

## **Finance Committee Meeting - Open Agenda**

Durham Catholic District School Board

February 6, 2023 7:00 p.m.

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##### **4.2. Motion to Adjourn**

##### **4.3. Closing Prayer**

## Finance Committee Prayer

**+In the name of the Father, and of the Son and of the Holy Spirit Amen**

Dear God,

Heavenly Father, we come to You today asking for Your guidance, wisdom, and support as we begin this meeting.

Help us engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community.

Amen.

**+In the name of the Father, and of the Son and of the Holy Spirit Amen**



## Land Acknowledgement

We, here in the Durham Region, respectfully acknowledge that we are on the traditional lands of the Mississaugas of Scugog Island.





**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **Memorandum**

To: Finance Committee  
From: Marie Hammond, Chief Financial Officer  
Date: February 6, 2023  
Subject: **Finance Committee Agenda – February 6, 2023**

## **Recommendation**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

“THAT the Finance Committee approve the Agenda of the February 6, 2023 Finance Committee meeting.”

## **Rationale**

See attached.

MH/II  
Attachment



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **Memorandum**

To: Finance Committee

From: Marie Hammond, Chief Financial Officer

Date: February 6, 2023

Subject: **Finance Committee Minutes – June 13, 2022**

## **Recommendation**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

“THAT the Finance Committee approve the minutes of the June 13, 2022 Finance Committee meeting.”

## **Rationale**

See attached.

MH/II  
Attachment

## **Finance Committee Meeting Minutes**

Durham Catholic District School Board  
June 13, 2022 at 7:00 p.m.

### **Trustees Present**

M. Forster, R. Damianopoulos, J. Rinella, M. Ste. Marie, M. Yurkoski

### **Director of Education Present**

T. Barill

### **Senior Administration Present**

S. Grieve, M. Hammond, K. Akomolafe, R. Rodriguez

## **1. Opening**

### **1.1. Memorials and Prayer**

Trustee Ste. Marie offered the opening prayer.

### **1.2. Land Acknowledgement**

### **1.3. Roll Call and Apologies**

### **1.4. Call to Order**

Chair Forster called the meeting to order at 7:05 p.m.

### **1.5. Approval of Agenda**

#### **Motion FC20220613-01**

“THAT the Finance Committee approve the agenda of the June 13, 2022  
Finance Committee Meeting”

Moved by M. Yurkoski, Seconded by J. Rinella.

#### **CARRIED**

### **1.6. Declarations of Interest**

None

## **2. Items for Decision**

- 2.1. Approval and Signing of Minutes of Previous Meeting (May 16, 2022)

### **Motion FC20220613-02**

“THAT the Finance Committee approve the Minutes of the May 16, 2022 Finance Committee Meeting”

Moved by M. Yurkoski, Seconded by J. Rinella.

### **CARRIED**

- 2.2. Business Arising from May 16, 2022 Meeting  
None

## **3. Items for Discussion**

- 3.1. Staff Reports

### **3.1.1. List of Acronyms**

M. Hammond provided a list of common acronyms found within the 2022-2023 Budget and Strategic Priorities Report. She indicated that this would be a live document to be updated as required.

### **3.1.2. 2022-2023 Budget and Strategic Priorities Report**

M. Hammond presented the 2022-2023 Budget and Strategic Priorities Report to the Finance Committee highlighting the financial changes from the draft presented on May 16, 2022. M. Hammond noted that enrolment had increased by 130 students in the elementary panel and 55 students in the secondary panel from the first draft. As of June 13, 2022 there was a further increase of 82 students and admissions will continue throughout the summer. Changes in staffing levels were reviewed and M. Hammond highlighted the increase in teaching staff commensurate with the increase in enrolment. In addition, secondary sections have been released to reduce class size in grade 9 destreamed courses and educational assistants have increased by 10 full time equivalent (fte) employees. The addition of secondary sections and Educational Assistants was made possible through the Covid Learning Recovery Fund. T. Barill reminded the Committee that this is temporary funding and that funding levels for 23/24 and beyond are unknown. The Board may have to reduce staffing levels in the future with the hope of achieving this through attrition. The Committee asked when Covid supports would end and T. Barill and



M. Hammond indicated that the current funding is one-time and there is no expectation for any Covid funding past 2022/2023.

Chair Forster asked about the Right to Read Inquiry and Director Barill indicated that there will be professional development provided and resources purchased that align with the report but also emphasized that the education sector is looking to the Province for further direction and support. Chair Forster inquired about capacity building for board staff and Director Barill explained that senior administration is planning considerable professional development but reminded the committee of the challenges that have resulted from a shortage of supply staff.

M. Hammond thanked the Finance Committee, Senior Administration and the Senior Manager of Communications, Amanda Roffey for their support and input on the report.

R. Damianopoulos congratulated the Finance Committee on bringing forward a balanced budget but noted concerns on the inclusion of an info graphic related to anti-racism on page 14 of the report. Trustee Damianopoulos was concerned about language he believed to be reflective of critical race theory and felt we should be emphasizing the dignity of the human person and our Catholic teachings as it pertains to anti-racism. T. Barill noted the info graphic was a self-reflection tool designed to build awareness about internal bias and K. Akomolafe affirmed that this is an invitation for future conversations on anti-racism.

Chair Forster thanked M. Hammond, the Finance Team, Senior Administration, the Finance Committee and A. Roffey for their efforts in producing the 2022/2023 Budget and Strategic Priorities Report.

The report will be brought to the June 20<sup>th</sup> meeting of the Board of Trustees for approval.

4. Other Business

4.1. Board Communications

4.2. Motion to Adjourn

**Motion FC20220613-03**

“THAT the June 13, 2022 Finance Committee Meeting be adjourned”

Moved by M. Yurkoski, Seconded by J. Rinella.

**CARRIED**

The Finance Committee Meeting adjourned at 8:27 p.m.

4.3. Closing Prayer

R. Damianopoulos offered the closing prayer.

Recording Secretary: L. Lane

Approved by:

M. Forster  
Chair, Finance Committee

Marie Hammond  
Resource, Finance Committee



## **Terms of Reference of the Finance Committee**

### **Mandate**

The Finance Committee will annually review the budget priorities and expenditures and recommend a balanced budget to the Board.

### **Committee Membership**

No fewer than three (3) Trustees, in accordance with the General Working By-Law of the Board.

### **Meeting Dates, Time and Location**

Meetings will be held at the Catholic Education Centre, 650 Rossland Road West in Oshawa commencing at 7:00 p.m. in accordance with the Board approved Schedule of Meetings.

### **Resource Person**

Director of Education or Superintendent of Business and Chief Financial Officer (or designate).

### **Terms of Reference**

1. The Chair and Vice Chair will be elected at its first meeting following the annual meeting of the Board of Trustees, for a one year term.
2. Meetings will be held in accordance with the Board's approved General Working By-Law.
3. The Committee will examine and review the expenditures within the Board's budget, set budget priorities and make recommendations to the Board for a balanced budget. The committee shall further ensure that the annual financial goals and objectives are aligned with the Board's multi-year strategic plan for development of the operating and capital budget.
4. A copy of the minutes of all meetings will be included in the appropriate session of the Board agenda.

5. Agendas, minutes and supporting documentation related to the Finance Committee will be kept with the Director of Education or designate.
6. Operations will be consistent with a model of democratic and accountable governance that integrates and embodies Catholic values and traditions.
7. Committee will establish parameters of administrative operations and accountability and ensure that all administrative operations and procedures are based on this vision of Catholic education and designated to achieve its realization.

Effective June 30, 2021

## Memorandum

To: Finance Committee

From: Marie Hammond, Chief Financial Officer

Date: February 6, 2023

Subject: **2023/2024 Budget Process**

## Purpose

To provide the Finance Committee an outline of the 2023/2024 budget process and associated timelines.

## Background

The 2023/2024 budget process has begun with the objective of developing a balanced budget to submit to the Ministry of Education following Trustee review and approval by the end of June 2023.

In the initial stages of the budget process, it is helpful to review the current budget and reflect on the Board's current revenues, expenditures, and financial position. Reviewing the key components contained within the 2022/2023 Revised Estimates submission will provide an initial foundation for upcoming budget discussions.

A major component of the budget process is also looking at potential risks and opportunities that may influence the board's budget. Factors such as Ministry funding, student enrolment, staffing, benefits, multi-year contracts and absence related costs are possible impacts to be considered. It is essential to maintain a balanced budget that aligns with the Board's Strategic Plan and maintains compliance with all Ministry and legislative requirements.

Integral to the budget development process is obtaining stakeholder input. Engagement opportunities will be provided for both internal and external stakeholders during the 2023/2024 budget process. In keeping with past practice, staff will engage with Board Committees, Student Senators, Employee Affiliates and Members of the Broader Catholic Community.

An outline of the 2023/2024 budget process is as follows:

#### Senior Administration

- January to April - regular discussions to identify scenarios and options
- April to June – make adjustments as required as information becomes known
- February to June – staffing processes as per collective agreements

#### Finance Committee

- February – current budget review, review process and timelines
- February/March – engage stakeholders (internal and external)
- April – review public input, priorities, pressures, possible options
- May – prepare first draft of the budget booklet
- June – prepare final draft for recommendation to Board of Trustees

#### Board of Trustees

- February – budget process
- March – funding announcements
- May – first draft budget
- June – final draft for review and approval

#### Public Consultation (February/March)

## Next Steps

Staff will review the 2023/2024 budget process and timelines at the February 6, 2023 Finance Committee meeting.

Updates will be provided throughout the process with adjustments to the schedule as required as additional information becomes known.

| <b>Future Finance Committee meeting dates:</b> |
|--|
| April 17, 2023                                 |
| May 15, 2023                                   |
| June 12, 2023                                  |

TB/MH/II

# 2023-2024 Budget Process

Presented to: Finance Committee  
February 6, 2023

# Agenda

- Review of 2022/2023 Revised Estimates and Financial Position
- 2023/2024 Budget Process
- Budget Parameters and Considerations
- Stakeholder Consultation
- Future Meeting Dates





# 2022/2023 Revised Estimates - Highlights

## **Balanced Budget**

- \$273.8M Operating Budget
- \$77.6M Capital Budget

## **Enrolment**

- 15,225 elementary students
- 6,599 secondary students
- 21,824 total enrolment

**Staffing** – 2,304.64 FTE

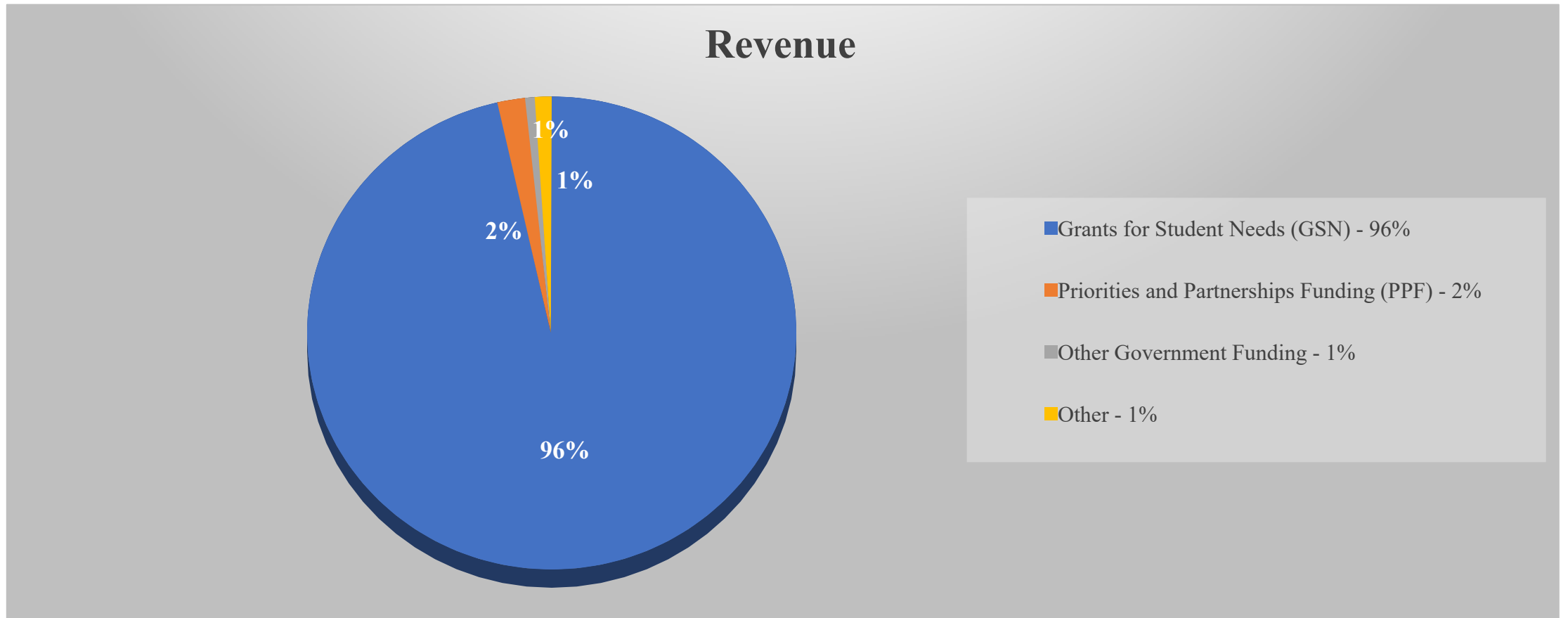
## **Accumulated Surplus**

- Provision to Operating Accumulated Surplus - \$266K

# Operating Accumulated Surplus – Revised Estimates

| Operating Accumulated Surplus          |                |
|--|----------------|
| Balance, August 31, 2022               | \$NIL          |
| Provision to Accumulated Surplus 22/23 | <u>266,064</u> |
| Forecasted Balance, August 31, 2023    | \$266,064      |

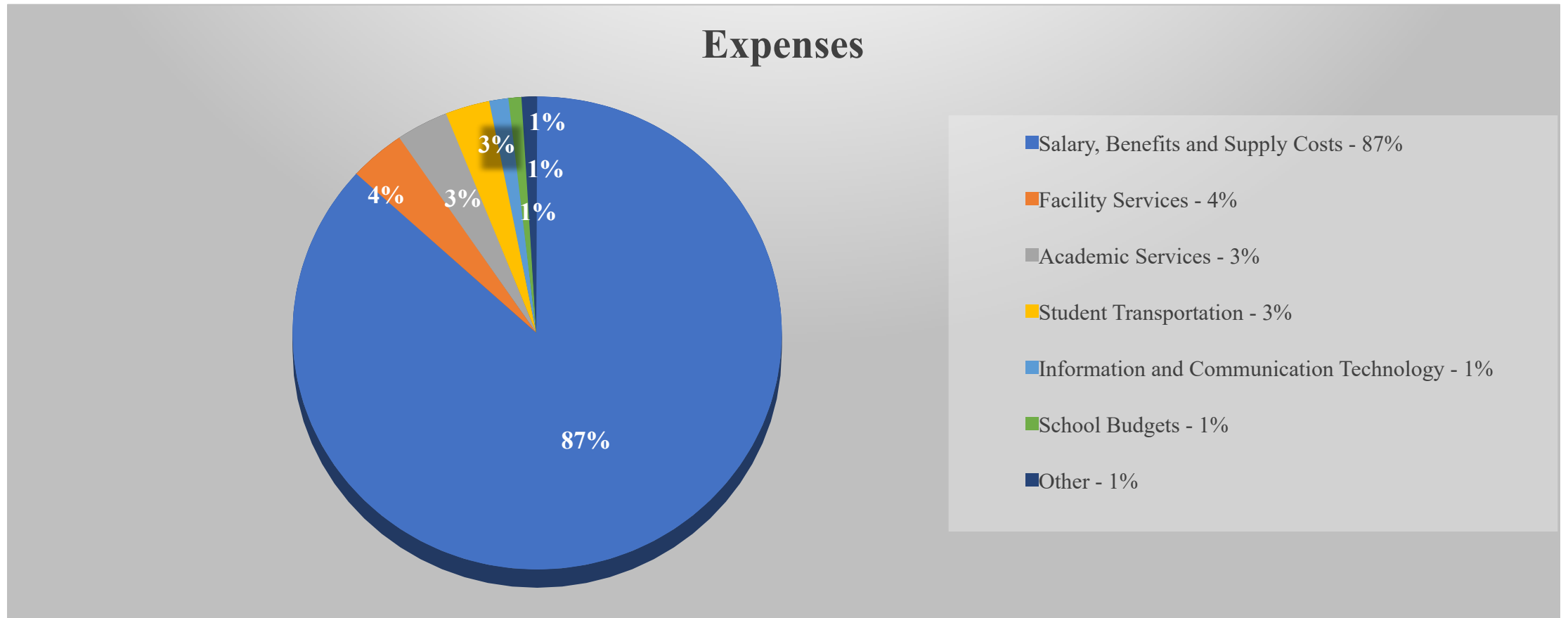
# Revenue



# Enrolment

| Year      | Projected Enrolment Increase | Percentage Change |
|-----------|------------------------------|-------------------|
| 2022-2023 | Actual - 250                 | 1.2%              |
| 2023-2024 | 380                          | 1.7%              |
| 2024-2025 | 257                          | 1.1%              |
| 2025-2026 | 253                          | 1.1%              |

# Operating Expenses



# Budget Process



# Budget Parameters



# Budget Considerations

- Enrolment
- Grants for Student Needs (GSN) - Uncertainty
- Current labour negotiations and employee absences
- Transportation (contract ends in 2023) and new funding formula to be introduced for 23/24
- Inflation
- Accumulated surplus – continue to replenish post COVID
- New Multi-Year Strategic Plan
- Partner/stakeholder consultation

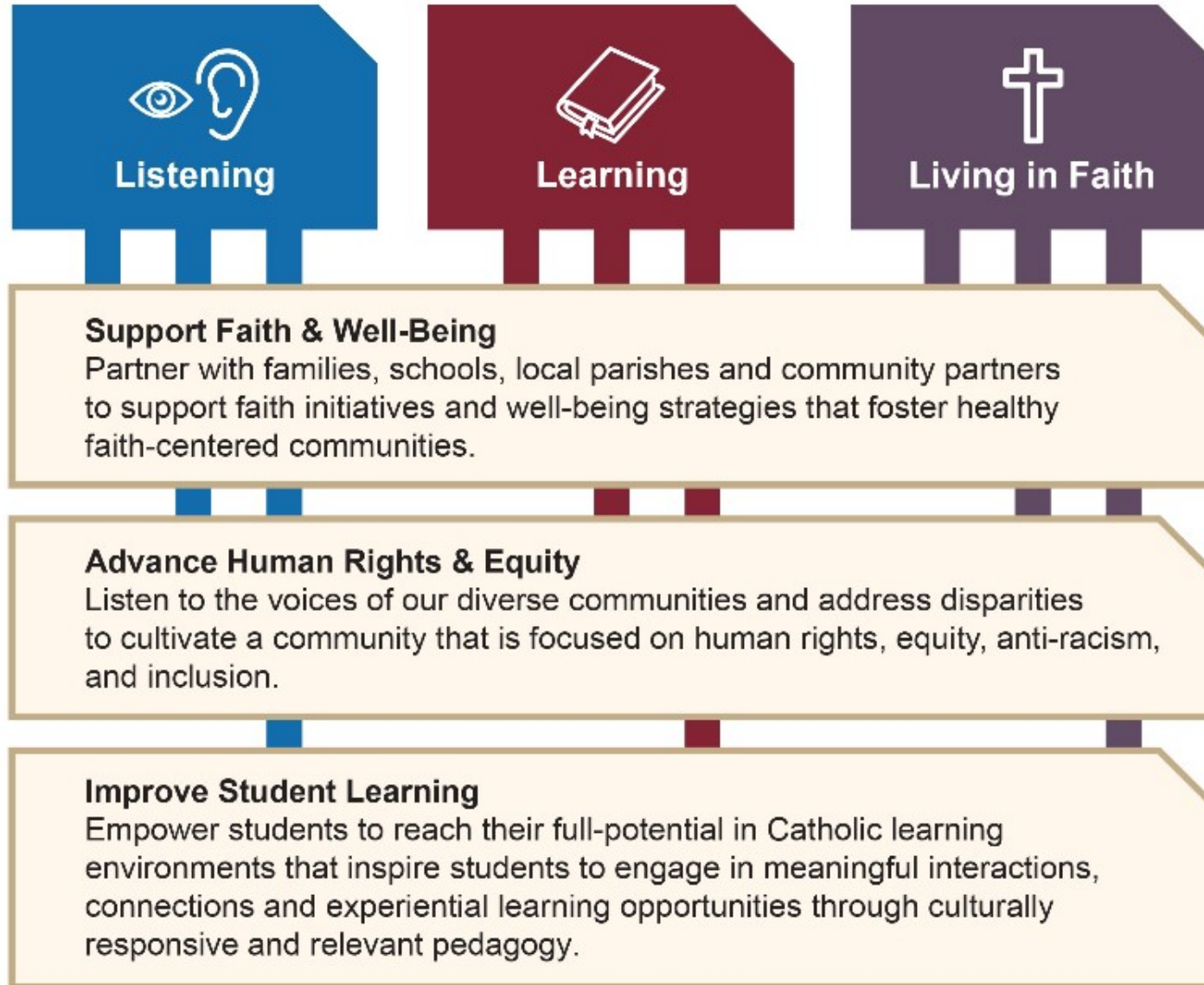


# Budget Consultation – Inspire 2026

Listening:

2023/2024 Budget  
Consultation through  
Thoughtexchange





# Budget Consultation

## Support Faith and Well Being

Partner with families, schools, local parishes and community partners to support faith initiatives and well-being strategies that foster healthy, faith-centered communities.

- **Question:** Share your thoughts about how we can work together to make sure that all students have access to and receive support for their faith development, mental-health and well-being?

# Budget Consultation Cont'd

## Advance Human Rights and Equity

Listen to the voices of our diverse communities and address disparities to cultivate a community that is focused on human rights, equity, anti-racism and inclusion.

- **Question:** What are your thoughts on how we can work together to ensure that the voices of our diverse communities are heard and respected, and that disparities are addressed to cultivate a safe and equitable learning environment for all students?

## Improve Student Learning

Empower students to reach their full-potential in Catholic learning environments that inspire students to engage in meaningful interactions, connections and experiential learning opportunities through culturally relevant and responsive pedagogy.

- **Question:** What are your thoughts on how we can work together to engage students in meaningful interactions, connections and experiential learning opportunities that meet the needs of our diverse student population?

# Future Meeting Dates

- Finance Committee Meetings

- April 17, 2023

- May 15, 2023

- June 12, 2023

# Questions

