

WEDNESDAY, JANUARY 18, 2023

Public Session: 5:30 p.m.

AGENDA

A. CALL TO ORDER

S. Barnett

B. APPROVAL OF AGENDA

S. Barnett

**C. NIAGARA STUDENT TRANSPORTATION SERVICES:
2022-23 ANNUAL PLAN**

S. Veld

D. 2022-23 FIRST INTERIM FINANCIAL REPORT

S. Veld / N. Westlake

E. SUMMARY OF ACCOUNTS

N. Westlake

F. SUMMARY OF AWARD OF CONTRACTS

S. Veld

G. NEXT MEETING: Wednesday, April 19, 2023 at 5:30 p.m.

H. ADJOURNMENT

Niagara Student Transportation Services – 2022-23 Annual Plan

Wednesday, January 18, 2023

BACKGROUND

At the annual meeting of the Board of Directors for Niagara Student Transportation Services (NSTS), the NSTS 2022-23 Annual Plan was presented. Attached is the plan for your information.

APPENDED DATA

A. NSTS 2022-23 Annual Plan, January 2023

RECOMMENDED MOTION

“That the Niagara Student Transportation Services 2022-23 Annual Plan be received for information.”

Respectfully submitted by:

Stacy Veld, Superintendent of Business Services and Treasurer

January 18, 2023

For further information, please contact Stacy Veld, Superintendent of Business Services and Treasurer.

NSTS.ca



NIAGARA STUDENT TRANSPORTATION SERVICES
2022-2023 ANNUAL PLAN
January 2023

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NIAGARA STUDENT TRANSPORTATION SERVICES

Who Are We?

Niagara Student Transportation Services (NSTS) is a consortium between the District School Board of Niagara and the Niagara Catholic District School Board.

NSTS was established in 2007 and is incorporated as a not-for-profit organization.

Mission Statement:

NSTS is committed to student success by providing safe, effective and efficient transportation services to the learners of Niagara!

2022-23 BOARD OF DIRECTORS

Warren Hoshizaki
President

Camillo Cipriano
Vice-President

Stacy Veld
Director/Chairperson Management
Advisory Committee

Giancarlo Vetrone
Director/Vice-Chairperson Management
Advisory Committee

Simon Hancox
Director

Pat Rocco
Director

OFFICER

Sarb Sandhu
Executive Director
Secretary to the Board



EXECUTIVE DIRECTOR MESSAGE

In the 2021 – 2022 school year, Niagara Student Transportation Services (NSTS) celebrated its 15-year anniversary (March 2022). NSTS remains in a strong position to meet the challenges of the future and fulfill our mandate of providing safe, effective and efficient transportation services to the students of Niagara.

NSTS has faced many challenges over the last 15 years and as we look to the future, we know that driver shortages, staff retirements and contract procurement will all be impactful. NSTS continues to implement initiatives and explore innovative solutions to develop stability and business continuity.

The team continues to be focused and with their specialized expertise and skills they are able to innovate and deliver consistent results in an ever-evolving student transportation sector. We continue to build a community and learning culture by promoting collaboration, collective knowledge sharing and better awareness through feedback. The team's collective commitment to continuously improve is one of its greatest strengths.

I welcomed Mark Doyle as the Assistant Director effective February 7, 2022. Mark's leadership and understanding of passenger transportation and contracts will benefit student transportation professionals in Niagara for years to come.

As I reflect on the year, I know it hasn't been easy adjusting to change and processing what we have collectively been through during the pandemic and transition at NSTS. Despite it all, we prevailed and safely connected students to education, which for me is the most important part of what we do. It is a group effort and one that could not be possible without the amazing people we have at NSTS.

S Sandhu

KEY CONSORTIUM MILESTONES

School Year	Milestone Achievement
2006-07	DSBN and Niagara Catholic signed Consortium Agreement to form NSTS and filed as a corporation under the Corporations Act of Ontario.
2007-08	Integrated the student database of both school boards for transportation planning purposes to start planning as a single entity.
2008-09	First school year operating as a single entity with staff serving students of both school boards in specific geographic areas.
2009-10	Implement harmonized policies and administrative procedures for both school boards and ranked Moderate-High on first Effectiveness & Efficiency Review.
2010-11	Implemented new planning and routing software by Georef to support enhanced data management, route planning and secure web portals.
2011-12	Implemented competitive procurement in West Niagara , harmonized all service offerings and implemented major efficiency projects across Niagara.
2012-13	Achieved High rating on Effectiveness & Efficiency Review.
2013-14	Achieved full compliance to BPS Procurement Directive, equipped 100% of vehicles with GPS.
2014-15	Modernized First Ride program for students new to the bus and for students with individualized transportation needs.
2015-16	Implemented Intertrain in presentations for school bus safety and behaviour management program in schools.
2016-17	Office moved to St. Vincent de Paul Catholic Elementary School and commenced initiatives to support driver recruitment and retention.
2017-18	Added two new staff positions to recognize increasing demands on resources from alternative education, special programs and driver shortage challenges.
2018-19	Hosted first Niagara School Bus Professionals event and negotiated contract solutions to improve driver recruitment and retention.
2019-20	Implemented extended contracts on 70% of routes, camera program on 25% of routes and experienced service disruption due to COVID-19.
2020-21	Implemented competitive procurement on 30% of routes, modified services to respond to COVID-19, and business continuity measures, including SaaS, and added new position to support Executive Director.
2021-22	Seamless transition of the organization to a new leadership team with focus on business results, continuity and building on key stakeholder relationships. Collaborated with Bus Operators to ensure all school buses were compliant with new Eight Lamp Amber-Red

ORGANIZATIONAL OVERVIEW

Mission

NSTS is committed to student success by providing safe, effective and efficient transportation services to the learners of Niagara!

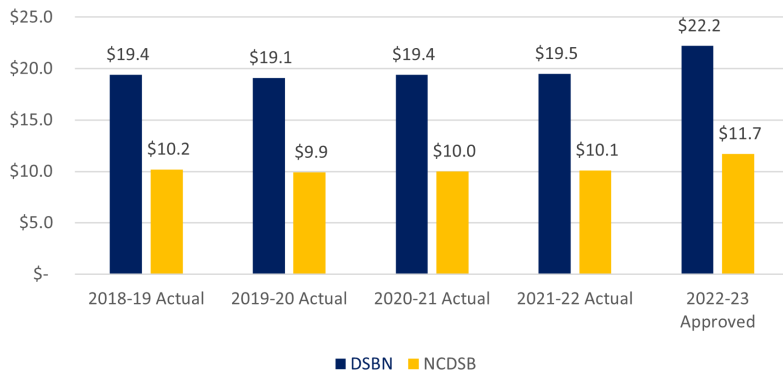
Scope & Financials

In the 2022-23 school year, there are 35,703 students eligible for transportation and 33,112 students transported with projected expenditures of \$33.8 million. Not all eligible students are riding the bus, 2,641 are attending virtual school or Opted-Out of transportation.

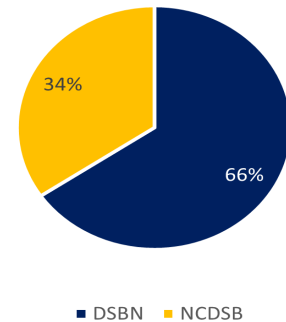
Both school boards are projected to have expenditures equal to student transportation Grants for Student Needs (GSN).

In the 2022-23 school year, the cost per student transported for DSBN is projected to be \$1,087 and for Niagara Catholic \$919. For historical context, the following charts represent the previous five years:

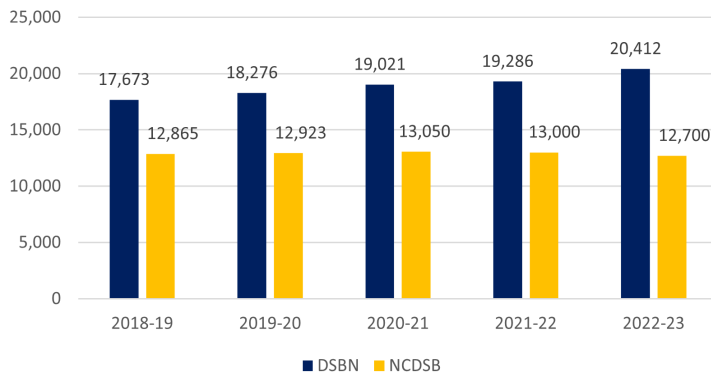
Transportation Expenditure by Board



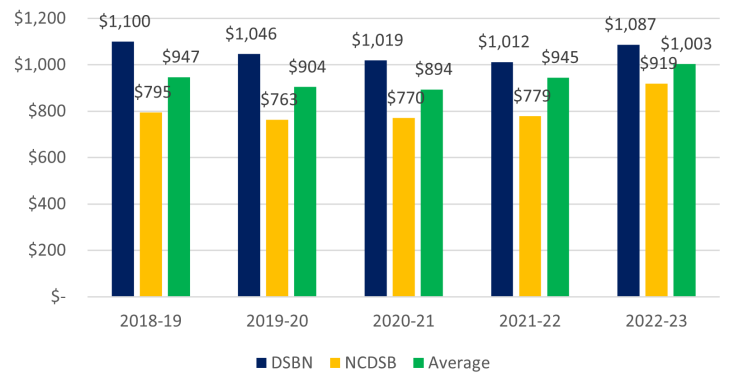
Approved Budget per Board
Total \$33,860,445.00

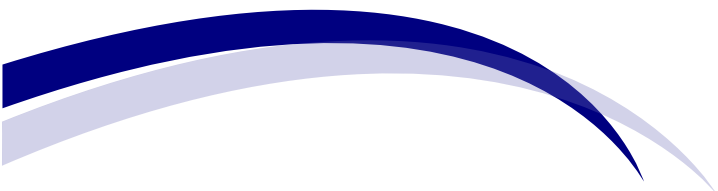


Number of Students Transported



Cost Per Student Transported



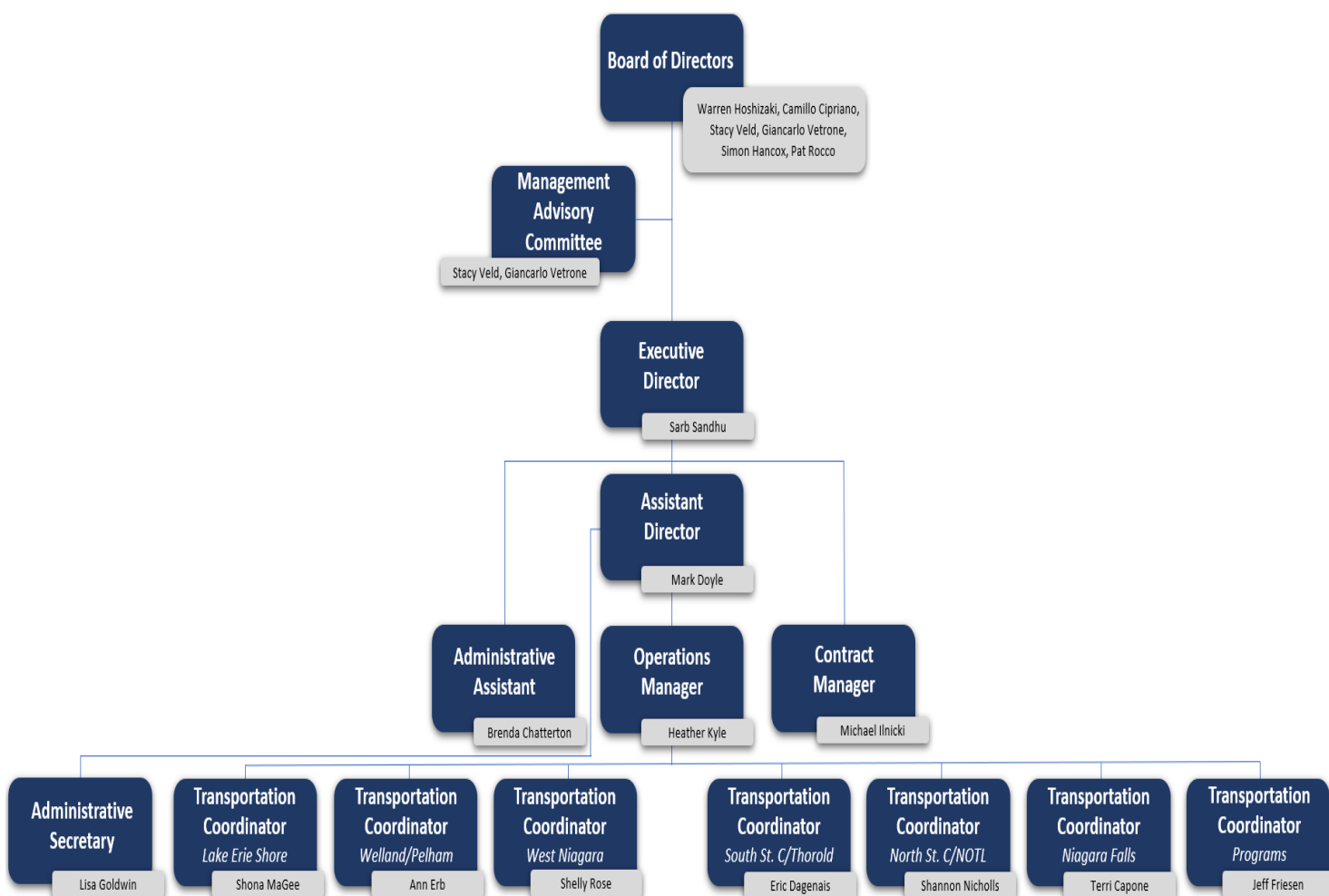


ORGANIZATIONAL OVERVIEW CONTINUED

Organizational Structure

The Board of Directors has three representatives appointed from each member school board for a total of six (6) Directors and the 2022-23 Directors are listed on Page 3. The Management Advisory Committee is comprised of the Superintendent of Business from each of the school boards.

There are thirteen (13) staff positions at NSTS. The Executive Director reports to the Board of Directors through the Management Advisory Committee and serves as the Secretary to the Board. All staff report to the Executive Director and the chart below shows the 2022-23 positions and staff:

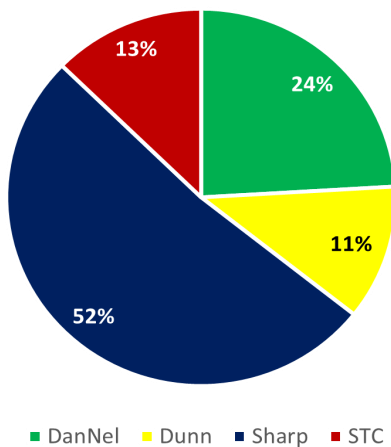


ORGANIZATIONAL OVERVIEW CONTINUED

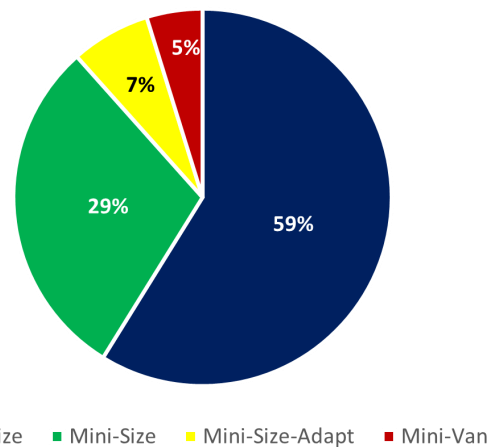
Service Providers

NSTS holds the contracts directly with the service providers on behalf of member school boards. Contracts on 70% of bus routes are stable until August 2024 and on 30% of bus routes until August 2030. In the 2022-23 school year, there are 548 school bus routes.

Bus Route Share by Operator



Bus Routes by Size of Vehicle



Driver Demographic & Years of Services

Since the 2019-20 school year, both the implementation of competitive procurement results on 30% of routes and the pandemic has impacted the driver demographic and years of service. The average number of years of driving with our Operators is 5.84 years. NSTS continues to work with service providers on driver recruitment and retention strategies.

Years of Driving Experience	
Less than one year	19%
1-2 years	20%
3-9 years	40%
10-14 years	14%
15-19 years	2%
20-24 years	2%
25-39 years	2%
40 years or more	1%

ORGANIZATIONAL OVERVIEW CONTINUED

Consortium Driver Investment

It is important to consider the effectiveness of the driver recruitment and retention programs implemented over the last few years and future pressures on student transportation to make the appropriate investments.

- Continue school parking program, School Bus Times newsletter, School Bus Professional Appreciation Day, annual professional development event held by NSTS and other consortium initiatives that communicates value of drivers and monitors that reinforces that the school bus is an extension of the classroom.
- Support service providers' financial investment in enhanced recruitment and retention efforts, beyond technical and financial proposals in competitive procurement. Enhancement expenditures may include additional P.R.I.D.E. driver trainers, training on Saturdays incurring overtime costs and implementing a sitting spare driver payment strategy for income certainty for spare drivers to retain these critical staff positions.
- Demographic of drivers continues to include retirees from full-time work and young parents. Ongoing consideration needs to be given to the impact of minimum wage increases, daycare changes, route changes and options for additional work.
- A multi-pronged driver recruitment campaign to raise public awareness and attract new school bus professionals to the industry.



INCLEMENT WEATHER CANCELLATIONS

	Schools	Transportation
2010-11	1	1
2011-12	0	0
2012-13	1	1
2013-14	0	3
2014-15	1	2
2015-16	0	2
2016-17	0	0
2017-18	1	1
2018-19	3	9
2019-20	0	1
2020-21	1	1
2021-22	2	5



ORGANIZATIONAL OVERVIEW CONTINUED

Technology Deployed

- Georef's BusPlanner suite of products is deployed for planning and managing student transportation, including secure web portals and Software as a Service (SaaS) hosting and technical support.
- All school buses are equipped with GPS (Zonar, Synovia).
- Twenty-five (25%) of vehicles are equipped with internal-facing and external-facing cameras (Gatekeeper).

Administrative Support

- Both school boards provide financial services and procurement support, and other fee for service support, under SLA. Specific to DSBN SLA also includes human resources, payroll and benefit administration and IT services and Niagara Catholic's SLA includes office lease, custodial services and phone service.
- DSBN Casual Secretary List, AnswerPlus and Interlock Issue Tracker provide support during back-to-school or other times of staff resource constraint.
- Insurance is purchased through OSBIE.

Community Partners

- Niagara Region Public Health is the primary partner for Active School Travel (AST) programs, and the AST network includes all twelve (12) municipalities, Niagara's crossing guard committee, Safety Village, Heart Niagara and Niagara Regional Police Services.
- Niagara Regional Police Services is the primary partner in the external-facing video camera program.
- NSTS is a member of Niagara's geospatial group with reciprocal data sharing for local GIS-related data.
- Intertrain provides school bus student safety training in schools featuring Buster the Bus for Kindergarten to Grade 3 and Grades 4 to 8, including videos that are available on the NSTS website. These contracted services are through OECM, and in addition Intertrain has developed videos that are available on the NSTS website to support the First Ride program featuring Buzzy the Bee and a pedestrian safety program featuring Blue the Butterfly.



2022-23 PRIORITIES

2022-23 Key Objectives:

The 2022-23 school year is another crucial year for the Consortium as NSTS prepares for its 16th year anniversary and the challenges as we look to the future. We know that driver shortages, staff retirements and contract procurement will all be impactful. NSTS continues to implement initiatives and explore innovative solutions to develop stability and business continuity.

Key objectives include:

1. Driver recruitment and retention to alleviate service impacts from route and spare driver shortages;
2. Foster a community and learning culture by promoting collaboration, cross training, and collective knowledge sharing. Document procedures to help with future onboarding and avoid knowledge silos.
3. Contract activities on 70% of routes for procurement of contracts expiring August 2024. Consider extending contracts to not enter final year of contract for stability for drivers and planning. Consider cost pressures, new technology, new procedures to inform contract terms and conditions.

Immediate and Ongoing Priorities:

- Monitor route driver and spare driver staffing levels, take action to collapse or re-assign routes as required to support on-time service performance.
- Respond to inquiries from the Ministry of Education on routing simulation (Dec 2022), for funding decisions impacting the 2023-24 school year and monitor ongoing communications to further inform local policy and operational decisions.
- Align resources and processes to support staff, school and family communication to effectively respond to increased students eligible for transportation due to growth, alleviate capacity pressures on buses and to respond to driver and vehicle concerns.
- Update and align documentation for governance and staff to reflect current practices of the Consortium, including Consortium Agreement and consortium procedures.



2022-23 PRIORITIES CONTINUED

(N) is New Priority specific to the 2022-23 school year

(A) is an Annual Priority

January to March Priorities:

- (A) Commence planning for 2023-24 school year focused on capacity planning for increasing enrolment and transportation eligibility, and forecast new vehicles and drivers by March 31 to service providers.
- (A) While planning for the 2023-24 school year, determine if bell time efficiencies can offset new vehicle and driver requirements, to reduce strain on limited resources and engage the Management Advisory Committee in 2022-23 plans and preliminary budget.
- (A) Reconcile year-to-date fuel escalation contractual requirement and funding provision.
- (A) Engage staff in annual appraisal and development plan process.
- (A) Project impact of CPI increase for equivalent contractual terms increase and Ontario minimum wage potential impact on driver recruitment and retention to engage Management Advisory Committee in planning for 2023-24 financial and contractual decisions.
- (A) Plan Active School Travel (AST) Spring in to Spring campaign for pedestrian safety training.
- (N) Align staff areas to alleviate capacity pressures of growth areas on specific Area Transportation Coordinators.
- (A) Opt-In process for those eligible for transportation.
- (A) Develop communications plan to more effectively communicate with schools and families for back-to-school for the 2023-24 school year.
- (N) Monitor Niagara Catholic phone system procurement for implementation timelines for the Consortium and facilitate training for staff.

2022-23 PRIORITIES CONTINUED

April to June Priorities:

- (A) Complete March 31 year-end financial process and project total expenditures to financial year-end August 31, 2023 to report to Management Advisory Committee.
- (A) Complete consultation for 2023-2024 bell time changes and finalize budget submission to each school board.
- (A) Hold 2023-24 planning meetings with planning departments on enrolment projections and special education consultants of both school boards to validate planning assumptions.
- (A) Execute Active School Travel (AST) Spring in to Spring campaign for pedestrian safety training.
- (A) Plan following school year Consortium driver engagement activities with newsletters, PD Event and additional learnings to support recruitment and retention.
- (A) Review school board process and timelines for new school year pre-registration and registration process and align resources accordingly.
- (A) Monitor Grants for Student Needs (GSN) funding for student transportation to determine how new formula impacts local school boards and present to Management Advisory Committee.
- (A) Review and redesign processes and communication tools for schools and families to reduce demands on staff during back to school.
- (A) Develop school secretary and administrator training program, and establish training and/or meeting attendance, to ensure schools are prepared to be the first line of communication with families.
- (A) Review alternate programs and sites with Management Advisory Committee for future student transportation delivery options including aligning resources and budget.
- (A) Review leading practices for hazard designation procedures, adopt and apply leading practices to all schools to reset eligibility by hazard designation.
- (N) Review video camera program expansion and greater level of automation and present to Management Advisory Committee.

2022-23 PRIORITIES CONTINUED

July to December Year-End Priorities:

- (A) Reconcile year-to-date fuel escalation contractual requirement and funding provision.
- (A) Complete documentation on contract compliance and performance management, and key performance and achievement reporting, to prepare for Annual Report once financials are complete.
- (A) Reconcile other grant expenditures for reporting to school boards, including student rider safety programs.
- (A) Negotiate any new or relevant contract addenda for service providers related to new/changed expectations for the new school year.
- (A) Complete August 31 year-end financials.
- (A) Prepare and complete 2022-23 year-end financial audit, aim for week prior to or after Thanksgiving to have draft financial statements to school boards by October 31.
- (A) Complete 2022-23 Annual Report for Annual General Meeting.
- (A) Complete 2022-23 Ministry Survey for Student Transportation

2022-23 PRIORITIES CONTINUED

Advancing Active School Travel

In 2018, NSTS and our partner in Active School Travel, Niagara Region Public Health, received a \$100K grant over two-years from Green Communities Canada through Ontario Active School Travel.

This grant:

- Supported 26 elementary schools participate in safe and active walking and wheeling programs.
- Participated in walk to school events, focused on feature events in Walktober and Spring into Spring.
- Built school support team for Active School Travel between NSTS Transportation Coordinators and the School Nurses.
- Piloted a Walking School Bus Program led by school bus drivers focused on pedestrian training and school community awareness.
- Work with school boards to manufacture, distribute and install 25 bicycle racks at elementary schools.
- Funded the development of a video by Heart Niagara to provide cycling skills consistent with Bike Rodeo training provided in schools.
- Developed Blue the Butterfly character and pedestrian safety video to support Kindergarten to Grade 3 skills for safe and active school travel. This was the catalyst for the development of an accompanying toolkit for in-school student training.
- Provided funds and in kind support to the City of Niagara Falls and Town of Fort Erie to develop an in school program delivered by crossing guards.

ACTIVE SCHOOL TRAVEL

The goal of Active School Travel is to reduce barriers, whether real or perceived, to students walking or wheeling to and from school.

This is achieved by working with school board, municipal and community partners for better infrastructure and enhancing student skills through education and walk to school events to practice these skills.

The result is reduced traffic congestion and improved safety in school zones and improving student health and well-being by using active school travel to and from school.



CAST OF SAFETY CHARACTERS

BUZZY THE BEE

Teaches the First Ride Program to Kindergarten students and their families.

BUSTER THE BUS

Teaches Kindergarten to Grade 3 students school bus safety and behaviour expectations.

BLUE THE BUTTERFLY

Teaches Kindergarten to Grade 3 students pedestrian safety skills.



2022-23 PRIORITIES CONTINUED

Advancing Student Safety Programs

Current Programs:

- Intertrain (in school/online) school bus safety and student behaviour expectation training with two age appropriate presentations for Kindergarten to Grade 3 and Grades 4 to 8.
- Online videos for First Ride for new Kindergarten students to the bus, and school bus safety for Grades 1 to 3 and Grades 4 to 8.
- First Ride Program for students with specialized transportation needs as required throughout the school year.
- Online video for Kindergarten to Grade 3 pedestrian safety training, and pilot project for in person training in Niagara Falls and Fort Erie.
- Grade 2 Safety Village transportation provided for curriculum delivered by police officer for school bus safety, pedestrian safety and cycling safety.

Opportunity to Improve Programs:

- Opportunity to expand so that each bus company holds a First Ride event, one in St. Catharines, Niagara Falls, Welland, Fort Erie and Grimsby/ Lincoln in addition to being available for schools to book in the Spring.
- Evacuation training is available for schools to book to be delivered by bus company. Opportunity to add practice evacuation to Intertrain's presentation and engage bus drivers in training.
- Pedestrian Safety training in school pilot program offered in Niagara Falls and Fort Erie has the potential to be expanded to all municipalities and delivered by crossing guard and/or a condensed version provided by NSTS to school teachers or senior students for train the trainer.

2023-24 & BEYOND PRIORITIES

July to September Priorities:

- (A) Open portal to service providers, obtain trial run feedback to update routes, monitor frequently driver and rider status to cover routes with spares to cover absence and track vehicle assignments to ensure requested vehicle available for each route.
- (A) Update website as appropriate, communications to parents for preliminary transportation arrangements, open secure web portals and prepare school communication for their return.
- (A) Commit mode of delivery and details to deliver First Ride programs at the end of August for back to school.
- (A) Plan International Walk to School, Walktober, activities with community partner for promotion at schools.

October to December Priorities:

- (A) Reconcile and prepare 2023-24 revised budget estimates for both school boards.
- (A) Execute International Walk to School activities with community partners and schools.
- (A) Commence planning for the 2024-25 school year, including outcome of contract activities on 70% of routes.
- (N) Policy review to respond to new Ministry of Education student transportation funding formula and policy standardization, or commit to existing policies and find offsetting efficiencies if deficit to funding.

2023-24 & BEYOND PRIORITIES CONTINUED

Note: *Reference 2022-23 Priorities for key annual timelines and set remaining 2024-25 priorities based on contract, policy decisions and learnings from back to school.*

2024-25 Priorities:

- Implement new policy or offsetting efficiencies to new funding formula.

Technology Considerations:

- Parent delay notification via text message or Mobile App.
- Mobile tablet on bus for driver route by route direction and ridership attendance tracking.
- Video camera program expansion and greater level of automation.
- Electric and alternate fuel source school buses.

Staffing Considerations:

- Prepare for staff retirements with specific attention to updating all standard operating procedure documentation for new staff training.
- Implement secondment agreements for clear employment terms and conditions of consortium staff employed by DSBN.
- Consider University of Guelph Pupil Transportation Certificate course and School Board Administration Diploma programs for staff development and succession planning
- Continued OASBO Transportation Committee membership and active participation, specifically engagement in Leading Practice Sub-Committee adds tremendous value.



NIAGARA STUDENT TRANSPORTATION SERVICES

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2022-23 First Interim Financial Report

Wednesday, January 18, 2023

BACKGROUND

Annually, school boards are required to submit revised budget estimates to the Ministry of Education. The revised estimates update the annual projected enrolment to reflect preliminary actual October 31st enrolment and the corresponding changes to provincial grants and updates for other significant changes in revenues and expenditures. The First Interim Financial Report for 2022-23 is based on the revised estimates submitted to the Ministry.

The DSBN uses the Ministry of Education's prescribed format for interim financial reporting. The report format provides a comparison of year-to-date actual revenue and expenditures to the prior year, explains key variances from budget, and forms a conclusion as to the projected surplus or deficit for the year.

New to the Interim Report is a capital spending summary (Appendix C). This report is intended to provide updates of capital spending and projected spending to the capital plan approved in May. The columns under the Planned Capital Projects reflect what was approved in the DSBN's Multi-Year Capital Plan and by the Ministry of Education. The schedule provides updated project costs from approval and includes any potential changes that we are monitoring.

SIGNIFICANT CHANGES TO BUDGET

The significant changes reflected in the attached First Interim Financial Report are as follows:

1. Based on preliminary October 31, 2022 actual enrolment, total projected enrolment for the year is above budget by 304 ADE or 0.8%, with elementary enrolment projecting above budget by 318 ADE and secondary enrolment projecting slightly below budget by 14 ADE.
2. After the approval of the budget, the Ministry of Education announced additional funds for Partnership and Priority Funds (PPF) grants. Revised estimates include an increase to revenue and expenditures of \$2.26M. The funding details are included in Appendix B.
3. Other revenue has increased by \$2.4M to reflect increases in investment rates and increased investment income.
4. A decrease in funding for the Teacher Qualifications and Experience grant was expected based on the number of teacher retirements and resignations at the top level of the qualifications and experience grid versus the average salary of a newly hired teacher. Expenditures have also been updated to reflect cost savings for the change in the average teacher salary.
5. As the DSBN continues to see delays in capital project work, recognition of funding to support the expenditures have been reduced by \$2.65M in both the deferred capital contributions revenue and amortization expense to align with updated timelines of expenditures.

FINANCE COMMITTEE

Wednesday, January 18, 2023

6. An increase in revenue and expenditures of \$679,000 has been included in this Interim Report to reflect available funding carried forward from the prior year, to fund \$479,000 in Secondary Specialist High Skills Major consumable expenditures which include but not limited to: manufacturing supplies; construction supplies; groceries for hospitality and tourism; hairstyling supplies; horticulture consumables; electricity supplies; and health care consumables. These funds were also used to purchase \$200,000 in Elementary Robotics.
7. The Interim Financial Report projects to use \$4.0M of accumulated surplus to balance the budget. This preliminary projection is based on actual spending to October 31, 2022, which represents only two months of our fiscal year. Updated projections of the 2022-23 activity will be provided at both the April and June 2023 Finance Committee meetings.
8. The capital plan indicates the potential for increased costs related to West Niagara Secondary School. As the construction continues, we have been mitigating all potential increases from the sub-contractors and are currently on budget. We will continue to monitor this closely and have advised the Ministry of Education.

APPENDED DATA

1. 2022-23 First Interim Financial Report for the Period Ending October 31, 2022.

RECOMMENDED MOTION

“That the 2022-23 First Interim Financial Report be received.”

Respectfully submitted by:

Stacy Veld, Superintendent of Business Services and Treasurer
Nicky Westlake, Controller of Finance

January 18, 2023

For further information, please contact Stacy Veld, Superintendent of Business Services and Treasurer.

**District School Board of Niagara
2022-23 Interim Financial Report - Summary
For the Period Ending October 31, 2022**

Summary of Financial Results (in thousands)

	Budget	Projection	In-Year Change	
	\$	\$	\$	%
Grants and Other Revenue				
Grants for Student Needs	524,901	525,817	916	0.2
Other	9,232	15,309	6,077	65.8
Total Grants and Other Revenue	534,133	541,126	6,993	1.3
Operating and Other Expenditures				
Classroom	361,431	365,190	3,759	1.0
Non-Classroom	47,680	48,140	460	1.0
Administration	12,765	13,328	563	4.4
Transportation	22,845	23,133	288	1.3
School Operations and Maintenance	45,749	46,999	1,250	2.7
Amortization of Tangible Capital Assets	40,537	37,857	(2,680)	(6.6)
Other	3,758	4,738	980	26.1
Debt Charges	5,051	5,729	678	13.4
Total Operating and Other Expenditures	539,816	545,115	5,299	1.0
Surplus/Deficit Before Use of Accumulated Surplus	(5,683)	(3,989)	1,694	(29.8)
General Operating Accumulated Surplus	4,581	2,914	(1,667)	(36.4)
Other Accumulated Surplus	1,102	1,075	(27)	(2.5)
Surplus/Deficit	-	-	-	-

Note: Projection based on year-to-date actuals up to October 31, 2022

Highlights of Changes in Revenue

- Enrolment in comparison to original budget has increased by 304 ADE. This increase is mainly related to an increase of ADE in elementary of 318, which has been offset by a minor decrease in Secondary. Overall, this increase in ADE has resulted in \$3.0M in additional Grants for Student Needs funding.
- The increase in Other Revenue primarily reflects additional special initiatives provincial grants of \$3.0M announced after the approval of the original budget of \$3.0M and an increase in investment income of \$2.4M.
- Teacher Qualification and Experience funding has been adjusted to reflect the actual qualifications and experience of the DSBN current teacher compliment. Expenditures have also been updated to reflect cost savings for the change in the average teacher salary.
- Deferred capital contributions has been updated to reflect the revised timelines for the completion of 3rd party funded capital projects. A consistent reduction has been reflected in expenditures.

Highlights of Changes in Expenditures

- The increase in expenditures is primarily a result of additional special initiative provincial grants announced after the approval of the original budget.
- Classroom related expenditures have been increased to reflect an increase in teachers and support staff as a result of the increased enrolment.

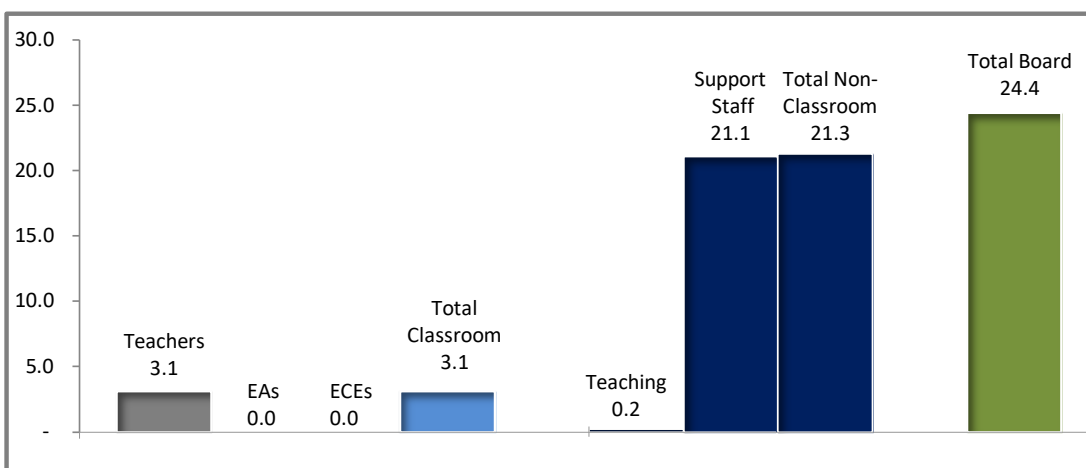
**District School Board of Niagara
2022-23 Interim Financial Report - Staffing
For the Period Ending October 31, 2022**

Summary of Staffing

FTE	Budget	Projected	In-Year Change	
	#	#	#	%
Classroom				
Teachers	2,530.5	2,533.6	3.1	0.1
Educational Assistants	486.0	486.0	-	-
Early Childhood Educators	181.0	181.0	-	-
Total Classroom	3,197.5	3,200.6	3.1	0.1
Non-Classroom				
Teaching	246.3	246.5	0.2	0.1
Support Staff	928.0	949.1	21.1	2.3
Total Non-Classroom	1,174.3	1,195.6	21.3	1.8
Total Staffing	4,371.8	4,396.2	24.4	0.6

Note: Projected staffing as at October 31, 2022

Changes in Staffing: Budget to Projected



Highlights of Changes in Staffing

- The increase in Classroom staffing relates to an increase of 3.1 FTE within elementary teaching.
- The increase in Non-Classroom staffing is the result of an 0.3 FTE increase in Principals offset by an 0.1 FTE decrease in Vice Principals.
- The increase of 21.1 FTE in Support Staff relates to an increase of 1.0 FTE Secretary, 9.0 FTE ECE's, 2.6 FTE Noon Hour Supervisors, 1.0 FTE Interpreter, and 7.5 FTE Custodial.

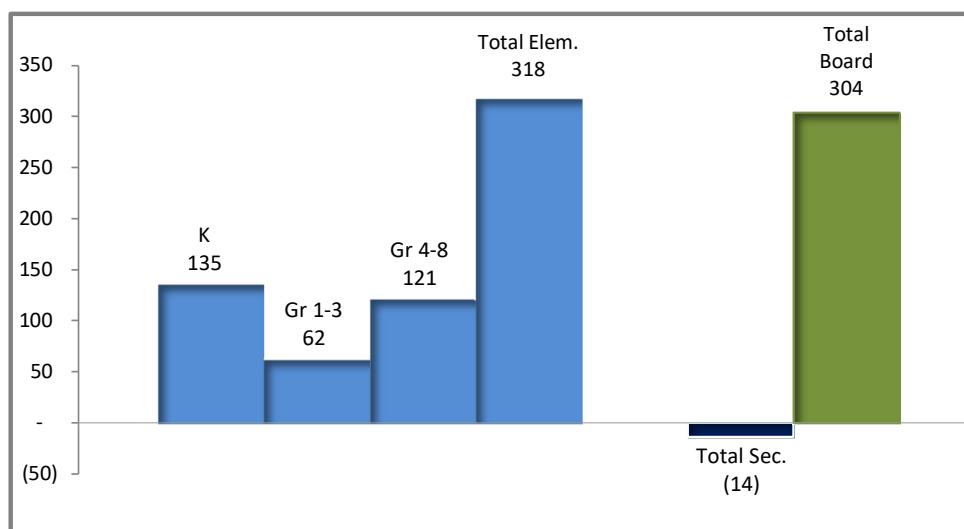
**District School Board of Niagara
2022-23 Interim Financial Report - Enrolment
For the Period Ending October 31, 2022**

Summary of Enrolment

ADE	Budget	Projection	In-Year Change	
	#	#	#	%
Elementary				
Kindergarten	5,211	5,346	135	2.6
Grades 1-3	8,345	8,407	62	0.7
Grades 4-8	14,315	14,436	121	0.8
Total Elementary	27,871	28,189	318	1.1
Secondary				
Under 21	12,329	12,314	(15)	(0.1)
Over 20	57	58	1	1.8
Total Secondary	12,386	12,372	(14)	(0.1)
Total Enrolment	40,257	40,561	304	0.8

Note: Projection based on October 31, 2022 actuals and projected March 31, 2023.

Changes in Enrolment: Budget to Projection



**District School Board of Niagara
2022-23 Interim Financial Report - Revenue
For the Period Ending October 31, 2022
(in thousands)**

	Budget				Actual		
	2022-23				Actual to Oct 31/22	Actual to Oct 31/21	Year to Year Increase (Decrease) %
	Approved Budget \$	Projection \$	Change		Projected Revenue %	Actual Revenue %	
			Increase (Decrease) \$	Increase (Decrease) %			
REVENUE							
Operating Grants							
Pupil Foundation	229,951	231,301	1,350	0.6			
School Foundation	31,353	31,482	129	0.4			
Special Education	62,018	62,534	515	0.8			
French as a Second Language	5,799	5,799	-	-			
English as a Second Language	3,472	3,472	-	-			
Rural and Northern Education Allocation	113	113	(0)	(0.2)			
Learning Opportunities	7,064	7,747	683	9.7			
Continuing Education	2,114	2,515	401	18.9			
Adult Education	206	209	4	1.8			
Teacher & ECE Q&E	51,326	50,133	(1,192)	(2.3)			
New Teacher Induction program	143	227	83	58.3			
Restraint Savings	(122)	(122)	-	-			
Transportation	21,856	22,360	504	2.3			
Admin and Governance	11,291	11,333	42	0.4			
Declining Enrolment			-	-			
Indigenous Education	1,713	1,716	3	0.2			
Mental Health & Well Being	1,995	2,001	6	0.3			
Community Use of Schools	538	538	-	-			
Supports for Students Fund	3,823	3,893	70	1.8			
Program Leadership Grant	1,000	1,000	-	-			
Strike Savings			-	-			
Funding Stabilization Grant			-	-			
COVID-19 Outbreak	5,638	5,638	-	-			
TOTAL OPERATING GRANTS	441,293	443,890	2,597	0.6	21.0	19.3	1.7
Minor Tangible Capital Assets	(2,843)	(2,843)	-	-			0.0
Pupil Accommodation Grants							
School Renewal			-	-			
School Operations	42,003	42,100	97	0.2			
Amortization of Deferred Capital Contributions	39,436	36,783	(2,653)	(6.7)			
DCC Related to Loss on Disposal of Restricted Assets			-	-			
Debt Charges	5,013	5,687	674	13.5			
Temporary Accommodation		200	200	-			
TOTAL PUPIL ACCOMODATION GRANTS	86,452	84,770	(1,682)	(1.9)	21.5	19.7	1.8
Prior Year Grant Adjustment	-	-	-	-		0.4	(0.4)
TOTAL GRANTS FOR STUDENT NEEDS	524,901	525,817	915	0.2	21.2	19.5	1.6
Other Revenue							
Other Provincial Grants	3,787	6,049	2,262	59.7			
Tuition Fees	633	1,366	733	115.8			
Community Education	1,758	2,440	682	38.8			
Community Use of Schools	854	854	-	-			
Interest Income	1,600	4,000	2,400	150.0			
Miscellaneous Revenues	600	600	-	-			
TOTAL OTHER REVENUE	9,232	15,309	6,077	65.8	30.1	13.0	17.1
TOTAL GRANTS AND OTHER REVENUE	534,133	541,126	6,993	1.3	21.4	19.0	2.4
Use of Accumulated Surplus							
General Operating	4,581	2,914	(1,667)	(36.4)			
Other	1,102	1,075	(27)	(2.4)			
TOTAL USE OF ACCUMULATED SURPLUS	5,683	3,989	(1,694)	(29.8)			
TOTAL REVENUE	539,816	545,115	5,300	1.0	21.3	18.3	2.9

**District School Board of Niagara
2022-23 Interim Financial Report - Expenditures
For the Period Ending October 31, 2022
(in thousands)**

	Budget				Actual		
	2022-23				Actual to Oct 31/22	Actual to Oct 31/21	Year to Year Increase (Decrease) %
	Approved Budget \$	Projection \$	Change		Projected Spending %	Actual Spending %	
			Increase (Decrease) \$	Increase (Decrease) %			
EXPENDITURES							
Classroom							
Teachers	274,757	273,442	(1,315)	(0.5)	17.2	17.8	(0.7)
Supply Staff	8,554	8,495	(60)	(0.7)	16.7	10.3	6.4
Educational Assistants	23,992	25,991	1,999	8.3	11.3	13.8	(2.5)
Early Childhood Educators	10,274	10,801	528	5.1	12.3	14.0	(1.7)
Textbooks and Supplies	11,103	12,784	1,681	15.1	11.6	17.7	(6.2)
Classroom Computers	2,785	3,151	367	13.2	35.1	14.7	20.4
Professionals and Paraprofessionals	18,019	18,455	436	2.4	11.8	12.1	(0.4)
Library and Guidance	8,057	8,048	(9)	(0.1)	1.9	2.0	(0.2)
Staff Development	3,375	3,521	146	4.3	10.9	18.8	(7.9)
Department Heads	516	502	(15)	(2.8)	11.5	14.9	(3.4)
TOTAL CLASSROOM	361,431	365,190	3,759	1.0	15.9	16.4	(0.6)
Non-Classroom							
Principal and Vice-Principals	19,444	19,056	(387)	(2.0)	17.4	16.4	1.0
School Office	10,139	10,225	86	0.8	15.0	14.4	0.6
Instructional Support	14,755	14,808	54	0.4	14.3	13.4	0.9
Continuing Education	3,342	4,051	709	21.2	7.7	6.0	1.7
TOTAL NON-CLASSROOM	47,680	48,140	461	1.0	15.1	14.1	1.0
Administration							
Trustees	399	399	-	-	40.3	50.5	(10.2)
Director/Supervisory Officers	2,138	2,138	-	-	8.2	9.6	(1.3)
Board Administration	10,228	10,791	563	5.5	7.2	8.8	(1.6)
TOTAL ADMINISTRATION	12,765	13,328	563	4.4	8.4	10.1	(1.7)
Transportation	22,845	23,133	288	1.3	15.1	12.5	2.6
School Operations and Maintenance	45,749	46,999	1,249	2.7	11.3	10.2	1.2
Other							
School Renewal	-	-	-	-	-	27.1	(27.1)
Amortization of Tangible Capital Assets	40,537	37,857	(2,680)	(6.6)	-	-	-
Loss on disposal of TCA	-	-	-	-	-	-	-
Other	3,758	4,738	980		0.1	-	0.1
TOTAL OTHER	44,294	42,595	(1,699)	(3.8)	-	1.4	(1.4)
Debt Charges	5,051	5,729	678	13.4	5.1	0.3	4.8
TOTAL OPERATING & OTHER EXPENDITURES	539,816	545,115	5,299	1.0	13.8	13.7	0.1
Increase to Accumulated Surplus							
General Operating	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL INCREASE TO ACCUMULATED SURPLUS	-	-	-	-	-	-	-
TOTAL EXPENDITURES	539,816	545,115	5,300	1.0	13.8	13.0	0.8

District School Board of Niagara
2022-23 Interim Financial Report - Other Special Initiative Provincial Grants
For the Period Ending October 31, 2022

Other Special Initiative Provincial Grant	\$
PPE/ HEPA filters - Ministry of Public and Business Service Delivery (MPBSD)	980,347
CYIC Transportation and Supports	298,000
K-12 Cyber Protection Strategy Pilot	200,000
School to College to Work Initiative (SCWI)	187,800
Connectivity at Schools	131,333
Early ON Child and Family Centres	124,000
Professional Assessments and Systematic Evidence-Based Reading Programs	84,036
Ontario Youth Apprenticeship Program (OYAP)	65,225
Experiential Learning for Guidance Teachers	60,915
International Concussion Summit	50,000
Canadian Welding Bureau (CWB) Foundation	40,000
Demographic Data Gathering	35,295
CODE Projects to Support English Language Learners	5,000
Total	2,261,951

**District School Board of Niagara
2022-23 Interim Financial Report - Capital
For the Period Ending October 31, 2022
(in thousands)**

	Planned Capital Projects							Project Costs		
	Ministry Funded				DSBN Funded		Total	Estimated Project Costs \$	Projected Project Costs \$	Increase (Decrease) \$
	Priority Capital \$	Child Care \$	School Renewal \$	School Condition Improvement \$	POD \$	Other \$	Total Funding \$			
CAPITAL										
Land										
Niagara Falls elementary	-	-	-	-	7,280	-	7,280	7,280	7,280	-
Thorold SS athletic field	-	-	-	-	-	2,019	2,019	2,000	2,019	19
TOTAL LAND	-	-	-	-	7,280	2,019	9,299	9,280	9,299	19
Capital Construction										
Lakeview PS	-	2,754	-	-	-	-	2,754	2,754	2,754	-
Peace Bridge PS	6,035	-	900	-	-	-	6,935	6,935	6,935	-
Quaker Road PS	9,386	1,007	-	-	-	-	10,393	10,393	10,393	-
Smith PS	4,899	3,182	2,999	-	-	-	11,080	11,080	11,080	-
Niagara Falls elementary	14,176	1,752	-	-	-	-	15,927	15,927	15,927	-
Wainfleet co-terminus elementary	13,103	2,165	-	-	3,202	-	18,470	18,470	18,470	-
West Niagara SS	41,150	-	-	-	2,167	7,039	50,356	50,356	52,856	2,500
TOTAL CAPITAL CONSTRUCTION	88,748	10,861	3,899	-	5,369	7,039	115,917	115,915	118,415	2,500
Capital Renovations & Improvements										
School Renewal projects	-	-	28,888	-	-	-	28,888	10,212	9,350	(862)
School Condition Improvement projects	-	-	-	35,762	-	-	35,762	27,088	27,950	862
Artificial turf fields	-	-	5,000	-	-	-	5,000	5,000	5,000	-
TOTAL CAPITAL RENOVATIONS	-	-	33,888	35,762	-	-	69,650	42,300	42,300	-
Administration Capital Construction										
New Administrative building	-	-	-	-	3,100	6,900	10,000	10,000	10,000	-
TOTAL ADMIN CAPITAL CONSTRUCTION	-	-	-	-	3,100	6,900	10,000	10,000	10,000	-
TOTAL CAPITAL	88,748	10,861	37,788	35,762	15,750	15,958	204,866	177,495	180,014	2,519

Summary of Accounts

Wednesday, January 18, 2023

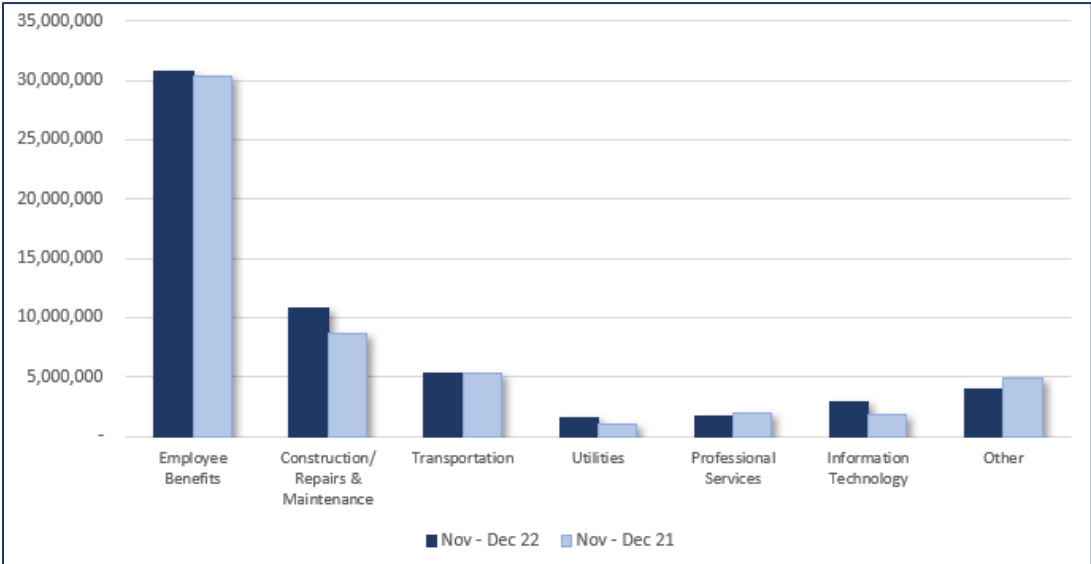
BACKGROUND

This report summarizes the cash outflow of expenditures paid during the previous months. The summary highlights the costs associated with employee benefits, constructions/repairs and maintenance, transportation, utilities, professional services, information technology purchases and the other non-salary expenditures. The timing of the expenditures is reported on a cash-basis and does not include accruals for accounting purposes. The information presented in this report is not intended to match the timing of information presented in quarterly and annual financial reports.

SUMMARY OF ACCOUNTS

A summary of accounts paid for the month of November and December 2022, is as follows:

Expenditure Category	November 2022	December 2022
Employee Benefits	\$ 14,047,581	\$ 16,643,450
Construction/Repairs & Maintenance	4,475,990	6,275,564
Transportation	2,545,741	2,734,536
Utilities	640,629	855,475
Professional Services	109,611	1,600,100
Information Technology	371,618	2,463,639
Other	1,744,047	2,245,059
Total	\$ 23,935,217	\$ 32,817,823



FINANCE COMMITTEE

Wednesday, January 18, 2023

RECOMMENDED MOTION

“That the Summary of Accounts paid for the month of November and December 2022, totaling \$56,753,040 be received.”

Respectfully submitted by:

Stacy Veld, Superintendent of Business Services and Treasurer
Nicky Westlake, Controller of Finance

January 18, 2023

For further information, please contact Stacy Veld, Superintendent of Business Services and Treasurer.

Summary of Award of Contracts

Wednesday, January 18, 2023

BACKGROUND

The Summary of Award of Contracts is presented to Trustees in order to provide information with respect to contracts awarded that are equal to or greater than \$750,000. The Summary highlights the Project Name, the Bidders who responded, the value of the contract awarded, who it was awarded to and, the date awarded.

AWARD OF CONTRACTS SUMMARY FOR THE PERIOD SEPTEMBER – NOVEMBER 2022

PROJECT NAME	NAME OF BIDDER(S)	BID AMOUNT AWARDED	VENDOR(S) AWARDED	CONTRACT AWARD DATE
Westlane Secondary School – Ventilation and Servery/Washroom Upgrade	<ul style="list-style-type: none"> - STF Construction - Aquicon Construction - BDA Inc. - Bromac Construction - Brouwer Construction - Ira McDonald Construction - JR Certus Construction - Merit Contractors - Percon Construction - Pre-Eng Contracting - Tambro Construction - TR Hinan Contractors - TRP Construction 	\$5,665,645.00	STF Construction	October 19, 2022
New Wainfleet Elementary School	<ul style="list-style-type: none"> - Brouwer Construction - Aquicon Construction - Collaborative Structures - DeFaveri Group - Devian Construction - JR Certus Construction - Merit Contractors - Pre-Eng Contracting - Tambro Construction - TRP Construction 	\$19,320,021.79	Brouwer Construction	November 7, 2022
Architectural Consultant(s) for Quaker Road Addition	<ul style="list-style-type: none"> - Grguric Architects Inc. - Barry Bryan Associates - Chapman Murray Associates Architects Inc. - CS&P Architects - GOW Hastings Architect - Hossack & Associates 	\$441,164.00	Grguric Architects Inc.	November 8, 2022

FINANCE COMMITTEE

Wednesday, January 18, 2023

PROJECT NAME	NAME OF BIDDER(S)	BID AMOUNT AWARDED	VENDOR(S) AWARDED	CONTRACT AWARD DATE
Architectural Consultant(s) for Quaker Road Addition (cont'd)	<ul style="list-style-type: none"> Architects Inc. - McCallum Sather Architects Inc. - MacDonald Zuberec Ensslen Architects - Moriyama & Teshima Architects - Quartek Group Inc. - Raimondo & Associates Architects - Salter Pilon Architecture Inc. - Svedas Architects Inc. - Walterfedy - Whiteline Architects Inc. 			
Architectural Consultant(s) for New South Niagara Elementary School	<ul style="list-style-type: none"> - MacDonald Zuberec Ensslen Architects - Barry Bryan Associates - Chapman Murray Associates Architects Inc. - CS&P Architects - GOW Hastings Architect - Grguric Architects Inc. - Hossack & Associates Architects Inc. - McCallum Sather Architects Inc. - Moriyama & Teshima Architects - Quartek Group Inc. - Raimondo & Associates Architects - Salter Pilon Architecture Inc. - Svedas Architects Inc. - Walterfedy - Whiteline Architects Inc. 	\$497,500.00	MacDonald Zuberec Ensslen Architects	November 8, 2022

RECOMMENDED MOTION

“That the Award of Contracts Summary Report for the period ended November 30, 2022, be received.”

Respectfully submitted by:

Stacy Veld, Superintendent of Business Services and Treasurer

January 18, 2023

For further information, please contact Stacy Veld, Superintendent of Business Services and Treasurer.