



## Public Meeting of the Board Agenda

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**Date:** Tuesday, September 26, 2023

**Location:** Muskoka Education Centre

### **4:30 p.m. Commencement of Committee of the Whole Meeting**

#### **1 Call to Order of the Committee of the Whole Meeting**

- 1.1. Motion to Convene into In-Camera Committee of the Whole Meeting
- 1.2. Private Session Agenda (to consider matters that fall under section 207(2) of the Education Act)

#### **2 Rise and Report from the In-Camera Committee of the Whole to the Public Meeting of the Board**

### **6:00 p.m. Commencement of Public Meeting of the Board**

#### **1 Call to Order of the Public Meeting of the Board**

#### **2 Land Acknowledgment**

#### **3 National Anthem**

#### **4 Roll Call**

#### **5 Declaration of Conflict of Interest**

#### **6 Delegation(s)**

#### **7 Approval of Agenda**

#### **8 Business of the Board**

8.1. Approval of previous Board Meeting Minutes dated August 29, 2023 (pgs.3-6)

8.2. Recommendations from In-Camera Committee of the Whole Meeting L. Clodd

#### **9 Administrative Updates**

9.1. Presentations

9.1a. Director's Recognition

W. Hahn (pg. 7)

9.1b. Student Success Data

K. Williams

9.2. Director's Report on Strategic Plan

W. Hahn

## 10 Administrative and Committee Reports

10.1. For Action- Written

10.1a. Board Committee Membership Recommendations

B. Reain/ W. Hahn (pgs. 8-10)

10.1b. Audit Committee Report

L. Clodd / T. Ellis (pgs. 11-29)

10.2. For Information - Written

10.2a Finance and Administration Committee Report

B. Reain / T. Ellis (pgs.30-44)

10.2b SEAC Committee Report

D. McInerney/ J. Johnston (pg.45-48)

10.2c. SAL Committee Report

E. Childs / T. Fraser (pg. 49)

10.2d. Occupational Health and Safety Report

T. Hubbert (pgs.50-53)

10.3. For Information- Verbal

10.3a. Indigenous Education Advisory Committee Report

J. Saunders/ J. Johnston

10.3b. Enrolment Update

T. Hubbert

## 11 Trustee Reports

11.1. Student Trustee Reports

11.1a. G7 Student Senate Report

M. Dyni

11.1b. OSTA-AECO Report

L. MacInnis

11.2. OPSBA Report

E. Childs

11.3. Trustee Community Updates

## 12 Correspondence

## 13 Next Meeting details

Tuesday, October 24, 2023 at Archie Stouffer Elementary School Learning Commons at 6:00 p.m.

## 14 Adjournment



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## Public Meeting of the Board

### Meeting Minutes

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**Date:** Tuesday, August 29, 2023

**Location:** Lindsay Education Centre

**Present:** H. Bradley, G. Brohman, E. Childs, L. Clodd, M. Dyni, L. MacInnis, T. McAlpine, D. McNerney, B. Reain, J. Saunders, C. Wilcox

**Senior Team & Staff:** J. Andreasen, C. Bull, T. Ellis, T. Fraser, P. Goldring, W. Hahn, T. Hubbert, J. Johnston, J. MacJanet, D. Raglin, K. Williams

#### Committee of the Whole Meeting of the Board

##### 1 Call to order of the Committee of the Whole Meeting

The Committee of the Whole Meeting was called to order at 4:30pm

##### 1.1 Motion to Convene into In-Camera Committee of the Whole

Motion # 23-08-01

Moved by Trustee McNerney, seconded by Trustee Bradley, that the Board do now enter Committee of the Whole In-Camera Session to deal with matters under section 207(2) of the Education Act.

Carried.

##### 2 Rise and Report from the In-Camera Committee of the Whole to Public Meeting of the Board

Motion # 23-08-02

Moved by Trustee McAlpine, seconded by Trustee Saunders, that the Board rise at 5:20 p.m. and report to the Public Meeting of the Board at 6:00pm.

Carried.

#### Public Meeting of the Board – 6:00 p.m.

##### 1 Call to Order of the Public Meeting of the Board

The meeting was called to order at 6:00 p.m.

##### 2 Land Acknowledgement

Trustee Wilcox shared the Land Acknowledgement.

**3 National Anthem****4 Roll Call**

Chairperson Reain advised that all nine Trustees and two Student Trustees were present in-person.

**5 Swearing in of New Student Trustee**

Chair Reain and Director Hahn welcomed new Student Trustee Maiya Dyni for the 2023-2025 Student Trustee Term.

**6 Declaration of Possible Conflict of Interest**

There were no declarations of conflict of interest.

**7 Delegation(s)**

There were no delegations.

**8 Approval of Agenda**

Motion #23-08-03

Moved by Trustee Brohman, seconded by Trustee Clodd, that the agenda be approved.

Carried.

**9 Business of the Board****9.1 Approval: Regular Board Meeting Minutes dated June 13, 2023**

Motion #23-08-04

Moved by Trustee Wilcox, seconded by Trustee Bradley, that the Regular Board Meeting Minutes dated June 13, 2023 be approved.

Carried.

**9.2 Recommendations from In-Camera**

Vice Chair Clodd shared the following recommendation from the In-Camera Committee of the Whole Meeting.

Motion #23-08-05

Moved by Trustee Clodd, seconded by Trustee McInerney, that the Board award the Scott Young Public School Construction Project (RFT 23-17) to Dalren Limited at a successful bid of \$5,425,000.00, and that the recommendation be forwarded to the Ministry of Education for final approval.

Carried.

**10 Administrative Updates****10.1 Presentations****10.1.a Summer Learning Presentation**

Superintendent MacJanet and Associate Superintendent Fraser shared an update on the Elementary and Secondary Summer Learning programs offered during Summer 2023 for TLDSB students.

## **10.2 Director's Report on the Strategic Plan**

Director Hahn shared an overview of the direction and focus for the upcoming school year in alignment with the 2022-2027 Strategic Plan.

A verbal and video summary of the spring 2023 Student Voice Summits was also shared.

## **11 Administrative Reports**

### **11.1 For Action- Written**

#### **11.1.a HR-4200 Health and Safety Policy**

Superintendent Hubbert shared the updated Health and Safety Policy with Trustees. The Policy has an annual review requirement.

Motion # 23-08-06

Moved by Trustee McAlpine, seconded by Trustee Brohman, that the HR-4200 Health and Safety Policy be approved.

Carried.

#### **11.1.b HR-4014 Smoke-Free Environment Policy**

Superintendent Hubbert shared the updated Smoke-Free Environment Policy with Trustees. The Policy is on a five-year review cycle.

Motion # 23-08-07

Moved by Trustee Childs, seconded by Trustee Bradley, that the HR-4014 Smoke-Free Environment Policy be approved.

Carried.

#### **11.1.c Proposed amendment to By-Law 15**

Director Hahn shared a proposed update to By-Law 15: Board Committees, wherein the number of Trustees participating on the Program and Planning Committee is increased from three to five Trustee Members.

Motion # 23-08-08

Moved by Trustee Childs, seconded by Trustee Clodd, that Trustees approve an amendment to *By-Law 15: Board Committees*, wherein the number of Trustee representatives that serve on the TLDSB Program and Planning Standing Committee be increased from three (3) to five (5) representatives.

Carried.

### **11.2 For Information- Written**

#### **11.2.a SAL Committee Report from June 13, 2023 Meeting**

Trustee Childs shared an overview of the activities from the June 13, 2023 SAL Meeting including a summary of the admissions and demissions to both SAL and R.E.A.L.

#### **11.2.b Audit Committee Report from June 28, 2023 Meeting**

Trustee Clodd shared an overview of the June 28, 2023 Audit Committee Meeting which included the BDO June progress report, information related to Bill 124 and Pay Equity, the RIAT Internal Audit Report and verbal updates on the Facilities department Audit and the Asset Retirement Obligations.

## 12 Trustee Reports

### 12.1 Student Trustee Reports

#### 12.1.a G7 Student Senate

Student Trustee Dyni introduced herself and shared her vision for the upcoming school year as Student Trustees and a member of the 2023-2024 G7 Student Senate.

#### 12.1.b OSTA-AECO Report

Student Trustee MacInnis shared his excitement for the 2023-2024 school year, and shared an overview of the 2023-2024 focus for OSTA-AECO (Ontario Student Trustees Association).

### 12.2 OPSBA Report

Trustee Childs advised that there was no OPSBA update.

### 12.3 Trustee Community Updates

Trustee McAlpine shared information related to a celebration of a local company in the community.

## 13 Correspondence

There was no correspondence.

## 14 Next Meeting

### Public Meeting of the Board

**Date:** September 26, 2023

**Location:** Muskoka Education Centre

**Time:** 6:00 p.m.

## 15 Adjournment

Motion #23-08-09

Moved by Trustee Clodd, seconded by Trustee Saunders, that the meeting be adjourned at 7:00 p.m.  
Carried.

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Bruce Reain, Chairperson of the Board

Wes Hahn, Director of Education

Jen Andreasen, Recording Secretary

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## Director's Recognition Award

Extraordinary contributions by staff members, students, school volunteers, or community members are recognized each Board meeting by the Director of Education. The following individuals were nominated by their peers in recognition of outstanding commitment and dedication to TLDSB.

**Recipient: Patricia Hayward, Transportation Services Supervisor**

**Nominated by: Superintendent Tim Ellis**

For 20+ years Patricia Hayward has been a fixture within the Transportation Services Department at TLDSB. She is the engine of that bus. As Transportation Services Supervisor, Patricia coordinates all aspects of the department's responsibilities and ensures buses transport TLDSB kids to school every day. There are 13,000 students in TLDSB who receive transportation services, and for each student, demographic data must be reviewed, collaboration must occur with our transportation consortium and bus operators, routes and timing need to be aligned, and all must occur in a timely fashion while adhering to the funding allocations and staff capabilities within the department.

There are days where transportation receives over 500 phone calls and emails. Rarely do more than two or three require support that is beyond what Patricia and her team are able to problem-solve. Patricia leads her team in dealing with matters in alignment with the Transportation Procedure and in a pragmatic, efficient, and seamless manner that allows the system to have confidence that TLDSB's transportation services department has the best interest of students at heart.

Thank you, Patricia, for going above and beyond to support students and colleagues in TLDSB, and congratulations on your receipt of a 2023 Director's Recognition Award.

## Trillium Lakelands District School Board Administrative Report

**Date:** Wednesday, September 20, 2023  
**To:** Board of Trustees  
**Origin:** Bruce Reain, TLDSB Chairperson  
**Subject:** Trustee Membership on Committees  
**Reference:** Board Meeting – September 26, 2023

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### Purpose

To present the proposed Committee Membership for Trustees serving on Board Committees for 2023-2024.

### Context

As part of the Governance Role of the Trustee, TLDSB Trustees participate in Statutory, Standing, Advisory, and Ad Hoc Committees of the Board. Each committee's purpose, membership, meeting frequency, and term are defined in the *TLDSB By-law 15: Board Committees*.

Determination of which Committees Trustees will serve on throughout their term is considered based on interest in participation as expressed by individual Trustees, the time commitment required for each Committee, and ensuring Trustees have the opportunity to participate in a variety of committees.

TLDSB Standing, Statutory and Advisory Board Committees are permanent committees as outlined in the TLDSB By-laws. Most Committees have new Trustee member(s) appointed each school year, with the exception of SEAC and the Audit Committee each of which have four-year terms.

Ad Hoc Board Committees are Committees that are struck for a special purpose or to complete a particular task, and then are disbanded when they have served the function for which they were created.

Per By-law 15.2, Trustees were provided with an overview of all committees, inclusive of the committee description, meeting frequency, and number of Trustees who sit on each Committee at the August 29, 2023 Meeting of the Board and shared their expression of interest for participation in Committees with Chairs Council.

### Content

At the September 19, 2023 Chairs Council Meeting, Chairs Council members reviewed the Trustee expressions of interest for Committee Membership and recommended membership as follows:

#### Trustee Committee Membership 2023-2024

<b>Indigenous Education Advisory Committee (IEAC)</b>	Judy Saunders
<b>(1 Trustee for a 1-year term + Area Trustee)</b>	Louise Clodd



**Supervised Alternative Learning (SAL)**  
**(1 Trustee, 1 Alternate, 1-year term)**

Louise Clodd  
 (Alt) Tim McAlpine

**District School Council- Parent Involvement Committee**  
**(DSC-PIC) (1 Trustee, 1 Alternate, 1-year term)**

Louise Clodd  
 (Alt) Gary Brohman

**Finance and Administration**  
**(5 Trustees, 1-year term)**

Deb McInerney  
 Judy Saunders  
 Bruce Reain  
 Tim McAlpine  
 Heather Bradley

**Program and Planning**  
**(5 Trustees, 1-year term)**

Bruce Reain  
 Colleen Wilcox  
 Heather Bradley  
 Judy Saunders  
 Gary Brohman

**Governance and Policy**  
**(5 Trustees, 1-year term)**

Bruce Reain  
 Colleen Wilcox  
 Judy Saunders  
 Esther Childs  
 Louise Clodd

**Equity Task Force**  
**(2 Trustees, 1-year term)**

Esther Childs  
 Heather Bradley

**G7 Student Senate**  
**(1 Trustee, 1-year term)**

Tim McAlpine

**Staff Recognition**  
**(1 Trustee, 1-year term)**

Gary Brohman

**Audit Committee\*****(3 Trustees + 1 Alternate, 4-year term)**

Bruce Reain

Louise Clodd

Colleen Wilcox

(Alt) Deb McInerney

**Special Education Advisory Committee (SEAC)\*****(2 Trustees + 1 Alternate, 4 -year term)**

Bruce Reain

Deb McInerney

(Alt) Judy Saunders

\*SEAC and Audit Committee are for a four-year term and membership, with the exception of the Audit Committee Alternate, was determined following the October 2022 Election.

**Action**

Recommendation 1: that Trustees approve the establishment of an Ad Hoc Board Committee related to the planning and implementation of staff recognition events for 2023-2024. This Committee will be called Staff Recognition.

Recommendation 2: that Trustees approve the Trustee Committee Membership for 2023-2024 as outlined in this report, and in alignment with Board By-law 15, and that Trustees commence participation as committee members to their assigned committees starting September 27, 2023.

## Trillium Lakelands District School Board Administrative Report

**Date:** September 20, 2023  
**To:** Board of Trustees  
**Origin:** Louise Clodd, Trustee  
Tim Ellis, Superintendent of Business Services  
**Subject:** Audit Committee Meeting - September 20, 2023  
**Reference:** Board Meeting – September 26, 2023

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### Purpose

To provide Trustees with a summary of the September 20, 2023, Audit Committee Meeting.

### Context

The Board is legislated to have an Audit Committee comprised of Trustees, Internal and External Auditors, and term-appointed community members. This committee is required to meet three times each school year.

### Content

The Audit Committee meeting was held in hybrid delivery (in person at MEC and online through the WebEx platform) on Wednesday, September 20, 2023 at 1:00 p.m.

Agenda topics included:

- The External Auditors, BDO Canada LLP, provided a year-to-date progress report for the Committee
- The Regional Internal Audit Team (RIAT), presented an internal audit update
- The Committee reviewed the activities of the 2022/2023 school year

The RIAT Internal Audit report and the Audit Committee Annual Report that were presented to the Audit Committee are attached in this package for reference.

To meet the annual reporting requirement of the Ministry of Education, a motion was passed to have the Audit Committee Annual Report dated September 20, 2023, forwarded to the Board to receive and then provide direction to staff to make the annual reporting submission.

### Action

Recommendation: that the Audit Committee Annual Report dated September 20, 2023, be received by the Board and submitted to the Ministry of Education to meet legislated annual reporting requirements.

## Trillium Lakelands District School Board

TO: The Chairperson and Members of the TLDSB Audit Committee  
FROM: Regional Internal Audit Manager  
DATE: September 20th, 2023  
SUBJECT: Internal Audit Update

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### 1. Purpose

This report provides information on work that the Regional Internal Audit Team (RIAT) has undertaken since the last update on June 28th, 2023.

### 2. Content

#### 2.1 Regional Internal Audit Plan Status 2022-2023

Progress	Ref	Audit	Year	Comments/Timeline
Final	TLDSB 22-1	Prompt Payment- Construction Act Review	2022-23	Complete
Ongoing	TLDSB 22-2	Strategic Risk Assessment- Operationalize to Department Level	2022-23	To be facilitated through the 2023/2024 plan and RBAP process.
Fieldwork	TLDSB 22-3	International Student Process Audit	2022-23	Finalizing fieldwork. The audit report will be presented during the next audit committee meeting.



## **2.2 Proposed Regional Internal Audit Plan 2023-2025**

The Risk-Based Audit Plan for the multi-year period 2023-2025 is attached as *Appendix A*.

The RBAP process will further emphasize internal audits that provide the most value and address major risks and audit coverage across the organization.

## **3. Recommendation**

1. That the Audit Committee approve the Proposed Regional Internal Audit Plan 2023-2025 as presented in Appendix A.
2. That the Audit Committee receive the Internal Audit update, dated September 19, 2023, for information.

**Respectfully Submitted by: *Jeff Henderson, Regional Internal Audit Manager***

# Risk Based Audit Plan (RBAP)

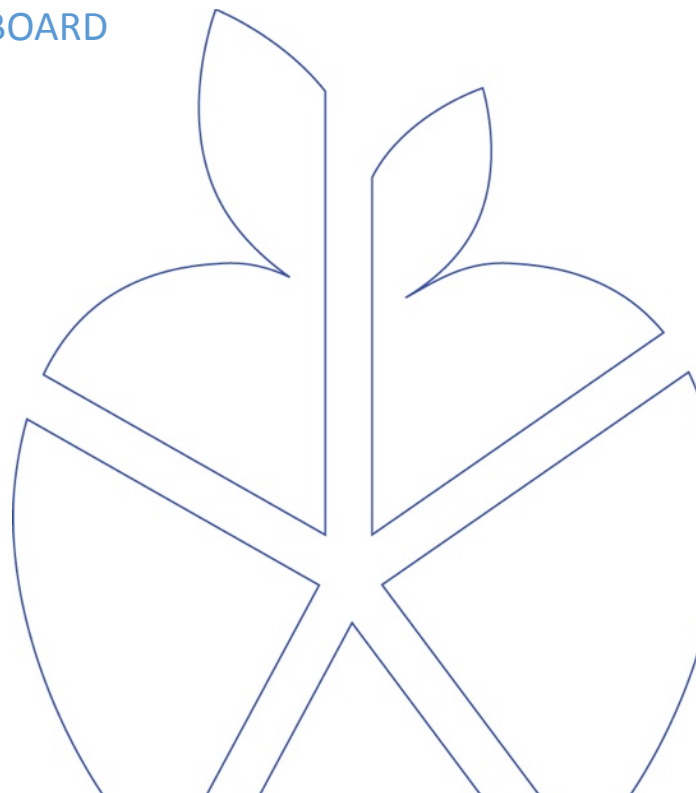
ANNUAL AND MULTI-YEAR INTERNAL AUDIT PLAN 2023-  
2025

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

Submitted by:

Jeff Henderson

Regional Internal Audit Manager





# INTERNAL AUDIT TEAM

**Barrie Region**

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## 1. Purpose

This Risk-Based Audit Plan (RBAP, also referred to as the Plan) was developed by the Barrie Regional Internal Audit Team (RIAT), in collaboration with TLDSB for the 2023-2024 to 2024-2025 fiscal years to provide a roadmap of audit work planned during this period. The two-year plan is updated annually to reflect emerging risks and changing school board priorities. Considering the level of priority given to the various risks in the current fiscal year, items from the previous year's plan could be removed, postponed or substituted to accommodate audit work that provides more value to the school board.

This plan includes details on the development approach and the DSBs management strategies, themes and processes that have been selected for conducting internal audit engagements over the next two years. The Plan is developed in accordance with Ontario Regulation 361/10 Division 9 (3) and the Internal Audit Mandate as well as the Institute of Internal Auditors' International Professional Practice Framework (IPPF). The Plan and any major adjustments should be reviewed by the Audit Committee and recommended for approval by resolution of the Board.

## 2. RBAP Development Process

Each year, the RIAT, with the support of management, prepares an annual update of the two-year risk-based plan, which sets out priorities for internal audit. This will be undertaken initially during the 2023/2024 fiscal year. The list of engagements in [Appendix B](#) will stem from the identification of key risks that could potentially prevent the Board from achieving its strategic and operational objectives. This planning process ensures that internal audit activities are timely and provide the highest possible value to committee members and school board management. To do this, the Plan must be aligned with the board's assessment of risks, its needs, challenges and operating environment.

The risk-based planning process leverages a risk assessment in relation to the school board's key business processes illustrated in [Appendix A](#). The set of processes or areas identified in this document constitutes the universe of auditable entities (or school board audit universe), which contribute to the achievement of the strategic or operational objectives of the school board. During our annual update, these processes are subject to a risk evaluation exercise to determine if risks within these entities are deemed priorities (based on the value added from performing an engagement), which in turn helps to identify audit projects for the coming years.

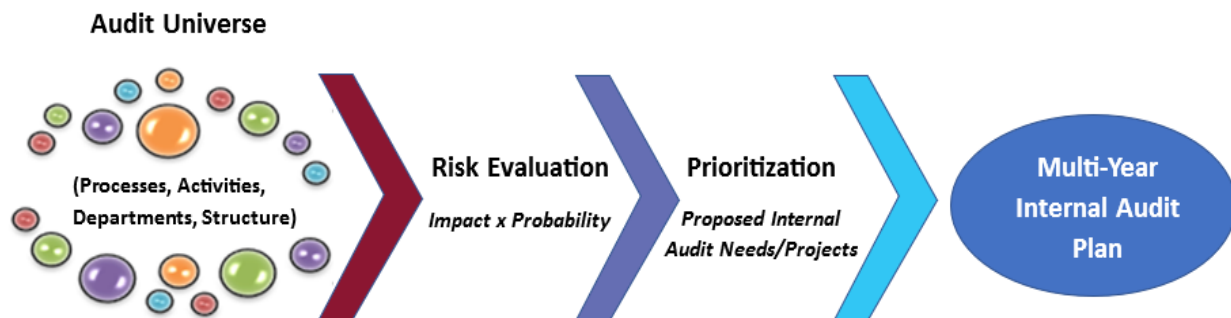
The risk prioritization exercise is to be conducted with managers and executives representing key business areas of the school board. The objective is to obtain opinions and assessments on risks, proposed audit projects, current and future challenges as well as any upcoming major projects or system implementations. The RIAT recommends that school board RBAPs be aligned with the results of school boards' future application of a strategic risk management framework (methodology). This process is still evolving. As a result, the Audit Universe will be continually updated to align with the board's risk management framework, including the wording of its business processes, the completed inventory of risks and the assessments of priorities and rankings.

The audit universe and priorities for auditable areas are illustrated by the colour codes listed in [Appendix A](#). These reflect emerging needs identified as priorities by the school board during consultations.

Additional criteria are factored by RIAT in selecting specific audit projects detailed in *Appendix B* and proposed in this two-year plan, including:

- The scope and results of previous audits;
- Possible incidents, frauds and/or lack of internal controls;
- Management priorities and/or requests;
- Sources of external assurance expected during the period other than internal audit (e.g. external auditors, Auditor General of Ontario, MOE reviews, Ombudsman, etc.);
- Topics of common interest that have been prioritized by multiple school boards in the region;
- Reduction in areas targeted by successive audits;
- Opportunities for improvement as well as legal/regulatory or other obligations;
- Resources available to the Regional Internal Audit team; and
- The capacity of the school board and the impacts on business areas taken in a multi-year context.

The RBAP focuses on projects planned for the next two years, as projects for future years will be reassessed annually to reflect changes in school board priorities. The following diagram summarizes the key steps in the RBAP development process.



The results, at the time of the development of the Plan, are presented on the following pages and detailed in the appendices.

The objectives of the Plan are to:

- Identify internal audit priorities, to ensure that they align with the goals of the school board and are consistent with the approved internal audit mandate;
- Determine internal audit priorities based on an assessment of risks that may impact the school board;
- Establish the audit program and schedule necessary to provide the Audit Committee with the necessary information to properly advise the Board on the control, risk management and governance processes;
- Share and coordinate activities with other relevant internal and external insurance service providers to ensure adequate coverage and minimize duplication of effort; and

- Present the Plan and internal audit resource requirements to the Audit Committee and the Board for review and approval, respectively.

### 3. Planning Outcome

#### a. Internal Audit

The Mandate of the internal audit function is to provide independent and objective assurance and consulting services designed to add value and improve the operations of the school board. It helps the board achieve its goals by providing a disciplined and systematic approach to evaluating and improving effectiveness of:

- Control processes, systems and practices;
- Risk management processes and practices; and
- Governance processes.

The scope of the regional internal audit function's work is to determine whether the internal control, risk management and governance processes, as designed and implemented by management, are adequate and operate in a manner that ensures that:

- Risks are properly identified and managed;
- There is interaction with various governance groups as required;
- There is sufficient, accurate, reliable and timely financial and operational information;
- Activities are carried out and actions are taken in accordance with applicable policies, standards, procedures, laws and regulations;
- Resources are acquired economically, used efficiently and adequately protected;
- Programs, plans and objectives are achieved;
- Quality and continuous improvement be promoted in the school board's monitoring process;
- Significant legislative or regulatory issues affecting the school board be duly recognized and addressed; and
- Where opportunities to improve control, risk management and governance processes are identified during audits, they will be communicated to the appropriate level of management.

[Appendix B](#) lists the internal audit projects identified as priorities for the next two years. The objective and preliminary scope of each project and the estimated timelines are subject to change.

#### i. Horizontal Audit

The RIAT may conduct horizontal audit projects across member boards of the Barrie Region to take advantage of economies of scale resulting from centralized knowledge and expertise, minimizing the engagement cost and length per board.

#### ii. Continuous Monitoring

The RIAT may have the opportunity to provide ongoing internal audit capacity associated with the increased use of computer-assisted audit techniques, and to support its current assurance delivery and

support for the responsibilities of the school board administration (towards financial oversight, internal control and compliance with requirements from various sources).

In addition to providing reasonable assurance on the control of operations based on the individualized needs of Barrie Region school boards, such ongoing audit projects would help proactively identify risk areas and potential control deficiencies within the school board, help management improve controls and manage risks. and identify opportunities for value for money.

Ongoing audit work would be conducted in accordance with IPPF, using a structured approach, and targeting audit projects included in the Plan. Each ongoing audit project would provide reasonable assurance on an ongoing basis that the processes audited have adequate and sufficient key controls. The outcome of this work would be reported annually on the various processes reviewed.

## **b. Other Advisory Services**

In addition to conducting audit engagements, the RIAT provides independent advisory services when requested by management. For example, these services may include participating in or coordinating special projects, researching and analyzing information or options considered, advising on new processes, sharing information on topics and trends common to school boards, providing training to various audiences, or presentations on topics of interest.

## **c. Sources of External Assurance**

### **i. Financial Results**

The Ontario Ministry of Education requests that financial statements be submitted in November for the school year ending August 31. The audit of the consolidated financial statements of the school board for the fiscal year ending August 31, 2023 will take place during the year 2023-2024 and will be conducted by BDO Canada LLP.

The RIAT may occasionally be called upon to support the external auditor in their annual audit of the financial statements by providing information, conducting certain audit procedures, or coordinating reviews in certain areas where work may intersect.

### **ii. Central Agencies and Expert Services**

The Board may from time to time be subject to audits, examinations or inspections and investigations imposed on it by central agencies and authorities.

When these projects are planned, the nature and extent of these projects are considered by the RIAT during the annual planning exercise, but also throughout the year and where appropriate, the Plan is modified to reflect the impact of this work, with the goal of reducing duplication of audited topics and duplication of effort.

To date, no such project has been brought to the attention of the RIAT for the year 2023-2024.

## **d. Follow-up on Previous Audit Recommendations**

In accordance with the International Standards for the Professional Practice of Internal Auditing, RIAT *"must establish a follow-up process to monitor and ensure that management actions have been*

*effectively implemented or that senior management has accepted the risk of not taking action". In addition, when the RIAM "concludes that management has accepted a level of risk that may be unacceptable to the organization, he or she should discuss the matter with senior management and if the issue has not been resolved, he or she should refer the matter to the Board."*

The RIAT follow-up process is carried out in two steps:

1. Self-assessment of the implementation of recommendations by members of management responsible for implementing the action plan of previous audits; and,
2. Validation activities including interviews, review of supporting evidence, and risk-based analysis or testing to assess the sufficiency of the measures deployed in relation to the significance of the risks concerned.

Management and the RIAT may choose to report to the Audit Committee periodically on the status of its implementation of the action plans, other than at the time of RIAT follow-up reports.

### e. Barrie RIAT Financial Resources and use of Third Parties

The operating budget for the Barrie RIAT is prescribed according to the formula of the Ontario Ministry of Education through the Grant for Student Needs (GSN) and is equivalent to approximately \$600,000 for the year 2023-2024. Of this amount, \$120,000 is earmarked for third party consultants/contractors to assist with audit projects or to provide expertise that is not feasible to maintain through full-time staffing.

Based on the annual budget, an estimate of the total available resource capacity was determined and allocated to planned activities for the Barrie Region's 9 school boards using measures based on risk profiles, our assessment of priorities and regular meetings with management.

## Appendix A – Audit Universe

Auditable Entities		
Board Wide Entity		
Strategic Planning	Monitoring and Reporting	Risk Management
Governance		Stakeholder Management
Instruction and Schools		
Enrolment and Attendance	Program Delivery	Student Equity, Inclusiveness and Well-Being
Business Services		
Financial Management	Business Controls Management	Transportation
Human Resources		
Attendance Management	Recruitment and Retention	Staff Equity, Inclusiveness and Well-Being
Information Technology		
Information Management	IT Infrastructure	IT Security
Facilities		
Facility Forecasting	Facility Management and Maintenance	Construction and Capital

Level of Risk	Description
<b>Critical</b>	One, or more critical risks have been identified within this entity that could have a significant impact on the school board. These risks require immediate and high-priority attention and management effort to be mitigated, exploited or, failing that, adequately managed.
<b>High</b>	One or more, high risks have been identified within this entity that could be associated with significant impacts that require priority management attention and effort.
<b>Moderate</b>	One or more moderate risks associated with this entity which could have mild impacts that require attention and active effort to put in place effective control mechanisms.
<b>Low</b>	Only low risks associated with this entity and moderate/low impacts that are not sufficient to address and active management attention is not a priority.

## Appendix B – Proposed Internal Audit Plan 2023-2025

2023-2024		A = Assurance/Compliance C = Consulting/Advisory F= follow-up	
Type	Audit Entities	Objective and scope	Timelines
C	Risk Management/ Strategic Planning	<u>Risk Prioritization and Department Level Evaluation</u> Description: The objective of the project is to develop an assessment of board and department level risks, linked to the audit universe <del>of the board</del> , which contributes to the achievement of the strategic or operational objectives of the school board.	Fall 2023/Winter 2024
F	Business Controls Management /Recruitment and Retention /Financial Management	<u>HR Audit Follow-up Assessment</u> Description: The objective of the audit is to provide management with a fair, independent, and objective assessment of the implementation status of the Human Resource Services Audit recommendations conducted by Deloitte in 2021/2022.	Winter/Spring 2024
C	Ad hoc needs	<u>Consulting support</u> Depending on ad hoc needs (for example, refresher session).	Ad Hoc
F	Various services	<u>Follow-ups (previous audits)</u> Follow-up on the implementation of planned action plans in response to recommendations from previous audits conducted by RIAT according to established timelines.	Ad Hoc

2024-2025

A = Assurance/Compliance C = Consulting/Advisory F= follow-up

Type	Audit Entity	Objective and scope	Timelines
A	Stakeholder Management/ Facility Management and Maintenance	<u>Community Use of Space</u> Description: The objective of the review is to provide management with a fair, independent, and objective assessment of the current processes and practices for managing and administering community use of schools and community partnerships.	TBD
A	Program Delivery / Financial Management/ Business Controls Management	<u>Special Education Program Review</u> Description: The objective of the audit is to provide management with a fair, independent, and objective assessment of the program delivery of the special education portfolio. This will include processes and controls established through Board approved Policies and Procedures and Ministry Guidelines from an operational and financial perspective.	TBD
C	Ad hoc needs	<u>Consulting support</u> Depending on ad hoc needs (for example, refresher session).	Ad Hoc
F	Various services	<u>Follow-ups (previous audits)</u> Follow-up on the implementation of planned action plans in response to recommendations from previous audits conducted by RIAT, according to established timelines.	Ad Hoc



### **Audit Committee Self-Assessment**

The following questionnaire will assist in the self-assessment of the audit committee's (AC) performance. The questionnaire should take less than 30 minutes to complete. When completing the performance evaluation, you may wish to consider the following process:

- Select a coordinator (perhaps the chair of the AC) and establish a timeline for the process.
- You may consider asking individuals who interact with the audit committee members (Regional Internal Audit Manager, Chair of the Board of Trustees, etc.) to also complete the assessment.
- Ask each audit committee member to complete an evaluation by selecting the appropriate response below.
- Consolidate the results into a summarized document for discussion and review by the committee.

If the answer is "Yes" for some criteria and "No" for others, check the box "No" and include comments for those criteria that were not met below each category.

<b>1. COMPOSITION</b>	Yes	No
<ul style="list-style-type: none"> <li>Has appropriately qualified members</li> <li>Has appropriate sector knowledge and diversity of experiences and backgrounds</li> <li>Demonstrates integrity, credibility, trustworthiness, active participation, an ability to handle conflict constructively, strong interpersonal skills, and the willingness to address issues proactively</li> <li>Meets all applicable independence and conflict of interest requirements</li> <li>Participates in continuing education programs for existing members and/or orientation programs for new members</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>   		

<b>2. PROCESSES AND PROCEDURES</b>	Yes	No
Meetings contain the following: <ul style="list-style-type: none"> <li>Adequate minutes and report of proceedings to the Board of Trustees</li> <li>Quorum</li> <li>Well prepared members</li> <li>Conducted effectively, with sufficient time spent on significant or emerging issues</li> <li>Respect the line between oversight and management</li> <li>Separate (in camera) sessions with management, internal and external auditors as required</li> <li>Recommendations for the Board of Trustees to adopt and/or approve</li> <li>Feedback to the Board of Trustees regarding their interactions with senior management, internal audit and external audit</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings are appropriately planned/coordinated due to the following: <ul style="list-style-type: none"> <li>Preparation of an annual calendar to guide meeting discussions</li> <li>Agenda and related materials are circulated in advance of meetings</li> <li>Held with enough frequency to fulfill the audit committee's duties</li> <li>Encouragement from the audit committee chair for agenda items from board members, management, the internal auditors, and the external auditors</li> <li>Written materials provided to/and from the audit committee are relevant and concise</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
An annual self-assessment is conducted and presented to the Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>   		

## APPENDIX D

3. UNDERSTANDING OF THE BOARD, INCLUDING RISKS	Yes	No
<ul style="list-style-type: none"> <li>Has general knowledge about operating risks and risk appetite of the Board of Trustees (e.g. Regulatory requirements, Ministry of Education compliance rules, financing and liquidity needs, school board's reputation, senior management's capabilities, fraud control, school board pressures such as "tone at the top")</li> <li>Reviews the process implemented by management to effectively identify and assess significant risks, and assessed the steps taken to control such risks</li> <li>Reviews the Regional Internal Audit Team's risk assessment and understands the identified risks</li> <li>Considers the school board's performance versus that of comparable school boards in a manner that enhances risk oversight (particularly where significant differences are noted)</li> <li>Takes appropriate action (such as requesting and overseeing special investigations) where information was received that would lead you to believe that a fraudulent or unusual activity has taken place</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>   		

4. OVERSIGHT OF FINANCIAL REPORTING PROCESS, INCLUDING INTERNAL CONTROLS	Yes	No
Reviews the financial statements for the following: <ul style="list-style-type: none"> <li>Completeness and accuracy</li> <li>Significant accounting policies followed by the board</li> <li>Quality, appropriateness and transparency of note disclosures</li> <li>Identification of related-party transactions</li> <li>Adjustments to the statements that resulted from the external audit</li> <li>Recommendation to the Board of Trustees for their approval</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is consulted when management is seeking a second opinion or disagrees with the external auditor on an accounting or auditing matter. In the case of a disagreement, the audit committee leads the parties toward resolution</li> <li>Receives sufficient information to assess and understand management's process for evaluating the school board's system of internal controls (environment, risk assessment, information system, control activities, monitoring)</li> <li>Receives sufficient information to understand the internal control testing conducted by the internal auditors and the external auditors to assess the process for detecting internal control issues or fraud. Any significant deficiencies or material weaknesses that are identified are addressed, reviewed, and monitored by the audit committee</li> <li>Recommends to the Board of Trustees that management takes action to achieve resolution when there are repeat comments from auditors, particularly those related to internal controls</li> <li>Makes inquiries of the external auditors, internal auditors, and management on the depth of experience and sufficiency of the school board's accounting and finance staff</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>   		

## APPENDIX D

5. OVERSIGHT OF INTERNAL AUDIT AND EXTERNAL AUDIT FUNCTIONS:	Yes	No
Understands the coordination of work between the external and internal auditors and clearly articulates its expectations of each.	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERNAL AUDIT:</b> <ul style="list-style-type: none"> <li>• Reviews the annual and multi-year internal audit plans and makes recommendations for adjustments when appropriate</li> <li>• Regularly reviews the internal audit function (e.g. independence, the mandate, activities, structure, budget, compliance with IIA standards and staffing)</li> <li>• The internal audit reporting lines established with the audit committee promote an atmosphere where significant issues that might involve management will be brought to the attention of the audit committee</li> <li>• Ensures that there are no unjustified restrictions or limitations on the scope of any internal audit</li> <li>• Reviews significant internal audit findings, management's action plans to address these findings and the status of action plans presented in earlier meetings</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		
<b>EXTERNAL AUDIT:</b> <ul style="list-style-type: none"> <li>• Reviews the annual external audit plan and provides recommendations, as necessary</li> <li>• Oversees the role of the external auditors from selection to termination and has an effective process to evaluate their independence, qualifications and performance</li> <li>• Reviews management's representation letters to the external auditors, including making inquiries about any difficulties in obtaining them</li> <li>• Reviews significant external audit findings, management's action plans and the status of action plans presented in earlier meetings</li> <li>• Reviews and makes recommendations to the board on the audit fees paid to the external auditors</li> <li>• Reviews other professional services that relate to financial reporting (e.g., consulting, legal, and tax strategy services) provided by outside consultants</li> <li>• Recommends to the Board of Trustees and oversees a policy regarding the permissible (audit and non-audit) services that the external auditors may perform and considers the scope of the non-audit services provided</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		
6. ETHICS, COMPLIANCE & MONITORING	Yes	No
<ul style="list-style-type: none"> <li>• Reviews the school board's system for monitoring compliance and reviews any action taken by the board to address non-compliance (compliance with regulatory agencies, Ministry of Education, etc.)</li> <li>• Performs an adequate review of any findings of examinations by regulatory agencies or the Ministry of Education</li> <li>• Reviews management's procedures for enforcing the school board's code of conduct</li> <li>• Oversees the school board's whistleblower process and understands the procedures to prohibit retaliation against whistleblowers</li> <li>• Receives sufficient funding to fulfill its objectives and engage external parties for matters requiring external expertise</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		

## Trillium Lakelands District School Board Audit Committee Administrative Report

**Date:** September 26, 2023  
**To:** Audit Committee Members  
**Origin:** Tim Ellis, Superintendent of Business Services  
**Subject:** Annual Audit Committee Report

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### Purpose

To present the annual report on the TLDSB Audit Committee Activities which summarizes the actions for the year ending August 31, 2023.

### Content

#### *Audit Committee Membership*

In 2022, the Municipal Election was held. Trustee David Morrison did not run for reelection at this time. Colleen Wilcox was appointed to the committee following the election.

The members of the Committee include:

- Louise Clodd – Chair
- David Morrison – Trustee Representative until November 2022
- Colleen Wilcox – Trustee Representative commencing December 2022
- Bruce Reain – Trustee Representative
- Brenda Gefucia – External Member
- Shannon Johnson – External Member

#### *Assessment*

At the beginning of the meetings, in accordance with recommended good practices, various administrative tasks were completed which included establishing a meeting schedule for the year which included three meetings; September, November and June with the ability to hold a fourth meeting between December and May if needed.

All meetings were held virtually.

#### *Attendance*

The following chart provides Committee Member attendance for the year 2022-2023.

Name	September	November	June
Louise Clodd	X	X	X
Colleen Wilcox	n/a	n/a	
David Morrison	X	X	n/a

Bruce Reain	X	X	X
Brenda Gefucia	X	X	X
Shannon Johnson		X	

### *Governance*

The Audit Committee operated throughout the fiscal year ending August 31, 2023. All of the members were independent in accordance with Provisions 3.(1) and 3.(2) of the regulations.

### *Internal / External Audit*

Relationships with both internal and external auditors have been satisfactory and the opportunity for the Committee to have private meetings with each was provided at every meeting during the In-Camera meeting.

### *External Auditors*

The external auditors, BDO Dunwoody LLP, presented the scope and extent of their work to the Committee for approval. The Committee reviewed all audit documents and passed a motion of approval at the November 8, 2022 Audit Committee meeting.

The external auditors confirmed their independence in a letter provided to the Board, dated September 15, 2022.

At the November 8, 2022 Audit Committee meeting, BDO Dunwoody LLP, was reappointed as the external auditors for the 2022/20223 Fiscal Year.

### *Regional Internal Audit Team (RIAT)*

The RIAT set forth 5 projects for the year at the September 2022 Audit Committee meeting – Prompt Payment – Construction Act Review, International Student Process Review, Legislative and Regulatory Compliance (Self Compliance Phase 2) and Strategic Risk Assessment (Operationalize to Department Level) and Technology Services (Follow-up).

### *Summary of Work*

- receive RIAT audit update reports regularly through the year
- reviewed the financial statements and received a report from the external auditors on the statements;
- reviewed the basis for preparing the school board accounts on a going concern basis, and reviewed management's going concern assumption and disclosures in the financial statements;
- approved the approach and scope of the audit work to be undertaken by the auditors (both internal and external);
- received assurances from the auditors regarding their independence;
- recommended the reappointment of the external auditors;
- performed a self-assessment as per the ministry template

### **Action**

That the Audit Committee Annual Report dated September 20, 2023 be received by the Board and be submitted to the Ministry of Education to meet annual reporting requirements.

## Trillium Lakelands District School Board Administrative Report

**Date:** September 20, 2023  
**To:** Board of Trustees  
**Origin:** Bruce Reain, Trustee  
Tim Ellis, Superintendent of Business Services  
**Subject:** Finance and Administration Committee Meeting - September 20, 2023  
**Reference:** Board Meeting – September 26, 2023

---

### Purpose

To provide Trustees with a summary of the September 20, 2023, Finance and Administration Committee Meeting.

### Context

The Finance and Administration Committee Meeting is held four times each year to review administration and financial matters and make recommendations to the Board where necessary.

### Content

The Committee meeting was held in hybrid delivery (in person at MEC and online through the WebEx platform) on Wednesday, September 20, 2023 at 2:30 p.m.

The agenda included informational reports in regard to the following matters:

- Boundary review update
- Property report
- Q3 Report
- School financial audits
- Regional internal audit team report (RIAT)
- Summer renewal project update
- 2022/23 transportation department update
- Capital priorities report

Internal Administrative Reports that were presented at the Finance and Administration Committee Meeting are attached in this package for reference.

The Committee passed a motion to receive and approve the Q3 Quarterly Financial Report as presented during the meeting.

## Trillium Lakelands District School Board Finance and Administration Committee Report

**Date:** September 20, 2023  
**To:** Finance and Administration Committee Members  
**Origin:** Superintendent of Business  
**Subject:** Boundary Review Updates

---

### **Purpose**

To provide the Committee with a progress report of the two boundary reviews which were completed in the spring of 2023 and provide additional information to the Committee

### **Content**

In 2023, staff carried out two boundary reviews; one for Riverside and Huntsville Public Schools and the second for Mariposa Elementary, Dr. George Hall and Jack Callaghan Public Schools. Recommendations were made and passed by the Board of Trustees in regard to both Boundary Reviews.

#### *Riverside and Huntsville Public Schools*

Following public consultation and the opportunity for community feedback, it was recommended that there be a program change made in the French Immersion Programming in Huntsville beginning in 2024. In the fall of 2024, the grade 5 students in the French Immersion program will remain at Riverside Public School rather than moving to Huntsville Public School, as is the current process. In the fall of 2025, the grade 6 students will remain at Riverside. This will help ease the capacity at Huntsville Public School.

#### *Mariposa Elementary, Dr. George Hall and Jack Callaghan Public Schools*

Recommendations were made, following public consultation and community feedback, related to boundary changes for Mariposa, Dr. George Hall and Jack Callaghan schools in the City of Kawartha Lakes. The board approved the recommendations for change to begin in the fall of 2024. New boundary lines will be implemented at that time. The Mariposa Elementary School southern boundary line will move to Salem Road with anyone living on both sides of this road going to Mariposa and those living south going to Dr. George Hall. There was a minor change to the Jack Callaghan Public School western boundary line which extended the Mariposa and Dr. George Hall boundaries to Highway 7 and the Scugog River. Those living north and south would attend Mariposa or Dr. George Hall depending on their location within the new boundaries for these schools.

#### *Parkview Public School*

In reviewing the boundaries of Parkview Public School, it became evident that this review would be much more complex than the two others conducted. A recommendation was made and approved by the Board to postpone bringing forward options until a more thorough review could be conducted with the inclusion of other schools bordering Parkview's catchment area. Once options are formulated, public consultation meetings will be held and recommendations will be brought forward to the Board for consideration.

#### *Other Boundary Reviews*

Once the Parkview Boundary Review is complete, staff will begin reviews of schools in the Muskoka region. There are substantial residential building projects that have been approved by the District of Muskoka which will impact enrolment at many schools in these areas including Monck and Bracebridge Public Schools in Bracebridge.

Additionally, there are capacity constraints at Muskoka Beechgrove Public School in Gravenhurst. A review will be carried out to examine capacity levels at Muskoka Beechgrove and Gravenhurst Public Schools.

**Action**

For information purposes only.



## **Trillium Lakelands District School Board Finance and Administration Committee Report**

**Date:** September 20, 2023  
**To:** Finance and Administration Committee Members  
**Origin:** Superintendent of Business  
**Subject:** Property Report

---

### **Purpose**

To provide the Committee with an update with respect to current property matters at the Board.

### **Content**

The Business Services Department is responsible for Board property matters including acquisition and disposition of lands, long-term leasing of properties and facilities, maintaining the board-owned land inventory, and working with local municipalities and community groups to create partnerships beneficial to the board and local communities related to the use of lands and facilities.

Business staff are currently working on property-related projects such as compiling a digital inventory of all board-owned lands and negotiating long-term leases with community theatre groups in Bracebridge and Haliburton to extend their usage of the theaters at the high schools. Staff are attempting to create similar frameworks in the agreements that will allow flexibility for the theatre groups and provide certainty of use for the high schools. It is anticipated that these agreements and negotiations will be completed by the end of the year.

The Board is developing standard agreements for internet and communication service providers to provide use of board infrastructure and lands. The Board recently entered into an agreement with service providers of the Ontario Library Association to support the Provincial Government's initiative "Up to Speed" – Ontario's Broadband and Cellular Action Plan. Through this program, the Georgian Bay Library, which is housed in the Honey Harbour Public School, will be equipped with broadband infrastructure to expand connectivity in the small communities along Georgian Bay and the library and school itself.

New long-term lease agreements have been secured with all current daycare service providers who use our facilities for full-time daycare, before and after school care, PA daycare, and summer camp programs. More projects are being considered at schools as populations and childcare needs increase in our local communities.

Board staff are currently working on another land use agreement which may be reported on publicly once legal review has been completed. A verbal update will be provided during the Board's In-Camera Meeting at the end of September.

The Board is finalizing its renewed land use agreement with the Ministry of Natural Resources and Forestry for the Yearly Outdoor Education Centre. Securing this renewal will give the Board an additional option for future outdoor education at a very nominal cost. Should the Board's outdoor education committee determine there are better options available to the Board, that will provide more opportunities and experiences to our students, the land use agreement may easily be terminated or held until expiry or future re-evaluation.

### **Action**

For information purposes only.

## **Trillium Lakelands District School Board Finance and Administration Committee Report**

**Date:** September 20, 2023  
**To:** Finance and Administration Committee Members  
**Origin:** Superintendent of Business  
**Subject:** Third Quarter Report September 2023 (Q3)

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### **Purpose:**

To provide Trustees with an overview of the Board's Third Quarter (Q3) performance up to May 31, 2023, of the 2022/23 school year.

### **Content:**

The third quarter report as of May 31, 2023, reflects year-to-date expenditures of just under \$187.1 million dollars or 80% of the budgeted expenses.

The expenditure amount is slightly higher compared to the third quarter report submitted last year. It was reported that \$180.7 million dollars or 79.6% of the approved budget was expensed in the prior year.

The total estimated revenues are expected to be 2.6% (approximately \$240.2 million dollars) over the expected revenue from estimates. This amount of increase comes from the pupil foundation grant which is \$4.1 million dollars over estimates and an increase in PPF revenue of \$1.2 million dollars. There was a cost adjustment in Q&E (Qualifications and Experience) resulting in a decrease of \$2.14 million dollars from estimates.

Facility services has seen expenditures in both the maintenance line and supplies and equipment lines increase. This increase stems from work that is small in nature being required outside of the category of renewal as well as increases in compensation to maintenance and the doubling of propane costs.

Overall, the Board is expected to realize a small surplus for the year.

Appendix A – Summary of Enrolment Changes  
Appendix B - Revenue Summary  
Appendix C – Quarterly Expense Report  
Appendix D – Interim Financial Report (Projection)

### **Action:**

That the Finance and Administration Committee recommends to the Board that the 2022-2023 third quarter (Q3) report be approved as received at the September 20, 2023 committee meeting.

## Board Enrolment Summary

	2022-23			2021-22
	Revised Estimates	Enrolment used for Budget	Variance	Final Enrolment
<b><u>Elementary</u></b>				
JK / SK	2,262	2,104	158	2,256
Grades 1 to 3	3,589	3,385	204	3,384
Grades 4 to 8	5,925	5,713	212	5,898
Other Pupils	23	20	3	29
<b>Total Elementary</b>	<b>11,799</b>	<b>11,222</b>	<b>577</b>	<b>11,567</b>
<b><u>Secondary</u></b>				
Day school 9 to 12	4,864	4,773	91	4,693
Independent Study	497	449	48	503
Other Pupils	41	17	24	20
<b>Total Secondary</b>	<b>5,402</b>	<b>5,239</b>	<b>163</b>	<b>5,216</b>
<b>Total K to 12 Enrolment</b>	<b>17,201</b>	<b>16,461</b>	<b>740</b>	<b>16,783</b>
<b>Adult Ed, Con-ed, High Credits</b>	<b>194</b>	<b>174</b>	<b>20</b>	<b>272</b>

Revenue Summary	Revised Estimates 2022/23	Estimates used for 2022/23 Budget	Variance Revised Estimates to Estimates	2021/22 Financial Statements	% Change from Prior Year Actuals
<b>Operating Allocations</b>					
Pupil Foundation	98,360,516	94,200,230	4,160,286	94,850,490	3.70%
School Foundation	14,490,010	14,158,469	331,541	14,259,455	1.62%
Special Education *	28,390,430	27,705,097	685,333	27,960,274	1.54%
Language	2,661,079	2,564,757	96,322	2,491,876	6.79%
Supported School	1,150,127	1,217,024	(66,897)	1,148,698	0.12%
Remote and Rural	1,362,481	1,307,919	54,562	1,251,384	8.88%
Rural and Northern Education	1,259,453	1,259,453	-	1,311,499	(3.97%)
Learning Opportunities *	3,301,223	3,275,747	25,476	3,175,495	3.96%
Continuing Education	889,973	843,239	46,734	1,190,698	(25.26%)
Cost Adj & Q and E (Teachers)	17,579,333	19,720,062	(2,140,729)	16,862,505	4.25%
New Teacher Induction Program	132,603	135,644	(3,041)	89,060	48.89%
Cost Adj & Q and E (DECE)	1,034,630	1,080,921	(46,291)	906,557	14.13%
Restraint Savings	(81,962)	(81,962)	-	(81,962)	0.00%
Transportation	16,908,463	16,093,280	815,183	17,208,606	(1.74%)
Administration and Governance *	5,852,628	5,714,415	138,213	5,719,993	2.32%
School Operations	20,789,296	20,509,498	279,798	20,337,740	2.22%
Community Use of Schools	270,358	270,358	-	266,749	1.35%
Declining Enrolment	-	509,360	(509,360)	68,916	(100.00%)
Indigenous Education *	237,784	228,810	8,974	387,752	(38.68%)
Mental health & well-being	1,275,640	1,250,584	25,056	846,001	50.78%
Supports for students	1,985,739	1,945,971	39,768	1,906,203	4.17%
Program Leadership	1,000,496	1,000,496	-	999,389	0.11%
Perm. Financing of NPF	586,743	586,743	-	586,743	0.00%
COVID-19 Learning Recovery Fund	2,598,878	2,598,878	-	-	0.00%
<b>Total Allocation for Operating Purpose</b>	<b>222,035,921</b>	<b>218,094,993</b>	<b>3,940,928</b>	<b>213,744,121</b>	<b>1.04%</b>
<b>Other Operating Grants / Revenues</b>					
Trustee Association Fee	58,084	58,084	-	57,394	1.20%
Deferred Operating Grants from Prior Yr	114,065	-	114,065	1,484,764	(92.32%)
PPF/EPO Grants	3,511,669	2,211,899	1,299,770	8,634,430	(59.33%)
MGCS - In-Kind Grant - PPE	-	-	-	1,992,683	(100.00%)
Federal Grants & Fees	810,662	468,249	342,413	479,476	69.07%
Transportation Recovery	1,384,000	1,384,000	-	1,505,349	(8.06%)
Short Term investments	-	-	-	35,300	(100.00%)
Secondments & Releases	675,242	684,475	(9,233)	852,808	(20.82%)
Minor Tangible Capital Assets	-	-	-	(526,605)	(100.00%)
Other Revenue	806,296	806,296	-	1,434,126	(43.78%)
	7,360,018	5,613,003	1,747,015	15,949,725	(53.85%)
Amortization of Deferred Capital	-	-	-	-	-
Contributions	9,977,609	9,541,609	436,000	9,689,662	2.97%
Grant for Debt Interest	866,093	835,039	31,054	927,685	(6.64%)
Deferred Revenue	-	-	-	(2,713,064)	(100.00%)
Strike Saving	-	-	-	-	0.00%
<b>Sub-total</b>	<b>240,239,641</b>	<b>234,084,644</b>	<b>6,154,997</b>	<b>237,598,129</b>	<b>1.11%</b>
Accumulated Surplus	-	-	-	-	0.00%
<b>Total Budget</b>	<b>240,239,641</b>	<b>234,084,644</b>	<b>6,154,997</b>	<b>237,598,129</b>	<b>1.11%</b>

\* Restrictions on Funding usage

Quarterly Expense Report

Expense Category	22/23 Budget	Committed	Expended	Total	21/22 Budget	21/22 Third Quarter	% Expended of Budget	Year to Year change
Instructional								
Classroom Teachers								
Elementary	75,968,351		55,965,414	55,965,414	72,052,219	54,584,498	75.8%	(1,380,916)
Secondary	38,619,342		27,651,835	27,651,835	37,564,043	27,758,208	73.9%	106,374
Classroom Teachers Supply Staff	5,461,459		4,659,285	4,659,285	5,333,404	3,869,565	72.6%	(789,720)
Teacher Assistants	12,207,343		10,839,589	10,839,589	13,810,776	10,267,575	74.3%	(572,014)
Teacher Assistants Supply Staff	1,596,334		1,820,521	1,820,521	706,244	2,435,259	344.8%	614,738
Early Childhood Educator	4,302,710		3,840,188	3,840,188	4,066,474	3,411,031	83.9%	(429,157)
Early Childhood Educator Supply Staff	193,958		237,515	237,515	153,668	545,386	354.9%	307,871
Classroom Technology	115,000	57,808	70,494	128,302	50,000	72,136	144.3%	1,642
School Based Technology	1,297,301	74,944	1,486,947	1,561,891	2,045,884	1,214,414	59.4%	(272,533)
Textbooks, Materials, Supplies & Equipment								
Elementary	3,674,293	611,124	2,955,446	3,566,570	1,923,747	1,777,123	92.4%	(1,178,323)
Secondary	2,527,017	404,436	2,267,900	2,672,336	2,254,831	1,090,022	48.3%	(1,177,877)
Professionals, Paraprofessionals & Tech	7,793,496	86,862	5,074,186	5,161,048	6,353,328	4,594,258	72.3%	(479,928)
Library & Guidance	3,275,300		2,593,059	2,593,059	3,257,738	2,394,552	73.5%	(198,507)
Staff Development	669,068	-	998,503	998,503	674,083	692,256	102.7%	(306,247)
Department Heads	265,999		201,493	201,493	277,200	186,361	67.2%	(15,131)
Coordinators & Consultants	3,548,094		2,331,301	2,331,301	2,865,866	2,095,901	73.1%	(235,400)
Principals and Vice-Principals	9,766,571	78,339	7,476,722	7,555,061	9,453,091	7,102,582	75.1%	(374,140)
School Office - Admin & Supplies	4,974,492	4,688	4,030,045	4,034,733	4,910,425	4,258,924	86.7%	228,879
Continuing Education	1,092,754	18,847	923,635	942,483	938,932	840,477	89.5%	(83,158)
Total Instructional	177,348,882	1,337,048	135,424,078	136,761,126	168,691,953	129,190,530	76.6%	(6,233,548)
Non- Instructional								
Transportation	17,490,871		15,575,230	15,575,230	17,440,481	15,645,958	89.7%	70,728
Amortization	9,711,938		7,822,414	7,822,414	10,233,600	7,231,140	70.7%	6,863,054
TCA	9,711,938		7,454,328	7,454,328	10,233,600	7,231,140		6,863,054
ARO	-		368,086	368,086				
Secondments & Releases	760,249		737,771	737,771	736,582	647,447	87.9%	(90,324)
Long Term Debt Interest	1,421,782		805,012	805,012	1,484,538	853,876	57.5%	48,864
IT	1,019,144	41	1,234,817	1,234,858	846,728	842,001	99.4%	(392,817)
Admin & Governance	5,225,884	23,196	4,514,672	4,537,868	5,345,151	4,203,400	78.6%	(311,272)
PPE - In-Kind Expense	-		-	-	-	2,377,304	0.0%	2,377,304
ETFO Remedy	-		1,153,409	1,153,409	-	-	0.0%	(1,153,409)
Facilities								
Compensation	12,002,479		9,952,288	9,952,288	12,921,102	9,612,003	74.4%	(340,284)
Utilities	5,075,000	816	4,427,213	4,428,029	4,900,000	4,275,472	87.3%	(151,741)
Maintenance	1,745,036	213,176	2,087,359	2,300,535	1,018,000	1,692,150	166.2%	(395,209)
Supplies / Equip / Veh	1,916,500	61,737	2,962,926	3,024,663	1,471,500	2,440,070	165.8%	(522,856)
Other	367,000	-	466,178	466,178	397,000	403,512	101.6%	(62,666)
Total Facilities	21,106,015	275,729	19,895,964	20,171,693	20,707,602	18,423,208	89.0%	(1,472,756)
Total Non-Instructional	56,735,883	298,966	51,739,288	52,038,254	56,794,682	50,224,332	88.4%	5,939,372
Total	234,084,765	1,636,014	187,163,366	188,799,380	225,486,635	179,414,862	79.6%	(294,176)

**Trillium Lakelands DSB**  
**2022-2023 First Interim Financial Report**  
**as of the Period Ending May 31, 2023**

**Estimated Financial Position**

(\$Thousands)	Estimates	Revised Estimates	In-Year Change	
			\$	%
<b>Revenue</b>				
Operating Grants	218,095	222,036	3,941	1.8%
Other Grants Revenues	5,613	7,360	1,747	23.7%
Other	10,377	10,844	467	4.3%
<b>Total Revenue</b>	<b>234,085</b>	<b>240,240</b>	<b>6,155</b>	<b>2.6%</b>
<b>Expenditures</b>				
<b>Classroom Instruction</b>				
Teachers	114,854	111,347	(3,507)	(3.1%)
Supply Staff	7,252	7,849	597	7.6%
Educational Assistants / ECE's	16,510	17,231	721	4.2%
Classroom Computers	1,412	2,076	663	32.0%
Textbooks and Supplies	6,201	6,790	589	8.7%
Professionals and Paraprofessionals	7,793	6,652	(1,141)	(17.2%)
Library & Guidance	3,275	3,404	129	3.8%
Staff Development	669	1,109	440	39.7%
Continuing Education	1,093	1,201	108	9.0%
<b>Total Classroom</b>	<b>159,060</b>	<b>157,660</b>	<b>(1,400)</b>	<b>(0.9%)</b>
<b>Non-Classroom</b>				
District Principal and Consultants	3,548	3,039	(509)	(16.8%)
Principals and Vice-Principals	9,767	10,272	506	4.9%
School Office	4,974	4,773	(201)	(4.2%)
<b>Total Non-Classroom</b>	<b>18,289</b>	<b>18,085</b>	<b>(205)</b>	<b>(1.1%)</b>
<b>Other</b>				
Board Administration	5,226	5,626	400	7.1%
Information Technology	1,019	1,372	353	25.7%
Transportation	17,491	17,314	(177)	(1.0%)
School Operations and Maintenance	21,106	26,836	5,730	21.4%
Amortization & Debt Repayment	11,134	11,765	631	5.4%
Secondments & Releases	760	760	0	0.0%
Other Non-Operating Expenses	0	0	0	-
<b>Total Other</b>	<b>56,736</b>	<b>63,673</b>	<b>6,937</b>	<b>58.5%</b>
<b>Total Expenditures</b>	<b>234,085</b>	<b>239,417</b>	<b>5,332</b>	<b>2.23%</b>
<b>In-Year Compliance Surplus (Deficit)</b>	<b>(0)</b>	<b>823</b>	<b>0</b>	<b>0.0%</b>
Prior Year Accumulated Surplus (Deficit)	16,755	16,755	0	0.0%
<b>Accumulated Surplus (Deficit) for Compliance</b>	<b>16,755</b>	<b>17,578</b>	<b>0</b>	<b>0.0%</b>

Note: Forecast based on year-to-date actuals for the month ended

Note: Numbers may not add due to rounded display

## **Trillium Lakelands District School Board Finance and Administration Committee Report**

**Date:** September 20, 2023  
**To:** Finance and Administration Committee Members  
**Origin:** Superintendent of Business  
**Subject:** School Financial Audits

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### **Purpose**

To provide the Committee with an update with respect to school financial audits.

### **Content**

Prior to the pandemic, finance staff would provide training and audits for schools and departments to support their fiduciary duties. During the pandemic, these projects were put on hold.

This year, the finance department has set targets of 10 schools per year for the next five years. Follow-up audits will be carried out within three years following the original audit. This will provide a complete examination of schools' financial records including budgets and internal record keeping.

Processes like these help administrators plan their annual budgets, give them an opportunity for one-on-one time with the finance department and help mitigate the risk of inappropriate use of funds.

Along with these audits, the finance department will provide budget seminars as required. The first round of seminars will be this fall.

### **Action**

For information purposes only.

## Trillium Lakelands District School Board Finance and Administration Committee Report

**Date:** September 20, 2023  
**To:** Finance and Administration Committee Members  
**Origin:** Superintendent of Business  
**Subject:** Summer Renewal Projects

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### Purpose

To provide the Committee with an update on summer renewal projects from the summer of 2023.

### Content

During the summer each year, the facilities department carries out renewal projects across the Board. Empty schools and classrooms give staff and contractors the opportunity to work on larger-scale projects that would otherwise impact school operations if carried out during the school year.

This summer the following projects were carried out across the Board:

- Roofing replacements (5 projects \$1,392,000 value)
- Life safety upgrades (8 projects \$1,785,000 value)
- Front door entry system installations (8 projects \$162,000 value)
- Entry card reader systems (9 projects \$45,000 value)
- LED lighting in gyms (4 projects \$70,000 value)
- Facility spray fireproofing (2 projects \$450,000 value)
- Gym floor refinishing (2 projects \$75,000 value)
- Sidewalks (4 projects \$250,000 value)
- Paving (4 projects \$40,000 value)
- Drainage (1 project \$75,000 value)
- Landscaping (various projects \$15,000 value, HHS \$300,000 value)
- Special education calming rooms and related accommodations (6 projects \$140,000 value)
- Tech shop floor replacement (1 project \$275,000 value)
- Washroom renovations (2 projects \$620,000 value)
- MEC archive room, IT storage and meeting spaces (\$175,000 value)

Due to increased pricing and material delays, a few small projects have been deferred to the fall and into 2024. With the exception of the accessibility upgrades for the front entrance of Huntsville Public School (value \$875,000) all projects have been completed.

### Action

For information purposes only.



## **Trillium Lakelands District School Board Finance and Administration Committee Report**

**Date:** September 20, 2023  
**To:** Finance and Administration Committee Members  
**Origin:** Superintendent of Business  
**Subject:** Capital Priority Projects

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### **Purpose**

To provide the Committee with an update with respect to capital priority projects being considered for the Board.

### **Content**

In October each year, school boards are able to submit Capital Priority Projects to the Ministry for consideration. At this time, our Board does not have any 'shovel ready' projects for consideration by the Ministry; however, staff have been reviewing facilities and planning for potential future projects.

With the increased plan of subdivision approvals by both the City of Kawartha Lakes and by the Ministry of Municipal Affairs and Housing's Minister Zoning Orders (MZOs), new schools and expansion of existing schools will need to be considered.

At this time, staff are considering the acquisition of land and a proposal to build a new school, when enrolment warrants it, in the new subdivisions east of the Lindsay airport and County Road 35, which is currently the Parkview Public School catchment area.

Another consideration being reviewed is a consolidation of King Albert, Queen Victoria and Alexandra Public Schools; and potentially Central Senior. Given the age of the buildings, property constraints and location, a new school could be considered to replace these three facilities giving the community a new facility that can provide better programming and facilities, building accessibility and other aspects that cannot be achieved at these aging schools.

Also, in the City of Kawartha Lakes, there are recent MZOs approving significant subdivisions east of County Road 36. These developments will impact Lady Eaton and other schools on the east side of Lindsay. There is the possibility of acquiring land for future school development in the new plans of subdivision which could be an option.

Lastly, staff are considering a consolidation of Cardiff and Wilberforce Elementary Schools.

Additional considerations could include additions to schools in Muskoka and the City of Kawartha Lakes depending on the school population yields resulting from future municipal housing developments.

Staff will seek Board motions prior to the commencement of any projects noted above.

### **Action**

For information purposes only.

## Trillium Lakelands District School Board Finance and Administration Committee Report

**Date:** September 20, 2023  
**To:** Finance and Administration Committee Members  
**Origin:** Superintendent of Business  
**Subject:** 2022/2023 Transportation Summary

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### Purpose

To provide the Trustees with a summary overview of the Board's transportation operations, as well as action taken in the system during the year focusing on efficiency and safety.

### Content

As part of an ongoing effort to keep Trustees informed about the operations of the Transportation Services Department, an annual summary of the operations is presented.

In 2022-2023, Transportation Services had an operational budget of approximately **\$17,490,872.00** with recoveries from our partner boards of approximately **\$1,839,142.00**. The Board contracted 299 vehicles to operate 674 morning and afternoon runs across the district; an area that encompasses more than 11,500 square km.

The 2022 bell time review for schools in the City of Kawartha Lakes facilitated consolidation and tiering of additional runs and routes to assist with the driver shortage and to create efficiencies in the system for the 2022-2023 school year. Approximately 12,738 eligible students were transported just over 34,842 km each day; the equivalent of traveling almost four one-way trips from Pelee Island, Canada's southernmost point, to Cape Columbia Nunavut, Canada's northernmost point, daily for a total of over 6,550,000 km annually.

The period from September 1, 2022, to August 31, 2023, was the second year of a three-year extension with the bus operators. In July 2023, a Request for Information (RFI) was issued for the Muskoka and Haliburton regions with the purpose of gathering information about the marketplace in order to assist in the determination of future purchasing options or requirements at the end of the current three-year term.

The Board continues to be affected by the province-wide bus driver shortage with operations being adversely affected because routes could not be covered by spare drivers, B-licensed office staff or mechanics. Operators were not permitted to cancel runs due to driver absences so routes were doubled causing delays, some of an hour or more, for students arriving at school in the morning or leaving school at the end of the day. About 60% of all reported service delays in 2022-2023 were due to driver shortages.

The shared service agreement with Peterborough Victoria Northumberland Clarington Catholic DSB remains in place. The temporary shared service agreement with Simcoe Muskoka Catholic DSB, reinstated for partial service in 2021-2022, continued in the 2022-2023 school year servicing over 200 students attending three SMCDSD schools in Muskoka. The arrangement for the current students will continue for the 2023-2024 operating year, with additional students being added to shared service vehicles, where there is available capacity.

The majority of the students transported to school have ride times under the Board objective of sixty minutes or less. There are exceptions where students have chosen to participate in a specific program so attend a school other than their normal home school. In these circumstances, or due to the sheer distance from the student's home to a particular school, a ride time in excess of sixty minutes may result. Ride times are minimized whenever possible; the average ride time for TLDSB students in 2022-2023 was 24 minutes. Over 98% of all transported TLDSB students continue to have a ride time of 60 minutes or less with fewer than 2% of transported TLDSB students riding over 60 minutes. About 70% of students ride 30 minutes or less.

The average distance TLDSB elementary students walked to a bus stop in 2022-2023 was slightly more than the previous year at 230 meters. The TLDSB elementary walk to a bus stop distance is 800 metres. Secondary students, with a walk to bus stop distance of 1.6 km in policy, on average walked 400 meters to their assigned bus stop, less than last year.

There were 26 minor collisions recorded in the district during the school year with no student injuries reported. Bus Operators continue to deliver defensive driving and accident avoidance training as required in their contract with the Board.

Driver safety training, including first aid, continues to be offered to all new drivers as well as refresher training for existing drivers with over 70 drivers receiving training or re-certification in 2022-2023. Drivers reported 77 incidents of other motorists driving through the activated bus lights during the school year. *Where possible, vehicles equipped with the board provided stop arm camera are assigned to routes with recurrent incidents and local police services are advised when license plate information is captured.*

The average on-time service rate for the fleet in 2022-2023 was 98%. Just under 60% of the delays accounted for driver absences. Minor mechanical issues and poor road conditions, contributing to slower cautious travel using increased caution, caused about 23% of the delays. Schools, parents and the general public continue to receive notifications by subscription when a school vehicle is running late. The number of subscribers in 2022-2023 exceeded 11,800, an increase of 15% over last year. Schools and Transportation Services staff continue to encourage parents to subscribe to the service, so the use of the parent portal subscription service has and will continue to increase year over year. Parents may also access their child's transportation information using a secure login on the transportation website.

Transportation Services continued to offer school bus safety programming for all elementary students in 2022-2023, delivered virtually by an outside company, with age-appropriate content and delivery. The Primary program, with enhanced interactivity and a music video, and the Junior/Intermediate program, with a focus on the history of school buses, were delivered through 67 presentations to students from 31 TLDSB and 2 SMCDSB elementary schools. The program will continue in the 2023-2024 school year with an in-person, assembly-style delivery, for enhanced student engagement. The three most reported behaviour concerns on school vehicles this year were, not respecting or abiding by the driver's instructions, disrespect or harassment of fellow passengers and leaving seats while the bus is in motion/standing while the bus is in motion. With reinforcement of the safety program, hopefully, a downward trend in these behaviours will be noticeable over the three-year delivery of the program.

During the winter of 2022, fewer weather systems affected operations than the previous operating year. Each of the three geographical areas of the Board experience varying winter weather and road conditions and continue to be assessed independently for cancellations. Conditions were somewhat consistent across the Board, resulting in Muskoka experiencing seven cancellations for inclement weather or road conditions (twelve in 2022), eight cancellations in the City of Kawartha Lakes (eleven in 2022) and Haliburton had seven cancellations (twelve in 2022). Transportation Services continues to work with the bus operators to minimize cancellations to lessen the impact of full system closures by balancing safety and student learning loss.

As part of the ongoing route analysis and utilizing the routing software, as well as continuing to maximize bell times, staff was able to realize routing efficiencies in preparation for the 2023-2024 school year. Staff continues to schedule information backups, refresh the website database and import student data from the student database on a nightly basis allowing the data in the system to be as current as possible. In addition, Transportation Services recently transitioned to a hosted server environment through the software provider BusPlanner. Staff are no longer required to maintain and upgrade the software allowing them to concentrate on core business needs.

**Action**

For information purposes only.

## Trillium Lakelands District School Board Special Education Advisory Committee Report

**Date:** September 8, 2023  
**To:** Board of Trustees  
**Origin:** Trustee Deb McInerney  
**Subject:** Special Education Advisory Committee (SEAC) Report  
**Reference:** Regular Meeting of the Board – September 26, 2023

---

The Special Education Advisory Committee met on Tuesday, September 5, 2023 at the Muskoka Education Centre and Lindsay Education Centre.

Highlights from the meeting:

- Recommendations were made for 2023-2024 SEAC projects.
- The SEAC policy was reviewed.
- An update on summer transition planning and supports was provided.
- Professional development with a focus on IEP development and monitoring using the new IEP program will be taking place throughout the year.

The June 6, 2023 SEAC minutes that were approved at this meeting are attached.



## Special Education Advisory Committee Minutes

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**Date:** Tuesday, June 6, 2023  
**Location:** Haliburton County Education Centre  
**Time:** 5:00 p.m.  
**Present:** D. Callan, A. Rose, D. McInerney, B. Reain, K. Irons, H. Harris  
**Regrets:** J. Balfour, S. Bullock, R. McCracken, R. McHugh  
**Staff:** J. Johnston, M. Lefler, W. Browne

### 1 Call to Order

### 2 Roll Call

J. Johnston shared regrets and confirmed that a quorum was present.

### 3 Approval of Agenda

Moved by D. McInerney, seconded by A. Rose that the agenda be approved.  
 Carried.

### 4 Committee Action Items

#### 4.1 Approval of the minutes of the May 2, 2023 meeting

Moved by D. McInerney, seconded by A. Rose that the minutes dated May 2, 2023 be approved.  
 Carried.

#### 4.2 SEAC Input into the Budget

The committee discussed the following priority areas for SEAC's input into the 2023-2024 budget:

- Implementation of the recommendations of the special education review, including training to deepen system clarity about special education processes.
- Establishing consistent and required practices for IEP development, IPRCs, and transition plans.
- Recruitment and retention of educational assistants.
- Professional learning for administrators, teachers, and educational assistants.

Moved by D. McNerney, seconded by K. Irons that the TLDSB Special Education Advisory Committee accepts the SEAC Input into the Budget Report for the 2023-2024 school year as presented, and confirms that the Committee was granted the opportunity to provide feedback.  
Carried.

## **5 Administrative Updates**

### **5.1 SmartStart Hubs Presentation**

D. Callan shared a presentation on SmartStart Hubs, an online referral service for families with concerns about their children's development that is being used by Five Counties and other community organizations.

### **5.2 System Updates**

J. Johnston shared the following updates and thanked committee members for their work this year:

- Budget and staffing for the coming school year continues.
- New communications classes are being piloted at Gravenhurst Public School and Gravenhurst High School to support students with autism.

### **5.3 Department Updates**

M. Lefler shared the following updates:

- Based on feedback from the Special Education Review, the Specialized Services Department has begun planning and training to support smoother transitions for students and families.
- Placement meetings for educational assistants are happening in June per usual practice.

## **6 SEAC Projects**

### **6.1 Special Education Plan review - Parent/Guardian Guide**

J. Johnston presented the draft of the 2023-2024 Special Education Plan: Parent/Guardian Guide. The group reviewed the guide and provided feedback.

## **7 Other Business**

### **7.1 Updates and other items for discussion**

There were no other items for discussion.

### **7.2 Association and community news**

There was no association and community news.

### **7.3 Future business**

- Presentation by Autism Ontario
- Learning Disabilities Association of Ontario documentation

- Update on Accessibility for Ontarians with Disabilities Act (AODA) implementation
- Discussion on Special Incidence Portion (SIP) modernization
- 2023-2024 SEAC meeting schedule

## **8 Correspondence**

### **8.1 OPSBA Submission for Fourth Review of the Accessibility for Ontarians with Disabilities Act (AODA)**

The review of this document was tabled for the September 2023 meeting.

## **9 Next Meeting**

Date: September 5, 2023, 5:00 p.m.

Location: Muskoka Education Centre | Lindsay Education Centre

## **10 Adjournment**

Moved by A. Rose that the meeting be adjourned.

Carried.

If you require this information in an accessible format, please contact Communications Services at [info@tldsb.on.ca](mailto:info@tldsb.on.ca).



## Trillium Lakelands District School Board Administrative Report

**Date:** September 20, 2023  
**To:** Board of Trustees  
**Origin:** Esther Childs, Trustee, Tanya Fraser Associate Superintendent of Learning  
**Subject:** Supervised Alternative Learning committee (SAL) Report  
**Reference:** Board Meeting - September 26, 2023

---

### Purpose

To provide an update to trustees on the activities of the Supervised Alternative Learning (SAL) Committee.

### Context

Under Regulation 374/10 all school boards must have a policy and procedure related to Supervised Alternative Learning and Other Excusals from Attendance at School to support students and have an established SAL Committee. The Committee must meet at minimum every 20 school days.

### Content

The Supervised Alternative Learning Committee (SAL) of 6 committee members met virtually for the first SAL Committee Meeting of the 2023-24 school year on Tuesday, September 19th, 2023 at 9:00 am.

Highlights from this meeting:

- 4 students were admitted to a Supervised Alternative Learning Plan
- 1 student was demitted from a Supervised Alternative Learning Plan
- 337 students were admitted to a R.E.A.L. Supervised Alternative Learning Plan
- 0 students were demitted from a R.E.A.L. Supervised Alternative Learning Plan

# Trillium Lakelands District School Board

## Administrative Report

**Date:** September 1, 2023  
**To:** Board of Trustees  
**Origin:** Traci Hubbert, Superintendent of Human Resources Services  
**Subject:** Occupational Health and Safety Report – 2022/2023  
**Reference:** Board Report – September 26, 2023

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### Purpose:

To provide Trustees with a summary of the Board's health and safety statistics and activities for the 2022/2023 school year.

### Context:

An annual summary is presented as part of an ongoing effort to keep the Board informed about health and safety operations.

### Content:

The Occupational Health and Safety Report is intended to provide Trustees with health and safety activities and statistics for the 2022/2023 school year.

Trillium Lakelands District School Board (TLDSB) recognizes and is committed to its responsibilities to provide for the health and safety of all staff while at work. The matter of health and safety is of fundamental importance and every reasonable measure will be taken to protect all employees from injuries due to accidents and health hazards.

There are legislated obligations that the Board's health and safety program must comply with such as the Occupational Health and Safety Act and related regulations. The Ontario Ministry of Labour (MOL) Occupational Health and Safety program sets, communicates, and enforces laws aimed at reducing and eliminating workplace fatalities, injuries, and illnesses.

During the 2022/2023 year, the Health and Safety/WSIB Coordinator acted as a resource to principals, supervisors, staff, and the fifty-two (52) site-based Joint Health and Safety Committees (JOHSC). Additionally, the Health and Safety/WSIB Coordinator supported occupational injury/illness early return to work programs, MOL compliance, and inspection of our facilities.

TLDSB continues to operate as a site-based JOHSC. The Internal Responsibility System (IRS) continues to work effectively and follows the proper processes. During the 2022/2023 school year, the Ministry of Labour was involved on seven (7) occasions.

- 1) On September 1st, 2022 a teacher fainted at a secondary school. The MOL was contacted and deemed the critical injury was not work related, and no orders were issued.
- 2) On December 5th, 2022 a custodian at an elementary school fell and fractured their hip. The MOL was contacted, and no orders were issued.
- 3) As part of the MOL Health and Safety initiative focusing on workplace violence in elementary schools, the MOL visited an elementary school on February 16 and February 23, 2023. Discussion took place with

the MOL, Principal, Health & Safety JOHSC worker members, and the Board's Health & Safety/WSIB Coordinator around safe work practices and reporting. No orders were issued.

4) On April 23th, 2023 a teacher at an elementary school injured her index finger while playing frisbee with a student. Within a week the teacher's injured finger turned black and it was determined she had a Strep A infection. A short time later her finger was amputated due to the Strep A infection. WSIB approved the claim and advised that the Strep A was a direct result of the index finger injury sustained at work. The MOL was contacted due to the amputation and no orders were issued.

5) On April 17, 2023 a small vial that contained arsenic was dropped and broke open in the science room at a secondary school. The room and the science wing were evacuated, the area was contained, and the HazMat team removed the substance. The MOL was contacted due to the possible occupational exposure of a Designated Substance. The area(s) were thoroughly cleaned by a licensed abatement contractor, and air and wipe samples were taken. As a final measure, a section of the floor in the science room was removed and replaced. The MOL visited the secondary school after the clean up. The MOL was pleased with all the steps the Board had taken to ensure the proper control and removal of the arsenic. No orders were issued, however the Board is committed to reviewing the science inventory to minimize excess quantities, remove any banned chemicals and ensure WHMIS controlled products/substances are properly labeled. The Board is also committed that any Designated Substances under Reg 490.09 will have an assessment to determine if a control program is required. As a result of the spill, all seven (7) secondary schools' science departments were internally audited for Designated Substances and banned chemicals. Several of the schools had chemicals removed as a result of the audit. A three-phase science chemical program was developed. Phase 1 took place in June 2023 that involved an inventory review and removal of access science chemicals (with a new eBase waste removal program in place). Phase 2 was rolled out for August and September 2023 to ensure all chemicals are properly labeled with the WHMIS 2015 workplace labels and Safety Data Sheets (SDS) are accessible. Phase 3 will take place in October to identify and assess any Designated Substances such as lead used in science experiments. The MOL will be returning to TLDSB in the fall of 2023 for an update.

6) On July 5th and 6th, 2023 a contracting company at a secondary school removed a portion of tiles in a bathroom that contained asbestos. Work was stopped, the area was contained, and the MOL was contacted due to the possible occupational exposure of asbestos. The area(s) were thoroughly cleaned by a licensed abatement contractor and wipe samples were taken. The employees and community use partners were notified and provided with the WSIB Exposure Incident Report as the tiles were removed from the building through a hallway to the dumpster outside over a period of two days. The MOL investigated and issued three (3) orders which were to provide a copy of the Board's Asbestos Designated Substance Report, an outline of the incident, and the contract between the Board and constructor. All documents were provided to the MOL on July 17, 2023.

7) On August 30, 2023 the MOL arrived at a secondary school due to a complaint made regarding the bird droppings in the courtyard. The MOL reviewed the Board's Facility Services Exterior Bird Dropping Cleanup procedure and were pleased with the steps taken to ensure the safety of the workers. A suggestion was made that we isolate the air intake unit located in the courtyard area. This has since been added to the Facility Services Safe Operating Procedure. No orders were issued.

**Statistical Summary as of August 31, 2023:**

## History of Accidents/Incidents (# of incidents)

Year	Incidents (total)	First Aid	Health Care	Lost Time Claims	No Injury No (FA, HC, LT)	Recurrence
2017/2018	1579	101	67	43	1365	3
2018/2019	1234	94	58	57	1023	2
2019/2020	1029	90	50	48	840	1
2020/2021	604	91	50	33	429	1
2021/2022	1255	125	50	67	1012	1
2022/2023	1534	171	66	59	1237	1

	List of Incidents/Accidents	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
1.	Exposure	5	7	5	13	3	15
2.	Field Trip	2	1	0	0	1	1
3.	Lifting Equipment/Furniture	5	8	4	7	3	8
4.	Lifting or Assisting High Needs Students	6	5	1	5	2	11
5.	Motor Vehicle Accident	1	1	2	1	1	4
6.	Over Exertion	11	21	20	25	10	25
7.	Repetitive Body Movement	0	1	0	1	1	0
8.	Slip/Trip/Fall	64	79	52	57	46	79
9.	Slip/Trip/No Fall	17	16	9	8	15	15
10.	Struck Against/Contact With	30	21	25	15	30	45
11.	Struck or Contact By	48	39	40	23	29	63
12.	Student Action	11	6	3	9	0	0
13.	Student Aggression	1371	1021	858	429	392	1249
14.	Traumatic Event/Workplace Violence	1	1	0	0	0	4
15.	Caught In, Under, On, Between	7	4	3	9	2	15

Note List of Incident/Accidents totals will not match Incident (total) as not all List of Incidents/Accidents are captured in the report.

In September 2022 data was collected from eBase and no longer Parklane. This allowed for only one main injury type to be selected. As a result the injury statistics may be lower in previous years.

Of the 1534 incident reports completed, 1237 of those resulted in no injury, no lost time and no health care costs. Reports continue to indicate that student aggression is the highest of the fifteen reportable categories, followed by Slip, Trip and Fall.

There was an increase in “Struck or Contact By” incidents this year. Thirty-five (35) incidents were contact with the head and twenty-three (23) of those incidents involved a ball. Eight (8) of those incidents from a ball contact to the head resulted in a WSIB claim.

### Health and Safety Program Activities 2022/2023:

1. Site based Joint Occupational Health and Safety Committee
  - Meetings were held in September 2022, December 2022, March 2023, and June 2023.
  - Reports were shared with the Superintendents to provide a progress update for each location. This resulted in a higher number of completed JOHSC meetings.
2. *eBase* on-line modules continue to be used for:
  - Employee Workplace Incident/Accident/Injury reporting
  - Supervisor Investigation report
  - Safe Schools Incident form and Physical Intervention
  - JOHSC Agenda and Meeting minutes
  - Air Quality Questionnaire (HR-4205)
  - Staff training in WHMIS 2015, AODA and Violence Prevention
  - Principals to complete school Risk Assessments
  - Science Chemical Waste Pickup Request Form - NEW
  - Stage Two: Formal Health & Safety Concern Form (Unresolved) NEW
3. Policies and Procedures
  - A review, update and implementation of the following policies and procedures were completed:
  - HR-4200 Health & Safety Policy
  - HR -4211 Working at Heights
4. Workplace Inspections
  - Monthly inspections are performed by the site based worker members who inspect the facility each month focusing on a specific safety element.
  - Reports were shared with the Superintendents to provide a progress update for each location. This resulted in a higher number of completed monthly inspections with action item follow up.
5. Training and Communication
  - There were four groups that completed their JOHSC training in 2022/2023. Group 1 completed the one day JOHSC Refresher training on October 11, 2022 and Group 2 on February 1, 2023. Group 3 completed JOHSC Certification training Part 1 over three days in November 2022, and Part 2 over two days in January 2023. Group 4 completed JOHSC Certification training Part 1 over three days in February 2023, and Part 2 over two days in April 2023.
  - Mandatory Health and Safety Training was conducted on September 1, 2022 and Violence Prevention Training on September 30th, 2022.
6. Audits and Assessments
  - Annual Facilities Renewal (includes Health and Safety)
  - Ergonomic Assessments (as needed)
  - Annual Asbestos report
  - Annual Risk Assessment Review (Bill 168)
  - Health & Safety School Audit Review
7. Recognition
  - The National Day of Mourning was recognized in our schools and Education Centres. Activities included lowering the flag and school-based announcements were shared in recognition of injured and deceased workers.