



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Board Meeting Tuesday, November 27, 2018 ♦ 7:00 p.m. Boardroom

Members:
Trustees: Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Kaiya Daly (Student Trustee)

Senior Administration:
Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Michael McDonald, Michelle Shypula and Leslie Telfer (Superintendents 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

Pages 1 - 2

1.4 Declaration of Interest

1.5 Approval of Board Meeting Minutes – October 23, 2018

Pages 3 - 5

Approval of Special Meeting of Board Minutes – November 8, 2018

Pages 6 - 7

1.6 Business Arising from the Minutes

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda - Nil

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – November 20, 2018

Pages 8 - 14

Presenter: Dan Dignard, Vice-Chair

- Trustee Expenses Online (pgs. 15 - 16)
- Insurance Renewal (pgs. 17 - 18)

5.2 Financial Statements - Year Ended August 31, 2018

Pages 19 - 45

Presenter: Rick Petrella, Chair of the Audit Committee

5.3 Student Trustee Update

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Presenter: Kaiya Daly, Student Trustee

6. Information and Correspondence

7. Notices of Motion



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8. Notices of Motion Being Considered for Adoption - Nil

9. Trustee Inquiries

10. Business In-Camera

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

11. Report on the In-Camera Session

12. Future Meetings and Events

Pages 47 - 48

13. Closing Prayer

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

14. Adjournment



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Board Meeting
Tuesday, October 23, 2018 ♦ 7:00 p.m.
Boardroom**

Members: **Trustees:**
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani,
Kaiya Daly (Student Trustee)

Absent: Bonnie McKinnon

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the
October 23, 2018 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Board Meeting Minutes - September 25, 2018

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the
September 25, 2018 Board Meeting.

Carried

Approval of Special Meeting of the Board Minutes - September 27, 2018

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the
September 27, 2018 Special Meeting of the Board.

Carried



Approval of Special Meeting of the Board Minutes - October 16, 2018

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 16, 2018 Special Meeting of the Board.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations

2.1 The Board will present Kaiya Daly, Student Trustee, with a Board Pin

Chair Petrella presented Student Trustee Daly with a Board Pin.

3. Delegations – Nil

4. Consent Agenda – Nil

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting - October 16, 2018

Vice-Chair Dignard provided a brief overview of the business of the October 16, 2018 Committee of the Whole Meeting and presented the following recommendations:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School and Holy Trinity Catholic High School for an excursion to New York City, NY from Thursday, December 13, 2018 to Sunday, December 16, 2018.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of October 16, 2018.

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of October 16, 2018.

Carried

5.2 Student Trustee Update

Student Trustee Daly provided an update that highlighted the initiatives of each high school in support of Breast Cancer Awareness Month, as well as individual projects and accomplishments.

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

Carried

6. Information and Correspondence – Nil



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7. Notices of Motion – Nil

8. Notices of Motion Being Considered for Adoption – Nil

9. Trustee Inquiries

Trustee Casey commented on the STEM event that was hosted at Assumption College School. He thought it was very well organized, had terrific displays and student engagement.

10. Business In-Camera

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera session.

Carried

11. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

Carried

12. Future Meetings and Events

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

13. Closing Prayer

Chair Petrella led the closing prayer.

14. Adjournment

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of October 23, 2018.

Carried



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Special Meeting of the Board
Thursday, November 8, 2018 ♦ 7:00 p.m.
Boardroom**

Present: **Trustees:**
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani

Absent: Bonnie McKinnon

Senior Administration:
Chris N. Roehrig (Director of Education & Secretary)

Resource to the Board:
Eric Roher, Colleen Oldman (Human Resources Manager)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 8, 2018 Special Meeting of the Board.

Carried

1.4 Declaration of Conflict of Interest – Nil

2. Presentations – Nil

3. Delegations – Nil

4. Consent Agenda – Nil

5. Committee and Staff Reports – Nil

6. Information and Correspondence – Nil

7. Trustee Inquiries – Nil

8. Business In-Camera

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera session.

Carried



BRANT HALDIMAND NORFOLK Catholic District School Board

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9. Report on the In-Camera Session

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

Carried

10. Closing Prayer

Chair Petrella led the closing prayer.

11. Adjournment

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the November 8, 2018 Special Meeting of the Board.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

November 20, 2018

AGENDA ITEM	MOTION
5.1	THAT the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Expenses Online Report.
5.2	THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2019 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$138,054, excluding PST.

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of November 20, 2018.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of November 20, 2018.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, November 20, 2018 ♦ 7:00 p.m.
Boardroom**

Present: **Trustees:**
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Carol Luciani, Bonnie McKinnon,
Kaiya Daly (Student Trustee)

Absent: Bill Chopp

Senior Administration:
Chris N. Roehrig (Director of Education & Secretary)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Chair Petrella requested item *5.1 Trustee Expenses Online* be deferred until Trustee Casey arrived.

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the November 20, 2018 meeting, as amended.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes - October 16, 2018

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 16, 2018 Committee of the Whole Meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations – Nil

3. Delegations – Nil



4. Consent Agenda

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of October 16, 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.2** THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of October 29, 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Committee Meeting of October 30, 2018 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

Carried

5. Committee and Staff Reports

5.2 Insurance Renewal

Director Roehrig reviewed Appendix A of the report and provided rationale for the increases/decreases in the insurance premiums, which has resulted in an overall decrease in insurance premiums for the upcoming year. He indicated that we are building a strong culture in the district around risk management, educating administrators to complete risk assessments that identifies liability to the Board. The more risk management and liability are discussed, the more aware people become.

There was a Trustee inquiry to determine if any boilers in the district are still running on oil. Director Roehrig will investigate the inquiry and report back to Board. There was another Trustee inquiry about the Non-Owned Auto insurance. Director Roehrig explained that this would cover the top up of auto insurance for an employee or volunteer that drives students in their personal vehicles.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2019 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$138,054, excluding PST.

Carried

5.3 Safe and Accepting Schools Update

Director Roehrig indicated this report is an update on the new plan that was previously brought to Board. The comprehensive policy is up for review this year. The report emphasizes three areas, including: trying to create a more consistent procedure for student safety plans, bullying recognition and response training, and widening restorative practices through the work of the Child and Youth Workers.

There was a Trustee inquiry about our Board policy being used by other school boards. There was also discussion around copyrights and the sourcing of borrowed information. There was a Trustee inquiry about the sharing of information regarding policies to make the process of update them easier.



Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Safe and Accepting Schools Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.4 Board Enrolment as of October 31, 2018

Director Roehrig drew attention to the fact that Board enrolment has increased. Since Kindergarten registration occurs early in the year, there was concern in April that we would not meet the projected numbers. However, it appears that people are waiting longer before enrolling their child(ren). We are currently using benchmarks and trends to staff our schools in March. There was discussion about the current staffing levels.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Board Enrolment as of October 31, 2018 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.5 Cash / Equipment Donations

Director Roehrig indicated that we do not currently have a mechanism that would allow donors to indicate if they would like their name published publicly. Director Roehrig suggested that the threshold for publishing donations and permissions to include names in the report may need to be revised through policy review.

There was a Trustee inquiry about the donation to the STEM program at St. Joseph's. There was concern that this donation may have caused the initial allocation to decrease based on the donation. Director Roehrig is currently investigating and will report back to Board. There was a Trustee inquiry about the ability to specify where a donation will be allocated. Director Roehrig indicated that it is very rare that there is a general donation to the Board, donations are typically made for a specific reason. The money will only be used for the purpose as specified by the donation. If the project is on hold, the money will be held until the project is active again. There was discussion about the application of money raised from a fundraiser at the school level. The policy on fundraising is clear in that there needs to be a specific purpose for the fundraising where the money will be applied.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Cash / Equipment Donations report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

6. Information and Correspondence

Director Roehrig provided the proofs for the 2018 Christmas Cards which will be ready after the Inaugural meeting on December 4, 2018.



An update was provided regarding a Trustee visit to Sprucedale. The visit will be able to occur in December.

There was a reminder for the Trustees to confirm their attendance for the upcoming OCSTA Trustees Seminar which will be held in January.

Director Roehrig presented thank-you cards that were addressed to Board from staff.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all Information and Correspondence since the last meeting.

Carried

5. Committee and Staff Reports

5.1 Trustee Expenses Online

Director Roehrig mentioned changes in the reporting process, in that we are trying to become more precise in expenses to better identify where the money is being spent. As such, expenses that have previously been included as "other" were broken out.

There was concern that some of the expenses, as outlined on the report are a direct cost of doing business, and as such should not be included on the report. Director Roehrig indicated that the current policy outlines what is considered a Trustee expense, as well as the requirement to post the report online. Going forward, the policy may be reviewed and changed. Chair Petrella requested a line be added to the report indicating that overall budget was underspent.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Expenses Online Report.

Carried

7. Trustee Inquiries – Nil

8. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

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

Carried

9. Report on the In-Camera Session

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

Carried

10. Future Meetings and Events

Chair Petrella drew attention to the future meetings and events.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

Catholic Education Centre
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11. Closing Prayer

Chair Petrella led the closing prayer.

11. Adjournment

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the November 20, 2018 meeting.

Carried



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

~~Next meeting: Tuesday, January 15, 2019, 7:00 p.m. – Boardroom~~

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: November 20, 2018
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRUSTEE EXPENSES ONLINE
Public Session

BACKGROUND INFORMATION:

Board Policy 100.10 details provisions with respect to *Trustee Expenses*. Section 7.7 states that *trustee expenses will be reported to the Board in a public session annually*. At the Committee of the Whole meeting of November 18, 2014, trustees approved the posting of a summary of trustee monthly expense reports on the Board's website on an annual basis.

DEVELOPMENTS:

The table, as presented in Appendix A, summarizes trustee expenses for the period September 1, 2017 to August 31, 2018. This table will be posted on the Board's website in compliance with the above policy.

The annual Trustee Expense Report indicates that trustees have underspent their budget allocation for the year ended August 31, 2018.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Expenses Online Report.



Annual Trustee Expense Report
for the Year
September 1, 2017 to August 31, 2018

Trustee	Travel	Communications	Professional Development / Conferences	Service Equipment (computer, modem, printer / scanner, copier)	Other	Total Expenses by Trustee
Rick Petrella, Chair	518.00	960.52	7,405.96	28.88	1,540.46	\$10,453.82
Dan Dignard, Vice-Chair	1,164.54	1,570.90	2,280.72	28.88	1,646.70	\$6,691.74
Cliff Casey	2,406.04	1295.47	6,045.27	28.88	2,551.78	\$12,327.44
Bill Chopp	219.77	1,511.69	710.94	28.88	1,540.47	\$4,011.75
Carol Luciani	1,690.60	1,023.80	1,015.05	28.88	1,607.90	\$5,366.23
Bonnie McKinnon	2,067.45	1,489.86	3,012.24	28.88	1,689.00	\$8,287.43
TOTAL	\$8,066.40	\$7,852.24	\$20,470.18	\$173.25	\$10,576.31	\$47,138.41
2017-18 TRUSTEE BUDGET						\$55,800.00

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: November 20, 2018
Submitted by: Chris N. Roehrig, Director of Education & Secretary

INSURANCE RENEWAL

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

For 2019, based on actuarial estimates, OSBIE has approved the following general rate adjustments:

	General Rate Adjustment %	BHNCDSB Rate Adjustment %
Liability	-1.8	2.27
Property	-5.0	-1.00
Boiler and Machinery	0.0	-2.78
Crime	0.0	2.27
Automobile	0.0	0.00
Privacy Data Liability	0.0	1.96

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

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2019 insurance renewal premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$138,054, excluding PST.

Brant Haldimand Norfolk Catholic District School Board

OSBIE INSURANCE

Insurance Premium Excluding Taxes					% Increase / Decrease
Description	2016	2017	2018	2019	
Property	79,086.00	63,303.00	57,530.00	54,155.00	-5.9
Crime	4,910.00	4,936.00	5,071.00	5,186.00	+2.2
Boiler and Machinery	4,718.00	4,592.00	4,592.00	4,465.00	-2.8
Liability	68,322.00	70,211.00	63,636.00	63,137.00	-0.8
Non-Owned Auto	690.00	709.00	643.00	638.00	-0.8
Subtotal	157,726.00	143,751.00	131,472.00	127,581.00	
Fleet Automobile	9,832.00	7,414.00	6,969.00	6,969.00	0.0
Privacy Data Liability	3,040.00	3,056.00	3,150.00	3,504.00	+1.9
Total Insurance Premium	\$170,598.00	\$154,221.00	141,591.00	138,054.00	
Coverages:					
• Total Property	Unlimited				
• Crime	\$500,000				
• Deductible	\$10,000 / claim				
• Boiler and Machinery	Unlimited				
• Auto Limit	\$20 million				
• Liability	\$27 million				
• Privacy Data	\$2 million				

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented by: Rick Petrella, Chair, Audit Committee
Presented to: Board of Trustees
Submitted on: November 27, 2018
Submitted by: Chris Roehrig, Director of Education & Secretary

FINANCIAL STATEMENTS – YEAR ENDED AUGUST 31, 2018

Public Session

BACKGROUND INFORMATION:

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

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

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

DEVELOPMENTS:

The draft Financial Statements for the year ended August 31, 2018, as well as the Audit Report by the Board's auditor, Millard, Rouse, Rosebrugh LLP, have been completed and are attached as Appendix A.

The operating results for 2017-18 reflect an annual surplus in the amount of \$2,583,954 as shown in the Consolidated Statement of Operations on Page 4. The annual surplus available for compliance after accounting for revenues recognized for land and other encumbered future liabilities amounts to \$1,978,902. One Million, Eight Hundred Ninety-Four Thousand, Three Hundred Two Dollars (\$1,894,302) is internally appropriated against committed capital projects; resulting in an Accumulated Surplus Available for Compliance – Unappropriated (from EFIS Schedule 5, Item 1.1, Column 4) for the 2017-18 Board's Year End Financial Statements of \$12,820,148 as at August 31, 2018.

An in-year surplus to the Board is usually a combination of additional revenues in the year as well as an underspending of budget lines. For 2017-18, revenue resulted from higher-than-anticipated enrolment; where students registered with the Board after Revised Estimates were filed and, hence, were not included in Revised Budget revenue.

Additional revenue provided by the Ministry at year-end approximated \$350,000. This revenue was recognized at year-end primarily within two grant areas. The Cost Adjustment and Teacher Qualification and Experience Grant baseline factors increased approximately \$250,000 and Adult and Continuing Education; including High Credit Courses, was approximately \$150,000 greater. Revenue from sources other than the Ministry such as Tuition Fees, Rental Revenue and Interest Revenue was greater than anticipated at Revised Budget by approximately \$295,000.

Transportation revenue increased by approximately \$50,000 as a result of a small additional per pupil amount allocated to the Board at year end. The Transportation expenditure was underspent as a result of efficiencies within routes and the contingency allocation not being needed. Under spending in many areas of the Board; specifically, with respect to Fees & Contractual Services, Supplies and Services, Benefits, Occasional Teachers, Information Technology, Labour Relations, Temporary Assistance, Utilities, as well as a Pay Equity Adjustment resulted in reduced expenditures.

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

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Financial Statements – Year Ended August 31, 2018.

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

For the year ended August 31, 2018

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MANAGEMENT REPORT

Financial Statements ended August 31, 2018

Management's Responsibility for the Financial Statements

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

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

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

Chris N. Roehrig
Director of Education & Secretary

Thomas R. Grice
Superintendent of Business & Treasurer

INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying consolidated financial statements of Brant Haldimand Norfolk Catholic District School Board, which comprise the consolidated statement of financial position as at August 31, 2018, the consolidated statements of operations, changes in net debt and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

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

Auditors' Responsibility

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

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

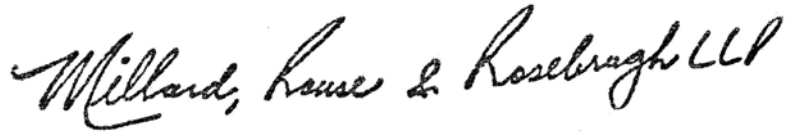
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements of Brant Haldimand Norfolk Catholic District School Board as at and for the year ended August 31, 2018 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the consolidated financial statements.

Emphasis of Matter

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



November 19, 2018
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at August 31	2018	2017
FINANCIAL ASSETS		
Cash and cash equivalents	22,272,804	15,379,514
Accounts receivable		
Municipalities	2,010,217	1,837,391
Government of Ontario - Approved Capital (Note 2)	45,470,034	47,766,706
Other (Note 3)	692,811	3,225,975
Assets held for sale (Note 4)	-	283,853
Total Financial Assets	70,445,866	68,493,439
LIABILITIES		
Accounts payable and accrued liabilities	7,449,757	7,046,131
Accounts payable - other School Boards	316,841	70,350
Deferred revenue (Note 5)	4,975,058	1,781,084
Accrued vacation pay	509,697	529,102
Post employment/retirement benefits (Note 6)	763,227	749,379
Accrued interest on long term liabilities	789,666	837,424
Long term liabilities (Note 11)	45,800,863	48,517,220
Deferred capital contributions (Note 7)	97,336,958	97,670,555
Total Liabilities	157,942,067	157,201,245
Net Debt	(87,496,201)	(88,707,806)
NON-FINANCIAL ASSETS		
Tangible capital assets	110,872,941	109,500,586
NET ASSETS	23,376,740	20,792,780
ACCUMULATED SURPLUS (Note 13)	23,376,740	20,792,780

Approved on behalf of the Board

Chair of the Board

Director of Education

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF OPERATIONS

For the year ended August 31	Budget 2018	Actual 2018	Actual 2017
Revenues			
General legislative grants	121,992,127	122,222,812	117,057,863
Provincial grants - other	1,511,606	2,570,860	1,612,994
Federal grants and fees	1,094,825	1,126,789	1,033,553
Other fees and revenue	374,785	774,463	910,554
Investment income	141,000	310,800	167,205
School funded activities	3,500,000	3,676,416	3,519,325
Other revenue - school boards	331,943	360,886	309,603
	128,946,286	131,043,026	124,611,097
Expenses			
Instruction	97,472,396	97,237,462	91,135,315
Administration	3,977,782	3,903,026	3,855,829
Transportation	5,070,320	4,969,562	4,731,089
School operations and maintenance	18,735,859	18,644,557	18,554,313
Other	146,395	192,572	146,395
School funded activities	3,500,000	3,511,887	3,450,404
	128,902,752	128,459,066	121,873,345
Annual Surplus	43,534	2,583,960	2,737,752
Accumulated Surplus - Beginning of Year	18,448,557	20,792,780	18,055,028
Accumulated Surplus - End of Year	18,492,091	23,376,740	20,792,780

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT

For the year ended August 31	2018	2017
Annual Surplus	2,583,960	2,737,752
Amortization of tangible capital assets	4,601,626	4,425,261
Acquisition of tangible capital assets (net of transferred CIP)	(6,322,229)	(4,255,170)
Proceeds on sale of tangible capital assets	2,369,239	-
Loss/(Gain) on sale of tangible capital assets	(2,020,991)	-
Transfer to assets held for sale	-	283,853
Change in Net Debt	1,211,605	3,191,696
Net Debt - Beginning of Year	(88,707,806)	(91,899,502)
Net Debt - End of Year	(87,496,201)	(88,707,806)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended August 31	2018	2017
Cash Flows From Operating Activities		
Annual surplus	2,583,960	2,737,752
Non-cash Charges to Operations		
Amortization of tangible capital assets	4,601,626	4,425,261
Loss/(Gain) on disposal of tangible capital assets	(2,020,991)	-
Amortization of deferred capital contributions	(4,420,761)	(4,244,395)
Deferred revenue transferred to deferred capital contributions	349,431	480,437
	1,093,265	3,399,055
Sources (Uses) of Cash:		
Accounts receivable - Municipalities	(172,826)	131,379
Accounts receivable - Government of Ontario, Approved capital	2,296,672	431,755
Accounts receivable - other	2,533,164	(445,020)
Assets held for sale	283,853	(283,853)
Accounts payable and accrued liabilities	403,626	874,126
Accounts payable - other School Boards	246,491	(37,169)
Deferred revenues	3,193,974	508,688
Accrued vacation pay	(19,405)	73,088
Post employment/retirement benefits	13,848	(434,020)
Accrued interest on long term liabilities	(47,758)	(45,261)
	8,731,639	773,713
Cash Flows From Capital Activities		
Acquisition of tangible capital assets (net of transferred CIP)	(6,322,229)	(3,971,309)
Proceeds on disposal of capital assets	2,369,239	-
	(3,952,990)	(3,971,309)
Cash Flows From Financing Activities		
Debenture and loan repayments	(2,716,357)	(2,584,475)
Capital grants received	3,737,733	2,538,311
	1,021,376	(46,164)
Net Increase in Cash and Cash Equivalents	6,893,290	155,295
Opening Cash and Cash Equivalents	15,379,514	15,224,219
Closing Cash and Cash Equivalents	22,272,804	15,379,514

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES

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

a) Basis of Accounting

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

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

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

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

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

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

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Reporting Entity

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

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

Consolidated entities:
Transportation Consortium
School Generated Funds

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

c) Trust Funds

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

d) Cash and Cash Equivalents

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

e) Deferred Revenue

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

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

f) Deferred Capital Contributions

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

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

g) Retirement and Other Employee Future Benefits

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

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-17: OSSTF, OECTA. The following ELHTs were established in 2017-2018: CUPE, EWBT and, ONE-T, for non-unionized employees including principals and vice-principals. The ELHTs provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits are being provided through a joint governance structure between the bargaining/ employee groups, school board trustees associations and the Government of Ontario. The Board is no longer responsible to provide certain benefits to OECTA members. Starting February 1, 2017, the Board is no longer responsible to provide certain benefits to OSSTF members. Upon transition of the employee groups' health, dental and life benefits plans to the ELHT, school boards are required to remit a negotiated amount per full-time equivalency (FTE) on a monthly basis. Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs (GSN), additional Ministry funding in the form of a Crown contribution as well as a Stabilization Adjustment.

Depending on prior arrangements and employee group, the Board provides health, dental and life insurance benefits for retired individuals for all groups and continues to have a liability for payment of benefits for those who are on long-term disability and for some retirees who are retired under these plans.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

g) Retirement and Other Employee Future Benefits (Continued)

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

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

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

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

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

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) Tangible Capital Assets

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

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

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

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

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

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

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

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

i) Government Transfers

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

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

j) Investment Income

Investment income is reported as revenue in the period earned.

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

k) Long-term Debt

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

l) Budget Figures

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

m) Use of Estimates

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

n) Property Tax Revenue

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

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

2. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO

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

The Board has accounts receivable from the Province of Ontario of \$45,470,034 as at August 31, 2018 (2017 - \$47,766,706) with respect to capital grants.

3. ACCOUNTS RECEIVABLE - OTHER	2018	2017
Other school boards	57,815	319,766
Government of Ontario	367,846	1,450,928
Government of Canada	198,877	1,272,660
Other	68,273	182,621
	692,811	3,225,975

4. ASSETS HELD FOR SALE

As of August 31, 2018, \$0 (2017 - \$283,853) related to buildings and \$0 (2017 - \$0) related to land were recorded as assets held for sale. During the year, two properties were sold, and no properties were reclassified during the year. Net proceeds of \$2,369,239 (2017 - \$0) were received on the sale of the properties, which had a carrying value of \$633,284 (2017 - \$0), resulting in a gain of \$2,020,991 (2017 - \$0). The gain was deferred for future capital asset purchases according to Ontario Regulation 193/10.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

5. DEFERRED REVENUE

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

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2018 is comprised of:

	Balance at August 31, 2017	Externally restricted revenue and interest	Revenue recognized	Transferred to DCC	Balance at August 31, 2018
Proceeds of disposition Education	608,853	2,369,239	-	-	2,978,092
development charge	-	469,680	400,498	-	69,182
Legislative grants	421,492	7,054,775	6,190,238	349,431	936,598
Special education	356,388	15,606,293	15,473,233	-	489,448
Other education grants	254,945	189,444	147,732	-	296,657
Other grants	139,406	155,054	89,379	-	205,081
	1,781,084	25,844,485	22,301,080	349,431	4,975,058

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

6. RETIREMENT AND ACCRUED FUTURE PAID SICK LEAVE BENEFITS

Actuarial Assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2018 are based upon actuarial assumptions of future events determined for accounting purposes as at August 31, 2018 and adjusted for census and changes to the actuarial assumptions.

The assumptions used in the current valuation are as follows:

- i) Health costs are assumed to increase by 7.75% for 2017-18, 7.50% for 2018-19 and 7.25% for 2019-20, reducing by 1/4% in each subsequent year to an ultimate rate of 4%.
- ii) Dental costs are assumed to increase by 3.75% for 2017-18, 3.5% for 2018-19 and 3.25% for 2019-20, reducing by 1/4% in each subsequent year to an ultimate rate of 3%.
- iii) Participation rates are assumed to be 100% of early retirement employees.

Retirement Life Insurance and Health Care Benefits

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

Workplace Safety and Insurance Board Obligations

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

Sick Leave Top-Up Benefits

A maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the financial statements are \$48,646 (2017 - \$77,301).

For accounting purposes, the valuation for the accrued benefit obligation for the sick leave top-up is based on an actuarial assumptions about future events determined as at August 31, 2018 and is based on the average daily salary and banked sick days of employees as at August 31, 2018.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

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

Retirement and Other Employee Future Benefit Liabilities				2018	2017
	Retirement Benefits	Long term disability and compensated absences	Workers Compensation	Total Employee Future Benefits	Total Employee Future Benefits
Accrued benefit at August 31	163,822	61,740	440,063	665,625	642,507
Unamortized actuarial gains/(losses) at August 31	97,602	-	-	97,602	106,872
	261,424	61,740	440,063	763,227	749,379

Retirement and Other Employee Future Benefit Expenses				2018	2017
	Retirement Benefits	Long term disability and compensated absences	Workers Compensation	Total Employee Future Benefits	Total Employee Future Benefits
Current year benefit cost	28,699	61,740	56,807	147,246	(303,089)
Interest on accrued benefit obligation	4,034	-	10,969	15,003	16,268
Recognized Actuarial gains (losses)	(14,234)	(13,094)		(27,328)	4,206
Benefit payments	(15,553)	(46,559)	(58,961)	(121,073)	(151,405)
Employee Future Benefits Expenses	2,946	2,087	8,815	13,848	(434,020)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

7. DEFERRED CAPITAL CONTRIBUTIONS 2018 2017

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

Beginning balance	97,670,555	98,896,202
Additions to capital contributions (net)	3,737,733	2,538,311
Revenue recognized in the period	(4,420,761)	(4,244,395)
Transfers from deferred revenue	349,431	480,437
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Ending balance	97,336,958	97,670,555

8. ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2018, the Board contributed \$1,675,394 (2017 - \$1,586,216) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

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

9. ONTARIO TEACHER'S PENSION PLAN

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

10. TRUST FUNDS

Trust funds administered by the Board amounting to \$23,674 (2017 - \$25,594) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

11. LONG TERM LIABILITIES

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

	2018	2017
4.9% debenture payable, semi-annual payments of \$58,141 including principal and interest, maturing March 2033.	1,213,666	1,268,456
6.5% debenture payable, semi-annual payments of \$772,885 including principal and interest, maturing October 2026.	9,954,173	10,805,879
3.799% debenture payable, semi-annual payments of \$201,402 including principal and interest, maturing March 2038.	5,577,592	5,763,198
2.425% debenture payable, semi-annual payments of \$160,409 including principal and interest, maturing November 2021.	1,070,329	1,359,915
4.867% debenture payable, semi-annual payments of \$375,851 including principal and interest, maturing March 2029.	6,344,485	6,771,743
4.56% OFA debenture payable, semi-annual payments of \$114,507 including principal and interest, maturing November 2031.	2,289,818	2,410,282
5.062% OFA debenture payable, semi-annual payments of \$85,137 including principal and interest, maturing March 2034.	1,838,674	1,913,039
5.384% OFA debenture payable, semi-annual payments of \$462,624 including principal and interest, maturing May 2034.	9,840,325	10,220,357
5.232% PCS Stage 1 loan payable, semi-annual payments of \$52,483 including principal and interest, maturing April 2035.	1,168,452	1,210,622
5.232% GPL Stage 4 loan payable, semi-annual payments of \$32,797 including principal and interest, maturing April 2035.	730,171	756,524
5.232% PTR Phase 2 loan payable, semi-annual payments of \$253,921 including principal and interest, maturing April 2035.	5,653,178	5,857,205
3% promissory note payable to the Roman Catholic Episcopal Corp., payable at \$40,000 per year plus interest, maturing May 2020.	80,000	120,000
Interest free note payable to the Roman Catholic Episcopal Corp., payable at \$20,000 per year, maturing May 2020.	40,000	60,000
	45,800,863	48,517,220

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

11. LONG TERM LIABILITIES (Continued)

Of the net long term liabilities outstanding of \$45,800,863, principal and interest payments are payable over the next five years as follows:

	Principal	Interest Payments	Total
2019	2,855,558	2,347,178	5,202,736
2020	3,002,496	2,199,018	5,201,514
2021	3,097,624	2,042,490	5,140,114
2022	3,101,004	1,879,901	4,980,905
2023	3,107,695	1,713,327	4,821,022
	<u>15,164,377</u>	<u>10,181,914</u>	<u>25,346,291</u>

Interest paid on long-term debt amounted to \$2,443,263 (2017 - 2,578,699).

As of August 31, 2018, the Board had \$878,090 (2017 - \$853,090) in letters of credit outstanding related to ongoing construction projects.

12. EXPENDITURES BY OBJECT

	Budget 2018	Actual 2018	Actual 2017
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The following is a summary of current expenditures reported on the Consolidated Statement of Operations by object:

Current expenditures:

Salary and wages	87,779,153	86,678,725	82,789,601
Employee benefits	13,600,820	13,520,133	11,942,343
Staff development	395,614	421,999	335,155
Supplies and services	12,444,361	13,077,338	12,643,307
Interest on long term debt	2,487,557	2,443,263	2,578,699
Rental expenditures	18,484	41,589	20,485
Fees and contract services	7,544,967	7,444,655	6,948,020
Other	186,695	229,739	190,474
Amortization	4,445,101	4,601,625	4,425,261
	<u>128,902,752</u>	<u>128,459,066</u>	<u>121,873,345</u>

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

13. ACCUMULATED SURPLUS (DEFICIT)

Accumulated surplus (deficit) consists of the following:

	2018	2017
Surplus (Deficit):		
Invested in non-depreciable tangible capital assets	9,209,003	7,804,344
Employee future benefits to be covered in the future	(763,227)	(749,379)
School generated funds	1,740,524	1,575,996
Other	13,190,440	12,161,819
	23,376,740	20,792,780

14. TRANSPORTATION CONSORTIUM

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

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

Below provides condensed financial information for the consortium.

	2018		2017	
	Total	Board Portion	Total	Board Portion
Financial Position				
Financial Assets	29,117	50,070	92,649	56,266
Liabilities	29,117	50,070	92,649	56,266
Accumulated Surplus	-	-	-	-
Operations				
Revenues	17,074,190	4,863,146	16,011,611	4,389,082
Expenses	17,074,190	4,863,146	16,011,611	4,389,082
Annual Surplus	-	-	-	-

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

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2018

15. CONTRACTUAL OBLIGATIONS AND CONTINGENT LIABILITIES

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

16. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

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

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

17. REPAYMENT OF "55 SCHOOL BOARD TRUST" FUNDING

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

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

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended August 31, 2018

	Land	Building (40 years)	Portable structures	Equipment (5 years)	Equipment (10 years)	Computer hardware	Computer software	Vehicles	Construction in progress	Total 2018	Total 2017
Cost											
Balance, beginning of year	7,804,344	147,538,709	3,684,134	35,503	3,246,819	4,092,623	568,314	247,246	811,346	168,029,038	164,401,319
Additions during the year	1,414,658	3,219,445	-	-	-	-	-	-	1,688,126	6,322,229	7,328,362
Disposals during the year	(9,999)	(796,417)	-	-	-	-	-	-	-	(806,416)	(3,700,643)
Balance, end of year	9,209,003	149,961,737	3,684,134	35,503	3,246,819	4,092,623	568,314	247,246	2,499,472	173,544,851	168,029,038
Accumulated Amortization											
Balance, beginning of year	-	47,967,821	3,131,549	30,514	2,524,901	4,092,623	568,314	212,730	-	58,528,452	54,446,789
Amortization during the year	-	4,384,309	57,811	4,388	144,411	-	-	10,707	-	4,601,626	4,425,261
Disposals, writeoffs and adjustments	-	(458,168)	-	-	-	-	-	-	-	(458,168)	(343,598)
Balance, end of year	-	51,893,962	3,189,360	34,902	2,669,312	4,092,623	568,314	223,437	-	62,671,910	58,528,452
Net book value of tangible capital assets	9,209,003	98,067,775	494,774	601	577,507	-	-	23,809	2,499,472	110,872,941	109,500,586

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

Prepared by: Kaiya Daly, Student Trustee
Presented to: Board of Trustees
Submitted on: November 27, 2018
Submitted by: Chris N. Roehrig, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

Last month, the student councils at Assumption and Holy Trinity began auditions for their fall coffee houses. All three student council's began preparations for the fall semi-formal dances. Grade eight day also took place at all three schools for the grade eight students planning to enter one of the high schools in the next school year.

DEVELOPMENTS:

The events of last month were successful at all three schools. St. John's College Campus Ministry and Student Council had an insightful experience with L'ARCHE's core members and assistants. Campus Ministry at St. John's also had a reception with the residents of Riverview Terrace in their Devine Mercy Room through SKIP. Assumption College was happy with the participation of many students in their fall spirit week. All schools were impressed with the donations received for the many Breast Cancer Awareness initiatives they ran.

SCHOOL NEWS:

St. John's College staff and students held a grade eight day for the students from the feeder schools. Members of student council and grade nine teachers answered many questions and concerns of the future eagles. St. John's Student Council is nearing the date of their "Enchanted Forest" themed semi-formal on November 24, 2018.

Assumption College students participated in a successful fall coffee house. Assumption's fall grade eight day involved many students and staff who helped the grade eights get an understanding of the school and the available courses and extracurricular activities. Their student council has also set a date for their semi-formal with the theme "Masquerade", to be held on December 1, 2018.

Holy Trinity hosted their fall coffee house. The performers were very talented, and many students and parents were impressed by the event. The event coordinators were also very impressed by the large turnout. Holy Trinity held a grade eight day where the grade eights could meet with teachers and fellow students about life in their school. Holy Trinity's student council has nearly finished the details of their "Under the Stars" themed semi-formal, to be held on November 24, 2018.

RECOMMENDATION:

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

2018-19
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
November 27, 2018	4:00 pm 7:00 pm	Open House for Bonnie McKinnon Board Meeting	
November 28, 2018	7:00 pm	System-Wide Parent Councils Adobe Connect Session	
December 4, 2018	6:30 pm 7:00 pm	Annual Meeting Mass (Bishop Dabrowski) Inaugural Board Meeting	
December 5, 2018	3:00 pm	Executive Council Mtg.	
December 6, 2018	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
December 11, 2018	9:30 am 7:00 pm	SEAC Meeting Board Meeting	
December 12, 2018	10:30 am	SAL In-take – Holy Trinity	
<i>December 24, 2018 - January 4, 2019</i>		CHRISTMAS BREAK	
January 9, 2019	3:00 pm	Executive Council Mtg.	
January 15, 2019	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
January 16, 2019	10:30 am	SAL In-take – Holy Trinity	
January 17, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
January 18 & 19, 2019		OCSTA Catholic Trustees Seminar	
January 22, 2019	4:00 pm 7:00 pm	Legal Expenses Committee Mtg. Board Meeting	
February 1 & 2, 2019		Save the Date: Retreat with Bishop Fabbro	
February 13, 2019	10:30 am 3:00 pm	SAL In-Take – Holy Trinity Executive Council Mtg.	
February 14, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
February 19, 2019	7:00 pm	Committee of the Whole	
February 25, 2019	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 26, 2019	9:00 am 9:30 am 7:00 pm	STSBHN Meeting SEAC Meeting Board Meeting	
February 28, 2019		Save the Date: Event with Bishop Crosby	
March 6, 2019	10:30 am 3:00 pm	SAL In-take – Holy Trinity Executive Council Mtg.	
March 7, 2019	9:00 am 1:00 pm	SAL In-take – St. John's SAL In-take – Assumption	
<i>March 11-15, 2019</i>		MARCH BREAK	
March 19, 2019	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
March 26, 2019	4:00 pm 7:00 pm	Legal Expenses Committee Mtg. Board Meeting	
March 27, 2019	1:00 pm	Catholic Education Advisory Committee Mtg.	
April 5, 2019	9:00 am	Council of Catholic Service Organizations Committee Mtg.	
April 10, 2019	10:30 am 3:00 pm 7:00 pm	SAL In-take – Holy Trinity Executive Council Mtg. System-Wide Parent Council Adobe Connect Session	

Date	Time	Meeting/Event	New / Revised
April 11, 2019	9:00 am 1:00 pm	SAL In-take – St. John’s SAL In-take – Assumption	
April 16, 2019	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
April 23, 2019	7:00 pm	Board Meeting	
April 25-27, 2019		OCSTA AGM (Toronto)	
<i>May 5-May 10, 2019</i>		<i>Catholic Education Week</i>	
May 8, 2019	10:30 am	SAL In-take – Holy Trinity	
May 9, 2019	9:00 am 1:00 pm	SAL In-take – St. John’s SAL In-take – Assumption	
May 15, 2019	3:00 pm	Executive Council Mtg.	
May 21, 2019	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
May 28, 2019	9:00 am 7:00 pm	STSBHN Meeting Board Meeting	
May 30-June 1, 2019		CCSTA AGM	
June 5, 2019	10:30 am	SAL In-take – Holy Trinity	
June 12, 2019	3:00 pm	Executive Council Mtg.	
June 13, 2019	9:00 am 1:00 pm	SAL In-take – St. John’s SAL In-take – Assumption	
June 18, 2019	9:30 am 7:00 pm	SEAC Meeting Committee of the Whole	
June 25, 2019	7:00 pm	Board Meeting	
June 27, 2019	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John’s College Graduation	

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