

**AGENDA: 6:00 pm**

1. Call to Order
2. O Canada
3. Profiling Excellence

Students:

- Nifaiya Robinson, Sherwood, Outstanding Midget Sprinter/Hurdler

Staff:

- Cynthia Lea, Sherwood, CRALO Award for Excellence in Guidance
- Dawn Adams, Ancaster High, OPHEA Healthy Schools Certification, Silver
- Janet French, Sherwood, OPHEA Healthy Schools Certification, Silver
- Nancy Holmes, Westmount, OPHEA Healthy Schools Certification, Participant
- Rosie Kott, Sir William Osler, OPHEA Healthy Schools Certification, Gold

4. Approval of the Agenda
5. Declarations of Conflict of Interest

Reports from Trustee Special Committees:

7. [Governance Committee – November 7, 2017](#)
8. [Finance & Facilities – November 8, 2017](#)
9. [Audit Committee – November 9, 2017](#)

10. Resolution Into Committee of the Whole (Private Session) as per the Education Act, Section 207.2  
*(b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian*

**Meeting Resumes in Public Session**

11. Reports from:

- A. [Standing Committee – November 13, 2017](#)
- B. Committee of the Whole (private) – November 20, 2017

12. Oral Reports from:

- A. Student Trustees' Report – Local Activities & Ontario Student Trustees' Association (OSTA) Report
- B. Director's Report

C. Chair's Report

13. Adjournment

Meeting times and locations are subject to change. Please refer to our website for the latest information.  
<http://www.hwdsb.on.ca/trustees/meetings/>

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: November 20, 2017

From: Governance Committee

Date of Meeting: November 7, 2017

The committee held a meeting from 5:41 p.m. to 7:59 p.m. on November 7, 2017 at 20 Education Court, Hamilton, ON, in Meeting Room 340D, with Trustee Todd White presiding.

Members present were: Trustees Jeff Beattie, Penny Deathe, Greg Van Geffen and Todd White. Regrets were received from Trustee Alex Johnstone.

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**MONITORING ITEMS:****A. Referral from Board re: Student Trustees and moving motions**

The committee discussed the referral of correspondence from Halton District School Board related to their support for Student Trustees being able to move a motion with an elected trustee as a seconder, or act as a seconder to a motion moved by an elected trustee. Committee members discussed the item, noting that the Ontario Public School Boards' Association recently added student representation to their Board of Directors and will be working on guidelines for the role of student trustees and the election process as it was noted that there is a disparity among student trustee participation and levels of engagement across Boards in the province.

Currently, the Education Act states that Student Trustees are not entitled to move motion, however, they are entitled to suggest that a motion on any matter be made. If no member of the board moves the suggested motion, then the minutes will reflect that the student trustee did make a suggested motion.

The committee decided that at this time, no further action would be taken on the correspondence from Halton. It was recommended that the Student Trustee Mentor, along with the Officer of Trustee Services meet with the current Student Trustees and ensure that they understand their roles in terms of motions and how to work with the elected trustees to bring matters forward.

**B. Trustee Special Committees – meeting dates/times – discussion item**

The Governance Committee acknowledged that the goal of reviewing when committees meet would be to provide an opportunity for increased trustee participation on Trustee Special Committees. A review of the meeting schedule for trustee special committees might also provide more time for Trustees to participate in activities that are happening in their wards/communities.

Committee members discussed the topic and reviewed a draft generic calendar highlighting the following themes in terms of committee meeting schedule possibilities:

- Add information sessions to the first Board meeting of the month for 1 hour, prior to the start of the Board meeting
- Consider having Finance & Facilities and Policy on the same day of the week (ie: Wednesdays), with one committee meeting in the afternoon and the other in the evening
- Utilize Monday nights that do not have a Board meeting for the remaining committees – Governance, Program and Human Resources, recognizing that these committees may not need to meet monthly based on their annual committee workplans

The committee encouraged the Chair of the Board to hold a Chairs Meeting in December (following Initial Board) to discuss the changes in dates for Trustee Special Committees to allow for increased trustee participation on committees.

**C. Trustee Committee Listing 2017-18 – review**

Annually, during the Organizational Board Meeting, the Trustees elect to be part of a number of committees outside of the mandated and trustee special committees. The committee reviewed the committee listing for mandated committees, trustee special committees, community advisory committees and liaison/representative to agencies and made no changes. The committee did recommend to the Chair that during the initial board meeting when committee membership for Supervised Alternative Learning (SAL) is discussed, that the Chair encourage as many Trustees as possible to be members of this committee to share in the bi-weekly hearings that occur throughout the school year.

The committee also recommended that the following sequence be used when creating the Initial Board agenda when it comes to Trustee Special Committee and electing Chairs:

- Nominations be received for all Trustee Special Committee Chairs
- Vote on Committee chairs once all nominations are received and the nomination process is closed

- Nominate Committee membership to all Trustee Special Committees
- Vote on committee memberships once all nominations are received and the nomination process is closed

Respectfully submitted,  
Todd White, Chair of the Committee

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: November 20, 2017

From: Finance and Facilities Committee

Date of Meeting: November 8, 2017

The committee held a meeting from 12:05 p.m. to 1:50 p.m. on November 8, 2017 at 20 Education Court, Hamilton, Ontario in Room 340D with Trustee Wes Hicks presiding.

Members present were: Trustees Jeff Beattie, Christine Bingham, Wes Hicks and Greg Van Geffen. Trustee Todd White was present.

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**ACTION ITEMS:****A. Budget Consultation Process**

In prior years the Board has engaged in a public consultation on the budget priorities that guide the development of the annual budget. Staff are seeking input from trustees on the value of the process.

On the motion of Greg Van Geffen the Finance and Facilities Committee **RECOMMENDS: that staff bring back to the Finance and Facilities Committee their recommendations for budget priorities for the public consultation process.**

**CARRIED****MONITORING ITEMS:****B. 2017-18 Average Class Size Report - Elementary**

Staff provided an update on HWDSBs submission to the Ministry of Education related to Average Class Size for elementary students. In addition, the class sizes were presented by school for information purposes. HWDSB is in compliance with Ministry elementary average class size requirements in 2017-18 and the report has been filed with the Ministry.

**C. Secondary Enrolment Update**

Staff provided an update on the status of secondary enrolment. Information has been received from each school and Board staff are reviewing each school's submission with Principals and Superintendents of Student Achievement (SOSA). A report with actual October 31, 2017 enrolment will be presented at the next meeting.

Respectfully submitted,  
Wes Hicks, Chair of the Committee

## COMMITTEE REPORT

Presented to: Board

Date of Meeting: November 20, 2017

From: Audit Committee

Date of Meeting: November 9, 2017

The committee held a meeting from 3:00 p.m. to 5:20 p.m. on November 9, 2017 at 20 Education Court, Hamilton, ON, in Meeting Room 340D with Trustee Beattie presiding.

Members present were: Trustees Jeff Beattie and Greg Van Geffen. External member present was: Carol Calvazara. Regrets were received from Trustee Todd White

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### **ACTION ITEMS:**

#### **A. Audited Financial Statements for 2016-17**

That the following be recommended for approval:

- **That the 2016-17 annual audited consolidated financial statements of the Hamilton-Wentworth District School Board be approved.**

### **MONITORING ITEMS:**

#### **B. Annual Review of Audit Committee Terms of Reference**

Committee members reviewed the Terms of Reference and no changes were made. It was requested that a report be brought back on one of the responsibilities listed for members of Audit Committees: "Obtain confirmation that the Board has met all statutory filings and requirements".

#### **C. Review of Audit Committee Work Plan**

"Obtain confirmation that the Board has met all statutory filings and requirements" report will be added to the Work Plan.

#### **D. Update on RIAT Activities**

An update was provided on the recent West of Central SBO-RIAT Steering Committee meeting that was held on October 27, 2017 at HWDSB. The committee consists of 10 senior business officials (SBOs) for the west of central region and provide assistance to the RIAT on the coordination and implementation of the regional internal audit for the 10 school boards.

Respectfully submitted,  
Jeff Beattie, Chair of the Committee

Consolidated Financial Statements of

**HAMILTON-WENTWORTH DISTRICT  
SCHOOL BOARD**

Year ended August 31, 2017

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## MANAGEMENT REPORT

### MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

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

A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Audit Committee of the Board meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the Board's approval of the consolidated financial statements.

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

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Manny Figueiredo  
Director of Education & Secretary

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Stacey Zucker  
Associate Director, Support Services & Treasurer

November 20, 2017





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## **INDEPENDENT AUDITORS' REPORT**

To the Board of Trustees of the Hamilton-Wentworth District School Board:

We have audited the accompanying consolidated financial statements of the Hamilton-Wentworth District School Board which comprise the consolidated statement of financial position as at August 31, 2017, and the consolidated statements of operations, change in net debt and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

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

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

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

*Opinion*

In our opinion the financial statements present fairly, in all material respects, the financial position of the Hamilton-Wentworth District School Board as at August 31, 2017 and for the year then ended, are prepared in all material respects in accordance with the basis of accounting described in note 1 to the consolidated financial statements.

*Basis of Accounting*

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

Chartered Professional Accountants, Licensed Public Accountants

November 20, 2017  
Hamilton, Canada

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**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED AUGUST 31, 2017 (with comparative information for 2016)**

	<b>2016-17</b>	<b>2015-16</b>
	<b>(\$000's)</b>	<b>(\$000's)</b>
<b>FINANCIAL ASSETS</b>		
Cash	47,070	36,399
Accounts Receivable - Other	22,547	31,115
Accounts Receivable - Government of Ontario (note 3)	160,123	164,902
Investments (note 2)	6,250	6,250
<b>TOTAL FINANCIAL ASSETS</b>	<b>235,990</b>	<b>238,666</b>
<b>FINANCIAL LIABILITIES</b>		
Accounts Payable and Accrued Liabilities	37,691	36,039
Net Debenture Debt, Capital Loans and Leases (note 7)	142,792	148,051
Deferred Revenue (note 4)	49,180	31,876
Employee Benefits Payable (note 6)	52,799	58,239
Deferred Capital Contributions (note 5)	514,561	505,989
<b>TOTAL FINANCIAL LIABILITIES</b>	<b>797,023</b>	<b>780,194</b>
<b>NET DEBT</b>	<b>(561,033)</b>	<b>(541,528)</b>
<b>NON-FINANCIAL ASSETS</b>		
Prepaid Expenses	1,235	1,055
Tangible Capital Assets (note 10)	606,346	578,615
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>607,581</b>	<b>579,670</b>
<b>ACCUMULATED SURPLUS (note 11)</b>	<b>46,548</b>	<b>38,142</b>
Contingent Liabilities (note 13)		
Commitments (note 14)		
On behalf of the Board		

Chair

Director of Education & Secretary

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
CONSOLIDATED STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED AUGUST 31, 2017 (with comparative information for 2016)**

	<b>2016-17 Budget (\$000's)</b>	<b>2016-17 Actual (\$000's)</b>	<b>2015-16 Actual (\$000's)</b>
<b>REVENUES</b>			
Provincial Grants - Grants for Student Needs (note 1(n))	560,078	537,906	533,361
Provincial Grants - Other	6,335	10,306	10,185
Federal Grants and Fees	-	1,204	902
School Generated Funds	10,548	10,957	11,568
Investment Income	600	356	263
Other Fees and Revenues	4,624	11,689	9,804
Amortization of Deferred Capital Contributions (note 5)	-	30,903	28,540
<b>TOTAL REVENUES</b>	<b>582,185</b>	<b>603,321</b>	<b>594,623</b>
<b>EXPENDITURES</b>			
Instruction	447,895	465,734	451,484
Administration	13,453	13,798	13,974
Transportation	15,411	15,394	15,196
Pupil Accommodation	87,822	85,818	91,681
School Generated Funds	10,548	11,281	11,077
Other	3,383	2,890	2,775
<b>TOTAL EXPENSES (note 9)</b>	<b>578,512</b>	<b>594,915</b>	<b>586,187</b>
<b>ANNUAL SURPLUS</b>	<b>3,673</b>	<b>8,406</b>	<b>8,436</b>
Accumulated Surplus at Beginning of Year	38,433	38,142	29,706
<b>ACCUMULATED SURPLUS AT END OF YEAR (note 11)</b>	<b>42,106</b>	<b>46,548</b>	<b>38,142</b>

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**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
CONSOLIDATED STATEMENT OF CASH FLOW  
FOR THE YEAR ENDED AUGUST 31, 2017 (with comparative information for 2016)**

	<b>2016-17</b>	<b>2015-16</b>
	<b>(\$000's)</b>	<b>(\$000's)</b>
<b>OPERATING TRANSACTIONS</b>		
Annual Surplus	8,406	8,436
Sources and (Uses):		
Non-cash items including Amortization, Write-downs and		
Loss on disposal of TCA and excluding deferred gain on disposal of restricted assets	32,362	34,626
Deferred Capital Contributions Revenue	(30,903)	(28,540)
Deferred Gain on Disposal of Restricted Assets	(18,105)	(15,176)
Decrease (Increase) in Accounts Receivable	8,568	(909)
Increase (Decrease) in Accounts Payable and Accrued Liabilities	1,651	(2,752)
Increase in Deferred Revenue - Operating	873	954
Decrease in Employee Benefits Payable	(5,440)	(13,118)
(Increase) Decrease in Prepaid Expense	(180)	349
<b>CASH PROVIDED BY (APPLIED TO) OPERATING TRANSACTIONS</b>	<b>(2,768)</b>	<b>(16,130)</b>
<b>CAPITAL TRANSACTIONS</b>		
Proceeds on Sale of Tangible Capital Assets	18,184	15,426
Cash used to Acquire Tangible Capital Assets	(60,172)	(47,911)
<b>CASH APPLIED TO CAPITAL TRANSACTIONS</b>	<b>(41,988)</b>	<b>(32,485)</b>
<b>FINANCING TRANSACTIONS</b>		
Long Term Debt Issued	-	1,324
Debt Repayments	(5,258)	(5,967)
Decrease (Increase) in Accounts Receivable - Government of Ontario	4,779	(6,567)
Net additions to Deferred Capital Contributions	39,475	37,436
Increase in Deferred Revenues - Capital	16,431	7,278
<b>CASH PROVIDED BY FINANCING TRANSACTIONS</b>	<b>55,427</b>	<b>33,504</b>
<b>CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>10,671</b>	<b>(15,111)</b>
Opening Cash and Cash Equivalents	36,399	51,510
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	<b>47,070</b>	<b>36,399</b>

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT  
FOR THE YEAR ENDED AUGUST 31, 2017 (with comparative information for 2016)**

	<b>2016-17</b>	<b>2015-16</b>
	<b>(\$000's)</b>	<b>(\$000's)</b>
<b>ANNUAL SURPLUS</b>	8,406	8,436
<b>TANGIBLE CAPITAL ASSET ACTIVITY</b>		
Acquisition of Tangible Capital Assets	(60,172)	(47,911)
Amortization of Tangible Capital Assets	31,617	29,158
Loss on Sale of Tangible Capital Assets	745	5,467
Proceeds on Sale of Tangible Capital Assets	18,184	15,427
Gain on Sale Allocated to Deferred Revenue	(18,105)	(15,176)
<b>TOTAL TANGIBLE CAPITAL ASSET ACTIVITY</b>	<b>(27,731)</b>	<b>(13,035)</b>
<b>OTHER NON-FINANCIAL ASSET ACTIVITY</b>		
Use of Prepaid Expenses	(180)	349
<b>TOTAL OTHER NON-FINANCIAL ASSET ACTIVITY</b>	<b>(180)</b>	<b>349</b>
<b>INCREASE IN NET DEBT</b>	<b>(19,505)</b>	<b>(4,250)</b>
Net Debt at Beginning of Year	(541,528)	(537,278)
<b>NET DEBT AT END OF YEAR</b>	<b>(561,033)</b>	<b>(541,528)</b>

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**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
 AUGUST 31, 2017  
 (All amounts in thousands of dollars)**

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**1. SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of the Hamilton-Wentworth District School Board (the "Board") are prepared by management in accordance with the basis of accounting described below.

**(a) Basis of Accounting**

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

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

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

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

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

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

**(b) Reporting Entity**

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

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

*Consolidated entities -*

- Hamilton-Wentworth District School Board
- The Hamilton-Wentworth District School Board Foundation
- School Generated Funds

*Proportionately consolidated entities -*

- Hamilton-Wentworth Student Transportation Services

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
 AUGUST 31, 2017  
 (All amounts in thousands of dollars)**

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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

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

**(c) Trust Funds**

Trust funds for teacher funded leave under the "four over five plan" and of the Hamilton School Boards Energy Consortium are not included in the consolidated financial statements, as these funds are not controlled by the Board.

**(d) Cash**

Cash is comprised of cash on hand.

**(e) Investments**

Temporary investments consist of marketable securities that are liquid short-term investments with maturities between three months and one year at the date of acquisition, and are carried on the Consolidated Statement of Financial Position at the lower of cost or market value.

Long-term investments consist of investments that have maturities of more than one year. Long-term investments are recorded at cost and assessed regularly for permanent impairment.

**(f) Deferred Revenue**

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

**(g) Deferred Capital Contributions**

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

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

**(h) Retirement and other Employee Future Benefits**

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance and health care benefits, retirement gratuity, sick leave, and workers' compensation.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-17: ETFO, OSSTF, CUPE. The ELHTs provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to the Board's participation date into the ELHT. These benefits are being provided through a joint governance structure between the bargaining/employee groups, school board trustees associations and the Government of Ontario. Starting April 1, 2017, the Board is no longer responsible to provide certain benefits to ETFO, OSSTF and CUPE. Beginning in the 2016-2107 school year, school boards whose employee groups transitioned their health, dental and life benefits to the ELHT are required to remit a negotiated amount per full-time equivalency (FTE) on a monthly basis. Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs (GSN) and additional ministry funding in the form of a Crown contribution and Stabilization Adjustment.



**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
 AUGUST 31, 2017  
 (All amounts in thousands of dollars)**

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**2. SIGNIFICANT ACCOUNTING POLICIES (continued)**

The Board continues to provide health, dental and life insurance benefits for retired individuals and the following employee groups Principals, Vice Principals, EAs and Non-Union Staff that have not yet transferred into an ELHT and continues to have a liability for payment for benefits for those who are on long-term disability and for some who are retired under their plans.

The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care costs trends, disability recovery rates, long-term inflation rates and discount rates. The cost of retirement gratuities are actuarially determined using the employee's salary, banked sick days and year of service as at August 31, 2012 using management's best estimate of discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation, long term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period.
- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

**(i) Tangible Capital Assets**

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

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

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
 AUGUST 31, 2017  
 (All amounts in thousands of dollars)**

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

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

<b>Asset</b>	<b>Estimated Useful Life in Years</b>
Land Improvement with Finite Lives	15
Buildings and Building Improvements	40
Portable Structures	20
Other Buildings	20
First-Time Equipping of Schools	10
Furniture	10
Equipment	5-15
Computer Hardware	5
Computer Software	5
Vehicles	5-10
Leasehold Improvements	Over the lease term

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

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

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

**(j) Government Transfers**

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

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

**(k) Investment Income**

Investment income is reported as revenue in the period earned.

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

**(l) Budget Figures**

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

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(m) Use of Estimates**

The preparation of consolidated financial statements in conformity with the basis of accounting described in note 1(a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Accounts subject to significant estimates include assumptions used in estimating the collectability of accounts receivable to determine the allowance for doubtful accounts, in estimating provisions for accrued liabilities and in performing actuarial valuations of employee future benefits liabilities. Actual results could differ from these estimates.

**(n) Property Tax Revenue**

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

**2. INVESTMENTS**

Investments consist of marketable securities and are recorded at cost and are comprised as follows:

	2017		2016	
	Cost	Market Value	Cost	Market Value
Guaranteed Investment Certificates:				
Meridian Credit Union	\$ 525	\$ 525	\$ 525	\$ 525
Meridian Credit Union	5,725	5,725	5,725	5,725
	<b>\$ 6,250</b>	<b>\$ 6,250</b>	<b>\$ 6,250</b>	<b>\$ 6,250</b>

These investments are assessed regularly for impairment and are written down if a permanent impairment exists.

**3. ACCOUNTS RECEIVABLE – GOVERNMENT OF ONTARIO**

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

The Board has an account receivable from the Province of Ontario of \$160,123 (2016 - \$164,902) as at August 31, 2017 with respect to this capital grant.

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
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**4. DEFERRED REVENUE**

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

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2017 is comprised of:

	Balance as at August 31, 2016	Externally restricted revenue and investment income	Revenue recognized in the period	Transfers to deferred capital contributions	Balance as at August 31, 2017
Proceeds of Disposition	\$ 14,764	\$ 18,184	\$ (944)	\$ (3,538)	\$ 28,466
Special Education	-	67,072	(67,072)	-	-
School Renewal	10,670	8,489	(1,415)	(3,248)	14,496
Retrofit for Child Care	1,097	-	-	(1,097)	-
Other	5,345	42,985	(41,526)	(586)	6,218
<b>Total Deferred Revenue</b>	<b>\$ 31,876</b>	<b>\$ 136,730</b>	<b>\$ (110,957)</b>	<b>\$ (8,469)</b>	<b>\$ 49,180</b>

**5. DEFERRED CAPITAL CONTRIBUTIONS**

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

	<b>2017</b>	<b>2016</b>
Balance at Beginning of Year	\$ 505,989	\$ 497,093
Additions to Deferred Capital Contributions	31,410	27,301
Transfers from Deferred Revenue	8,810	15,603
Disposals/Transfers to Financial Assets	(745)	(5,468)
Revenue Recognized in period	(30,903)	(28,540)
<b>Balance at end of year</b>	<b>\$ 514,561</b>	<b>\$ 505,989</b>

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**6. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS**

<b>Retirement and Other Employee Future Benefit Liabilities</b>			<b>2017</b>	<b>2016</b>
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits
Accrued Benefit Obligation – Opening Balance	\$ 54,853	\$ 9,555	\$ 64,408	\$ 74,679
Current Year Benefit (Recovery) Expense	-	(342)	(342)	2,358
Changes Due to Plan Amendment	-	-	-	(2,017)
Interest on Accrued Benefit Obligation	1,068	1	1,069	1,781
Benefits Expenses (Recovery) <sup>1</sup>	1,068	(341)	727	2,122
Actuarial (Gain) Loss	(1,514)	-	(1,514)	3,277
Benefits Payment	(5,515)	(1,472)	(6,987)	(15,670)
	(5,961)	(1,813)	(7,774)	(10,271)
Accrued Benefit Obligation – Closing Balance	\$ 48,892	\$ 7,742	\$ 56,634	\$ 64,408
Unamortized Actuarial Loss	(3,835)	-	(3,835)	(6,169)
Accrued Benefit Liability – Ending	\$ 45,057	\$ 7,742	\$ 52,799	\$ 58,239

<sup>1</sup> Excluding pension contributions to the Ontario Municipal Employees Retirement System, a multi-employer pension plan, described below.

Amortization of actuarial losses during the year is \$581 (2016 - \$430). The unamortized actuarial loss is amortized over the expected average remaining service life of 7.12 years (2016 – 8.12 years).

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
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**6. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (continued)**

**Pension Plans:**

**(i) Ontario Teacher's Pension Plan**

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

**(ii) Ontario Municipal Employees Retirement System**

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees' Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2017, the Board contributed \$7,056 (2016 – \$6,920) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

**Employee Future Benefits:**

**(i) Retirement Gratuities**

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days and years of service at August 31, 2012. During 2015-16, OSSTF, ETFO, CUPE, and Non-Union Groups reached agreements at the local and central level, which included a voluntary retirement gratuity early payout provision. This resulted in the board's employee future benefit liability decreasing by \$11,835 in the prior year.

**(ii) Retirement Life Insurance and Health Care Benefits**

The Board continues to provide life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age; the retired members are required to pay 100% of the costs. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. Effective September 1, 2013, employees retiring on or after this date, will no longer qualify for board subsidized premiums or contributions.

**(iii) Workplace Safety and Insurance Board Plan Obligations**

The Board is a Schedule 2 employer under the *Ontario Workplace Safety and Insurance Act*, and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

School boards are required to provide salary top-up to a maximum of 4 ½ years for employees receiving payments from the Workplace Safety and Insurance Board, where collective agreements negotiated prior to 2012 included such a provision.

**(iv) Long-Term Disability Life Insurance and Health Care Benefits**

The Board provides life insurance, dental and health care benefits to employees on long-term disability leave who are not yet members of an ELHT. The employees are required to pay 100% of the premium costs. The Board provides these benefits through an unfunded defined benefit plan. The benefits costs and liabilities related to this plan are included in the Board's consolidated financial statements.

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
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**6. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (continued)**

**(v) Sick Leave Top-Up Benefits**

A maximum of eleven unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit cost expensed in the financial statements are \$129 (2016 - \$355).

The accrued benefit obligation for the sick leave top-up is based on an actuarial valuation for accounting purposes as of August 31, 2017. This actuarial valuation is based on assumptions about future events.

**Actuarial Assumptions**

The accrued benefit obligations for long-term disability life insurance and health care benefit plans as at August 31, 2017 are based on actuarial valuations for accounting purposes as at August 31, 2017. These valuations take into account the plan changes outlined above and the economic assumptions used in these valuations are the Board's best estimates of expected rates of:

	<b>2017</b>	<b>2016</b>
Inflation	1.5%	2.05%
Wage and Salary Escalation	0%	0%
Health Care Cost Escalation	8.0% decreasing by ¼% each year to 4.0%	8.25% decreasing by ¼% each year to 4.0%
Dental Cost Escalation	4.0% decreasing by ¼% each year to 3.0%	4.25% decreasing by ¼% each year to 3.0%
Discount on Accrued Benefit Obligations	2.55%	2.05%

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**7. NET LONG TERM DEBT**

The net long-term liabilities reported on the Consolidated Statement of Financial Position of \$142,792 consists of loans of \$141,542 (2016 – \$146,507) and Capital Lease \$1,250 (2016 - \$1,544). The debentures have a retractable feature, exercisable on specific dates only, at the option of the debenture holders. Details of the net long-term debt are as follows:

	<b>2017</b>	<b>2016</b>
Ontario Financing Authority Loan due Nov 15, 2031, 4.56%	8,105	8,493
Ontario Financing Authority Loan due Mar 3, 2033, 4.90%	25,356	26,400
Ontario Financing Authority Loan due Mar 13, 2034, 5.062%	9,293	9,636
Ontario Financing Authority Loan due Apr 13, 2035, 5.232%	20,231	20,900
Ontario Financing Authority Loan due Mar 11, 2036, 4.833%	9,107	9,399
Ontario Financing Authority Loan due Nov 15, 2036, 3.970%	10,659	11,015
Ontario Financing Authority Loan due Mar 9, 2037, 3.564%	16,375	16,935
Ontario Financing Authority Loan due Mar 19, 2038, 3.799%	40,954	42,224
Ontario Financing Authority Loan due Mar 11, 2039, 4.003%	1,463	1,505
Capital Lease Matures, June 1, 2019	281	412
Capital Lease Matures, August 24, 2022	496	578
Capital Lease Matures, April 18, 2022	472	554
	<b>\$ 142,792</b>	<b>\$ 148,051</b>

The principal and interest payments required in each of the next five fiscal years and thereafter in respect of the outstanding net long-term debt are as follows:

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2018	5,502	6,146	11,648
2019	5,745	5,914	11,659
2020	5,861	5,671	11,532
2021	6,129	5,418	11,547
2022	6,369	5,152	11,521
Thereafter	113,186	37,567	150,753
<b>Total</b>	<b>\$ 142,792</b>	<b>\$ 65,868</b>	<b>\$ 208,660</b>



**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD**  
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**8. DEBT CHARGES**

The expenditure for debt charges and capital leases includes principal and interest payments made on debentures and capital leases as follows:

	2017	2016
Principal payments on debentures and capital leases	\$ 5,258	\$ 5,655
Interest payment on debentures and capital leases	6,367	6,640
<b>Total</b>	<b>\$ 11,625</b>	<b>\$ 12,295</b>

**9. EXPENDITURES BY OBJECT**

The following is a summary of the expenses reported on the Consolidated Statement of Operations by object:

	2017 Budget note 1(l)	2017 Actual	2016 Actual
<b>Current Expenditures:</b>			
Salary and Wages	\$ 397,967	\$ 410,318	\$ 406,642
Employee Benefits	61,593	67,539	59,704
Staff Development	3,618	1,566	1,467
Supplies and Services	38,404	36,927	37,366
Interest Charges on Capital	6,367	6,281	6,594
Rental Expenditures	1,187	2,586	2,367
Fees & Contractual Services	21,012	23,420	23,513
Other	3,859	2,634	2,831
Amortization of Tangible Capital Assets and Loss on Disposal	33,957	32,363	34,626
School Funded Activities	10,548	11,281	11,077
<b>Total</b>	<b>\$ 578,512</b>	<b>\$ 594,915</b>	<b>\$ 586,187</b>

**10. TANGIBLE CAPITAL ASSETS**

**(a) Assets Under Construction**

Assets under construction having a value of \$ 7,770 (2016 - \$ 11,176) have not been amortized. Amortization of these assets will commence when the asset is put into service.

**(b) Write-down of Tangible Capital Assets**

There were no write-downs of tangible capital assets during the year (2016 – Nil).

**(c) Asset Inventories for Resale (Assets Permanently Removed from Service)**

There were no assets inventoried for resale or assets permanently removed from service during the year (2016 – Nil).

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**10. TANGIBLE CAPITAL ASSETS (continued):**

**Year ended August 31, 2017**

	Cost (in 000's)				Accumulated Amortization (in 000's)						
	Balance at August 31, 2016	Additions, transfers and adjustments	Disposals and Write Offs	Transfers to-from CIP	Balance at August 31, 2017	Balance at August 31, 2016	Amortization and adjustment	Disposals and Write Offs	Balance at August 31, 2017	Net Book Value August 31, 2017	Net Book Value August 31, 2016
Land	\$ 54,010	\$ 20,290	\$ (78)	\$ -	\$ 74,222	\$ -	\$ -	\$ -	\$ -	\$ 74,222	\$ 54,010
Land Improvements	8,929	3,397	-	-	12,326	2,174	826	-	3,000	9,326	6,755
Buildings	825,459	28,638	(2,045)	9,539	861,591	334,817	26,820	(1,300)	360,337	501,254	490,642
Portable Structures	6,580	722	(288)	-	7,014	3,623	314	(288)	3,649	3,365	2,957
Furniture and Equipment	11,247	613	(886)	-	10,974	6,015	1,049	(886)	6,178	4,796	5,232
Computer Hardware and Software	12,567	379	(932)	-	12,014	7,138	2,169	(931)	8,376	3,638	5,429
Vehicles	255	-	(104)	-	151	227	15	(104)	138	13	28
Construction in Progress	11,176	6,133	-	(9,539)	7,770	-	-	-	-	7,770	11,176
Leasehold Improvements	2,306	-	-	-	2,306	1,178	260	-	1,438	868	1,128
Capital Leased Assets	1,324	-	-	-	1,324	66	164	-	230	1,094	1,258
	\$ 933,853	\$ 60,172	\$ (4,333)	\$ -	\$ 989,692	\$ 355,238	\$ 31,617	\$ (3,509)	\$ 383,346	\$ 606,346	\$ 578,615

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
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**11. ACCUMULATED SURPLUS**

	<b>2017</b>	<b>2016</b>
Unappropriated	\$ 9,546	\$ 8,109
Amounts Restricted for Future Use of the Board		
School Budgets	626	635
Computer Technology	881	881
Board Initiatives	1,468	1,168
Cafeteria Equipment Replacement	82	139
Amounts Restricted for Capital Construction		
Administrative Building	16,187	16,608
Available for Compliance	28,790	27,540
Amounts to be Recovered		
Employee Future Benefits	(30,863)	(34,255)
Interest Accrual	(2,063)	(2,149)
Other		
School Generated Funds	4,017	4,341
Revenues Recognized for Land	46,667	42,665
<b>Balance at August 31, 2017</b>	<b>\$ 46,548</b>	<b>\$ 38,142</b>

**12. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)**

The Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures the Board for general public liability, property damage and vehicles. The membership period is for five years, ending December 31, 2021.

**13. CONTINGENT LIABILITIES**

The Board has been named in personal injury and property damage claims. The amounts specified in the claims are within the Board's insurance coverage. The Board, as well as its insurers, has instructed legal counsel to act on behalf of the Board to defend against these claims. No provision has been made in the financial statements for these claims.

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
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**14. COMMITMENTS**

The Board has outstanding contractual obligations at August 31, 2017 of approximately \$35,578 (2016 - \$17,377), for the construction of new schools and for other capital projects.

The Board has long-term lease commitments with various expiry dates. The minimum payments are as follows:

2018	\$ 2,398
2019	2,000
2020	1,225
2021	1,158
2022	460
Thereafter	-
<b>Total</b>	<b>\$ 7,241</b>

**15. PARTNERSHIP IN HAMILTON-WENTWORTH STUDENT TRANSPORTATION SERVICES, A TRANSPORTATION CONSORTIUM**

On April 1, 2009, the Board entered into an agreement with the Hamilton-Wentworth Catholic District School Board in order to provide common administration of student transportation in the Region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the Boards. Under the agreement, decisions related to the financial and operating activities of Hamilton-Wentworth Student Transportation Services are shared. No partner is in a position to exercise unilateral control.

This entity is proportionately consolidated in the Board's consolidated financial statements to reflect the Board's portion of costs incurred. Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

The Hamilton-Wentworth District School Board does not control any assets of the Hamilton-Wentworth Student Transportation Services. The Board has recorded its share of revenue and expenses in the Consolidated Statement of Operations.

**16. REPAYMENT OF "55 SCHOOL BOARD TRUST" FUNDING**

On June 1, 2003, the Board received \$16,675 from The 55 School Board Trust for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The 55 School Board Trust was created to re-finance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, The 55 School Board Trust repaid the Board's debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

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

**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: November 20, 2017

From: Standing Committee

Date of Meeting: November 13, 2017

The committee held a meeting from 7:52 p.m. to 8:35 p.m. on November 13, 2017 at 20 Education Court, Hamilton, ON, in Trustee Board Room with Trustee Jeff Beattie presiding.

Members present were: Trustees Jeff Beattie, Christine Bingham, Dawn Danko, Penny Deathe, Alex Johnstone, Ray Mulholland, Wes Hicks, Larry Pattison, Greg Van Geffen and Todd White. Student Trustees Ruby Hye.

Regrets were received from Trustee Kathy Archer and Student Trustee Morghen Jael.

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**1. Approval of Agenda**

On the motion of Trustee Van Geffen, seconded by Trustee Johnstone, the Standing Committee **RECOMMENDS** that the agenda be approved.

**CARRIED UNANIMOUSLY**

Student Trustees Ruby Hye and Morghen Jael voted in favour

**2. Declarations of Conflict of Interest**

None.

**Report from Staff****3. Transportation Consortium Report**

Staff presented the Transportation Consortium Report. The 2017-2018 school year was the ninth start-up for HWSTS. The report provided a preliminary overview of the student transportation solution for the 2017-18 school year and the associated impact to both consortium member Boards. The biggest challenge for the start of this school year was the bus driver shortage which impacted multiple school Boards/Consortiums within southern Ontario. As a result of this shortage, multiple schools experienced service issues relating to late buses/delays.

Staff shared that there were less enquiries this year than last year including the number of French Immersion enquiries. There was concern that not all of the late bus arrivals were posted on the web site. Staff shared that David Collie, General Manager of HWSTS, was diligent in addressing the issue as soon as it was brought to his attention. There was a discussion of the possibility of changes in bell time and the consideration of not just shared routes but shared runs as well. The Chair shared that the HWSTS Governance Committee has been conducting efficiency studies of bell times and shared runs which will result in fewer buses on the road and will address the bus driver shortage. This information will be coming back to Trustees in March/April 2018 as an update.

The Standing Committee received the Transportation Consortium report.

Respectfully submitted,  
Jeff Beattie, Chair of the Committee