accounting standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which require that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenues and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

Consolidated entities:
Transportation Consortium
School Generated Funds

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

c) Trust Funds

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

d) Cash and Cash Equivalents

Cash and cash equivalents are comprised of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

e) Deferred Revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services are performed.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

f) Deferred Capital Contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contribution as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category:

- Government transfers received or receivable for capital purpose
- Other restricted contributions received or receivable for capital purpose
- Property taxation revenues which were historically used to fund capital assets

g) Retirement and Other Employee Future Benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include life, extended health care, worker's compensation and long-term disability benefits.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-17: OSSTF, OECTA. A Trust for non-unionized employees including principals and vice-principals will be established in 2017-18. The ELHTs provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits are being provided through a joint governance structure between the bargaining/ employee groups, school board trustees associations and the Government of Ontario. Starting November 1, 2016, the Board is no longer responsible to provide certain benefits to OECTA members. Starting February 1, 2017, the Board is no longer responsible to provide certain benefits to OSSTF members. Beginning in the 2016-17 school year, school boards whose employee groups transitioned their health, dental and life benefits to the ELHT are required to remit a negotiated amount per full-time equivalency (FTE) on a monthly basis. Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs (GSN) and additional Ministry funding in the form of a Crown contribution and Stabilization Adjustment.

The Board continues to provide health, dental and life insurance benefits for retired individuals and non-unionized employees including principals and vice-principals that have not yet transferred into an ELHT.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

g) Retirement and Other Employee Future Benefits (Continued)

The Board provides future benefits to specified employee groups. These benefits include non-vesting accumulated sick leave benefits and subsidized post-retirement health, dental and life insurance for certain retirees. In 2012, changes were made to the Board's non-vesting accumulating sick leave plan and retiree health, life and dental plan. The Board has adopted the following policies with respect to accounting for these employee benefits:

(i) For self insured non-vesting accumulating sick leave plans and the retiree health, life and dental plan, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability and life insurance and health care benefits for those on disability leave, for those employees who are not yet members of an ELHT, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

(ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period;

(iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) Tangible Capital Assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Estimated Useful Life in Years
Land improvements with finite lives	15
Buildings and building improvements	40
Portable structures	20
Other buildings	20
First-time equipping of schools	10
Furniture	10
Equipment	5-15
Computer hardware	5
Computer software	5
Vehicles	5-10
Leasehold improvements	Over the lease term

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statement of financial position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

i) Government Transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations which give rise to a liability, they are deferred and recognized in revenue when the stipulations are met.

Government transfers for capital are deferred as required by Regulation 395/11, recorded as deferred capital contributions (DCC) and recognized as revenue in the consolidated statement of operations at the same rate and over the same periods as the asset is amortized.

j) Investment Income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

k) Long-term Debt

Long-term debt is recorded net of related sinking fund asset balances.

l) Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model.

m) Use of Estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in Note 1a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Accounts subject to significant estimates include accruals, pension and post retirement benefits and deferred revenue. Actual results could differ from these estimates.

n) Property Tax Revenue

Under Canadian Public Sector Accounting Standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from the municipalities is recorded as part of Provincial Legislative Grants.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

2. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO

The Province of Ontario (Province) replaced variable capital funding with a one-time debt support grant in 2009-10. The Board received a one time grant that recognized capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has accounts receivable from the Province of Ontario of \$47,766,706 as at August 31, 2017 (2016 - \$48,198,461) with respect to capital grants.

3. ACCOUNTS RECEIVABLE - OTHER	2017	2016
Other school boards	319,766	80,969
Government of Ontario	1,450,928	1,230,560
Government of Canada	1,272,660	1,291,688
Other	182,621	177,738
	3,225,975	2,780,955

4. ASSETS HELD FOR SALE

As of August 31, 2017, \$283,853 (2016 - \$0) related to buildings and \$0 (2016 - \$0) related to land were recorded as assets held for sale. During the year, there was no property sold, and one property was reclassified during the year. Net proceeds of \$nil (2016 - \$325,000) were received on the sale of these properties, which had a carrying value of \$nil (2016 - \$548,962), resulting in a loss of \$nil (2015 - \$223,962). The loss was relieved from deferred capital contributions according to Ontario Regulation 193/10.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

5. DEFERRED REVENUE

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the Consolidated Statement of Financial Position.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2017 is comprised of:

	Balance at August 31, 2016	Externally restricted revenue and interest	Revenue recognized	Transferred to DCC	Balance at August 31, 2017
Proceeds of disposition	325,000	283,853	-	-	608,853
Education development charge	-	317,457	317,457	-	-
Legislative grants	270,156	6,804,528	6,172,755	480,437	421,492
Special education	410,636	14,617,841	14,672,089	-	356,388
Other education grants	177,010	155,935	78,000	-	254,945
Other grants	89,594	102,361	52,549	-	139,406
	<u>1,272,396</u>	<u>22,281,975</u>	<u>21,292,850</u>	<u>480,437</u>	<u>1,781,084</u>

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

6. RETIREMENT AND ACCRUED FUTURE PAID SICK LEAVE BENEFITS

Actuarial Assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2017 are based upon actuarial assumptions of future events determined for accounting purposes as at August 31, 2017 and adjusted for census and changes to the actuarial assumptions.

The assumptions used in the current valuation are as follows:

- i) Health costs are assumed to increase by 8% for 2016-17, 7.75% for 2017-18 and 7.5% for 2018-19, reducing by 1/4% in each subsequent year to an ultimate rate of 4%.
- ii) Dental costs are assumed to increase by 4% for 2016-17, 3.75% for 2017-18 and 3.5% for 2018-19, reducing by 1/4% in each subsequent year to an ultimate rate of 3%.
- iii) Participation rates are assumed to be 100% of early retirement employees.

Retirement Life Insurance and Health Care Benefits

The Board provides life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. Staff retired after August 2005 pay actual retiree rates, if they chose to stay in the plan. Staff retired prior to August 2005 are grandfathered and will continue to benefit from the reduced rates based on the entire benefit group. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements.

Workplace Safety and Insurance Board Obligations

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. School boards are required to provide salary top-up to a maximum of 4 1/2 years for employees receiving payments from the Workplace Safety and Insurance Board, where the collective agreement negotiated prior to 2012 included such provision.

Sick Leave Top-Up Benefits

A maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the financial statements are \$77,301 (2016 - \$57,105).

For accounting purposes, the valuation for the accrued benefit obligation for the sick leave top-up is based on an actuarial assumptions about future events determined as at August 31, 2017 and is based on the average daily salary and banked sick days of employees as at August 31, 2017.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

6. RETIREMENT AND ACCRUED FUTURE PAID SICK LEAVE BENEFITS (Continued)

Retirement and Other Employee Future Benefit Liabilities				2017	2016
	Retirement Benefits	Long term disability and compensated absences	Workers Compensation	Total Employee Future Benefits	Total Employee Future Benefits
Accrued benefit at August 31	151,606	59,653	431,248	642,507	1,069,257
Unamortized actuarial gains/(losses) at August 31	106,872	-	-	106,872	114,142
	258,478	59,653	431,248	749,379	1,183,399

Retirement and Other Employee Future Benefit Expenses				2017	2016
	Retirement Benefits	Long term disability and compensated absences	Workers Compensation	Total Employee Future Benefits	Total Employee Future Benefits
Current year benefit cost	29,583	(421,070)	88,398	(303,089)	109,301
Interest on accrued benefit obligation	3,065	4,898	8,305	16,268	25,513
Recognized Actuarial gains (losses)	(13,442)	17,648		4,206	(14,700)
Benefit payments	(19,176)	(79,449)	(52,780)	(151,405)	(159,200)
Employee Future Benefits Expenses	30	(477,973)	43,923	(434,020)	(39,086)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

7. DEFERRED CAPITAL CONTRIBUTIONS 2017 2016

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life of the asset acquired.

Beginning balance	98,896,202	100,544,017
Additions to capital contributions (net)	2,538,311	1,605,093
Revenue recognized in the period	(4,244,395)	(4,076,302)
Transfers from deferred revenue	480,437	823,394
<hr/>		
Ending balance	97,670,555	98,896,202

8. ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2017, the Board contributed \$1,586,216 (2016 - \$1,492,297) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

The OMERS pension plan has a deficit. If actuarial surpluses are not available to offset the existing deficit and subsidize future contributions, increases in contributions may be required in the future.

9. ONTARIO TEACHER'S PENSION PLAN

Teachers and related employee groups are eligible to be members of Ontario Teacher's Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

10. TRUST FUNDS

Trust funds administered by the Board amounting to \$25,594 (2016 - \$24,958) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

11. LONG TERM LIABILITIES

Debt, capital loans and obligation under capital leases reported on the Consolidated Statement of Financial Position comprises the following:

	2017	2016
4.9% debenture payable, semi-annual payments of \$58,141 including principal and interest, maturing March 2033.	1,268,456	1,320,658
6.5% debenture payable, semi-annual payments of \$772,885 including principal and interest, maturing October 2026.	10,805,879	11,604,424
3.799% debenture payable, semi-annual payments of \$201,402 including principal and interest, maturing March 2038.	5,763,198	5,941,949
2.425% debenture payable, semi-annual payments of \$160,409 including principal and interest, maturing November 2021.	1,359,915	1,642,604
4.867% debenture payable, semi-annual payments of \$375,851 including principal and interest, maturing March 2029.	6,771,743	7,178,941
4.56% OFA debenture payable, semi-annual payments of \$114,507 including principal and interest, maturing November 2031.	2,410,282	2,525,434
5.062% OFA debenture payable, semi-annual payments of \$85,137 including principal and interest, maturing March 2034.	1,913,039	1,983,778
5.384% OFA debenture payable, semi-annual payments of \$462,624 including principal and interest, maturing May 2034.	10,220,357	10,580,726
5.232% PCS Stage 1 loan payable, semi-annual payments of \$52,483 including principal and interest, maturing April 2035.	1,210,622	1,250,669
5.232% GPL Stage 4 loan payable, semi-annual payments of \$32,797 including principal and interest, maturing April 2035.	756,524	781,550
5.232% PTR Phase 2 loan payable, semi-annual payments of \$253,921 including principal and interest, maturing April 2035.	5,857,205	6,050,962
3% promissory note payable to the Roman Catholic Episcopal Corp., payable at \$40,000 per year plus interest, maturing May 2020.	120,000	160,000
Interest free note payable to the Roman Catholic Episcopal Corp., payable at \$20,000 per year, maturing May 2020.	60,000	80,000
	48,517,220	51,101,695

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

11. LONG TERM LIABILITIES (Continued)

Of the net long term liabilities outstanding of \$48,517,220, principal and interest payments are payable over the next five years as follows:

	Principal	Interest Payments	Total
2018	2,716,357	2,487,547	5,203,904
2019	2,855,558	2,347,178	5,202,736
2020	3,002,496	2,199,018	5,201,514
2021	3,097,627	2,042,490	5,140,117
2022	3,101,004	1,879,901	4,980,905
	<u>14,773,042</u>	<u>10,956,134</u>	<u>25,729,176</u>

Interest paid on long-term debt amounted to \$2,578,699 (2016 - 2,801,383).

As of August 31, 2017, the Board had \$853,090 (2016 - \$853,090) in letters of credit outstanding related to ongoing construction projects.

12. EXPENDITURES BY OBJECT

	Budget 2017	Actual 2017	Actual 2016
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The following is a summary of current expenditures reported on the Consolidated Statement of Operations by object:

Current expenditures:

Salary and wages	82,678,711	82,789,601	82,566,423
Employee benefits	11,987,601	11,942,343	11,393,240
Staff development	372,031	335,155	328,588
Supplies and services	12,104,794	12,643,307	11,999,843
Interest on long term debt	2,620,640	2,578,699	2,707,207
Rental expenditures	18,484	20,485	19,350
Fees and contract services	7,148,534	6,948,020	6,806,309
Other	187,595	190,474	196,980
Amortization	4,320,890	4,425,261	4,481,126
	<u>121,439,280</u>	<u>121,873,345</u>	<u>120,499,066</u>

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

13. ACCUMULATED SURPLUS (DEFICIT)

Accumulated surplus (deficit) consists of the following:

	2017	2016
Surplus (Deficit):		
Invested in non-depreciable tangible capital assets	7,804,344	7,055,077
Employee future benefits to be covered in the future	(749,379)	(1,183,399)
School generated funds	1,575,996	1,507,075
Other	12,161,819	10,676,275
	20,792,780	18,055,028

14. TRANSPORTATION CONSORTIUM

On October 1, 2008, the Board entered into an agreement with Grand Erie District School Board and Conseil Scolaire de District Catholique Centre-Sud Board in order to provide common administration of student transportation in the Region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the Boards. Under the agreement, decisions related to the financial and operating activities of Student Transportation Services of Brant Haldimand Norfolk are shared. No partner is in a position to exercise unilateral control.

On October 14, 2010, Student Transportation Services of Brant Haldimand Norfolk was incorporated.

Below provides condensed financial information for the consortium.

	2017		2016	
	Total	Board Portion	Total	Board Portion
Financial Position				
Financial Assets	92,649	91,576	63,562	56,266
Liabilities	92,649	91,576	63,562	56,266
Accumulated Surplus	-	-	-	-
Operations				
Revenues	16,011,611	4,631,058	15,541,501	4,389,082
Expenses	16,011,611	4,631,058	15,541,501	4,389,082
Annual Surplus	-	-	-	-

This entity is proportionately consolidated in the Board's consolidated financial statements whereby the Board's pro-rata share of assets, liabilities, revenues and expenses of the consortium are included in the Board's consolidated financial statements. Inter-organizational transactions and balances have been eliminated.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2017

15. CONTRACTUAL OBLIGATIONS AND CONTINGENT LIABILITIES

The Board is involved from time to time in litigation, which arises in the normal course of business. Where the potential liability is likely and able to be estimated, management records its best estimate of the potential liability. In other cases, the ultimate outcome of the claims cannot be determined at this time. Any additional losses related to claims will be recorded in the year during which the liability is able to be estimated or adjustments to any amount recorded are determined to be required.

16. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

The Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$27 million per occurrence.

The ultimate premiums over a five year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires December 31, 2021.

17. REPAYMENT OF "55 SCHOOL BOARD TRUST" FUNDING

On June 1, 2003, the Board received \$1,965,017 from The 55 School Board Trust for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The 55 School Board Trust was created to refinance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, The 55 School Board Trust repaid the Board's debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

As a result of the above agreement, the liability in respect of the NPF debt is no longer reflected in the Board's financial position.

18. COMPARATIVE FIGURES

Certain prior year figures, provided for the purpose of comparison, have been reclassified to conform with current year presentation.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended August 31, 2017

	Land	Building (40 years)	Portable structures	Equipment (5 years)	Equipment (10 years)	Computer hardware	Computer software	Vehicles	Construction in progress	Total 2017	Total 2016
Cost											
Balance, beginning of year	7,055,077	145,499,894	3,277,200	35,503	3,246,819	4,092,623	568,314	217,482	408,407	164,401,319	161,609,711
Additions during the year	749,267	2,666,266	406,934	-	-	-	-	29,764	3,476,131	7,328,362	9,157,425
Disposals during the year	-	(627,451)	-	-	-	-	-	-	(3,073,192)	(3,700,643)	(6,365,817)
Balance, end of year	7,804,344	147,538,709	3,684,134	35,503	3,246,819	4,092,623	568,314	247,246	811,346	168,029,038	164,401,319
Accumulated Amortization											
Balance, beginning of year	-	44,130,404	3,065,886	26,126	2,365,136	4,088,244	568,314	202,679	-	54,446,789	50,716,533
Amortization during the year	-	4,181,015	65,663	4,388	159,765	4,379	-	10,051	-	4,425,261	4,257,165
Disposals, writeoffs and adjustments	-	(343,598)	-	-	-	-	-	-	-	(343,598)	(526,909)
Balance, end of year	-	47,967,821	3,131,549	30,514	2,524,901	4,092,623	568,314	212,730	-	58,528,452	54,446,789
Net book value of tangible capital assets	7,804,344	99,570,888	552,585	4,989	721,918	-	-	34,516	811,346	109,500,586	109,954,530

2017-18
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
November 29, 2017	7:00 pm	System-Wide Parent Councils Adobe Connect Session	
December 5, 2017	6:30 pm 7:00 pm	Annual Meeting Mass (Bishop Bergie) Annual Board Meeting	
December 6, 2017	9:00 am	SAL Committee Mtg. (HT)	
December 6, 2017	3:00 pm	Executive Council Meeting	
December 7, 2017	9:00 am	SAL Committee Mtg. (SJC)	
December 7, 2017	1:00 pm	SAL Committee Mtg. (ACS)	
December 12, 2017	10:00 am	SEAC Meeting	
December 12, 2017	7:00 pm	Board Meeting	
December 13, 2017	9:00am	Mental Health Steering Committee	
<i>December 25- January 5, 2018</i>		<i>CHRISTMAS BREAK</i>	
January 10, 2018	9:00 am	SAL Committee Mtg. (HT)	
January 10, 2018	3:00 pm	Executive Council Meeting	
January 11, 2018	9:00 am	SAL Committee Mtg. (SJC)	
January 11, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
January 16, 2018	7:00 pm	Committee of the Whole	
January 19-20, 2018	TBD	Trustee PD Seminar	
January 23, 2018	10:00 am	SEAC Meeting	
January 23, 2018	7:00 pm	Board Meeting	
February 1, 2018	9:00 am	SAL Committee Mtg. (SJC)	
February 1, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
February 7, 2018	9:00 am	SAL Committee Mtg. (HT)	
February 12, 2018	1:00 pm	Catholic Education Advisory Committee	
February 14, 2018	3:00 pm	Executive Council Meeting	
February 20, 2018	10:00 am	SEAC Meeting	
February 20, 2018	7:00 pm	Committee of the Whole	
February 26, 2018	7:00 pm	Regional Parent Involvement Committee Mtg.	
February 27, 2018	7:00 pm	Board Meeting	
February 28, 2018	9:00 am	SAL Committee Mtg. (HT)	
March 1, 2018	9:00 am	SAL Committee Mtg. (SJC)	
March 1, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
March 7, 2018	3:00 pm	Executive Council Meeting	
<i>March 12-16, 2018</i>		<i>MARCH BREAK</i>	
March 20, 2018	10:00 am	SEAC Meeting	
March 20, 2018	7:00 pm	Committee of the Whole	
March 27, 2018	9:00 am	Mental Health Steering Committee	
March 27, 2018	7:00 pm	Board Meeting	
April 4, 2018	9:00 am	SAL Committee Mtg. (HT)	
April 5, 2018	9:00 am	SAL Committee Mtg. (SJC)	
April 5, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
April 11, 2018	9:00 am	Council of Catholic Service Organizations	
April 11, 2018	3:00 pm	Executive Council Meeting	
April 17, 2018	10:00 am	SEAC Meeting	
April 17, 2018	7:00 pm	Committee of the Whole	
April 17, 2018	7:00 pm	Board Meeting	
April 26-28, 2018		OCSTA AGM (Niagara Falls)	
May 2, 2018	9:00 am	SAL Committee Mtg. (HT)	
May 3, 2018	9:00 am	SAL Committee Mtg. (SJC)	

Date	Time	Meeting/Event	New / Revised
May 3, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
May 6-11, 2018		<i>CATHOLIC EDUCATION WEEK</i>	
May 7, 2017	5:00 pm	Catholic Student Leadership Awards	
May 9, 2018	3:00 pm	Executive Council Meeting	
May 14, 2018	7:00 pm	Regional Parent Involvement Committee Mtg.	
May 15, 2018	7:00 pm	Committee of the Whole	
May 22, 2018	9:00 am	STSBHN Governance Meeting	
May 22, 2018	10:00 am	SEAC Meeting	
May 22, 2018	7:00 pm	Board Meeting	
June 7-9, 2018		CCSTA AGM	
June 7, 2018	9:00 am	SAL Committee Mtg. (SJC)	
June 7, 2018	1:00 pm	SAL Committee Mtg. (ACS)	
June 13, 2018	9:00 am	Mental Health Steering Committee	
June 13, 2018	9:00 am	SAL Committee Mtg. (HT)	
June 13, 2018	3:00 pm	Executive Council Meeting	
June 13, 2018	4:30 pm	Audit Committee	
June 19, 2018	10:00 am	SEAC Meeting	
June 19, 2018	7:00 pm	Committee of the Whole	
June 26, 2018	7:00 pm	Board Meeting	
June 29, 2018	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's Graduation	

Meetings scheduled at the Call of the Chair: Accommodations Committee, Audit Committee, Budget Committee, Communications and Information Technology Advisory Committee, Legal Expenses Review Committee, Mental Health Leadership Steering Committee, Policy Committee.