



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Budget Committee  
Tuesday, December 13, 2022 – 3:00 p.m.  
Boardroom / Teams Meeting**

**Trustees:**  
**Present:** Rick Petrella (Chair), Dennis Blake, Carol Luciani

**Senior Administration and Staff Members**

Mike McDonald (Director of Education & Secretary), Kevin Greco (Superintendent of Education), Scott Keys (Superintendent of Business & Treasurer), Jagoda Kirilo (Manager of Financial Services), Lorrie Temple (Superintendent of Education), Phil Wilson (Superintendent of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance**

Attendance was noted as above.

**1.3 Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee approves the Agenda of December 13, 2022.

**Carried**

**1.4 Declaration of Interest: Nil.**

**1.5 Approval of the Minutes of June 14, 2022**

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee approves the Minutes of June 14, 2022.

**Carried**

**1.6 Business Arising from the Minutes: Nil.**

Trustee Blake queried if the childcare program at Holy Trinity Catholic High School had started? Superintendent Temple answered that the program has begun and that it is currently operational.

**2. Staff Reports & Information Items**

**2.1 2022-23 Revised Estimates**

Superintendent Keys noted that annually, the Ministry of Education requires school boards to complete revised estimates to address significant changes from the original estimates submitted



the previous June. He reported that a balanced budget continues to be projected for the 2022-23 School Year.

The Board's overall Average Daily Enrolment (ADE) is projected to increase by 374 to 11,471 students. Elementary enrolment projections indicate an increase of approximately 360 students and there will be a nominal increase at our secondary schools, which can be attributed to the growth and migration of new families into Brantford and Brant County.

Revenue and Expenses are expected to increase by approximately \$4.5 million primarily from:

- an increase in overall ADE, requiring additional classroom teachers and other student supports. Many of the additional supports (i.e., EAs) will be funded through the Ministry's COVID-19 supports.
- an increase in demand for home-to-school transportation as a result of increased enrolment. The Ministry has released their updated costing benchmark, which provided school boards with an additional 2% of revenue.
- additional projects and initiatives through Partnership and Priority Funding (PPF) primarily associated with cyber protection, ventilation, and carry-forward monies from prior year's tutoring funding.
- additional staff to address other health and safety needs, accommodation requirements, and mental health supports.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee refers the 2022-23 Revised Estimates Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

## **2.2 Annual Report on Accumulated Surplus**

Superintendent Keys provided an update on the accumulated surplus balance following the 2021-22 year-end reporting. He noted that the Board has an operating contingency of approximately 2.5% of its operating allocation which, according to Ministry benchmarks, places the Board in a low financial risk position. A summary of the Board's accumulated surplus is provided in Appendix A of this report.

As of August 31, 2022, the Board's accumulated surplus balance was approximately \$30.9 million. This amount is comprised of:

- \$19.9 million (prior year - \$18.7 million) in required commitments (or amounts the Ministry of Education requires school boards to set aside and are not available for internal use), of which, approximately \$8.6 million is reserved for portable classroom purchases over and above the Board's funding.
- \$3.8 million in specific purpose reserves (or amounts the Board has set aside through resolution) and unappropriated amounts
- \$7.1 million in unappropriated funds (or the amount available to be used for specific, approved purposes).



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Chair Petrella questioned if funding for the Board's new secondary school would come from Education Development Charges (EDCs) and land priorities funding. Mr. Keys confirmed that the secondary school would be funded through EDCs and land priorities funding from the Ministry of Education.

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee refers the Annual Report on Accumulated Surplus to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

### 2.3 2023-24 Budget Plan

Superintendent Keys outlined the Board's timeline for submission of the 2023-24 budget, in accordance with Ministry regulations. He noted that the chart outlined in the report, indicates the dates most relevant to the Trustees, which includes three Budget Committee meetings, a public consultation survey, and Board approval dates. Mr. Keys commented that Appendix A provides further detail on the 2023-24 Budget Schedule.

Trustee Blake asked how the public consultation surveys would be completed. Mr Keys commented that four or five survey questions would be forwarded by email, Twitter, etc. to students and staff. The results of the survey will be compiled and used during the 2023-24 budget process.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee refers the 2023-24 Budget Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

3. **Trustee Inquiries:** Nil.

### 4. **Business of the In-Camera Session:**

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee moves to an In-Camera Session.

### 5. **Report on the In-Camera Session:**

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee approves the business of the In-Camera Session.

### 6. **Future Meetings**

Chair Petrella noted that the next Budget Committee Meeting has been scheduled on Monday, April 25, 2023 at 3:00 pm.



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**7. Adjournment**

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee adjourns the meeting of December 13, 2022.

**Carried**

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**Next Meeting:** Monday, April 25, 2023 at 3:00 pm.