



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Special Meeting of the Board Wednesday, July 17, 2019 ♦ 4:00 p.m. Trustees' Meeting Room

Trustees:

Members: Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Mark Watson

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Michelle Shypula (Superintendent of Education)

1. Opening Business

1.1 Opening Prayer

Almighty God, bless us as we gather today for this meeting. Guide our minds and hearts so that we will work for the good of our community and be a help to all people. Teach us to be generous in our outlook, courageous in the face of difficulty, and wise in our decisions. We give you praise and glory, Lord our God, for ever and ever. Amen

1.2 Attendance

1.3 Approval of the Agenda

Page 1

1.4 Declaration of Interest

2. Committee and Staff Reports

2.1 2019-20 Operating and Capital Budget

Pages 2 - 43

Presenter: Scott Keys, Superintendent of Business & Treasurer

2.2 Interim Financial Report – May 2019

Pages 44 - 51

Presenter: Scott Keys, Superintendent of Business & Treasurer

3. Information and Correspondence

3.1 Five - Year Energy Conservation and Demand Management Plan

Pages 52 - 89

Presenter: Scott Keys, Superintendent of Business & Treasurer

4. 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 her 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.

5. Report on the In-Camera Session

6. Adjournment

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Board of Trustees
Submitted on: July 17, 2019
Submitted by: Mike McDonald, Director of Education & Secretary

2019-20 OPERATING AND CAPITAL BUDGET

Public Session

BACKGROUND INFORMATION:

On April 26, 2019, the Ministry of Education released information regarding Grants for Student Needs (GSNs) and Facility Operating and Renewal Funding for the 2019-20 school year.

A further announcement was made on May 24, 2019 with regard to the details of the grant formulas and other criteria education funding through the GSNs that are used to calculate allocations for budgeting and financial reporting purposes.

A balanced and Board-approved budget for the 2019-20 school year is due to the Ministry of Education by July 24, 2019. This report provides the necessary information for the Budget Committee's recommended approval to the Board of Trustees.

A balanced budget will be presented to the Board of Trustees in early July 2019.

The Board will be asked to approve the salaries and benefits budget and then the balance of the operating and capital budgets.

DEVELOPMENTS:

The 2019-20 operating budget was developed to align with Brant Haldimand Norfolk Catholic District School Board's Strategic Plan to assign monetary resources to the realization of the Board's mission and vision.

The following goals and priorities were approved by the Trustees:

- High level of student achievement; especially in mathematics and literacy.
- Deepening of faith formation and catechesis for students and adults.
- Fostering safety and health in our schools.

In addition to the above goals and priorities, the Board is committed to:

- A fiscally-sound approach to developing a balanced budget,
- Enhance financial stability,
- Continued promotion of fiscal responsibility among departments; and
- Legislative compliance.

Operating Budget

The operating budget comprises the major annual revenues and expenditures of the Board's financial operations. Revenues from operating grants are received from the Ministry, largely through the Grants for Student Needs (GSNs) and represents a significant percentage of the Board's total operating revenues.

The Ministry of Education also announced renewed and additional investments in education through the new Priorities and Partnership Funds (PPF), which replaces the previous Education Program – Other funding (EPO). The Ministry will provide up to \$330 million in PPF funding and, although at the time of budget approval a complete board-by-board allocation has yet to be announced, the Board has estimated that it will receive approximately \$945,000 (2018-19, \$1.2 million) in additional funding investments.

The 2019-20 operating budget projects total revenue of approximately \$134.6 million, which is a decrease of \$0.8 million or 0.6% from 2018-19 revised estimates. This reflects the recent announcement from the Ministry of Education regarding changes to class size, which the Board will phase-in over a four-year period.

Total operating expenditures are projected at \$134.6 million, which is a decrease of \$0.8 million or 0.6% from 2018-19 revised estimates. Operating expenditures are allocated as follows:

- \$105.7 million in salaries and benefits, a 0.1% increase from 2018-19 revised estimates.
- \$28.9 million in operating expenditures, a \$0.9M or 3% decrease from 2018-19 revised estimates.

The Brant Haldimand Norfolk Catholic District School Board is presenting a balanced budget for the 2019-20 school year.

Capital Budget

During the 2019-20 school year, the Board will undertake several facility renewal projects, which are designed to create a safe and more comfortable learning environment for our students and staff. Administration and the Board of Trustees will be reviewing the needs of the system and identifying specific projects for the coming year.

From time-to-time, schools may require portables or portapacks to alleviate enrolment pressures. Portables and portapacks are typically funded using the Board's accumulated surplus. As a result of enrolment pressures or the expansion of the Board's French Immersion program, the following schools will be provided with either a portable or portapack addition: Christ the King School, Holy Family Catholic Elementary School, Paris, St. Bernard of Clairvaux School and St. Joseph's School.

Attached are several appendices:

Appendix A – BHNCD SB Budget Report 2019-20

Appendix B – Other Operating Expenditures

Appendix C – Capital Budget

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2019-20 Salaries and Benefits Budget, in the amount of \$105,715,832.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2019-20 Other Operations Budget, in the amount of \$28,895,412.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2019-20 Capital Budget, in the amount of \$5,989,866.



BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD
Excellence in Learning ~ Living in Christ

Budget Report 2019-20

June 2019

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Provincial Perspective

On April 26, 2019, the Ministry of Education released information regarding Grants for Student Needs (GSN) and Facility Operating and Renewal Funding for the 2019-20 school year. Total funding remains at similar levels from prior year with total funding expected to be about \$24.7 billion and per-pupil funding is projected at \$12,246. The GSN also reflects funding for increased enrolment, ongoing investments to meet labour agreements and regular updates to the GSN.

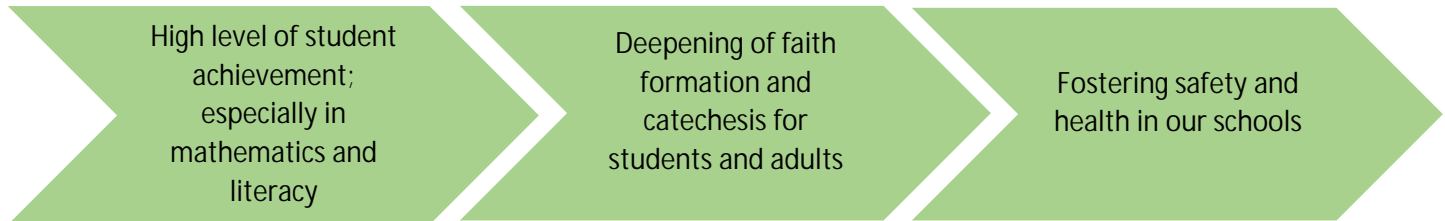
Highlights of the key changes impacting the 2019-20 Budget include:

- **Class Sizes:** while funded kindergarten (25.57) and primary grade (19.8) class size remains the same, intermediate and secondary grades have increased to 24.5 and 28.0, respectively.
- **Teacher Job Funding Protection:** this new allocation is provided for up to four years to protect classroom teachers impacted by the proposed changes to class size and e-learning; allowing school boards to phase-in new class sizes.
- **Special Education:** additional Behaviour Expertise Amounts are being invested to allow school boards to increase their complement of professional staff at the board level who have expertise in Applied Behaviour Analysis (ABA) and training opportunities to build school board capacity in ABA.
- **Local Priorities Fund (LPF):** the LPF, first established in 2017-18 during the last round of collective bargaining, expires on August 31, 2019. Investments related to Adult Day School/Continuing Education teachers is being transferred to the Continuing Education and Other Programs Grant.
- **School Renewal:** an additional \$40 million is provided in capital funding towards school renewal and capital improvements to older buildings.
- **Keeping Up with Costs:** Student Transportation Grants will be increased by 4% to assist with increased costs and 2% to manage increasing commodity prices.
- **Salary Increases:** a 1% increase to the salary benchmark to reflect the 2017-19 central labour agreements.
- **Indigenous Languages and Studies:** school boards will offer Indigenous languages and studies courses if a minimum of nine secondary pupils of the board are enrolled.
- **International Student Recovery Amount:** a school board's GSN operating grant is reduced by \$1,300 per international student enrolled, pro-rated where the students are not full-time.
- **Cost Adjustment Allocation:** the supplemental funding for education worker benchmarks has been discontinued.
- **Human Resource Transition:** the supplemental funding to assist school boards in managing the negotiated 2017-19 central collective agreements, expires on August 31, 2019.

Executive Summary

The 2019-20 operating budget was developed to align with Brant Haldimand Norfolk Catholic District School Board’s (“BHNCDSB” or the “Board”) Strategic Plan to assign monetary resources to the realization of the Board’s mission and vision.

The following goals and priorities were approved by the Trustees:

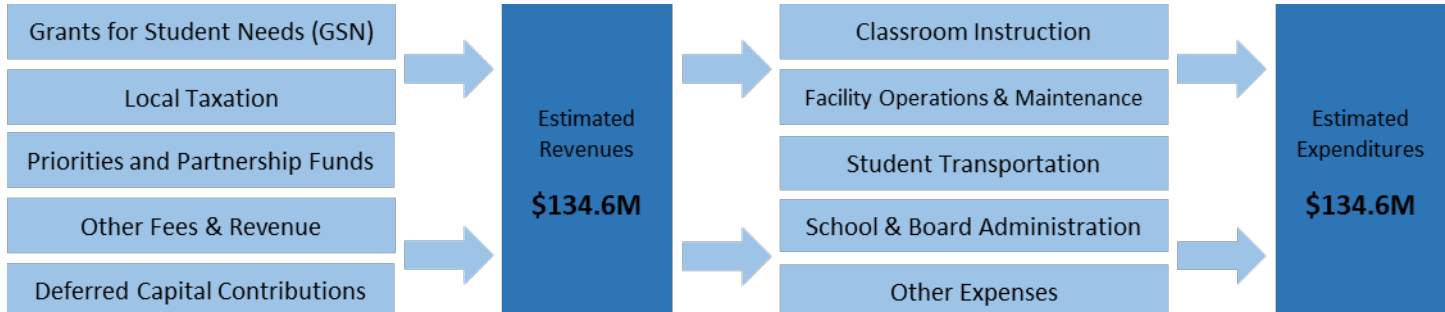


In addition to the above goals and priorities, the Board is committed to:

1. A fiscally-sound approach to developing a balanced budget,
2. Enhance financial stability,
3. Continued promotion of fiscal responsibility among departments; and
4. Legislative compliance.

Operating Budget

The operating budget comprises the major annual revenues and expenditures of the Board’s financial operations. Revenues from operating grants are received from the Ministry of Education, largely through the Grants for Student Needs (GSN) and represents a significant percentage of the Board’s total operating revenues.



The Ministry of Education also announced renewed and additional investments in education through the new Priorities and Partnership Funds (PPF), which replaces the previous Education Program – Other funding (EPO). The Ministry of Education will provide up to \$330 million in PPF funding and although at the time of budget approval a complete board-by-board allocation has yet to be announced, the Board has estimated that it will receive about \$945k (2018-19, \$1.2M) in additional funding investments.

The 2019-20 operating budget projects total revenue of about \$134.6M, which is a decrease of \$0.8M or 0.6% from 2018-19 revised estimates. This reflects the recent announcement from the Ministry of Education of changes to class size, which the Board is phasing-in over a four-year period.

Total expenditures are projected at \$134.6M, which is a decrease of \$0.8M or 0.6% from 2018-19 revised estimates. This includes an increase of \$0.1M in total salaries and benefits and reductions in instruction and operational budgets. Total salaries and benefits account for 78.5% (2018-19 revised estimates, 78.0%) of the total operating expenditures.

Brant Haldimand Norfolk Catholic District School Board is presenting a balanced budget for the 2019-2020 school year.

BHNCDSB Budget Summary						
Cdn\$	2016/2017	2017/2018	2018/2019	2019/2020	\$ Chg	% Chg
	Actual	Actual	Revised Budget	Budget		
Revenues						
Grants for Student Needs	113,008,842	118,241,331	123,501,802	122,693,689	(808,113)	-0.7%
Priorities & Partnership Funds	1,015,431	2,033,680	1,282,435	945,623	(336,812)	-26.3%
School Generated Funds	3,519,325	3,676,416	3,500,000	3,500,000	-	0.0%
Other Revenue	7,067,499	7,091,599	7,173,634	7,515,467	341,833	4.8%
Total Revenue	124,611,097	131,043,026	135,457,871	134,654,779	(803,092)	-0.6%
Expenses						
Classroom Instruction & Learning	94,426,813	100,607,287	106,245,169	105,270,393	(974,776)	-0.9%
Pupil Accomodation	16,227,901	16,432,211	16,859,271	17,148,113	288,842	1.7%
Student Transportation	4,731,089	4,969,562	5,406,159	5,439,178	33,019	0.6%
Capitall & Debt	2,725,093	2,635,835	2,583,543	2,437,413	(146,130)	-5.7%
Board Administration	3,762,449	3,814,171	4,320,194	4,316,147	(4,047)	-0.1%
Total Expenses	121,873,345	128,459,066	135,414,336	134,611,244	(803,092)	-0.6%
Surplus/(Deficit) Before Accum Surplus	2,737,752	2,583,960	43,535	43,535	-	
Adjustment for Compliance			(43,535)	(43,535)	-	
Use of Accumulated Surplus			-	-	-	
Suprlus/(Deficit), End of Year			-	-	-	

The Budget Process

The budget development process at the Brant Haldimand Norfolk Catholic District School Board is a collaborative, bottom-up process, whereby administrators, departments and operational budget leaders have meaningful opportunities to make their budgetary needs known and are given opportunities for input throughout the budget development process. Appropriate consultation with the Ministry of Education, Budget Committee and other relevant internal and external stakeholders also takes place. Decisions are reviewed; considering relevant economic factors, collective agreements, provincial and Board policies and ultimately approved by the Board of Trustees. The Board will not commit to a structural deficit and is mandated to a balanced budget each year.

The budget process combined Board-wide projections and analysis with academic and operational units and included widespread consultation and engagement about resourcing and strategic priorities and initiatives. In January 2019, the Board of Trustees approved the 2019-20 Budget Procedures Manual, which is available on the Board's website.

Due to the delay in the release of the Grants for Student Needs (GSN) funding, a four-week extension was available to school boards who may needed additional time to submit. The final budget will be submitted for approval to the Board of Trustees in early July 2019.

The table below outlines the budget timeline for 2019-20.

January/February 2019	April 2019	June 2019	July 2019
<ul style="list-style-type: none"> • Finalize priorities and goals • Budget Procedures Manual • Budget templates distributed to department managers 	<ul style="list-style-type: none"> • Enrolment projections • Grants for Student Needs (GSN) release 	<ul style="list-style-type: none"> • Revenue and expenditure determination • Staffing determinations and class organizations • Final budget balancing • Senior Administration review • Budget presentation to Committee and Board • Trustee deliberation 	<ul style="list-style-type: none"> • Trustee Approval • File with the Ministry of Education • Presentation of Budget Book

Enrolment

Enrolment is the main factor for the Board’s funding. The funding is based on the Average Daily Enrolment (ADE) using the full-time equivalent (FTE) of students enrolled at each school as of October 31st and March 31st. Enrolment for 2019-20 is projected to be 10,266 (2018-19: 10,155), representing a 1.1% increase over the 2018-19 revised estimates.

The Brant Haldimand Norfolk Catholic District School Board recognizes the educational value of offering a French Immersion program in which students receive instruction in the both French and English; consistent with the philosophy and expectations outlined in the Ontario Curriculum.

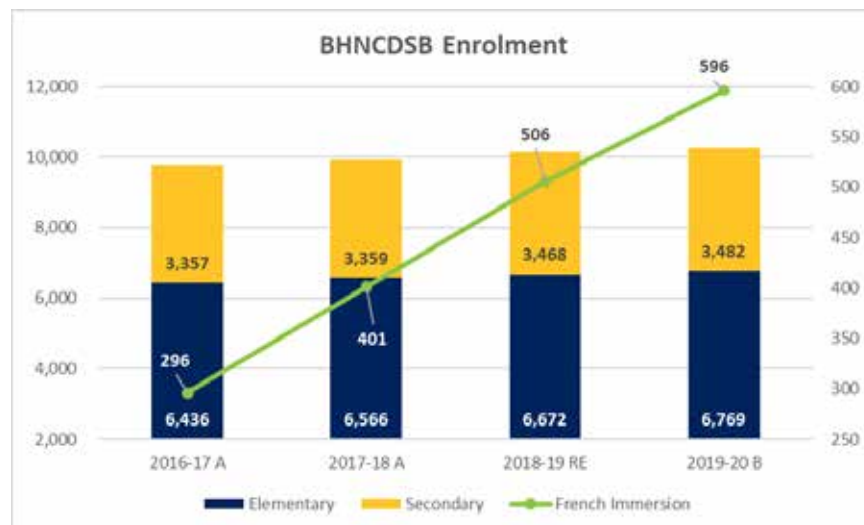
French Immersion Program

The French Immersion program is an optional program offered to students in the Early Learning Kindergarten Program (ELKP) to Grade 8 within the Board. Admission may be granted at any time during a student’s ELKP year or into the Grade 1 French Immersion Program, at the discretion of the Principal, and after a Principal – parent(s)/guardian(s) conference; if the student has demonstrated good oral and literacy skills in the regular Kindergarten program.

The Board currently offers the French Immersion Kindergarten Program at five Board locations:

- St. Leo and Jean Vanier Catholic Elementary Schools (Brantford)
- Sacred Heart Catholic Elementary School (Paris – Brant County)
- St. Joseph's School (Simcoe – Norfolk County)
- Notre Dame Catholic Elementary (Caledonia – Haldimand County)

Enrolment - ADE						
	2016/2017	2017/2018	2018/2019	2019/2020	Chg	% Chg
	Actual	Actual	Revised Budget	Budget		
Elementary						
JK/SK	1,210	1,269	1,276	1,277	1	0.1%
Gr. 1 - 3	1,874	1,924	2,022	2,063	41	2.0%
Gr. 4 - 8	3,352	3,374	3,374	3,429	55	1.6%
VISA Students	-	2	3	3	-	0.0%
Total Elementary	6,436	6,568	6,675	6,772	97	1.5%
Secondary						
Pupils of the Board	3,357	3,359	3,468	3,482	14	0.4%
VISA Students	11	12	12	12	-	0.0%
Total Secondary	3,368	3,371	3,480	3,494	14	0.4%
Total Enrolment	9,804	9,938	10,155	10,266	111	1.1%



Operating Revenues

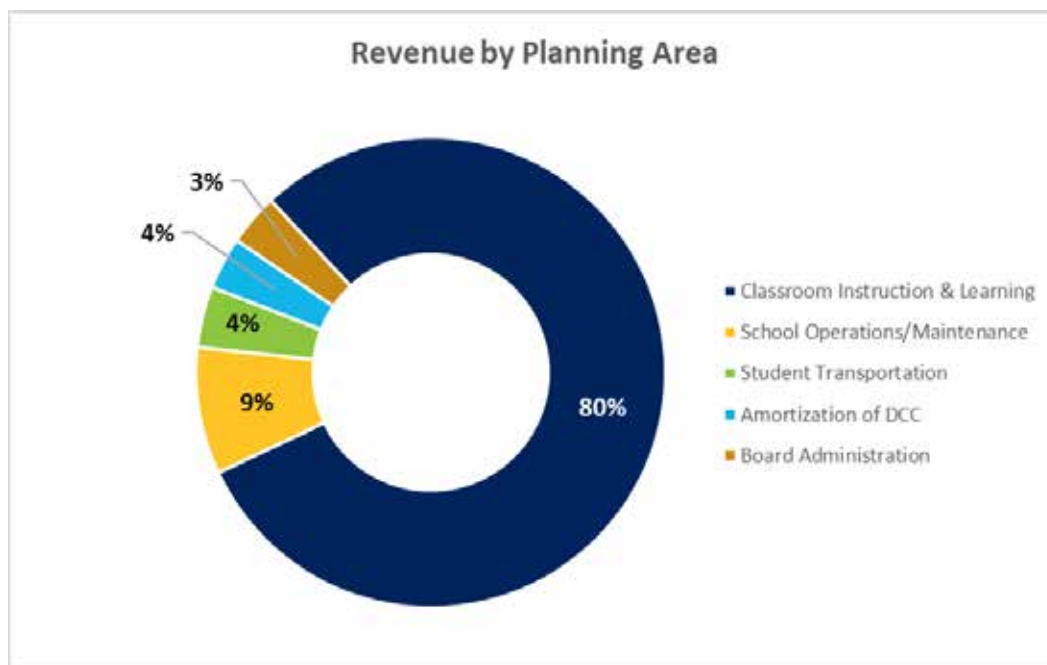
Ontario school boards have one main funding source, the Province of Ontario. The Grants for Student Needs (GSN) is made up of individual grants that each serve a distinct purpose towards achieving Ministry goals and mandate for the education sector. The GSN funding for 2019-20 consists of the Pupil Foundation Grant, the School Foundation Grant and 13 special purpose grants.

In addition, local taxation funds are received through property tax collections where Catholic support is indicated. The contribution of local tax revenue is calculated by a provincially-determined formula. School boards do not have authority to levy additional taxes to local taxpayers and play no role in the determination of the amount of local taxation.

The Board's total estimated funding for the 2019-20 school year is \$134.6M as compared to \$135.5M for 2018-19 Revised Budget.

Estimated Revenues						
Cdn\$	2016/2017 Actual	2017/2018 Actual	2018/2019 Revised Budget	2019/2020 Budget	\$ Chg	% Chg
Revenues						
Grants for Student Needs	113,008,842	118,241,331	123,501,802	122,693,689	(808,113)	-0.7%
Priorities & Partnership Funds	1,015,431	2,033,680	1,282,435	945,623	(336,812)	-26.3%
Other Revenue	7,067,499	7,091,599	7,173,634	7,515,467	341,833	4.8%
School Generated Funds	3,519,325	3,676,416	3,500,000	3,500,000	-	0.0%
Total Revenue	124,611,097	131,043,026	135,457,871	134,654,779	(803,092)	-0.6%

The following chart shows the estimated funding allocations by planning area for 2019-20:



Grants for Student Needs

The GSN funding consists of the following allocations:

Grants for Student Needs						
Cdn\$	2016/2017 Actual	2017/2018 Actual	2018/2019 Revised Budget	2019/2020 Budget	\$ Chg	% Chg
Grants for Student Needs						
Pupil Foundation Grants	52,362,087	54,256,390	56,239,911	53,056,423	(3,183,488)	-5.7%
School Foundation Grants	8,033,561	8,113,094	8,328,336	8,497,850	169,514	2.0%
Special Purpose Grants	49,142,558	52,773,842	55,687,805	58,152,257	2,464,452	4.4%
Total Revenue	109,538,206	115,143,326	120,256,052	119,706,530	(549,522)	-0.5%

Pupil Foundation Grant

The Pupil Foundation Grant is a per-pupil allocation that supports the elements of classroom education that are required by, and generally common to, all students. The Pupil Foundation Grant has four allocations – JK/SK, Primary, Junior/Intermediate and Secondary

- The decrease in the Pupil Foundation allocation is primarily attributed to the changes in the intermediate/junior (24.5:1) and secondary (28:1) class sizes requirements and the reduction in funded Early Childhood Educators (ECE) staffing ratio. This is partially offset by the increasing enrolment in the Board and the additional funding to support ECE supply costs. The Pupil Foundation Grant also includes an increase in salary benchmarks for teaching staff of 1% for the 2019-20 school year.

School Foundation Grant

The School Foundation Grant supports the costs of in-school administration and leadership (salaries and benefits for principals, vice-principals and office support staff), as well as supplies for school administration purposes.

- The increase in the School Foundation Grant is a result of the additional compensation for Principals and Vice-Principals to support the salary increase specified in 2018-20 agreements. Additionally, the increased enrolments at schools would also contribute to an increase in the school and office supplies allocation.

Special Purpose Grants

The Special Purpose Grants recognize that different levels of support are required by boards to provide quality education in different locations, to respond to students and school needs, and to support varying demographic profiles. Special Purpose Grants provide funding for initiatives such as Special Education, Geographic Circumstances, Teacher Qualifications and Experience, Student Transportation and Board Administration.

Although most Special Purpose Grants have remained relatively stable from Revised Estimates, the following outlines the significant changes to the Boards funding:

- Special Education funding has increased with the additional investment in the Behaviour Expertise Amount (BEA); enabling more staff who have expertise in Applied Behaviour Analysis (ABA) to support students and training opportunities to build school board capacity in ABA.
- Learning Opportunities Grant has decreased with the elimination of the Local Priorities Fund, provided as part of the provincial Extension Agreement. This resulted in the reallocation of certain teaching and support staff positions.

- The Teacher Qualifications and Experience Grant has increased largely from the new Teacher Job Protection Funding Allocation to allow the Board to phase-in the changes to class sizes and e-learning requirements over four years. The base amount of the Cost Adjustment Allocation, which was provided to supplement education working benchmarks, has been discontinued.
- Student Transportation funding in 2019-20 recognizes the increased costs associated with transferring students to/from school with an increase of 4% to manage increase costs. Increasing enrolment also contributes to the increase in overall student transportation funding.

Priorities and Partnership Funds

The Ministry of Education recently launched the new Priorities and Partnership Funds (PPF) to replace the previous Education Program – Other funding. The PPF is evidence-based and outcome-based; while providing streamlined, accountable and time-limited funding.

Although the Ministry of Education has announced provincial funding, the board-by-board allocation has yet to be announced. The amounts in the budget reflect known allocations or estimates of funding based on historical transfers. Specific allocations will be confirmed as announced by the Ministry of Education and adjusted in the Board's Revised Budget.

Other Revenues

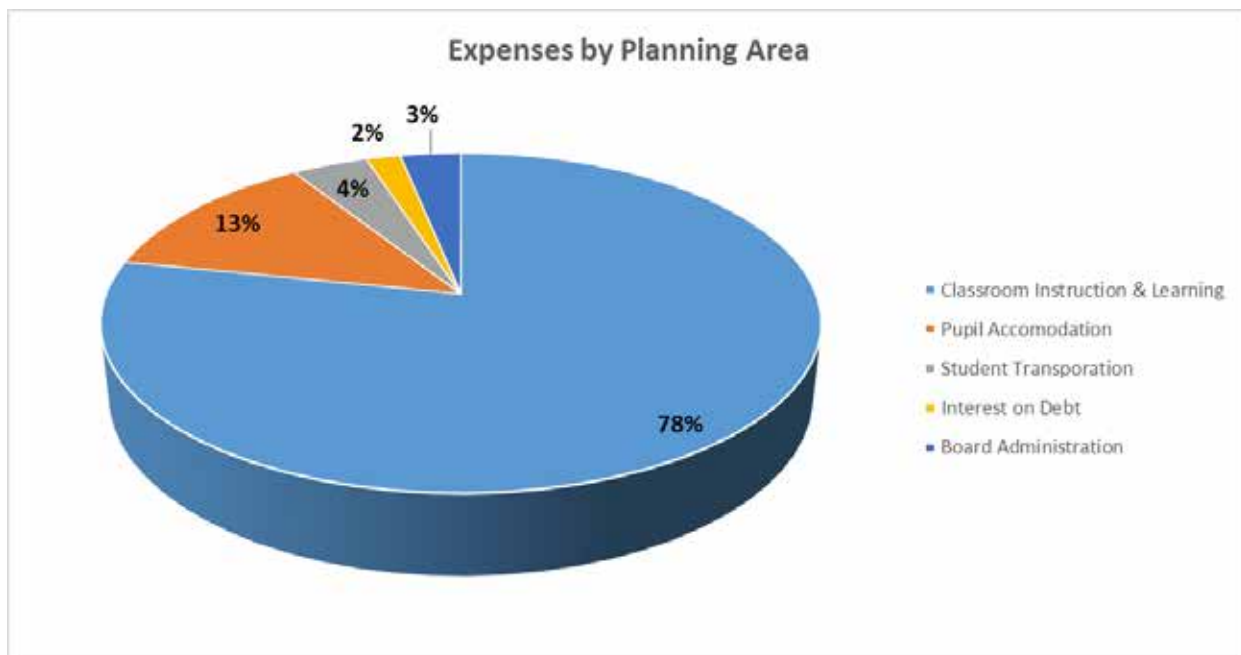
These revenues comprise a small part of the Board's overall budget and are not a guaranteed source of funding. The Board makes assumptions based on contracts or historical trending in order to reasonably estimate other revenue, such as tuition fees for out-of-province students or those students living on Six Nations or New Credit Reserves, facility rentals, interest income, amortization of deferred capital contributions and other various government grants.

Operating Expenses

Expenditures at the BHNCDSD are based on contractual agreements and service contracts, legislative requirements, Board policy and known infrastructure needs of the system. In some cases, reasonable estimates are required and then adjusted in-year once better information becomes available.

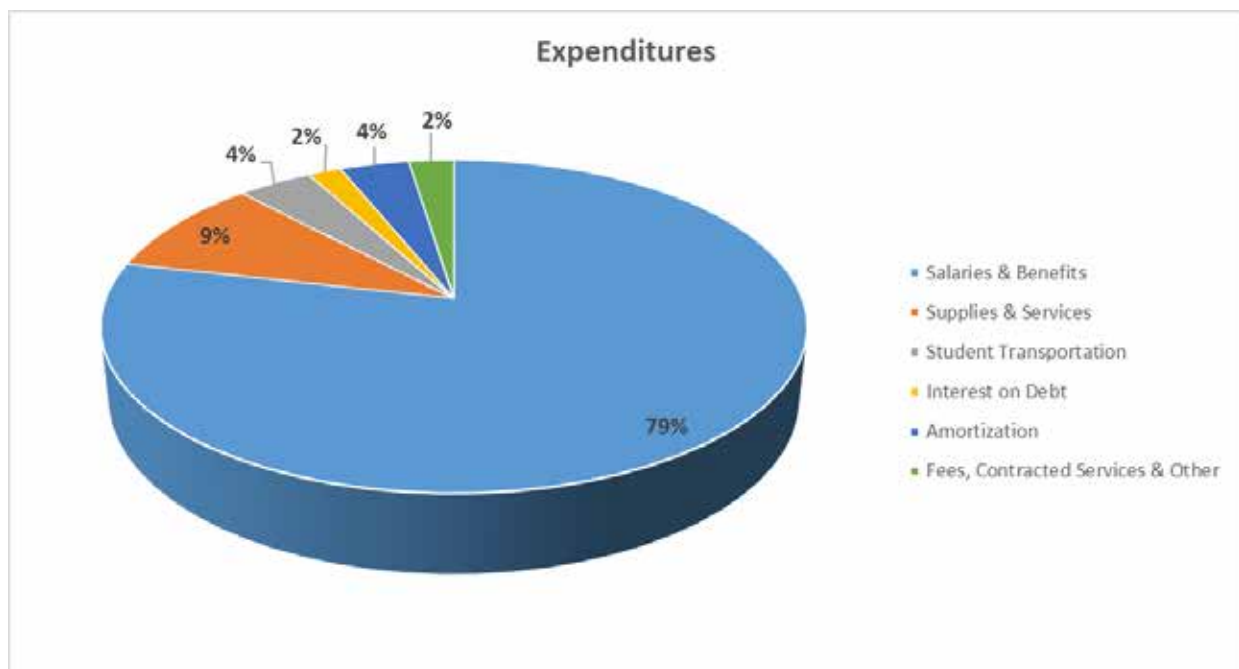
Overall, total expenditures for the 2019-20 school year are expected to be approximately \$134.6M as compared to \$135.4M for 2018-19 revised estimates. Salary and benefits account for approximately 78.5% (2018-19 revised estimates, 78.0%) of the Board's budget. These are governed largely by Ministry of Education ratios, collective agreements, legislation and student needs.

Operating Expenses by Planning Area						
Cdn\$	2016/2017	2017/2018	2018/2019	2019/2020	\$ Chg	% Chg
	Actual	Actual	Revised Budget	Budget		
Planning Areas						
Classroom Instruction & Learning	94,426,813	100,607,287	106,245,169	105,270,393	(974,776)	-0.9%
Pupil Accomodation	16,227,901	16,432,211	16,859,271	17,148,113	288,842	1.7%
Student Transporation	4,731,089	4,969,562	5,406,159	5,439,178	33,019	0.6%
Interest on Debt	2,725,093	2,635,835	2,583,543	2,437,413	(146,130)	-5.7%
Board Administration	3,762,449	3,814,171	4,320,194	4,316,147	(4,047)	-0.1%
Total Expenditures	121,873,345	128,459,066	135,414,336	134,611,244	(803,092)	-0.6%



The following chart shows the estimated expenditures by category for 2019-20:

Operating Expenses (by Category)						
Cdn\$	2016/2017	2017/2018	2018/2019	2019/2020	\$ Chg	% Chg
Expense Category	Actual	Actual	Revised Budget	Budget		
Salaries & Benefits	94,731,946	100,198,858	105,643,002	105,715,832	72,830	0.1%
Staff Development	335,159	421,999	471,343	403,700	(67,643)	-14.4%
Supplies & Services	12,643,308	13,077,338	13,856,278	12,744,803	(1,111,475)	-8.0%
Interest on Debt	2,725,093	2,635,835	2,583,543	2,437,413	(146,130)	-5.7%
Rental Expenses	20,485	41,589	19,080	19,080	0	0.0%
Fees & Contracted Services	6,956,951	7,444,654	8,199,165	8,243,574	44,409	0.5%
Other Expenses	35,147	37,168	40,300	38,800	(1,500)	-3.7%
Amortization	4,425,257	4,601,625	4,601,625	5,008,042	406,417	8.8%
Total Expense Category	121,873,345	128,459,066	135,414,336	134,611,244	(803,092)	-0.6%



Salary and Benefits

Salary and benefits for teaching, classroom support and school and board administration constitute the largest portion (\$105.7 million or 78.5%) of the Board’s operating budget. This is an increase of \$0.1M or 0.1% compared to revised estimates for 2018-19. The budget includes a projected total FTE of approximately 1,104.7 staff.

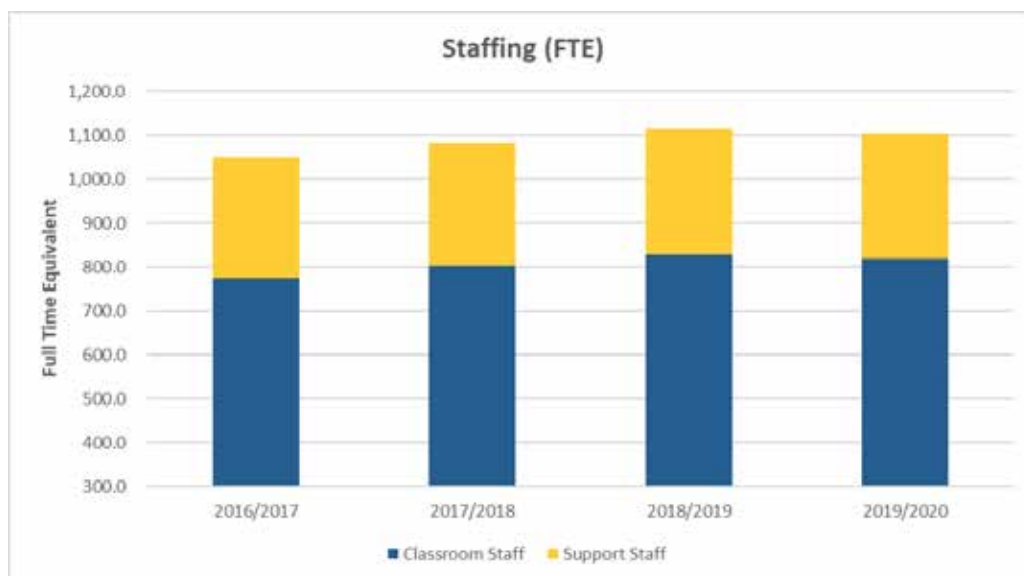
Staffing for all positions is the responsibility of the Human Resources Department. The greatest challenge is balancing costs; while servicing student needs, maintaining Ministry class size targets and honouring collective agreements.

The increase in salary and benefits can be attributed to the following:

- The Board experienced a level of attrition higher than historical trends would dictate, resulting in additional teaching positions being filled by current staff.

- The Board is projecting increased enrolment with elementary schools expected to increase by approximately 97.0 FTE from revised budget, while secondary schools are likely to see a modest increase of about 14.0 FTE.
- Adjustments to the pupil-teacher ratio due to increased enrolment and class size increases in junior/intermediate and secondary grades. Currently, the Board's Secondary class size target is 23.5; with gradual phase-in to 28.0 as required by 2022-23.
- The expiration of the Extension Agreement on August 31, 2019 will result in certain positions no longer being funded in both classroom and support staff roles.
- Collective agreement provisions for salary and benefit increases.
- The benefit budget was brought into line with historical experience and projections.

Salary and Benefits					
Cdn\$	2016/2017 Actual	2017/2018 Actual	2018/2019 Revised Budget	2019/2020 Budget	Chg
Classroom Staff					
Teaching	599.0	620.5	636.7	625.5	(11.2)
CYCWs	3.0	5.0	8.0	8.0	0.0
EAs	138.5	139.5	145.4	148.0	2.6
ECEs	46.0	49.0	49.0	49.0	0.0
Total Classroom Staff	786.5	814.0	839.1	830.5	(8.6)
Support Staff					
School Administration	89.2	90.8	92.3	90.6	(1.7)
Board Administration	27.5	27.2	28.4	28.4	0.0
Facility Services	85.5	86.6	89.1	89.1	0.0
Other Support Staff	60.3	63.6	66.1	66.1	0.0
Total Support Staff	262.5	268.2	275.9	274.2	(1.7)
Total Salary & Benefits	1,049.0	1,082.2	1,115.0	1,104.7	(10.3)



Staff Development

Expenditures associated with providing internal or external professional development to staff.

The main contributor for the reduction in estimated staff development expenses is the decrease in Priorities and Partnership Funding (PPF) included in the budget. Although the Ministry of Education has announced provincial funding, the board-by-board allocation has yet to be announced. The amounts in the budget reflect known allocations or estimates of funding only. Specific allocations will be confirmed as announced by the Ministry of Education and adjusted in the Board's revised budget.

Supplies & Services

Expenditures related to educational learning materials such as textbooks, technological equipment and other classroom materials required to teach or for administrative purposes.

In addition to a decrease in PPF funding, the Board has realized savings in electricity costs as a result of sustainability programs, telephones and servicing and a decrease in the amount of known large school renewal projects. The Board also prioritized certain budget areas to ensure expenditures were providing value-added activities in support of the Board's vision, strategic plan and current priorities.

Capital and Debt

Debt refers to interest charges relating to the long-term debt held by the Board, including pre-amalgamation debt costs. This interest included in the budget is based on known debt at the time of preparation. The Ministry has assumed all Board approved capital projects and, therefore, these interest costs are covered by an offsetting grant.

The government provides funding to school boards to build new or build additions to existing schools; based on the needs of the school community and Board. Refer to the section on Capital Budget for further information.

Fees and Contracted Services

Expenditures consisting of external services required to meet obligations such as audit, legal, professional fees, software fees and contracts. Also included in this category are the expenditures associated with transporting eligible students between home and school. This cost is reflective of the Board's share of the jointly-operated transportation consortium, Student Transportation Services of Brant Haldimand Norfolk (STSBHN).

The Board has been able to keep fees and contracted services relatively flat as a result of participation in collaborative contracts through the Ontario Education Collaborative Marketplace (OECM), prioritizing initiatives that identify student needs, support student achievement and well-being and ensuring to meet our health and safety obligations and other regulations. Using this lens, the Board was able to examine individual areas of the budget and achieve a result that supported other budgets and priorities.

School Budget Allocations

School budgets are allocated primarily based on projected enrolment. It is the responsibility of the Principal to allocate these funds, as needed, for their school community. The funds are used to run the day-to-day operations of the school from classroom resources to furniture and office supplies. These are separate and distinct from School Generated Funds.

School Budget Allocations				
Cdn\$	2018/2019	2019/2020	\$ Chg	% Chg
	Revised Budget	Budget		
Elementary				
Blessed Sacrament	23,207	24,412	1,205	5.2%
Christ the King	20,339	20,131	(208)	-1.0%
Holy Cross	23,588	23,341	(247)	-1.0%
Holy Family	18,043	19,220	1,177	6.5%
Jean Vanier	36,884	35,710	(1,174)	-3.2%
Notre Dame (Brantford)	30,564	30,937	373	1.2%
Notre Dame (Caledonia)	29,476	30,751	1,275	4.3%
Our Lady of Fatima	13,769	13,668	(101)	-0.7%
Our Lady of Providence	31,350	30,485	(865)	-2.8%
Resurrection	16,078	16,396	318	2.0%
Sacred Heart (Langton)	20,010	19,558	(452)	-2.3%
Sacred Heart (Paris)	31,422	32,457	1,035	3.3%
St. Basil	49,006	49,841	835	1.7%
St. Bernard of Clairvaux	24,314	25,396	1,082	4.5%
St. Cecilia's	16,037	15,742	(294)	-1.8%
St. Frances Cabrini	30,788	30,739	(49)	-0.2%
St. Gabriel	39,984	37,329	(2,655)	-6.6%
St. Joseph's	51,574	52,723	1,149	2.2%
St. Leo	32,691	34,872	2,181	6.7%
St. Mary's (Hagersville)	18,061	17,564	(497)	-2.8%
St. Michael's (Dunnville)	26,773	26,887	114	0.4%
St. Michael's (Walsh)	14,663	14,678	15	0.1%
St. Patrick (Brantford)	16,192	16,083	(109)	-0.7%
St. Patrick's (Caledonia)	23,463	22,980	(483)	-2.1%
St. Peter	19,729	18,880	(850)	-4.3%
St. Pius X	29,851	29,974	123	0.4%
St. Stephen's	16,655	17,317	662	4.0%
St. Theresa	20,084	20,353	269	1.3%
Total Elementary	724,596	728,424	3,827	0.5%
Secondary				
Assumption College	261,087	261,724	637	0.2%
Holy Trinity	171,354	177,275	5,922	3.5%
St. John's College	183,977	181,914	(2,063)	-1.1%
Total Secondary	616,417	620,913	4,496	0.7%
Total School Allocation	1,341,013	1,349,336	8,323	0.6%

Capital Budget

The government provides funding to school boards to build new or to build additions to existing schools based on the needs of the school community and board. All capital projects are approved by the Ministry of Education. The allocation for new schools is calculated assuming a space requirement of 104 square feet for each elementary student and 130 square feet for each secondary student. The Ministry then applies standard construction costs to calculate an allocation. This allocation is provided to school boards when construction of a new school or addition begins.

The GSN provides facility renewal grants to fund upgrading and renovation of school facilities. A facility renewal project would normally be a project that would cost more than \$10,000 and would convey a benefit of more than one year.

The Ministry has established an accountability framework to monitor facility renewal expenditures of all school boards. This framework includes the use of surveys, questionnaires, inventories and asset management systems, which must be kept updated on an annual basis.

School boards are required to submit, by December 31 of each year, information summarizing school renewal projects that have been undertaken in the past year and information identifying school renewal projects to be undertaken in the coming year.

During the 2019-20 school year, the Brant Haldimand Norfolk Catholic District School Board will undertake several facility renewal projects, which are designed to create a safe and more comfortable learning environment for our students and staff. Administration and the Board of Trustees will be reviewing the needs of the system and identifying specific projects for the coming year.

From time-to-time, schools may require portables or portapacks to alleviate enrolment pressures. Portables and portapacks are typically funded using the Board's accumulated surplus. As a result of enrolment pressures or the expansion of the Board's French Immersion program the following schools will be provided with either a portable or portapack addition: Christ the King, Holy Family (Paris), St. Bernard of Clairvaux and St. Joseph's.

Capital Budget			
Cdn\$	2018/2019 Revised Budget	2019/2020 Budget	\$ Chg
<u>School Renewal</u>			
Local Improvements	653,439	812,837	159,398
Greenhouse Gas Reduction	160,884	-	(160,884)
School Condition Improvement	2,679,817	2,019,616	(660,201)
Community Hubs	320,418	-	(320,418)
Total School Renewal	3,814,558	2,832,453	(982,105)
<u>New Pupil Places</u>			
New Portable Purchases	1,496,000	650,000	(846,000)
Site Purchases	-	-	-
Buildings	3,438,357	-	(3,438,357)
Total New Pupil Places	4,934,357	650,000	(4,284,357)
Other Tangible Capital	70,000	70,000	-
Debt Interest	2,583,543	2,437,413	(146,130)
Total Capital & Debt	11,402,458	5,989,866	(5,412,592)

Appendix A - Comparative Revenue Summary

	Comparative Revenue Summary						
	2016-2017 Actual	2017-2018 Actual	2018-2019 Forecast	2019-2020 Budget	In-Year Change		
					\$	%	
Provincial Grants (GSN)							
Pupil Foundation	52,362,087	54,256,390	56,239,911	53,056,423	(3,183,488)	-5.7%	
School Foundation	8,033,561	8,113,094	8,328,336	8,497,850	169,514	2.0%	
Special Education	13,192,354	14,139,884	16,373,847	16,750,543	376,696	2.3%	
Language Allocation	1,414,493	1,640,218	1,718,929	1,838,513	119,584	7.0%	
Indigenous Education	258,011	321,470	319,876	338,186	18,310	5.7%	
Rural and Northern Education Fund	1,335,330	1,532,119	1,527,925	1,538,992	11,067	0.7%	
Learning Opportunities	1,873,332	3,021,280	2,594,579	1,425,419	(1,169,160)	-45.1%	
Safe and Accepting Schools	199,477	205,310	212,524	216,840	4,316	2.0%	
Adult & Continuing Education	341,443	435,431	313,864	303,908	(9,956)	-3.2%	
Teacher DECE Q&E	11,382,631	11,963,923	11,487,662	14,186,724	2,699,062	23.5%	
New Teacher Induction Program	64,507	72,394	113,637	90,809	(22,828)	-20.1%	
Student Transportation	5,176,134	5,335,985	5,377,410	5,641,361	263,951	4.9%	
Declining Enrolment	21,093	-	-	-	-	0.0%	
Administration & Governance	3,758,844	3,907,889	4,766,419	4,787,451	21,032	0.4%	
School Operations & Renewal	9,842,312	9,910,844	10,593,878	10,740,227	146,349	1.4%	
Community Use of Schools Grant	136,202	140,700	140,860	146,889	6,029	4.3%	
Permenant Financing - NPF	146,395	146,395	146,395	146,395	-	0.0%	
Regular Provincial Grants	109,538,206	115,143,326	120,256,052	119,706,530	(549,522)	-0.5%	
Grants for Capital Purposes							
School Renewal	1,001,638	749,269	993,197	857,853	(135,344)	-13.6%	
Temporary Accommodation	16,892	-	10,000	40,000	30,000	300.0%	
Short-Term Interest	-	18,978	42,000	25,196	(16,804)	-40.0%	
Debt Funding for Capital	2,452,106	2,329,758	2,200,553	2,064,110	(136,443)	-6.2%	
Total Capital Grants	3,470,636	3,098,005	3,245,750	2,987,159	(258,591)	-8.0%	
Other Grants							
Other Grants	616,918	421,120	352,190	281,736	(70,454)	-20.0%	
Priorities & Partnership Funding	1,015,431	2,033,680	1,282,435	945,623	(336,812)	-26.3%	
Total Non-GSN Grants	1,632,349	2,454,800	1,634,625	1,227,359	(407,266)	-24.9%	
Other Revenue							
Tuition Fees	1,152,459	1,291,689	1,431,238	1,225,894	(205,344)	-14.3%	
Rentals	164,796	169,697	122,281	173,098	50,817	41.6%	
Interest	167,204	310,800	130,000	230,000	100,000	76.9%	
Other Revenue	4,138,569	4,139,276	4,005,882	4,063,603	57,721	1.4%	
Total Non-Grant Revenue	5,623,028	5,911,462	5,689,401	5,692,595	3,194	0.1%	
Deferred Revenues							
Amortization of DCC	4,244,393	4,420,761	4,420,762	4,827,178	406,416	9.2%	
Deferred Revenues	102,485	14,672	211,281	213,958	2,677	1.3%	
Net Deferred Revenue	4,346,878	4,435,433	4,632,043	5,041,136	409,093	8.8%	
Total Revenue and Grants	124,611,097	131,043,026	135,457,871	134,654,779	(803,092)	-0.6%	

Appendix B - Comparative Expenditure Summary

	Comparative Expenditure Summary						
	2016-2017 Actual	2017-2018 Actual	2018-2019 Forecast	2019-2020 Budget	In-Year Change		
					\$	%	
Classroom Instruction							
Teachers	58,874,588	62,707,647	65,620,685	65,539,337	(81,348)	-0.1%	
Supply Teachers	2,875,372	2,759,357	3,150,687	3,050,103	(100,584)	-3.2%	
Educational Assistants	7,313,630	7,736,068	8,248,598	8,513,735	265,137	3.2%	
Early Childhood Educators	2,024,989	2,173,042	2,552,075	2,657,032	104,957	4.1%	
Classroom Computers	1,711,767	2,147,851	2,052,872	1,748,224	(304,648)	-14.8%	
Textbooks & Supplies	2,369,393	2,503,554	3,196,931	2,707,678	(489,253)	-15.3%	
Professionals and Paraprofessionals	2,753,205	3,127,218	3,487,622	3,591,816	104,194	3.0%	
Library and Guidance	1,936,376	2,021,134	2,010,088	2,012,695	2,607	0.1%	
Staff Development	972,761	1,146,083	1,248,151	1,018,029	(230,122)	-18.4%	
Departement Heads	230,616	237,583	237,583	237,583	-	0.0%	
School Generated Funds	3,450,404	3,511,888	3,500,000	3,500,000	-	0.0%	
Total Classroom Instruction & Learning	84,513,102	90,071,424	95,305,292	94,576,232	(729,060)	-0.8%	
School Management							
Principals & Vice Principals	5,037,554	5,181,353	5,477,139	5,504,324	27,185	0.5%	
School Office	3,191,011	3,276,031	3,378,728	3,218,030	(160,698)	-4.8%	
Co-Ordinators and Consultants	1,370,040	1,667,033	1,764,916	1,646,152	(118,764)	-6.7%	
Continuing Education	315,106	411,446	319,094	325,655	6,561	2.1%	
Total School Management	9,913,711	10,535,862	10,939,877	10,694,161	(245,716)	-2.2%	
Student Transportation	4,731,089	4,969,562	5,406,159	5,439,178	33,019	0.6%	
Administration							
Trustees	108,192	111,317	126,133	125,933	(200)	-0.2%	
Director and Supervisory Officers	955,408	959,773	960,878	957,184	(3,694)	-0.4%	
Board Administration	2,698,849	2,743,081	3,233,183	3,233,030	(153)	0.0%	
Total Adminsitration	3,762,449	3,814,171	4,320,194	4,316,147	(4,047)	-0.1%	
Pupil Accomodation							
School Operations and Maintenance	10,814,057	11,081,318	11,264,449	11,293,978	29,529	0.3%	
School Renewal	988,588	749,269	993,197	846,093	(147,104)	-14.8%	
Interest of Captial Debt	2,725,093	2,635,835	2,583,543	2,437,413	(146,130)	-5.7%	
Amortization	4,425,257	4,601,625	4,601,625	5,008,042	406,417	8.8%	
Total Pupil Accomodation	18,952,994	19,068,046	19,442,814	19,585,526	142,712	0.7%	
Total Expenditures	121,873,345	128,459,066	135,414,336	134,611,244	(803,092)	-0.6%	

Brant Haldimand Norfolk Catholic District School Board 2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
INSTRUCTION								
10	315	Professional Development - Academic & S.O.'s	186,978		186,978	232,716	214,852	-45,738
10	317	Professional Development - Non Teaching	5,800		5,800	2,090	743	3,710
10	319	Religion Course	5,000		5,000	5,000	12,600	0
	Total	Staff Development	197,778		197,778	239,806	228,195	-42,028
10	320	Textbooks & Learning Materials	92,722		92,722	122,722	258,845	-30,000
10	322	Books & Periodicals	500		500	500		0
10	324	School Initiatives	0		0	0	24,510	0
10	325	Program Supplies	603,100		603,100	840,313	678,042	-237,213
10	330	Instructional Supplies	919,495		919,495	1,227,495	346,796	-308,000
10	331	Application Software	0		0	0	28,248	0
10	333	New Classroom Set-Up	50,000		50,000	50,000		0
10	335	Printing & Photocopying - Instructional	200,000		200,000	200,000	207,931	0
10	336	Printing & Photocopying - Non-instructional	2,000		2,000	2,000	1,417	0
10	339	First Aid Supplies	7,500		7,500	7,500	6,296	0
10	361	Automobile Reimbursement	68,406		68,406	72,706	64,719	-4,300
10	401	Repairs - Furniture & Equipment	5,000		5,000	5,000		0
10	402	Repairs - Computer Technology	0		0	0		0
10	404	Telephone - Cellular	1,200		1,200	1,200	730	0
10	406	Telephone - Data Communications Services	336,100		336,100	411,100	284,172	-75,000
10	414	Student Senate	12,000		12,000	12,000	9,384	0
10	540	School Trips - Transportation	80,154		80,154	77,854	131,064	2,300
10	701	Association & Membership Fees - Board	0		0	0	2,145	0
10	725	Miscellaneous	1,500		1,500	1,500		0
	Total	Supplies & Services	2,379,677		2,379,677	3,031,890	2,044,299	-652,213
10	501	Replacement of Furniture & Equipment - General	62,810		62,810	62,810	206,169	0
10	502	Replacement of Furniture & Equipment - Computer Tech	533,282		533,282	832,865	1,277,008	-299,583
10	503	Replacement of Furniture & Equipment - Network Conne	39,250		39,250	39,250	322,204	0
	Total	Replacement of F&E	635,342		635,342	934,925	1,805,381	-299,583
10	602	Rental/Lease - Furniture & Equipment - Computer Techn	0		0	0	22,612	0
	Total	Rental Expenses	0		0	0	22,612	0
10	640	Instructional Advertising	79,000		79,000	64,000	68,184	15,000
10	653	Other Professional Fees	0		0	0	26,562	0
10	654	Other Contractual Services	125,078		125,078	125,078	205,582	0
10	661	Software Fees & Licenses	124,245		124,245	114,710	116,682	9,535

Brant Haldimand Norfolk Catholic District School Board 2019-2020 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
10 662 Maintenance Fees - Computer Technology	268,450		268,450	208,050	96,868	60,400
10 702 Association & Membership Fees - Individuals	1,200		1,200	1,200	200	0
Total Fees & Contract Services	597,973		597,973	513,038	514,078	84,935
10 705 Student Bursaries/Awards	1,800		1,800	1,800	1,800	0
Total Other Expenses	1,800		1,800	1,800	1,800	0
10 790 Amortization	139,833		139,833	142,064	142,064	-2,231
Total Amortization	139,833		139,833	142,064	142,064	-2,231
Total INSTRUCTION	3,952,403		3,952,403	4,863,523	4,758,429	-911,120

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
SPECIAL EDUCATION								
12	315	Professional Development - Academic & S.O.'s	26,350		26,350	25,650	14,433	700
12	317	Professional Development - Non Teaching	21,850		21,850	18,150	10,944	3,700
12	361	Automobile Reimbursement	800		800			800
	Total	Staff Development	49,000		49,000	43,800	25,377	5,200
12	320	Textbooks & Learning Materials	4,500		4,500	4,500	9,206	0
12	325	Program Supplies	98,381		98,381	88,506	133,637	9,875
12	330	Instructional Supplies	56,420		56,420	55,706	29,356	714
12	335	Printing & Photocopying - Instructional	0		0	0	2,221	0
12	336	Printing & Photocopying - Non-instructional	6,500		6,500	6,500	3,869	0
12	361	Automobile Reimbursement	56,640		56,640	58,190	43,176	-1,550
12	402	Repairs - Computer Technology	3,000		3,000	3,000		0
12	404	Telephone - Cellular	2,890		2,890	2,890	989	0
12	405	Telephone - Voice	2,000		2,000	2,000	1,054	0
12	407	Postage	235		235	235	155	0
12	410	Office Supplies & Services	2,500		2,500	2,500	77	0
12	416	SEAC	500		500	500	636	0
12	540	School Trips - Transportation	2,750		2,750	2,750	4,987	0
	Total	Supplies & Services	236,316		236,316	227,277	229,363	9,039
12	501	Replacement of Furniture & Equipment - General	106,500		106,500	106,500	94,227	0
12	502	Replacement of Furniture & Equipment - Computer Tech	414,157		414,157	414,157	59,452	0
	Total	Replacement of F&E	520,657		520,657	520,657	153,679	0
12	654	Other Contractual Services	179,365		179,365	179,365	31,834	0
12	662	Maintenance Fees - Computer Technology	25,740		25,740	25,740		0
12	702	Association & Membership Fees - Individuals	300		300	0	257	300
	Total	Fees & Contract Services	205,405		205,405	205,105	32,091	300
Total	SPECIAL EDUCATION		1,011,378		1,011,378	996,839	440,510	14,539

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
SCHOOL MANAGEMENT								
15	315	Professional Development - Academic & S.O.'s	13,500		13,500	27,525	55,135	-14,025
15	317	Professional Development - Non Teaching	12,735		12,735	12,735		0
	Total	Staff Development	26,235		26,235	40,260	55,135	-14,025
15	324	School Initiatives	0		0	0	19,896	0
15	325	Program Supplies	5,000		5,000	6,000	1,201	-1,000
15	335	Printing & Photocopying - Instructional	0		0	0		0
15	336	Printing & Photocopying - Non-instructional	0		0	0	13,384	0
15	361	Automobile Reimbursement	15,000		15,000	16,000	12,241	-1,000
15	404	Telephone - Cellular	0		0	0	21,392	0
15	405	Telephone - Voice	75,405		75,405	75,405	58,087	0
15	406	Telephone - Data Communications Services	0		0	0	398	0
15	407	Postage	32,046		32,046	32,046	34,198	0
15	410	Office Supplies & Services	130,954		130,954	130,954	113,261	0
15	415	School Council Supplies	26,000		26,000	26,000	33,100	0
	Total	Supplies & Services	284,405		284,405	286,405	307,158	-2,000
15	501	Replacement of Furniture & Equipment - General	9,000		9,000	9,000	12,786	0
15	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	1,009	0
15	503	Replacement of Furniture & Equipment - Network Conne	3,400		3,400	3,400		0
	Total	Replacement of F&E	12,400		12,400	12,400	13,795	0
15	661	Software Fees & Licenses	67,500		67,500	66,400	38,793	1,100
15	662	Maintenance Fees - Computer Technology	116,200		116,200	116,200	117,925	0
15	701	Association & Membership Fees - Board	2,300		2,300	2,300		0
15	719	School Courier	20,000		20,000	20,000	15,893	0
	Total	Fees & Contract Services	206,000		206,000	204,900	172,611	1,100
Total	SCHOOL MANAGEMENT		529,040		529,040	543,965	548,699	-14,925

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
STUDENT SUPPORT SERVICES						
21 317 Professional Development - Non Teaching	2,100		2,100	2,100	2,079	0
Total Staff Development	2,100		2,100	2,100	2,079	0
21 325 Program Supplies	2,000		2,000	2,000	6,066	0
21 361 Automobile Reimbursement	11,000		11,000	11,000	16,688	0
21 404 Telephone - Cellular	3,500		3,500	0	268	3,500
21 540 School Trips - Transportation	0		0	0	1,626	0
Total Supplies & Services	16,500		16,500	13,000	24,648	3,500
Total STUDENT SUPPORT SERVICES	18,600		18,600	15,100	26,727	3,500

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
COMPUTER SERVICES								
22	317	Professional Development - Non Teaching	27,610		27,610	29,000	9,051	-1,390
	Total	Staff Development	27,610		27,610	29,000	9,051	-1,390
22	325	Program Supplies	1,400		1,400	1,710	9,599	-310
22	332	Books & Periodicals	0		0	0		0
22	336	Printing & Photocopying - Non-instructional	900		900	900	146	0
22	361	Automobile Reimbursement	19,000		19,000	23,000	18,411	-4,000
22	402	Repairs - Computer Technology	15,000		15,000	15,000	4,771	0
22	404	Telephone - Cellular	12,000		12,000	10,500	9,704	1,500
22	405	Telephone - Voice	0		0	0	445	0
22	406	Telephone - Data Communications Services	34,000		34,000	34,000	29,657	0
22	407	Postage	400		400	400	106	0
22	410	Office Supplies & Services	2,000		2,000	2,000	1,775	0
	Total	Supplies & Services	84,700		84,700	87,510	74,614	-2,810
22	501	Replacement of Furniture & Equipment - General	1,500		1,500	1,500	284	0
22	502	Replacement of Furniture & Equipment - Computer Tech	4,000		4,000	4,000	93	0
	Total	Replacement of F&E	5,500		5,500	5,500	377	0
22	653	Other Professional Fees	5,868		5,868	5,868	150	0
22	654	Other Contractual Services	0		0	0	30,648	0
22	662	Maintenance Fees - Computer Technology	12,252		12,252	32,252	9,654	-20,000
22	702	Association & Membership Fees - Individuals	1,000		1,000	1,000	460	0
	Total	Fees & Contract Services	19,120		19,120	39,120	40,912	-20,000
Total	COMPUTER SERVICES		136,930		136,930	161,130	124,954	-24,200

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
LIBRARY SERVICES						
23 317	Professional Development - Non Teaching		2,000	2,000	1,357	0
Total	Staff Development		2,000	2,000	1,357	0
23 320	Textbooks & Learning Materials		20,000	20,000	882	0
23 321	Library Books		2,000	2,000	35,077	0
23 325	Program Supplies		14,577	14,577	12,149	0
23 330	Instructional Supplies		0	0	2,612	0
23 335	Printing & Photocopying - Instructional		1,500	1,500	1,002	0
23 361	Automobile Reimbursement		1,500	1,500	718	0
23 404	Telephone - Cellular		200	200	200	0
Total	Supplies & Services		39,777	39,777	52,440	0
23 501	Replacement of Furniture & Equipment - General		0	0	1,500	0
23 502	Replacement of Furniture & Equipment - Computer Tech		0	0	258	0
Total	Replacement of F&E		0	0	1,758	0
23 662	Maintenance Fees - Computer Technology		33,004	33,004	24,042	0
Total	Fees & Contract Services		33,004	33,004	24,042	0
Total	LIBRARY SERVICES		74,781	74,781	79,597	0
GUIDANCE SERVICES						
24 330	Instructional Supplies		0	0	722	0
24 335	Printing & Photocopying - Instructional		0	0	4,409	0
Total	Supplies & Services		0	0	5,131	0
24 501	Replacement of Furniture & Equipment - General		0	0		0
Total	Replacement of F&E		0	0		0
Total	GUIDANCE SERVICES		0	0	5,131	0

Brant Haldimand Norfolk Catholic District School Board 2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
TEACHER SUPPORT SERVICES								
25	315	Professional Development - Academic & S.O.'s	16,827		16,827	23,327	19,612	-6,500
25	325	Program Supplies	0		0	0	53	0
25	361	Automobile Reimbursement	0		0	3,000	1,147	-3,000
	Total	Staff Development	16,827		16,827	26,327	20,812	-9,500
25	325	Program Supplies	33,698		33,698	34,198	5,045	-500
25	335	Printing & Photocopying - Instructional	8,300		8,300	8,500	6,705	-200
25	361	Automobile Reimbursement	15,095		15,095	15,895	17,751	-800
25	404	Telephone - Cellular	1,260		1,260	1,800	1,533	-540
25	702	Association & Membership Fees - Individuals	0		0	0	158	0
	Total	Supplies & Services	58,353		58,353	60,393	31,192	-2,040
25	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0		0
	Total	Replacement of F&E	0		0	0		0
25	701	Association & Membership Fees - Board	10,000		10,000	10,000	9,499	0
25	702	Association & Membership Fees - Individuals	1,577		1,577	1,577	737	0
	Total	Fees & Contract Services	11,577		11,577	11,577	10,236	0
Total	TEACHER SUPPORT SERVICES		86,757		86,757	98,297	62,240	-11,540

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
GOVERNANCE/TRUSTEES								
31	317	Professional Development - Non Teaching	23,000		23,000	23,000	20,470	0
	Total	Staff Development	23,000		23,000	23,000	20,470	0
31	336	Printing & Photocopying - Non-instructional	3,500		3,500	3,500	173	0
31	359	Student Trustees	5,000		5,000	5,000		0
31	361	Automobile Reimbursement	10,000		10,000	10,000	8,067	0
31	404	Telephone - Cellular	3,000		3,000	3,000	3,583	0
31	406	Telephone - Data Communications Services	3,600		3,600	3,600	4,270	0
31	407	Postage	0		0	200		-200
31	410	Office Supplies & Services	500		500	500	9,354	0
31	725	Miscellaneous	5,000		5,000	5,000	1,258	0
	Total	Supplies & Services	30,600		30,600	30,800	26,705	-200
31	502	Replacement of Furniture & Equipment - Computer Tech	2,000		2,000	2,000		0
	Total	Replacement of F&E	2,000		2,000	2,000		0
Total	GOVERNANCE/TRUSTEES		55,600		55,600	55,800	47,175	-200

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
SENIOR ADMINISTRATION								
32	315	Professional Development - Academic & S.O.'s	27,000		27,000	27,000	28,897	0
32	316	Professional Memberships - Academic	300		300	300		0
32	318	Professional Memberships - Non Teaching	1,100		1,100			1,100
	Total	Staff Development	28,400		28,400	27,300	28,897	1,100
32	322	Books & Periodicals	2,250		2,250	2,250	734	0
32	325	Program Supplies	0		0	4,644		-4,644
32	336	Printing & Photocopying - Non-instructional	4,000		4,000	4,000	4,281	0
32	361	Automobile Reimbursement	9,500		9,500	9,500	3,125	0
32	404	Telephone - Cellular	10,000		10,000	10,000	5,233	0
32	406	Telephone - Data Communications Services	1,000		1,000	1,000	868	0
	Total	Supplies & Services	26,750		26,750	31,394	14,241	-4,644
32	702	Association & Membership Fees - Individuals	10,900		10,900	10,900	8,861	0
	Total	Fees & Contract Services	10,900		10,900	10,900	8,861	0
32	725	Miscellaneous	1,500		1,500	1,500	1,945	0
	Total	Other Expenses	1,500		1,500	1,500	1,945	0
Total	SENIOR ADMINISTRATION		67,550		67,550	71,094	53,944	-3,544

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
ADMINISTRATION AND OTHER SUPPORT								
33	317	Professional Development - Non Teaching	5,600		5,600	6,100	6,594	-500
	Total	Staff Development	5,600		5,600	6,100	6,594	-500
33	336	Printing & Photocopying - Non-instructional	500		500	500	374	0
33	361	Automobile Reimbursement	900		900	1,300	1,175	-400
33	404	Telephone - Cellular	1,600		1,600	1,600	1,904	0
33	405	Telephone - Voice	13,000		13,000	13,000	15,013	0
33	406	Telephone - Data Communications Services	0		0	1,800		-1,800
33	407	Postage	16,000		16,000	16,000	10,495	0
33	410	Office Supplies & Services	9,100		9,100	9,100	8,675	0
	Total	Supplies & Services	41,100		41,100	43,300	37,636	-2,200
33	501	Replacement of Furniture & Equipment - General	0		0	0	2,000	0
33	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	731	0
	Total	Replacement of F&E	0		0	0	2,731	0
33	640	Instructional Advertising	8,500		8,500	18,500	13,475	-10,000
33	652	Legal Fees	15,000		15,000	15,000	30,225	0
33	653	Other Professional Fees	0		0	0	2,360	0
33	654	Other Contractual Services	2,500		2,500	2,500	1,840	0
33	662	Maintenance Fees - Computer Technology	30,000		30,000	30,000	24,384	0
33	672	Liability Insurance	0		0	0		0
33	701	Association & Membership Fees - Board	49,000		49,000	49,000	46,292	0
33	702	Association & Membership Fees - Individuals	605		605	750	1,005	-145
	Total	Fees & Contract Services	105,605		105,605	115,750	119,581	-10,145
33	710	Interest	0		0	0		0
33	725	Miscellaneous	25,500		25,500	25,500	36,038	0
33	729	Foreign Exchange Gain/Loss	10,000		10,000	10,000	-4,761	0
	Total	Other Expenses	35,500		35,500	35,500	31,277	0
33	790	Amortization	53,597		53,597	52,859	52,859	738
	Total	Amortization	53,597		53,597	52,859	52,859	738
Total	ADMINISTRATION AND OTHER SUPPORT		241,402		241,402	253,509	250,678	-12,107

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
HUMAN RESOURCES ADMINISTRATION						
34 317	Professional Development - Non Teaching		4,550	10,050	7,087	-5,500
34 318	Professional Memberships - Non Teaching		1,400	1,400		0
Total Staff Development			5,950	11,450	7,087	-5,500
34 322	Books & Periodicals		1,500	1,500		0
34 361	Automobile Reimbursement		2,000	2,000	1,162	0
34 404	Telephone - Cellular		1,400	1,400	1,465	0
34 405	Telephone - Voice		0	0	34	0
34 410	Office Supplies & Services		2,500	2,500	2,276	0
34 421	Recruitment of Staff		20,000	20,000	3,004	0
34 501	Replacement of Furniture & Equipment - General		0	0		0
Total Supplies & Services			27,400	27,400	7,941	0
34 502	Replacement of Furniture & Equipment - Computer Tech		0	0	4,115	0
Total Replacement of F&E			0	0	4,115	0
34 650	Labour Relations		175,000	150,000	63,844	25,000
34 652	Legal Fees		0	0	404	0
34 653	Other Professional Fees		20,000	20,000	3,155	0
34 654	Other Contractual Services		30,000	30,000	28,675	0
34 661	Software Fees & Licenses		34,905	32,080	26,939	2,825
34 662	Maintenance Fees - Computer Technology		13,000	7,000	12,503	6,000
34 702	Association & Membership Fees - Individuals		1,400	1,400	1,042	0
Total Fees & Contract Services			274,305	240,480	136,562	33,825
Total HUMAN RESOURCES ADMINISTRATION			307,655	279,330	155,705	28,325
INFORMATION TECHNOLOGY ADMINISTRATION						
35 503	Replacement of Furniture & Equipment - Network Conne		13,400	3,400		10,000
Total Replacement of F&E			13,400	3,400		10,000
35 661	Software Fees & Licenses		23,575	22,400	17,482	1,175
35 662	Maintenance Fees - Computer Technology		0	0	28,809	0
Total Fees & Contract Services			23,575	22,400	46,291	1,175
Total INFORMATION TECHNOLOGY ADMINISTRATION			36,975	25,800	46,291	11,175

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
DIRECTOR'S OFFICE								
36	317	Professional Development - Non Teaching	1,800		1,800	1,800	1,124	0
	Total	Staff Development	1,800		1,800	1,800	1,124	0
36	336	Printing & Photocopying - Non-instructional	3,900		3,900	3,900		0
36	361	Automobile Reimbursement	1,000		1,000	1,300	62	-300
36	404	Telephone - Cellular	1,000		1,000	1,000	607	0
36	405	Telephone - Voice	1,500		1,500	1,500		0
36	406	Telephone - Data Communications Services	0		0	0		0
36	410	Office Supplies & Services	6,455		6,455	6,455	6,691	0
	Total	Supplies & Services	13,855		13,855	14,155	7,360	-300
36	501	Replacement of Furniture & Equipment - General	1,800		1,800	1,800	1,657	0
36	502	Replacement of Furniture & Equipment - Computer Tech	1,350		1,350	1,350	2,342	0
	Total	Replacement of F&E	3,150		3,150	3,150	3,999	0
36	702	Association & Membership Fees - Individuals	0		0	0	230	0
	Total	Fees & Contract Services	0		0	0	230	0
Total	DIRECTOR'S OFFICE		18,805		18,805	19,105	12,713	-300
PAYROLL ADMINISTRATION								
37	317	Professional Development - Non Teaching	2,000		2,000	2,000	1,103	0
	Total	Staff Development	2,000		2,000	2,000	1,103	0
37	361	Automobile Reimbursement	500		500	500	287	0
37	410	Office Supplies & Services	2,500		2,500	1,500	2,629	1,000
37	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	746	0
	Total	Supplies & Services	3,000		3,000	2,000	3,662	1,000
37	654	Other Contractual Services	62,000		62,000	76,000	98,530	-14,000
37	661	Software Fees & Licenses	1,600		1,600	1,600	1,532	0
37	662	Maintenance Fees - Computer Technology	14,000		14,000	14,000	12,593	0
37	702	Association & Membership Fees - Individuals	400		400	400	230	0
	Total	Fees & Contract Services	78,000		78,000	92,000	112,885	-14,000
Total	PAYROLL ADMINISTRATION		83,000		83,000	96,000	117,650	-13,000

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2019-2020 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
FINANCE						
38 317	Professional Development - Non Teaching		5,500	5,500	4,331	0
38 318	Professional Memberships - Non Teaching		2,400	2,400	2,002	0
Total	Staff Development		7,900	7,900	6,333	0
38 336	Printing & Photocopying - Non-instructional		3,460	3,460	495	0
38 361	Automobile Reimbursement		500	500	653	0
38 404	Telephone - Cellular		540	540	540	0
38 405	Telephone - Voice		0	0	5	0
38 410	Office Supplies & Services		3,400	3,400	1,700	0
Total	Supplies & Services		7,900	7,900	3,393	0
38 501	Replacement of Furniture & Equipment - General		2,000	2,000	1,027	0
38 502	Replacement of Furniture & Equipment - Computer Tech		3,000	3,000		0
Total	Replacement of F&E		5,000	5,000	1,027	0
38 640	Instructional Advertising		2,655	2,655		0
38 651	Audit Fees		55,000	55,000	44,261	0
38 653	Other Professional Fees		7,000	7,000	6,130	1,000
38 654	Other Contractual Services		2,500	2,500	1,453	0
38 661	Software Fees & Licenses		8,500	8,500	1,292	-85,000
38 662	Maintenance Fees - Computer Technology		89,000	89,000	51,815	21,000
38 702	Association & Membership Fees - Individuals		1,400	1,400	1,042	200
Total	Fees & Contract Services		166,055	166,055	105,993	-62,800
Total	FINANCE		186,855	249,655	116,746	-62,800

Brant Haldimand Norfolk Catholic District School Board

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	Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
PURCHASING AND PROCUREMENT						
39 317 Professional Development - Non Teaching	1,000		1,000	1,000	632	0
39 318 Professional Memberships - Non Teaching	500		500	500	419	0
Total Staff Development	1,500		1,500	1,500	1,051	0
39 361 Automobile Reimbursement	500		500	500	321	0
39 404 Telephone - Cellular	600		600	600	453	0
39 410 Office Supplies & Services	100		100	100	227	0
Total Supplies & Services	1,200		1,200	1,200	1,001	0
39 502 Replacement of Furniture & Equipment - Computer Tech	0		0	0		0
Total Replacement of F&E	0		0	0		0
39 702 Association & Membership Fees - Individuals	800		800	800	765	0
Total Fees & Contract Services	800		800	800	765	0
Total PURCHASING AND PROCUREMENT	3,500		3,500	3,500	2,817	0

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
SCHOOL OPERATIONS								
40	317	Professional Development - Non Teaching	3,000		3,000	4,000	5,343	-1,000
	Total	Staff Development	3,000		3,000	4,000	5,343	-1,000
40	340	Plant Operations Supplies	262,735		262,735	262,735	290,273	0
40	341	Electricity	1,944,893		1,944,893	2,007,699	1,732,914	-62,806
40	343	Heating - Gas	362,876		362,876	338,202	329,570	24,674
40	346	Water & Sewage	224,072		224,072	225,874	218,807	-1,802
40	361	Automobile Reimbursement	7,600		7,600	7,600	12,257	0
40	404	Telephone - Cellular	2,000		2,000	2,000	256	0
40	430	Maintenance Supplies	50,000		50,000	50,000	53,773	0
40	435	Caretakers Supplies	3,500		3,500	3,500		0
	Total	Supplies & Services	2,857,676		2,857,676	2,897,610	2,637,850	-39,934
40	501	Replacement of Furniture & Equipment - General	35,000		35,000	35,000	22,842	0
40	502	Replacement of Furniture & Equipment - Computer Tech	1,800		1,800	1,800		0
40	681	Moving of Portables	0		0	0	120,844	0
	Total	Replacement of F&E	36,800		36,800	36,800	143,686	0
40	654	Other Contractual Services	714,000		714,000	714,000	819,145	0
40	661	Software Fees & Licenses	30,000		30,000	33,000	52,708	-3,000
40	681	Moving of Portables	10,000		10,000	10,000	1,879	0
	Total	Fees & Contract Services	754,000		754,000	757,000	873,732	-3,000
40	790	Amortization	4,814,612		4,814,612	4,406,702	4,406,702	407,910
	Total	Amortization	4,814,612		4,814,612	4,406,702	4,406,702	407,910
Total		SCHOOL OPERATIONS	8,466,088		8,466,088	8,102,112	8,067,313	363,976

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2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
SCHOOL MAINTENANCE								
41	317	Professional Development - Non Teaching	2,500		2,500	2,500	2,338	0
	Total	Staff Development	2,500		2,500	2,500	2,338	0
41	340	Plant Operations Supplies	0		0	0		0
41	361	Automobile Reimbursement	15,000		15,000	15,000		0
41	370	Vehicle Fuel	30,000		30,000	30,000	31,179	0
41	401	Repairs - Furniture & Equipment	1,000		1,000	1,000		0
41	404	Telephone - Cellular	6,000		6,000	6,000	3,875	0
41	430	Maintenance Supplies	155,000		155,000	155,000	203,856	0
41	431	Maintenance Services	569,300		569,300	569,300	918,907	0
41	432	Landscaping	6,000		6,000	6,000		0
41	434	Building & Grounds (School Based)	61,368		61,368	61,368	6,401	0
41	438	Municipal Improvements	5,000		5,000	5,000		0
41	439	Local Improvement Supplies	0		0	0		0
41	440	Vehicle Maintenance & Supplies	15,000		15,000	15,000	19,073	0
	Total	Supplies & Services	863,668		863,668	863,668	1,183,291	0
41	501	Replacement of Furniture & Equipment - General	4,500		4,500	4,500	3,615	0
41	625	Rental/Lease - Vehicles	0		0	0		0
	Total	Replacement of F&E	4,500		4,500	4,500	3,615	0
41	754	Debenture Interest - post May 15, 1998	57,919		57,919	62,466	66,800	-4,547
	Total	Interest Charges on Capital	57,919		57,919	62,466	66,800	-4,547
41	653	Other Professional Fees	2,000		2,000	2,000	19,611	0
41	654	Other Contractual Services	26,000		26,000	26,000	19,772	0
41	661	Software Fees & Licenses	30,000		30,000	30,000	25,066	0
41	671	Property Insurance	120,793		120,793	120,793	35,172	0
41	672	Liability Insurance	89,000		89,000	89,000	38,661	0
41	673	Vehicle Insurance	11,000		11,000	11,000	4,020	0
41	702	Association & Membership Fees - Individuals	2,000		2,000	2,000		0
	Total	Fees & Contract Services	280,793		280,793	280,793	142,302	0
Total	SCHOOL MAINTENANCE		1,209,380		1,209,380	1,213,927	1,398,346	-4,547

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
SCHOOL RENEWAL						
42 760 Local Improvements	846,093		846,093	993,197	749,268	-147,104
Total Supplies & Services	846,093		846,093	993,197	749,268	-147,104
Total SCHOOL RENEWAL	846,093		846,093	993,197	749,268	-147,104
NEW PUPIL PLACES						
43 754 Debenture Interest - post May 15, 1998	1,833,121		1,833,121	1,956,910	2,031,676	-123,789
43 761 Capital Loan Interest	1,200		1,200	2,400	3,600	-1,200
Total Interest Charges on Capital	1,834,321		1,834,321	1,959,310	2,035,276	-124,989
Total NEW PUPIL PLACES	1,834,321		1,834,321	1,959,310	2,035,276	-124,989

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
OP & MAINT/CAPITAL-NON INSTRUCTIONAL								
44	317	Professional Development - Non Teaching	0		0	0		0
	Total	Staff Development	0		0	0		0
44	336	Printing & Photocopying - Non-instructional	3,000		3,000	3,000	258	0
44	340	Plant Operations Supplies	0		0	0	25	0
44	341	Electricity	66,342		66,342	66,636	40,814	-294
44	343	Heating - Gas	7,641		7,641	6,717	7,337	924
44	346	Water & Sewage	5,041		5,041	4,917	2,541	124
44	361	Automobile Reimbursement	0		0	0	160	0
44	405	Telephone - Voice	4,200		4,200	4,200	348	0
44	410	Office Supplies & Services	2,500		2,500	2,500	3,792	0
44	430	Maintenance Supplies	45,000		45,000	45,000	18,468	0
44	431	Maintenance Services	20,000		20,000	20,000	25,387	0
44	432	Landscaping	0		0	0		0
44	440	Vehicle Maintenance & Supplies	0		0	0		0
	Total	Supplies & Services	153,724		153,724	152,970	99,130	754
44	501	Replacement of Furniture & Equipment - General	2,000		2,000	2,000	9,270	0
	Total	Replacement of F&E	2,000		2,000	2,000	9,270	0
44	754	Debenture Interest - post May 15, 1998	31,211		31,211	33,661	35,996	-2,450
	Total	Interest Charges on Capital	31,211		31,211	33,661	35,996	-2,450
44	611	Rental/Lease - Non-Instructional Accommodation	19,080		19,080	19,080	18,977	0
44	653	Other Professional Fees	0		0	0		0
	Total	Rental Expenses	19,080		19,080	19,080	18,977	0
44	654	Other Contractual Services	36,284		36,284	36,284	11,926	0
	Total	Fees & Contract Services	36,284		36,284	36,284	11,926	0
Total	OP & MAINT/CAPITAL-NON INSTRUCTIONAL		242,299		242,299	243,995	175,299	-1,696

Brant Haldimand Norfolk Catholic District School Board 2019-2020 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
DIRECT CAPITAL & DEBT						
45 754	Debenture Interest - post May 15, 1998		277,567	291,711	305,192	-14,144
	Total Interest Charges on Capital		277,567	291,711	305,192	-14,144
45 762	Other Capital		146,395	146,395	146,395	0
45 763	Other Capital Expenditure		90,000	90,000	46,177	0
	Total Other Expenses		236,395	236,395	192,572	0
Total	DIRECT CAPITAL & DEBT		513,962	528,106	497,764	-14,144
TRANSPORTATION - GENERAL						
50 654	Other Contractual Services		264,994	231,975	228,624	33,019
	Total Fees & Contract Services		264,994	231,975	228,624	33,019
Total	TRANSPORTATION - GENERAL		264,994	231,975	228,624	33,019
TRANSPORTATION - HOME TO SCHOOL						
51 654	Other Contractual Services		5,174,184	5,174,184	4,739,841	0
51 658			0	0	1,097	0
	Total Fees & Contract Services		5,174,184	5,174,184	4,740,938	0
Total	TRANSPORTATION - HOME TO SCHOOL		5,174,184	5,174,184	4,740,938	0

Brant Haldimand Norfolk Catholic District School Board

2019-2020 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)
CONTINUING EDUCATION						
55 315 Professional Development - Academic & S.O.'s	500		500	500	849	0
55 317 Professional Development - Non Teaching	0		0	0		0
Total Staff Development	500		500	500	849	0
55 325 Program Supplies	0		0	0	24	0
55 330 Instructional Supplies	9,900		9,900	9,400	4,610	500
55 335 Printing & Photocopying - Instructional	1,200		1,200	1,200	670	0
55 361 Automobile Reimbursement	7,900		7,900	4,400	3,442	3,500
55 404 Telephone - Cellular	600		600	600		0
Total Supplies & Services	19,600		19,600	15,600	8,746	4,000
55 502 Replacement of Furniture & Equipment - Computer Tech	0		0	0		0
Total Replacement of F&E	0		0	0		0
55 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	989	0
Total Fees & Contract Services	1,000		1,000	1,000	989	0
Total CONTINUING EDUCATION	21,100		21,100	17,100	10,584	4,000
OTHER NON-OPERATING						
59 462 SGF Expense	3,500,000		3,500,000	3,500,000	3,511,888	0
Total Supplies & Services	3,500,000		3,500,000	3,500,000	3,511,888	0
59 722 Claims & Settlements	0		0	0		0
59 795 Loss on Disposal of TCA	0		0	0		0
Total Other Expenses	0		0	0		0
Total OTHER NON-OPERATING	3,500,000		3,500,000	3,500,000	3,511,888	0
TOTAL BUDGET	28,883,652		28,883,652	29,771,334	28,265,306	-887,682

**Brant Haldimand Norfolk Catholic District School Board
2019-2020 Preliminary Expenditure Estimates Tangible Capital Assets**

	Prelim	Prelim Change	Prelim Budget	Revised 2018-2019	Actual 2017-2018	Increase (Decrease)	
SCHOOL MAINTENANCE							
41 554 Additional Equipment - Vehicles	70,000		70,000	70,000		0	
Total Tangible Capital Assets	70,000		70,000	70,000		0	
Total SCHOOL MAINTENANCE	70,000		70,000	70,000		0	
SCHOOL RENEWAL							
42 760 Local Improvements	812,837		812,837	653,439		159,398	
42 764 Greenhouse Gas Reduction	0		0	160,884		-160,884	
42 765 School Condition Improvement	2,019,616		2,019,616	2,679,817		-660,201	
42 766 Community Hubs	0		0	320,418		-320,418	
Total Tangible Capital Assets	2,832,453		2,832,453	3,814,558		-982,105	
Total SCHOOL RENEWAL	2,832,453		2,832,453	3,814,558		-982,105	
NEW PUPIL PLACES							
43 682 New Portable Classrooms	650,000		650,000	1,496,000		-846,000	
43 758 Site Purchases	0		0	0		0	
43 759 Buildings	0		0	3,438,357		-3,438,357	ELKP
Total Tangible Capital Assets	650,000		650,000	4,934,357		-4,284,357	
Total NEW PUPIL PLACES	650,000		650,000	4,934,357		-4,284,357	
OP & MAINT/CAPITAL-NON INSTRUCTIONAL							
44 759 Buildings	0		0	0		0	
Total Tangible Capital Assets	0		0	0		0	
Total OP & MAINT/CAPITAL-NON INSTRUCTIONAL	0		0	0		0	
Total	3,552,453		3,552,453	8,818,915		-5,266,462	
TOTAL BUDGET	3,552,453		3,552,453	8,818,915		-5,266,462	

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Board of Trustees
Submitted on: July 17, 2019
Submitted by: Mike McDonald, Director of Education & Secretary

INTERIM FINANCIAL REPORT – MAY 2019

Public Session

BACKGROUND INFORMATION:

Interim financial reports are presented to the Board of Trustees in their monitoring of the financial well-being of the school board. These reports are presented to the Board of Trustees three times per school year.

Attached to this report is the Board Report as of May 31, 2019 comparing actual expenditures to the Board-approved budget.

DEVELOPMENTS:

Overall, our expenditures are trending below budget with 73.6% of the total budget spent to date. Compared to prior year, spending as of May 31, 2018 was tracking at 75.1%.

Salaries and Benefits

Representing about 78.0% of total expenditures, salaries and benefits are monitored closely each month as variances can have significant impacts on our year-end forecast. To date, salaries and benefits have consumed about 73.9% of budget (May 2018, 74.9%), resulting from several vacancies filled later in the year. In addition, short- and long-term supply teacher coverage has been trending favourably.

Benefits are trending under budget at 72.9% of budget (May 2018, 75.5%), resulting from the transfer to the Provincial Trust Plans for our employee groups. As this transfer is now complete, budgeting/forecasting will be improved with historical trends. It is expected that salaries and benefits will remain in-line and under budget by year-end.

Other Expenditures

Other changes throughout the year are as follows:

- OSBIE returned a portion of our premiums from an insurance surplus of approximately \$50,000.
- There has been less demand for equipment for students in need, allowing our Special Education Equipment Amount (SEA) to be deferred to next year.
- School Renewal spending will continue throughout the summer months as there are several projects that are expected to be completed for September.
- The expenditure identified as New Pupil Places represents the interest portion of our debt payments, which has been fully paid for this school year.
- The Governance/Trustees budget is 75.5% spent, which is essentially on track and compares to last years' spending of 65.0% at May. Current Ministry guidelines realign the annual OCSTA fees as part of the Administration & Other Support Department.

- Overall, the Senior Administration budget is within budget at 74.6% spent. A favourable variance in salaries and benefits (vacancies) is offset in additional expenses in contract services.
- The Continuing Education Program expenses totalled \$160,459 or 50.3% of budget at the end of the third quarter. This program, re-established in the 2013-14 school year, includes Heritage Language programs offered and will continue into the summer months with the Summer School program.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Interim Financial Report – May 2019 report.

BRANT HALDIMAND NORFOLK CDSB

Run Date: 7/8/2019

Monthly Board Report

Report Name: B01

Ending Period: May 2019

	Budget	Expenditure	% Spent
10 - INSTRUCTION			
SALARIES & WAGES	56,372,418.70	41,148,556.89	73.0
EMPLOYEE BENEFITS	8,073,566.00	5,694,159.51	70.5
STAFF DEVELOPMENT	251,231.80	148,151.83	59.0
SUPPLIES & SERVICES	2,433,427.58	1,440,348.84	59.2
REPLACEMENT F & E	1,049,548.78	812,899.49	77.5
FEES & CONTRACTUAL SERVICES	512,038.00	449,110.28	87.7
OTHER	3,300.00	1,800.00	54.5
AMORTIZATION	142,064.00	106,548.00	75.0
Total - INSTRUCTION	68,837,594.86	49,801,574.84	72.3
12 - SPECIAL EDUCATION			
SALARIES & WAGES	14,223,354.00	10,936,602.61	76.9
EMPLOYEE BENEFITS	2,962,598.00	2,306,568.70	77.9
STAFF DEVELOPMENT	43,800.00	23,351.43	53.3
SUPPLIES & SERVICES	258,342.03	105,922.67	41.0
REPLACEMENT F & E	520,657.00	134,549.92	25.8
FEES & CONTRACTUAL SERVICES	205,105.00	4,820.88	2.4
Total - SPECIAL EDUCATION	18,213,856.03	13,511,816.21	74.2
15 - SCHOOL MANAGEMENT/SCHOOL SERVICES			
SALARIES & WAGES	7,212,211.00	5,476,530.43	75.9
EMPLOYEE BENEFITS	1,145,068.00	908,854.73	79.4
STAFF DEVELOPMENT	40,260.00	13,418.05	33.3
SUPPLIES & SERVICES	590,420.36	240,160.03	40.7
REPLACEMENT F & E	12,400.00	12,351.40	99.6
FEES & CONTRACTUAL SERVICES	204,900.00	167,418.15	81.7
Total - SCHOOL MANAGEMENT/SCHOOL SERVICES	9,205,259.36	6,818,732.79	74.1
21 - STUDENT SUPPORT SERVICES-GENERAL			
SALARIES & WAGES	913,994.00	722,592.01	79.1
EMPLOYEE BENEFITS	219,368.00	145,088.44	66.1
STAFF DEVELOPMENT	2,100.00	571.60	27.2
SUPPLIES & SERVICES	13,000.00	14,663.52	112.8
Total - STUDENT SUPPORT SERVICES-GENERAL	1,148,462.00	882,915.57	76.9
22 - COMP & OTH TECH STUDENT SUPP SERV			
SALARIES & WAGES	1,015,766.00	700,032.01	68.9
EMPLOYEE BENEFITS	273,688.00	198,032.08	72.4
STAFF DEVELOPMENT	29,000.00	12,491.21	43.1

BRANT HALDIMAND NORFOLK CDSB

Run Date: 7/8/2019

Monthly Board Report

Report Name: B01

Ending Period: May 2019

	Budget	Expenditure	% Spent
SUPPLIES & SERVICES	87,510.00	47,698.84	54.5
REPLACEMENT F & E	5,500.00	3,043.03	55.3
FEES & CONTRACTUAL SERVICES	39,120.00	25,460.83	65.1
Total - COMP & OTH TECH STUDENT SUPP SERV	1,450,584.00	986,758.00	68.0
23 - LIBRARY SERVICES			
SALARIES & WAGES	783,327.00	629,705.30	80.4
EMPLOYEE BENEFITS	193,019.00	152,973.75	79.3
STAFF DEVELOPMENT	2,000.00	588.01	29.4
SUPPLIES & SERVICES	85,708.92	45,726.27	53.4
FEES & CONTRACTUAL SERVICES	33,004.00	24,643.06	74.7
Total - LIBRARY SERVICES	1,097,058.92	853,636.39	77.8
24 - GUIDANCE SERVICES			
SALARIES & WAGES	850,903.00	646,847.69	76.0
EMPLOYEE BENEFITS	110,058.00	76,655.17	69.6
SUPPLIES & SERVICES	5,596.33	2,613.53	46.7
Total - GUIDANCE SERVICES	966,557.33	726,116.39	75.1
25 - TEACHER SUPPORT SERVICES			
SALARIES & WAGES	1,347,799.00	995,243.03	73.8
EMPLOYEE BENEFITS	153,123.00	120,025.34	78.4
STAFF DEVELOPMENT	23,327.00	12,113.48	51.9
SUPPLIES & SERVICES	63,393.00	25,871.48	40.8
FEES & CONTRACTUAL SERVICES	11,577.00	10,409.00	89.9
Total - TEACHER SUPPORT SERVICES	1,599,219.00	1,163,662.33	72.8
31 - GOVERNANCE/TRUSTEES			
SALARIES & WAGES	67,100.00	47,005.47	70.1
EMPLOYEE BENEFITS	3,233.00	1,641.02	50.8
STAFF DEVELOPMENT	23,000.00	17,900.72	77.8
SUPPLIES & SERVICES	30,800.00	26,502.42	86.0
REPLACEMENT F & E	2,000.00	2,247.05	112.4
Total - GOVERNANCE/TRUSTEES	126,133.00	95,296.68	75.6
32 - SENIOR ADMINISTRATION			
SALARIES & WAGES	808,487.00	558,037.96	69.0
EMPLOYEE BENEFITS	81,297.00	78,670.72	96.8
STAFF DEVELOPMENT	27,300.00	15,095.75	55.3
SUPPLIES & SERVICES	31,394.00	9,141.38	29.1
FEES & CONTRACTUAL SERVICES	10,900.00	56,058.92	514.3

BRANT HALDIMAND NORFOLK CDSB

Run Date: 7/8/2019

Monthly Board Report

Report Name: B01

Ending Period: May 2019

	Budget	Expenditure	% Spent
OTHER	1,500.00	15.34	1.0
Total - SENIOR ADMINISTRATION	960,878.00	717,020.07	74.6
33 - ADMINISTRATION & OTHER SUPPORT			
SALARIES & WAGES	172,945.00	99,600.06	57.6
EMPLOYEE BENEFITS	42,099.00	24,514.51	58.2
STAFF DEVELOPMENT	11,600.00	1,148.38	9.9
SUPPLIES & SERVICES	45,800.00	24,846.97	54.3
REPLACEMENT F & E	0.00	6,924.50	0.0
FEES & CONTRACTUAL SERVICES	115,250.00	213,470.47	185.2
OTHER	33,500.00	35,104.31	104.8
AMORTIZATION	52,859.30	39,644.49	75.0
Total - ADMINISTRATION & OTHER SUPPORT	474,053.30	445,253.69	93.9
34 - HUMAN RESOURCES ADMINISTRATION			
SALARIES & WAGES	493,320.00	362,259.13	73.4
EMPLOYEE BENEFITS	119,402.00	92,147.09	77.2
STAFF DEVELOPMENT	5,950.00	999.96	16.8
SUPPLIES & SERVICES	27,400.00	3,690.08	13.5
REPLACEMENT F & E	0.00	295.44	0.0
FEES & CONTRACTUAL SERVICES	240,480.00	171,982.51	71.5
Total - HUMAN RESOURCES ADMINISTRATION	886,552.00	631,374.21	71.2
35 - INFORMATION TECHNOLOGY ADMINIS.			
SALARIES & WAGES	60,776.00	44,582.39	73.4
EMPLOYEE BENEFITS	16,805.00	8,100.75	48.2
REPLACEMENT F & E	3,400.00	2,423.24	71.3
FEES & CONTRACTUAL SERVICES	22,400.00	24,048.34	107.4
Total - INFORMATION TECHNOLOGY ADMINIS.	103,381.00	79,154.72	76.6
36 - DIRECTOR'S OFFICE			
SALARIES & WAGES	270,143.00	181,114.15	67.0
EMPLOYEE BENEFITS	66,152.00	50,974.30	77.1
STAFF DEVELOPMENT	1,800.00	742.29	41.2
SUPPLIES & SERVICES	14,155.00	7,598.32	53.7
REPLACEMENT F & E	3,150.00	458.86	14.6

BRANT HALDIMAND NORFOLK CDSB

Run Date: 7/8/2019

Monthly Board Report

Report Name: B01

Ending Period: May 2019

	Budget	Expenditure	% Spent
FEES & CONTRACTUAL SERVICES	0.00	229.86	0.0
Total - DIRECTOR'S OFFICE	355,400.00	241,117.78	67.8
37 - PAYROLL ADMINISTRATION			
SALARIES & WAGES	184,988.00	137,715.70	74.4
EMPLOYEE BENEFITS	46,835.00	37,826.63	80.8
STAFF DEVELOPMENT	2,000.00	1,030.74	51.5
SUPPLIES & SERVICES	2,000.00	2,360.82	118.0
FEES & CONTRACTUAL SERVICES	92,000.00	77,237.29	84.0
Total - PAYROLL ADMINISTRATION	327,823.00	256,171.18	78.1
38 - FINANCE			
SALARIES & WAGES	402,097.00	275,878.62	68.6
EMPLOYEE BENEFITS	95,026.00	71,454.30	75.2
STAFF DEVELOPMENT	7,900.00	6,548.95	82.9
SUPPLIES & SERVICES	7,900.00	2,846.61	36.0
REPLACEMENT F & E	5,000.00	824.97	16.5
FEES & CONTRACTUAL SERVICES	228,855.00	106,742.20	46.6
Total - FINANCE	746,778.00	464,295.65	62.2
39 - PURCHASING & PROCUREMENT			
SALARIES & WAGES	96,286.00	65,596.25	68.1
EMPLOYEE BENEFITS	25,325.00	16,374.23	64.7
STAFF DEVELOPMENT	1,500.00	882.35	58.8
SUPPLIES & SERVICES	1,200.00	657.96	54.8
FEES & CONTRACTUAL SERVICES	800.00	764.83	95.6
Total - PURCHASING & PROCUREMENT	125,111.00	84,275.62	67.4
40 - SCHOOL OPERATIONS			
SALARIES & WAGES	4,198,240.00	3,028,502.17	72.1
EMPLOYEE BENEFITS	1,274,591.00	872,819.60	68.5
STAFF DEVELOPMENT	4,000.00	1,661.39	41.5
SUPPLIES & SERVICES	2,897,610.00	1,719,770.32	59.4
REPLACEMENT F & E	36,800.00	35,955.24	97.7
FEES & CONTRACTUAL SERVICES	757,000.00	648,352.13	85.6
AMORTIZATION	4,406,701.93	3,305,026.44	75.0
Total - SCHOOL OPERATIONS	13,574,942.93	9,612,087.29	70.8

BRANT HALDIMAND NORFOLK CDSB

Run Date: 7/8/2019

Monthly Board Report

Report Name: B01

Ending Period: May 2019

	Budget	Expenditure	% Spent
41 - SCHOOL MAINTENANCE			
SALARIES & WAGES	752,814.00	567,230.92	75.3
EMPLOYEE BENEFITS	191,933.00	151,180.35	78.8
STAFF DEVELOPMENT	2,500.00	837.20	33.5
SUPPLIES & SERVICES	913,215.50	688,411.59	75.4
REPLACEMENT F & E	4,500.00	7,558.93	168.0
INTEREST ON LONG TERM DEBT	62,466.00	62,466.09	100.0
FEES & CONTRACTUAL SERVICES	280,793.00	129,350.70	46.1
Total - SCHOOL MAINTENANCE	2,208,221.50	1,607,035.78	72.8
42 - SCHOOL RENEWAL			
SUPPLIES & SERVICES	993,197.00	502,579.46	50.6
Total - SCHOOL RENEWAL	993,197.00	502,579.46	50.6
43 - NEW PUPIL PLACES			
INTEREST ON LONG TERM DEBT	1,959,310.00	1,960,445.09	100.1
Total - NEW PUPIL PLACES	1,959,310.00	1,960,445.09	100.1
44 - OP & MAINT/CAPITAL-NON INSTRUC			
SALARIES & WAGES	43,209.00	31,398.30	72.7
EMPLOYEE BENEFITS	13,401.00	10,063.97	75.1
SUPPLIES & SERVICES	152,970.00	90,171.29	58.9
REPLACEMENT F & E	2,000.00	2,276.36	113.8
INTEREST ON LONG TERM DEBT	33,661.00	33,660.97	100.0
RENTAL EXPENDITURE	19,080.00	14,419.61	75.6
FEES & CONTRACTUAL SERVICES	36,284.00	9,770.15	26.9
Total - OP & MAINT/CAPITAL-NON INSTRUC	300,605.00	191,760.65	63.8
45 - DIRECT CAPITAL & DEBT			
INTEREST ON LONG TERM DEBT	291,711.00	291,709.93	100.0
OTHER	236,395.00	184,191.94	77.9
Total - DIRECT CAPITAL & DEBT	528,106.00	475,901.87	90.1
50 - TRANSPORTATION - GENERAL			
FEES & CONTRACTUAL SERVICES	231,975.00	215,047.26	92.7
Total - TRANSPORTATION - GENERAL	231,975.00	215,047.26	92.7
51 - TRANSPORTATION - HOME TO SCHOOL			
FEES & CONTRACTUAL SERVICES	5,174,184.00	4,581,563.58	88.5
Total - TRANSPORTATION - HOME TO SCHOOL	5,174,184.00	4,581,563.58	88.5

BRANT HALDIMAND NORFOLK CDSB

Run Date: 7/8/2019

Monthly Board Report

Report Name: B01

Ending Period: May 2019

	Budget	Expenditure	% Spent
55 - CON ED			
SALARIES & WAGES	270,653.00	141,599.81	52.3
EMPLOYEE BENEFITS	31,341.00	15,114.94	48.2
STAFF DEVELOPMENT	500.00	830.51	166.1
SUPPLIES & SERVICES	15,600.00	2,913.63	18.7
FEES & CONTRACTUAL SERVICES	1,000.00	0.00	0.0
Total - CON ED	319,094.00	160,458.89	50.3
59 - OTHER NON-OPERATING			
SUPPLIES & SERVICES	3,500,000.00	2,625,000.00	75.0
Total - OTHER NON-OPERATING	3,500,000.00	2,625,000.00	75.0
Grand Total	135,414,336.23	99,691,051.99	73.6

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD**

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Board of Trustees
Submitted on: July 17, 2019
Submitted by: Mike McDonald, Director of Education & Secretary

**FIVE -YEAR ENERGY CONSERVATION AND DEMAND
MANAGEMENT PLAN**

Public Session

BACKGROUND INFORMATION:

Ontario Regulation 507/18 – Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans require all public agencies, including school boards, to prepare a five-year Energy Conservation and Demand Management Plan (ECDM) for 2018-19 to 2023-24. Regulation 507/18 has been reviewed and updated; however, the requirements of the plan are similar to prior years.

DEVELOPMENTS:

School boards are required to publish a multi-year Energy Conservation and Demand Management Plan. The attached report satisfies all legislative requirements.

The ECDM is composed of the following two parts:

- A summary of the Brant Haldimand Norfolk Catholic District School Board's annual energy consumption and greenhouse gas emissions for its operations.
- A description of previous, current and proposed measures for conserving and otherwise reducing the amount of energy consumed by the Board's operations and for managing its demand for energy, including a forecast of the expected results of current and proposed measures.

The ECDM is to be published on the Board's website, sent to the Ministry and Education and approved by Senior Management. The Board received an extension to the July 1, 2019 deadline.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Five - Year Energy Conservation and Demand Management Plan report.



BHNCDSB 5-Year Energy Conservation and Demand Management Plan

July 1, 2019

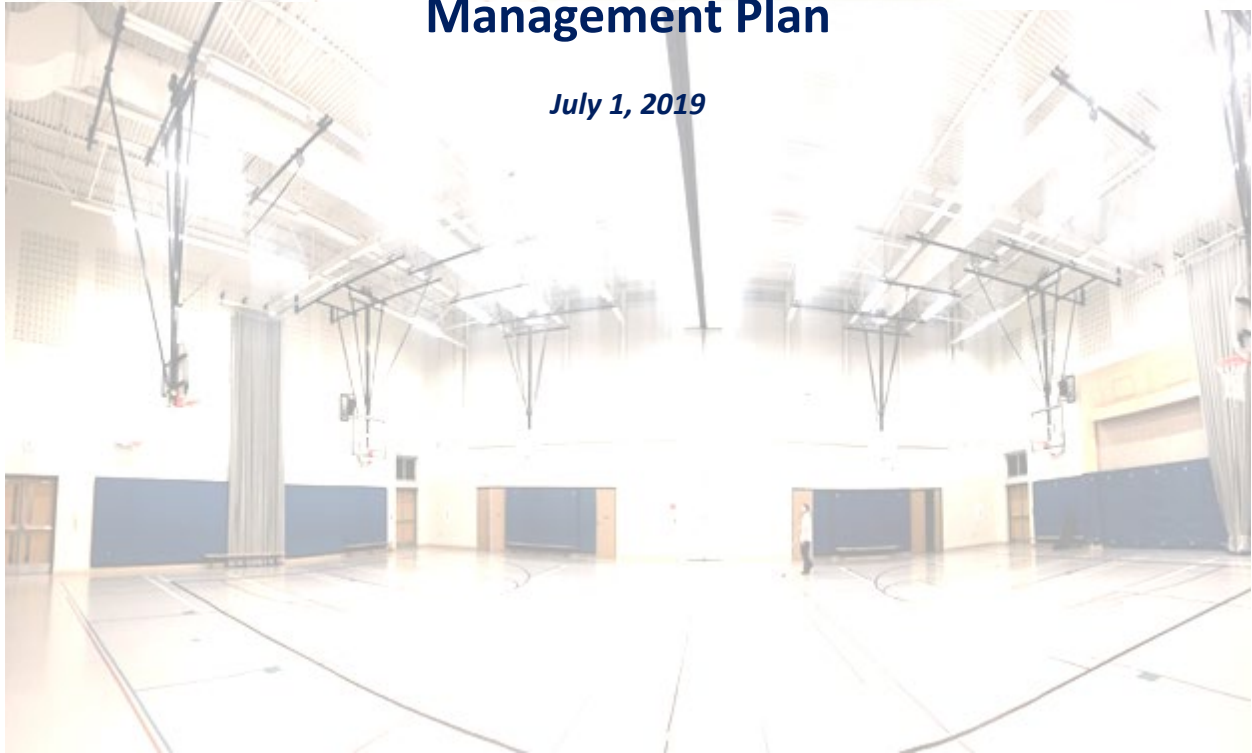




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Education Sector Background

Funding and Energy Management Planning

All school boards receive 100% of their funding from the Ministry of Education.

The Ministry announces each Board's funding assignment in March for the next school board Fiscal Year (September 1st to August 31st). The Ministry gives funding only on a year-by-year basis.

While a school board may have a five-year energy management strategy, the ability to implement their strategy depends on the funding that is received for each of the five years covered by their plan.

Over the past five years, the Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) has made great strides in energy efficiency and project implementation. Numerous projects have been completed using various funding sources. One of the most impactful funding resources was allocated in 2016 through the Green House Gas Reduction Funding that was given to school boards across the province.

Asset Portfolios and Energy Management Planning

The education sector is unique in that a school board's asset portfolio can experience important changes that crucially impact a board's energy consumption over a five-year period.

The following is a list of some of the most common variables and metrics that change in the education sector.

Facility Variables:

- Construction
 - Year built
 - Number of floors
 - Orientation of the building



- Building Area
 - Major additions
 - Sites sold/closed/demolished/leased
 - Portables
 - Installed
 - Removed
 - Areas under construction
- Equipment/Systems
 - Age
 - Type of technology
 - Lifecycle
 - Percentage of air-conditioned space
- Site Use
 - Elementary school
 - Secondary school
 - Administrative building
 - Maintenance/warehouse facility
 - Community Hubs
- Shared Site Use, i.e., two or more boards share common areas and/or partnered with a municipality
 - Swimming pools
 - Libraries
 - Lighted sports fields
 - Sports domes

Other Variables:

- Programs
 - Childcare
 - Before/After School Programs
 - Summer School
 - Community Use
 - Outdoor ice rinks



- Occupancy
 - Significant increase or decrease in number of students
 - Significant increase in the hours of operation
 - New programs being added to a site
- Air Conditioning
 - Significant increase in air-conditioned space
 - Portables



PART I: A REVIEW OF PROGRESS AND ACHIEVEMENTS in the PAST FIVE YEARS

A. The Board’s Asset Portfolio

The following table outlines the energy-related variables and metrics in the Board’s asset portfolio that changed from the baseline Fiscal Year 2012 to 2013 to the end of the five-year reporting period Fiscal Year 2017 to 2018.

Table 1: Board's Asset Portfolio

Key Metrics	(Baseline Year) Fiscal Year 2012 to 2013	Fiscal Year 2017 to 2018	Variance
Total Number of Buildings	39	35	4
Total Number of Portables/Portapaks	52	61	9
Total Floor Area	1,438,109	1,456,622	18,513
Average Operating Hours	58	100	42
Average Daily Enrolment	8,720	9,526	805



B. Energy Usage Data for the Board

The following table lists the “metered”¹ consumption values in the common unit of Equivalent Kilowatt Hours (ekWh) and Kilowatt Hours (kWh).

Table 2: Metered Usage Values

Utility	Fiscal Year 2012 to 2013 (Baseline year)	Fiscal Year 2017 to 2018
Total Electricity (kWh)	11,120,380	11,424,290
Total Natural Gas (ekWh)	13,287,170	13,060,960
Total Heating Fuel (Type 1 and 2) (ekWh)	24,407,550	24,485,250
Total Heating Fuel (Type 4 and 6) (ekWh)	0.00	0.00
Total Propane (ekWh)	0.00	0.00
Total Wood (ekWh)	0.00	0.00
Total District Heat (ekWh)	0.00	0.00
Total District Cool (ekWh)	0.00	0.00

¹ Metered consumption is the quantity of energy used and does not include a loss adjustment value (the quantity of energy lost in transmission).



C. Weather Normalized Energy Consumption Values

In Ontario, 25% to 35% of energy consumption for a facility is affected by weather.

To demonstrate the effect of weather, the following table shows the Weighted Average Heating Degree Days (HDD)² and Cooling Degree Days (CDD)³ for the six most common Environment Canada weather stations in the Ontario education sector.

Table 3: Ontario Degree-days

Ontario Degree Days	Fiscal Year 2012 to 2013	Fiscal Year 2013 to 2014	Fiscal Year 2014 to 2015	Fiscal Year 2015 to 2016	Fiscal Year 2016 to 2017	Fiscal Year 2017 to 2018
HDD	3698	4285	4091	3355	3583	3989
CDD	289	217	271	462	303	432

The best way to compare energy usage values from one year to another is to use weather normalized values as they take into consideration the impact of weather on energy performance and allows an “apple-to-apple” comparison of consumption across multiple years.

However, a straight comparison of Total Energy Consumed between one or more years does not take into consideration changes in a board’s asset portfolio, such as changes in buildings’ features (refer to the Facility Variables listed on Pages 5 and 6), and newly-implemented programs (refer to the Note to Readers on pages 10-12), which will greatly impact energy consumption.

As a result, weather normalized Energy Intensity⁴ is the most accurate measurement that allows the evaluation of a board’s energy use from one year to another as it cancels out any change in floor area. The unit of measurement used is either equivalent kilowatt hours per square foot (ekWh/ft2) or equivalent kilowatt hours per square metre (ekWh/m2).

² Heating Degree Day (HDD) is a measure used to quantify the impact of cold weather on energy use. In the data above, HDD are the number of degrees that a day’s average temperature is below 18C (the balance point), the temperature at which most buildings need to be heated.

³ Cooling Degree Day (CDD) is a measure used to quantify the impact of hot weather on energy use. In the data above, CDD are the number of degrees that a day’s average temperature is above 18C, the temperature at which most buildings need to be cooled. It should be noted that not all buildings have air conditioning and some building have partial air conditioning. The UCD only applies CDD to meters that demonstrate an increase in consumption due to air conditioning.

⁴ Energy Intensity (known as EI) is the quantity of total energy consumed divided by the total floor area. EI is typically expressed as equivalent kilowatt hours per square foot (ekWh/ft2), gigajoule per square metre (GJ /m2), etc., depending on the user’s preference.



Table 4: Weather Normalized Values

Weather Normalized Values	Fiscal Year 2012 to 2013 (Baseline Year)	Fiscal Year 2017 to 2018 (Most Recent Data Available)
Total Energy Consumed (ekWh)	23,184,900	22,973,920
Energy Intensity (ekWh/ft ²)	16.12	15.77

D. Review of Previous Energy Conservation Goals and Achievements

In 2014, the Board set annual energy conservation goals for the following five fiscal years. The following table compares the Energy Intensity Conservation Goal with the Actual Energy Intensity Reduced for each year.

Table 5: Comparison of Energy Intensity Conservation Goal and Actual Energy Intensity Reduced

Fiscal Year	Conservation Goal ekWh/ft ²	Conservation Goal Percentage %	Actual Energy Savings ekWh/ft ²	Actual Energy Percentage
2013 to 2014	16.12	0.00	16.43	-0.31
2014 to 2015	16.12	0.00	16.90	-0.47
2015 to 2016	16.12	0.00	17.00	-0.11
2016 to 2017	16.12	0.00	16.67	0.33
2017 to 2018	16.12	0.00	15.77	0.90

NOTE TO READERS:

The Conservation Goals were forecasted in Spring 2014. Since that time, several factors which impact energy use, have been introduced to the education sector that may either raise or limit a board’s ability to make the forecasted Conservation Goals.



Some of these factors include:

Full Day Kindergarten (also known as FDK)

The introduction of FDK created many new spaces through new additions or major renovations of existing facilities. The result was more floor area and sometimes more energy-intensive designs due to factors such as:

- Higher ventilation requirements,
- Use of air conditioning, etc.

These factors increase the energy intensity of a building. Under FDK, spaces for more than 470,000 new students were added to the education sector.

Before and After School Programs

These programs were implemented to help the introduction of FDK spaces. However, Before-School and After-School Programs need a facility's Heating, Ventillation and Air Conditioning (also known as HVAC) system to operate for an extended period of time on a daily basis, which will increase the overall energy intensity.

Community Use of Schools

The Ministry of Education introduced funding to all school boards, so they can make school space more affordable for use after hours. Both indoor and outdoor school space is available to not-for-profit community groups at reduced rates, outside of regular school hours. The use of spaces in schools, typically gymnasiums and libraries, increased to maximum usage. The use of these spaces during non-school hours requires a facility's HVAC system to operate for an extended period of time on a daily basis, which will increase the overall energy intensity.



Community Hubs

In 2016, the Ministry of Education introduced funding for boards to carry out Community Hubs within their asset portfolios. As a result, many schools now offer a greater range of:

- events (cultural),
- programs (arts, recreation, childcare), and
- services (health, family resource centres).

The dramatic increase in community use means that many schools now run from 6:00 a.m. until 11:00 p.m. during weekdays and are open many times on weekends. The use of these spaces during non-school hours requires a facility’s HVAC system to operate for an extended period of time on a daily basis, which will increase the overall energy intensity.

Air Conditioning

Historically, schools have not had air conditioning, or it has been a minimal space in the facility. However, with changing weather patterns, “shoulder seasons” such as May, June and September are experiencing higher than normal temperatures. Parents are demanding that schools have air conditioning. Air conditioning significantly increases a facility’s energy use.

BHNCDSB aims to abide by the High Temperature Guidelines, outlined by the Ministry of Education, under the Education Act of Ontario. All heating and cooling set points controlled throughout the Board meet the “Comfortable Criteria” outlined in Appendix A.

Where the capacity exists, the Board will manage, monitor and control to standard heating, cooling and ventilation setpoints. The setpoints are outlined in the table below.

Table 6: Thermal Comfort and Ventilation Guidelines

Set Point Type	Heating (C°)	Cooling (F°)
Occupied Temp	21	23
Unoccupied Temp	18	28
CO ² PPM	1000	1000
Ventilation (CFM)	ASHRAE 62.1 STDS	



Compliance with Current Ontario Building Code (also known as OBC)

When renovations or an addition is built onto an existing school, in-place equipment such as HVAC systems, lighting etc., may be required to meet up-to-date OBC standards, which may result in increased energy use.

For example, under the OBC, buildings built today have increased ventilation requirements, meaning more outside air is brought into a facility. As a result, HVAC systems need to work longer to heat or cool the outdoor air to bring it to the same temperature as the standard indoor temperature for the building.



E. Cumulative Energy Conservation Goal

The following table compares the 2014 Forecasted Cumulative Energy Intensity Conservation Goal with the Actual Cumulative Energy Intensity Reduced Savings.

Table 7: Cumulative Energy Intensity Goal from Fiscal Year 2013 to 2014 through Fiscal Year 2017 to 2018

Cumulative Energy Intensity	(ekWh/ft ²)
Forecasted Cumulative Energy Intensity Conservation Goal of Fiscal Year 2013 to 2014 through Fiscal Year 2017 to 2018 Source: http://www.bhncdsb.ca/sites/content/files/resources/bhncdsb_conservation_demand_plan_2014_2018.pdf	16.12
Forecasted Cumulative Energy Intensity Conservation Goal as a Percentage Source: http://www.bhncdsb.ca/sites/content/files/resources/bhncdsb_conservation_demand_plan_2014_2018.pdf	0%
Actual Cumulative Energy Intensity Reduced or Increased from Fiscal Year 2013 to 2014 through Fiscal Year 2017 to 2018 – Weather Normalized	15.77
Variance between 2014 Forecast Cumulative Conservation Goal and Actual Cumulative Energy Intensity – Weather Normalized	0.35
% of Cumulative Energy Intensity Conservation Achieved - Weather Normalized	2.17



F. Measures Implemented from Fiscal Year 2012 to 2013 to Fiscal Year 2017 to 2018

A list of the measures implemented, the related costs, and the fiscal year that the measure was implemented within the Board are outlined below.

Design, Construction and Retrofit Investments

- Lighting & Controls
- BAS
- Unitary A/C
- HVAC Systems
- Motors and VFDs
- Heat Recovery
- Sensors
- Building Envelope
- Fans and Blowers
- Ventilation
- Refrigeration
- Heat Pumps
- Condensing Hot Water Boiler
- Condensing Hot Water Heater
- Energy Recovery Ventilators
- Demand Control Ventilation

Operations and Maintenance Investments

- Optimizing existing BAS
- Schedules
- Set points
- Repair malfunctioning/non-calibrated equipment
- Integrated systems optimization

Occupant Behaviour Investments

- Eco Schools Program

NOTE TO READERS:

Important Consideration - It takes a minimum of one full year after an energy management strategy has been implemented before an evaluation can figure out the related actual energy savings achieved.



PART II – ENERGY CONSERVATION and DEMAND MANAGEMENT PLAN for FISCAL YEAR 2018 to 2019 to FISCAL YEAR 2023 to 2024

Part II outlines the Board’s plan to reduce energy consumption through renewable energy and energy management strategies including:

1. Design, Construction and Retrofit;
2. Operations and Maintenance; and lastly
3. Occupant Behavior.

For a complete list of completed projects, please refer to Appendix B. The majority of these projects were included the previous CDM plan.

Background

Historically, BHNCD SB has addressed Energy Conservation & Demand Management on a project-by-project basis within the Facilities Department. Energy is a primary driver in many of the decisions made within the department with respect to new construction, operations and maintenance and occupant awareness.

In 2009, BHNCD SB embarked on a strategic energy auditing project, leveraging the available funding through Independent Electricity System Operator. These audits uncovered numerous energy efficiency measures which were included in the first Five-Year CDM plan in 2013. Over the next five years, many of the measures were implemented as per the plan, which has helped the Board lower their overall energy use.

Currently, the Board leverages the Utility Consumption Database in order to analyze, monitor and benchmark each facilities energy consumption. In addition to the Utility Consumption Database, the Board has made significant investments in upgrading the building automation system (BAS), including fully-integrated real-time energy monitoring at each facility. This provides in-depth insight on energy usage at a very granular level, providing evidence for daily issues that may occur along with energy saving opportunities.



Project Identification and Analysis

Multiple methods have been implemented to identify potential energy conservation projects within the BHNCD SB: Energy Monitoring, Benchmarking, Energy Efficiency Measures Tracking Database, Incentive Programs, work order & capital projects review. These methods are summarized below.

Energy Monitoring and Targeting

Energy monitoring and targeting is one of the most important tools to identifying energy efficiency projects and to ensuring that each energy efficiency measure is performing as expected. The BHNCD SB will utilize all available resources for monitoring the energy consumption of all its schools. These resources include the ministry-funded utility consumption database (UCD), online utility accounts with local electric distribution companies and other internal resources.

- Consult the internal management system (eBase) to check if any work orders, projects, or accommodations that could potentially have attributed to the unusual consumption reading.
- Consult the Custodial Supervisor and/or Maintenance Supervisor.
- Potential site visits to investigate building systems and their day-to-day operations.

If an issue is found, it will be documented within a database and all stakeholders will be notified of the issue. This approach will allow staff to take a more proactive approach to prevent these issues in the future.

In terms of energy analysis, schools' utility consumption will undergo CUSUM analysis on a regular basis and energy savings determination will be done by using ASHRAE Guideline 14. Once "low hanging fruit" projects are exhausted, building energy models will be conducted to investigate energy efficiency measures. Energy models also help determine the affect multiple retrofits on integrated building systems will have on the building.



Benchmarking

An extension of the Energy Monitoring method is to use the benchmarks provided to serve as potential targets to identify high energy consuming schools. On an annual basis at fiscal end, each school will be evaluated on its respective energy consumption for the past fiscal year. The top ten energy consuming schools will be listed as priority. Careful attention will be given to these schools and energy conservation measures will be determined through various means. These projects will be prioritized and the top measures will be implemented to lower the facilities overall energy intensity.

Energy Efficiency Measure Tracking Database

The BHNCDSD maintains an Energy Conservation Measure Tracking database that includes past measures implemented and potential energy conservation measures that are applicable to schools. Energy conservation measures will be assigned to specific systems within a school (e.g. HVAC, lighting, BAS, scheduling etc.) and will serve as a living document to be used for presenting data to Board stakeholders. In addition, these energy conservation measures will be assembled as a checklist when making site visits to ensure all potential energy savings are checked.



Incentive Programs and Incentive Funding

Incentive Programs, through the IESO & Enbridge Incentives, provide excellent resources on how to save energy and financial assistance in energy conservation projects. The following areas currently provide incentives for:

- Lighting & Controls
- BAS
- HVAC Systems
- Motors, pumps and VFDs
- Heat Recovery
- Sensors
- Building Envelope
- Fans and Blowers
- Ventilation
- Refrigeration
- Heat Pumps
- Condensing Hot Water Boiler
- Condensing Hot Water Heater
- Energy Recovery Ventilators
- Demand Control Ventilation

Going forward, the Facilities Department would like to use incentive payments received to fund future energy related projects. A revolving energy fund will ensure that the Board is able to implement energy projects and commit to reducing its overall consumption over the next five years.

Work Orders and Capital Projects

Facilities Department staff will review energy-related work orders and capital projects on a weekly basis to assess for potential energy efficiency projects. Work orders and projects that appear to serve ample opportunity for energy conservation projects will be pursued. A separate category has been created for Energy Efficiency Projects so that potential projects will be assessed on an individual basis.



Budget Implementation

Energy-related project funds are allocated based on a project-by-project basis. Project proposals are presented to management and are approved based on project feasibility. Factors that determine a projects feasibility are the following:

- Simple Payback
- Internal Rate of Return
- Net Present Value
- 20-Year Life Cycle Cost Analysis

The BHNCD SB is committed to promoting and supporting environmental education, environmental action and care of the environment. It is the policy of Board to facilitate the implementation of programs and curriculum initiatives to deepen and broaden student learning about the environment. As part of the Board’s continuing commitment to implement environmentally responsible practices, understanding of environmental impact will be consistently utilized to inform decision-making. This methodology will help create a comfortable, safe and sustainable learning environment for all staff and students.

1. The Board has an energy management position, which includes the following options.

- In-house including:
 - a. Full time
 - b. Part time
 - c. Shared job function
- Contracted third party, or
- None



2. Energy Management Strategies

Energy management strategies fall into three key categories:

1. Design/Construction/Retrofit
2. Operations and Maintenance
3. Occupant Behaviour

Design/Construction/Retrofit

Definition

Design, construction and retrofit includes the original and ongoing intent of how a building and its systems are to work through the combination of disciplines such as architecture and engineering.

For the Board's relevant projects over the next five years, please refer to **Calculating Energy Conservation Goals Fiscal Year 2019 to Fiscal Year 2023, Appendix B: Design, Construction and Retrofit.**

Operations and Maintenance

Definition

Operations and maintenance include the strategies the Board uses to ensure that the existing buildings and equipment performs at maximum efficiency. For the Board's relevant projects over the next five years, please refer to **Calculating Energy Conservation Goals Fiscal Year 2019 to Fiscal Year 2023, Appendix C: Operations and Maintenance.**

Occupant Behaviour

Definition

Strategies that the Board uses to teach occupants, including staff, students and community users, with an emphasis on changing specific actions to reduce energy consumption. For the Board's relevant projects over the next five years, please refer to **Calculating Energy Conservation Goals Fiscal Year 2019 to Fiscal Year 2023, Appendix D: Occupant Behaviour.**



A. Future Energy Conservation Goals

The Board has set-out the following energy intensity reduction conservation goals for the next five fiscal years.

Table 8: Annual Energy Intensity Conservation Goals

Annual Energy Intensity Conservation Goal	Fiscal Year 2018 to 2019	Fiscal Year 2019 to 2020	Fiscal Year 2020 to 2021	Fiscal Year 2021 to 2022	Fiscal Year 2022 to 2023
ekW/ft2	15.61	15.45	15.30	15.15	14.99
Percentage Decrease	1%	1%	1%	1%	1%

The following table shows the Board’s Cumulative Energy Intensity Conservation Goal for the next five fiscal years.

Table 9: Cumulative Conservation Goal

Cumulative Conservation Goal	Fiscal Year 2018 to 2019 through Fiscal Year 2022 to 2023
ekWh/ft2	14.99
Percentage Decrease	5%



NOTE TO READERS:

There are many factors that influence a school board's ability to meet energy conservation goals. A list of some of these factors include, but are not limited to, in the following changes:

1. Changes in Programming

For example:

- Introduction of Before and After School Programs to schools meant that the number of hours that a facility's HVAC system operates daily was expanded by four or more hours per weekday to reflect the longer occupancy hours.

2. Changes to the Ontario Building Code

For example:

- Regular changes/updates to the Ontario Building Code can impact energy use. For example, an increase in levels of ventilation in newly-constructed buildings or other requirements. As a result, more fresh air is brought into a school to meet the ventilation requirements throughout the day and requires heating and cooling of the air (dependent on the season) to meet standard classroom temperatures.

3. Changes to School Board Funding Models

- Forecasted Conservation Goals are based on current funding models being in place throughout the next five years.
- School board funding is determined on an annual basis. Any changes to the funding model will impact forecasted values.

4. Changes in Technology

- Forecasted Conservation Goals are based on current technologies and related energy savings. If new technologies become available, anticipated energy savings may increase.



B. Environmental Programs

In Fiscal Year 2018 to 2019, schools within the Board participated in environmental programs.

1. Eco Schools:
 5 number of schools participate
2. Earth Care Schools:
 0 number of schools participate
3. Enbridge: The School Energy Challenge
 0 number of schools participate

C. Energy Efficiency Incentives

1. The Board applies to incentive programs to support the implementation of energy efficient projects on a regular basis.

Yes No

If yes, between Fiscal Year 2013 to 2014 and Fiscal Year 2017 to 2018, the Board has applied for over \$90,000 in incentive funding from different agencies to support the implementation of energy efficient projects.

2. The Board uses the services of the sector's Incentive Programs Advisor (IPA).

Yes No



D. Energy Procurement

1. The Board participates in a consortia arrangement to purchase electricity.

Yes No

If yes,

OECM's Strategic Electricity Management and Advisory Services

2. The Board participates in a consortia arrangement to purchase natural gas.

Yes No

If yes,

Ontario Education Collaborative Marketplace's (also known as OECM) Natural Gas Management and Advisory Services

Catholic School Board Services Association' (also known as CSBSA) Natural Gas Management and Advisory Services

E. Demand Management

1. The Board uses the following method(s) to monitor electrical demand:

- Invoices
- Real-time data
- Online data from the Local Distribution Company (LDC)

2. The Board uses the following methodologies to cut down electrical demand:

- Equipment scheduling
- Phased/staged use of equipment
- Demand-limit equipment
- Deferred start-up of large equipment (e.g. chiller start-up in spring)



F. Senior Management Approval of this Energy Conservation and Demand Management Plan

I confirm that Brant Haldimand Norfolk Catholic District School Board's senior management has reviewed and approved this Energy Conservation and Demand Management Plan.

Signature: 

Full Name: Scott Keys

Job Title: Superintendent of Business & Treasurer

Date: July 9, 2019



Appendix A: High Temperature Guideline Reference Chart

APPENDIX A: HIGH TEMPERATURE GUIDELINE REFERENCE CHART

AWARENESS INITIATIVES		PREVENTION MEASURES		REACTIVE MEASURES		
Employer Representatives (Designated School Board Staff)	Provide information to supervisors and workers to recognize factors which may increase the risk of developing a heat related illness and the signs and symptoms of heat stress	Employer Representatives (Designated School Board Staff)	Encourage the use of mechanical or other specialized equipment to reduce physical demands of work related tasks	Supervisor Representatives (Principals, Vice-Principals, Designates, Supervisors)	Provide scheduled daily access to cooler areas in the building when possible	
Supervisor Representatives (Principals, Vice-Principals, Designates, Supervisors)	Monitor of environmental conditions (including humidex) and the possibility of heat stress related illness, especially during the first week of elevated temperatures while individuals are acclimatizing		Maintain insulating and reflective barriers which are designed to control the heat at its source (e.g. insulated furnace walls)		Review schedules for individuals exposed to high temperature conditions and increase the frequency and or length of rest breaks when possible	
	Ensure that trained First Aid providers are available to respond to heat related illnesses throughout periods during which heat stress related illness is likely to occur		Maintain and maximize the use of existing equipment which is designed to exhaust hot air and humidity from occupied areas		Schedule strenuous jobs to be done during cooler times of the day	
	Develop a clear and concise hot weather action plan which includes outdoor activities		Maintain and monitor the effectiveness of equipment designed to reduce the temperature and humidity through air cooling		Ensure that education workers have access to cooler areas of the building to take their scheduled breaks where possible	
Worker Members (Education workers)	Communicate heat stress related information and recommendations to all workers	Maximize the efficiency of building automation systems (BAS) to regulate indoor air temperatures during periods of extreme heat	Investigate and follow-up on any high temperature related incidents which are reported or observed			
	Acknowledge and promote information in regards to key factors which may increase the risk of developing a heat related illness and the signs and symptoms of heat stress	Consider American Society of Heating, Refrigerating and Air-Conditioning (ASHRAE) standards as it pertains to ventilation based on occupancy levels and air exchange requirements	Consult with employer representatives and Public Health Unit representatives for additional advice as required			
Joint Health and Safety Committee Members	Review information provided in regards to high temperature guidelines and make recommendations	Supervisor Representatives (Principals, Vice-Principals, Designates, Supervisors)	Provide access to cool, shaded work areas in the building if practical and safe to do so	Worker Members (Education workers)	Use available ventilation equipment to increase air movement if the indoor temperature is below 35°C	
			Assess the physical demands of work related tasks and confirm reasonable monitoring and control strategies to implement during high temperature periods		Turn off or limit the use of heat generating equipment and appliances if safe and practical to do so	
		Consider additional controls to prevent exposure to high temperatures which may be required for vulnerable individuals such as education workers and students with special needs or medical conditions	Where mechanical cooling is not possible, open interior doors and perimeter windows to increase the exchange of fresh air (when exterior temperatures are cooler)			
Joint Health and Safety Committee Members	Promote discussions, recommendations and relevant information to all education workers	Consume enough potable water to stay hydrated				
TEMPERATURE RANGE INCLUDING HUMIDEX	DEGREES OF COMFORT					
19-24	Comfortable	A temperature range in which most individuals are comfortable				Be conscious of medications side effects and avoid beverages which contain sugars and caffeine as this may contribute to dehydration
26-34	Some discomfort	Some individuals may experience discomfort				Avoid exposure to direct sunlight, especially during high heat periods of the day
35-44	Great discomfort	Most individuals will experience high levels of discomfort (initiate hot weather action plan and avoid exertion)				Consider wearing light and breathable clothing and avoiding clothing fabricated with synthetic fabric which may limit the cooling of the body
						Wear light-coloured clothing (preferably a long-sleeve shirt and pants) and cover the head to prevent exposure to direct sunlight when outdoors
45 and above	HEALTH RELATED ILLNESS LIKELY TO OCCUR					For very hot environments, consider air, water or ice-cooled insulated clothing
					Consider wearing reflective clothing when working in areas with high radiant heat sources	
					Be aware of risks related to the use of vapour-barrier clothing (i.e. chemical protective clothing) as this may limit cooling of the body	
				Joint Health and Safety Committee Members	Review incident details (if any) and compare to policies, procedures and awareness initiatives in place. Make recommendations in order to prevent reoccurrence where possible	

APPENDIX A - High Temperature Guideline Reference Chart Sept-12-2018



Appendix B: Calculating Energy Conservation Goals 2019-2023

Design, Construction and Retrofit

Design, Construction and Retrofit Strategies

	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023		Energy Payback Period
	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)	Estimated Total Accumulated Energy Savings (ekWh)	
Lighting													
High Efficiency Lighting Systems	\$ 100,000	190,476	\$ 200,000	380,952	\$ 250,000	476,190	\$ 300,000	571,429	\$ 200,000	380,952		5,428,571	3
Outdoor Lighting	\$ 50,000	57,143	\$ 100,000	114,286	\$ 20,000	22,857	\$ 10,000	11,429	\$ 10,000	11,429		845,714	5
Occupancy Sensors	\$ -	-	\$ 20,000	22,857	\$ 20,000	22,857	\$ 20,000	22,857	\$ 20,000	22,857		228,571	5
Other (Describe)	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	0
H.V.A.C.													
Efficient Boilers (near condensing)	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	15
High-efficiency Boilers (condensing)	\$ 550,000	1,529,159	\$ 300,000	834,086	\$ 150,000	417,043	\$ -	-	\$ -	-		12,233,296	10
High-efficiency Boiler Burners	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	5
Geothermal	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	35
Heat Recovery/Enthalpy Wheels	\$ 300,000	647,445	\$ -	-	\$ -	-	\$ 200,000	431,630	\$ -	-		755,352	4
Economizers	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	7.5
Energy Efficient HVAC systems	\$ 25,000	3,274	\$ 300,000	39,283	\$ 25,000	3,274	\$ 25,000	3,274	\$ 25,000	3,274		193,142	75
Energy Efficient Rooftop Units	\$ 450,000	147,312	\$ 140,000	45,830	\$ -	-	\$ -	-	\$ -	-		919,879	30
High Efficiency Domestic Hot Water	\$ 50,000	96,868	\$ -	-	\$ 25,000	49,435	\$ -	-	\$ -	-		642,291	10
Efficient Chillers and Controls	\$ -	-	\$ -	-	\$ 300,000	17,143	\$ -	-	\$ -	-		8,571	100
High-efficiency Motors	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ 150,000	8,571		-	10
VFD	\$ -	-	\$ 40,000	57,798	\$ 75,000	108,372	\$ 40,000	57,798	\$ 40,000	57,798		729,703	5
Demand Ventilation	\$ -	-	\$ 50,000	96,208	\$ 20,000	39,208	\$ -	-	\$ -	-		510,680	5
Entrance Heater Controls	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	5
High-efficiency Motors	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	7
De-stratification Fans	\$ -	-	\$ 30,000	24,490	\$ -	-	\$ -	-	\$ -	-		97,959	7
Other (Describe)	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	0
Controls													
Building Automation Systems - New	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	1
Building Automation Systems - Upgrade	\$ 10,000	99,209	\$ 300,000	2,949,231	\$ 150,000	1,473,116	\$ 50,000	491,039	\$ 50,000	491,039		18,168,456	1
Real-time energy data for operators to identify and diagnose building issues	\$ -	-	\$ 5,000	49,104	\$ -	-	\$ -	-	\$ -	-		196,415	1
Voltage Harmonizers	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	1
Other (Describe)	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	0
Building Envelope													
Glazing	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	80
Increased Wall Insulation	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	40
New Roof	\$ 2,180,000	168,191	\$ 1,140,000	98,412	\$ 1,100,000	94,959	\$ 1,100,000	94,959	\$ 900,000	77,693		1,887,066	200
New Windows	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	80
Treatments	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	10
Shading Devices	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	20
Other (Describe)	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-		-	0
Design, Construction & Retrofit Strategies Total													
Total	\$ 3,715,000	2,869,612	\$ 2,625,000	4,711,537	\$ 2,135,000	2,724,498	\$ 1,745,000	1,684,413	\$ 1,745,000	1,868,965		46,897,516	

= Default value
 = Calculated Value
 = cost of 1 ekWh electricity
 = cost of 1 ekWh natural gas
 = 107 = 1 ekWh (gas per NRCAC conversion table)
 = cost of 1 m³ of natural gas



Appendix C: Calculating Energy Conservation Goals 2019-2023 Operations and Maintenance

Operations and Maintenance Strategies		2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023			
Policy and Planning	Quantity of Time that Measure will be in place (years)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Total Accumulated Energy Savings (kWh)	Energy Payback Period	% related to Electricity	% related to Natural Gas
Heat School Design/Construction Guidelines and Specifications	5	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	5	50	50
Day and Night Temperature Guidelines for all Schools	10	\$ 500	1,722	\$ -	-	\$ 1,000	3,453	\$ -	-	\$ -	-	18,995	5	20	80
Nighttime Shutdown of Sinks - Interior	10	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	7	100	-
Nighttime Shutdown of Sinks - Exterior	10	\$ 5,000	4,083	\$ 20,000	16,307	\$ -	-	\$ -	-	\$ -	-	85,714	7	100	-
Business Only Energy Star Certified Appliances	5	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	5	100	-
Demand Ventilation (heating)	3	\$ -	-	\$ 4,000	9,801	\$ 10,000	10,642	\$ 10,000	10,642	\$ 10,000	10,642	107,130	5	50	50
HVAC Optimization (coil cleaning, re-calibration of equipment)	3	\$ -	-	\$ 10,000	49,104	\$ 15,000	73,696	\$ 15,000	73,696	\$ 15,000	73,696	638,350	2	50	50
Commissioning (retro and no)	10	\$ -	-	\$ 30,000	29,462	\$ 30,000	29,462	\$ 30,000	29,462	\$ 30,000	29,462	294,621	10	50	50
Other (Describe)	5	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	0	-	100

Energy Audits		2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023			
Quantity of Time that Measure will be in place	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Total Accumulated Energy Savings (kWh)	Energy Payback Period	% related to Electricity	% related to Natural Gas	
Walk Through/Audit	5	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	100	50	50
Engineering Audit	5	\$ -	-	\$ -	-	\$ 10,000	36	\$ 10,000	36	\$ 10,000	36	36	0	100	50
Other (Describe)	5	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	0	-	100

Operations and Maintenance Strategies Total		2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023			
Quantity of Time that Measure will be in place	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (kWh)	Estimated Total Accumulated Energy Savings (kWh)	Energy Payback Period	% related to Electricity	% related to Natural Gas	
Total		\$ 6,000	1,685	\$ 34,000	108,410	\$ 45,000	148,812	\$ 45,000	148,812	\$ 45,000	148,812	1,418,881			

Keys	
\$0.174	= cost of 1 kWh electricity
\$0.087	= cost of 1 kWh natural gas
\$1.000	= cost of 1 kWh
\$0.30	= cost of 1 m ³ of natural gas



Appendix D: Calculating Energy Conservation Goals 2019-2023 Occupant Behaviour

Occupant Behaviour Strategies

Training and Education	Quantity of Time that Measure will be in place (years)	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2018/2019-2022/2023 Estimated Total Accumulated Energy Savings (ekWh)
		Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	
Building Operator Training	3	\$ 500	1,431	\$ 500	1,431	\$ 500	1,431	\$ 500	1,431	\$ 50	143	20,179
Energy Benchmarking Program	5	\$ 500	982	\$ 900	1,768	\$ 900	1,768	\$ 900	1,768	\$ 900	1,768	22,588
Building Automation Training (site specific)	3	\$ 500	4,293	\$ 1,000	8,587	\$ 1,000	8,587	\$ 1,000	8,587	\$ 1,000	8,587	107,333
Ongoing Training and Awareness Programs for Energy Conservation	5	\$ 1,000	624	\$ 1,000	624	\$ 1,000	624	\$ -	-	\$ -	-	7,483
Detailed Information on Building Operational Costs	1	\$ 5,000	49	\$ 10,000	98	\$ 10,000	98	\$ -	-	\$ -	-	933
Detailed Information on Energy Consumption (e.g. via the Utility Consumption Database or other database)	1	\$ 5,000	49	\$ 1,000	10	\$ 1,000	10	\$ 1,000	10	\$ 1,000	10	344
Participate in Environmental Programs, such as EcoSchools, Earthcare	1	\$ 500	624	\$ 500	624	\$ 500	624	\$ 500	624	\$ 500	624	9,354
Other Tools (Define)		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	-
Occupant Behaviour Strategies Total		\$ 13,000	8,052	\$ 14,900	13,141	\$ 14,900	13,141	\$ 3,900	12,419	\$ 3,450	11,131	168,213

Keys	
\$0.175	= cost of 1 ekWh electricity
\$0.0287	= cost of 1 ekWh natural gas
0.0955	m ³ = 1 ekWh
\$0.30	= cost of 1 m ³ of natural gas



Appendix E: Calculating Energy Conservation Goals 2019-2023

Conservation Goals

Calculating Energy Conservation Goals for FY 2019 to FY 2023

Conservation Goal

	FY 2018		
Total Building Area (includes portables) (m²)	135,325	Enter from UCD - use square meters	1 ft² = 0.0929 m²
Total Building Area (includes portables) (ft²)	1,456,622	Enter from UCD - use square feet	
Energy Consumption for the board (ekWh)	15.77	Enter from UCD	

	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023	
	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)	Estimated Cost of Implementation	Estimated Annual Energy Savings from all projects (ekWh)
Appendix B: Design, Construction and Retrofit Strategies Total	\$ 3,715,000	2,960,015	\$ 2,625,000	4,711,537	\$ 2,135,000	2,724,498	\$ 1,745,000	1,684,413	\$ 1,745,000	1,808,965
Appendix C: Operations and Maintenance Strategies Total	\$ 5,500	5,808	\$ 65,000	104,713	\$ 66,000	126,311	\$ 65,000	122,858	\$ 65,000	122,858
Appendix D: Occupant Behaviour Strategies Total	\$ 13,000	8,052	\$ 14,900	13,141	\$ 14,900	13,141	\$ 3,900	12,419	\$ 3,450	11,131
TOTAL	\$ 3,733,500	2,973,875	\$ 2,704,900	4,829,392	\$ 2,215,900	2,863,950	\$ 1,813,900	1,819,690	\$ 1,813,450	1,942,954