



*The Niagara Catholic District School Board through
the charisms of faith, social justice, support and leadership,
nurtures an enriching Catholic learning community for all
to reach their full potential and become living witnesses of Christ.*

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, FEBRUARY 13, 2018
7:00 P.M.**

*FATHER KENNETH BURNS, C.S.C. BOARD ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



A. ROUTINE MATTERS

- | | | |
|-----|---|------|
| 1. | Opening Prayer – Trustee Charbonneau | - |
| 2. | Roll Call | - |
| 3. | Approval of the Agenda | - |
| 4. | Declaration of Conflict of Interest | - |
| 5. | Approval of Minutes of the Committee of the Whole Meeting of January 16, 2018 | A5 |
| 6. | Consent Agenda Items | - |
| 6.1 | Unapproved Minutes of the Policy Committee Meeting of January 30, 2018 | A6.1 |
| 6.2 | Records and Information Management Policy (600.2) | A6.2 |
| 6.3 | Niagara Catholic Education Award of Distinction Policy (100.7) | A6.3 |
| 6.4 | Assignment of Principals & Vice-Principals Policy (202.1) | A6.4 |
| 6.5 | Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9) | A6.5 |
| 6.6 | Nutrition Policy (302.7) | A6.6 |
| 6.7 | Staff Development Department Professional Development Opportunities | A6.7 |
| 6.8 | Capital Projects Update | A6.8 |
| 6.9 | In Camera Items F1 and F3 | - |

B. PRESENTATIONS

- | | | |
|----|------------------------------------|----|
| 1. | Our Lady of Grace Spiritual Centre | B1 |
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C. COMMITTEE AND STAFF REPORTS

- | | | |
|----|--|----|
| 1. | Saint Kateri Tekakwitha Centre | C1 |
| 2. | Niagara Catholic EarlyON Child and Family Centre Update 2018 | C2 |
| 3. | Elementary and Secondary School Year Calendars 2018-2019 | C3 |
| 4. | Committee of the Whole System Priorities and Budget 2017-2018 Update | C4 |

- 5. Monthly Updates
- 5.1 Student Senate Update -
- 5.2 Senior Staff Good News Update -

D. INFORMATION

- 1. Trustee Information
- 1.1 Spotlight on Niagara Catholic January 30, 2018 D1.1
- 1.2 Calendar of Events – February 2018 D1.2
- 1.3 Ontario Legislative Highlights – January 26, 2018, February 2, 2018, February 9, 2018 D1.3
- 1.4 2018 OCSTA Special Award, Trustee Award of Merit, & Student Trustee Alumnus Award D1.4
- 1.5 OCSTA – Regulatory Proposals under the Cannabis Act, 2017 D1.5
- 1.6 OCSTA February 2, 2018 Letter to Prime Minister Trudeau & Minister Hajdu D1.6
- 1.7 OCSTA 2018 AGM & Conference – April 26-28, 2018 D1.7
- 1.8 Ministry of Education Memorandum – Draft Revised Pupil Accommodation Review
Guideline and Community Planning and Partnerships Guideline Updates D1.8

E. OTHER BUSINESS

- 1. General Discussion to Plan for Future Action -

F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF JANUARY 16, 2018**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 16, 2018, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, JANUARY 16, 2018

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, January 16, 2018 in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Vice-Chair Vernal.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Sicoli

2. Roll Call

Vice-Chair Vernal noted that Trustees Charbonneau, MacNeil and Nieuwesteeg were asked to be excused.

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau				✓
Frank Fera	✓			
Fr. Paul MacNeil				✓
Ed Nieuwesteeg				✓
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal	✓			
Student Trustees				
Nico Tripodi	✓			
Hannah Tummillo	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of January 16, 2018, as presented.

CARRIED

4. Declaration of Conflict of Interest

No Declaration of Conflict of Interest was declared with any items on the Agenda.

5. Approval of Minutes of the Committee of the Whole Meeting of December 5, 2017

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of December 5, 2017, as presented.

CARRIED

6. Consent Agenda Items

6.1 Holy Childhood Walk 2018

Presented for information.

6.2 Staff Development Department Professional Development Opportunities

Presented for information.

6.3 Capital Projects Update

Presented for information.

6.4 In Camera Items F1 and F3

Moved by Trustee O'Leary

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. Community Use of Facilities

Scott Whitwell, Controller of Facilities Services, Kathy Levinski, Administrator of Facilities Services and Debbie Ogilvie, Community Outreach Coordinator presented the Community Use of Facilities in Niagara Catholic District School Board report for Trustee information.

Ms. Levinski and Ms. Ogilvie answered questions of Trustees.

2. Committee of the Whole System Priorities and Budget 2017-2018 Update

Director Crocco and members of Senior Administrative Council presented the January Committee of the Whole System Priorities and Budget 2017-2018 Update.

Director Crocco and members of Senior Staff answered questions of Trustees.

3. Design of System Priorities and Budget 2018-2019 Consultation and Collaboration Schedule

Director Crocco presented the Design of System Priorities and Budget 2018-2019 Consultation and Collaboration Schedule.

Director Crocco answered questions of Trustees.

Moved by Trustee Sicoli

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the report on the Design of System Priorities and Budget 2018-2019 Consultation and Collaboration Schedule, as presented.

CARRIED

4. Monthly Updates

4.1 Student Trustees' Update

Nico Tripodi and Hannah Tummillo, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

4.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Farrell

- Denis Morris Catholic High School Grade 12 Student Maddy McArthur, goaltender for the U18 Woman's Canadian hockey team defeated Russia for the Bronze medal at the 2018 IIHF U18 Women's World Championships.
- Conor Timmins, a graduate of Denis Morris Catholic High School Class of 2016 played for team Canada in the World Junior Championships and came home with a gold medal.
- Former graduate of Notre Dame College School Chris Van Zeyl and right tackle for the Grey Cup Champions Toronto Argonauts brought the Grey Cup during his visit back to the school.

Superintendent Lee Ann Forsyth-Sells

- A full page article posted in the winter 2017-2018 edition of Leaders & Learners Magazine has highlighted the exceptional work of Niagara Catholic staff and Students.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – December 19, 2017

Director Crocco highlighted the Spotlight on Niagara Catholic – December 19, 2017 issue for Trustees information.

1.2 Calendar of Events – January 2018

Director Crocco presented the January 2018 Calendar of Events for Trustees information. Director Crocco noted the 8th annual Baby Day will be held on Wednesday January 17, 2018 and extended an invitation to Trustees to attend. Also on Wednesday Fr. Tony Ricard will be at Denis Morris Catholic High School along with the famous St. Augustine High School Marching Band and Trustees were invited to attend.

1.3 Draft School Year Calendar 2018-2019

Director Crocco presented the Draft School Year Calendar 2018-2019 for Trustee information.

1.4 Capital Funding Update

Controller Whitwell presented the Capital Funding Update.

1.5 Annual Baby Day – January 17, 2018

Director Crocco extended an invitation to Trustees for the Annual Baby Day being held on January 17, 2018 at the Catholic Education Centre.

1.6 OCSTA 2018 Catholic Trustees Seminar – January 18-20, 2018

Director Crocco reminded Trustees of the OCSTA 2018 Catholic Trustees Seminar being held on January 18-20, 2018.

1.7 Ontario Legislative Highlights – December 22, 2017, January 5, 2018

Director Crocco highlighted the Ontario Legislative Highlights of December 22, 2017 and January 5, 2018 as provided by OCSTA.

1.8 Draft 2018 Board Committee Membership

Director Crocco presented the Draft 2018 Board Committee Membership. The confirmed 2018 Board Committee Membership will be provided at the January Board Meeting for approval.

1.9 Student Transportation Consultation

Director Crocco highlighted Pat Daly, President of OCSTA memorandum on Student Transportation Consultation. As additional information is provided by the Ministry of Education and OCSTA it will be forwarded to Trustees.

OTHER BUSINESS

1. General Discussion to Plan for Future Action

Ted Farrell, Superintendent of Education presented an update on the Wainfleet joint use school proposal with Niagara District School Board of Niagara.

Superintendent Farrell answered questions of Trustees.

Director Crocco noted discussions continue on the design of the 2018-2019 System Priorities and Budget as well as monthly Committee of the Whole reports on various initiatives and planning for next year. Senior Staff is currently in the process of completing the System Priorities Mid-Year Achievement Report 2017-2018 and will be presenting it at the January Board meeting as scheduled.

E. BUSINESS IN CAMERA

Moved by Trustee Burtnik

THAT the Committee of the Whole move into the In Camera Session.

CARRIED

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:26 p.m. and reconvened at 10:15 p.m.

F. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burtnik

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of January 16, 2018.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on December 5, 2017, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on December 5, 2017, as presented.

CARRIED (Item F3)

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F5 of the In Camera Agenda.

CARRIED (Item F5)

G. ADJOURNMENT

Moved by Trustee Burtnik

THAT the January 16, 2018 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:16 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **January 16, 2018.**

Approved on **February 13, 2018.**

Pat Vernal
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF JANUARY 30, 2018**

RECOMMENDATION

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of January 30, 2018, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, JANUARY 30, 2018

Minutes of the Policy Committee Meeting held on Tuesday, January 30, 2018 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Director Crocco, who chaired the meeting until the election of a Committee Chair.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Burtnik

2. Election of Chair of the Policy Committee 2018

Director Crocco asked for nominations for the position of Chair of the Policy Committee 2018. Trustee Sicoli nominated Trustee Burtnik.

Director Crocco asked Trustee Burtnik if she wished to stand for the position of Chair of the Policy Committee. Trustee Burtnik accepted the nomination.

There were no further nominations forthcoming. Trustee Burtnik was acclaimed to the position of Chair of the Policy Committee 2018.

Moved by Trustee Sicoli

THAT Trustee Burtnik be elected to the position of Chair of the Policy Committee 2018.
APPROVED

3. Attendance

Committee Members	Present	Present Electronically	Absent	Excused
Kathy Burtnik (Committee Chair)	✓			
Dino Sicoli	✓			
Pat Vernal	✓			

Staff:

John Crocco, Director of Education
Yolanda Baldasaro, Superintendent of Education
Frank Iannantuono, Superintendent of Education/Human Resources

Anna Pisano, Administrative Assistant, Corporate Services & Communications Department
/Recording Secretary

4. Approval of Agenda

Moved by Trustee Vernal

THAT the January 30, 2018 Policy Committee Agenda be approved, as presented.

APPROVED

5. Declaration of Conflict of Interest

No Disclosures of Interest were declared with any items on the agenda.

6. Minutes of the Policy Committee Meeting

61. November 21, 2017

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of November 21, 2017, as presented.

APPROVED

62. December 14, 2017

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of December 14, 2017, as presented.

APPROVED

7. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO FEBRUARY COMMITTEE OF THE WHOLE MEETING

7.1 Trustee Code of Conduct Policy (100.12)

Following revisions made at the December 14, 2017 Committee meeting the Policy Committee continued to review recommended amendments to the draft Trustee Code of Conduct Policy.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- Page 3, Paragraph 5 remove “*when approved by the Board*” and add “/or”
- Page 6, Paragraph 1 and 2 add “*prior to*”
- Page 7, Paragraph 7 add “*Niagara*”
- Page 8 after paragraph 1 add a statement to have a third party investigator investigate all alleged breaches of the Code of Conduct.
- Page 9, Paragraph 4 change statement to “*will be reimbursed by the Board if the Trustee has been found to not have breached the Code of Conduct*” and add a statement on repercussions to person bringing false allegations forward.
- Add Terms and Conditions and Collective Bargaining Agreement to the references

The Policy Committee will continue to review the final changes to the policy at the February 27, 2018 Policy Committee Meeting.

7.2 Records and Information Management Policy (600.2)

Director Crocco presented feedback received from the vetting process and highlighted recommended amendments to the Records and Information Management Policy (600.2) following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- Bullet 4 change “*Terminating*” to “*Who are terminated*”

ADMINISTRATIVE PROCEDURES

- Appendix A remove “*Transferring Permanent*”

Moved by Trustee Vernal

THAT the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Records and Information Management Policy (600.2), as amended.

APPROVED

7.3 Niagara Catholic Education Award of Distinction Policy (100.7)

Frank Iannantuono, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Niagara Catholic Education Award of Distinction Policy (100.7) following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- Add “*The Board reserves the right to approve and/or revoke the prestigious award.*”

ADMINISTRATIVE PROCEDURES

- Page 2, bullet 3 of Criteria add “a”
- Page 2, bullet 6 of Criteria change to “*sacred journey of faith*”
- Page 3, bullet 4 and 5 change “*Manager of Corporate Services and Communications Services*” to “*Communications Officer*”
- Page 3 – Selection Committee change “*An Elementary Principal*” and “*A Secondary Principal*” to “*A member of the Niagara Catholic Principals’ Association*” and add “*representatives of SEAC, NCPIC and Student Senate*”
- Add “*The Selection Committee will be required to maintain confidentiality*”
- Page 3 – Selection Committee – Last Paragraph remove “*for the successful and unsuccessful nominations*” and change last section to “*it will be promptly recommended to the Board for consideration*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Niagara Catholic Education Award of Distinction Policy (100.7), as amended.

APPROVED

7.4 Assignment of Principals & Vice-Principals Policy (202.1)

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Assignment of Principals & Vice-Principals Policy (202.1) following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Page 2 – Bullet 9 add “*current*”

Moved by Trustee Vernal

THAT the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Assignment of Principals & Vice-Principals Policy (202.1), as amended.

APPROVED

7.5 Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9) following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Page 2 bullet 2 remove “*estimated*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9), as amended.

APPROVED

7.6 Nutrition Policy (302.7)

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Nutrition Policy (302.7) following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- Paragraph 4 add “*The Board supports and encourages all forms of student nutrition programs in our schools.*”

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Vernal

THAT the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Nutrition Policy (302.7), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

7.7 Employee Hiring and Selection Policy (Teachers) (203.1)

Deferred to February 27, 2018 Policy Committee Meeting.

7.8 Electronic Communications Systems Policy (Students) (301.5)

Deferred to February 27, 2018 Policy Committee Meeting.

INFORMATION

7.9 Policies Currently Being Vetted to February 8, 2018

- Student Trustees Policy (100.4)

7.10 Policy and Guideline Review 2017-2018 Schedule

Director Crocco presented the Policy and Guideline Review 2017-2018 Schedule.

7. Date of Next Meeting

February 27, 2018 – 5:00 p.m. start time

8. Adjournment

The meeting adjourned at 6:45 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: RECORDS AND INFORMATION MANAGEMENT POLICY
(600.2)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Records and Information Management Policy (600.2), as presented.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer

Presented by: Policy Committee

Recommended by: Policy Committee

Date: February 13, 2018



Niagara Catholic District School Board

RECORDS AND INFORMATION MANAGEMENT POLICY

STATEMENT OF POLICY

600 – Business Services

Policy No 600.2

Adopted Date: March 31, 1998

Latest Reviewed/Revised Date: May 24, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board
~~The Niagara Catholic District School Board~~ is committed to instituting and maintaining a comprehensive Records and Information Management Program for records and information that are accurate, authentic, reliable, trustworthy, support accountability, and are able to serve as evidence. Records and information shall be safely and securely maintained for as long as required by legislation and in accordance with the Records and Information Management ~~p~~Program.

The objective of the Records and Information Management ~~p~~Program is to support efficient and effective program and service delivery; to foster informed decision making; to facilitate accountability, transparency and collaboration; and to preserve and ensure access to records and information in accordance with the laws of Canada and Ontario and for the benefit of present and future generations.

The Records and Information Management Program applies to all records within the custody or under the control of the Board. This program addresses all aspects of the Board's operations and all records made or received in the day-to-day operations of the school and the Board, regardless of the medium in which those records are stored and maintained.

~~All Board employees are responsible for the records and information they create and maintain to support the Board's operations.~~

All Board employees:

- Are responsible for creating and maintaining accurate records as required for their assigned duties, and in compliance with relevant Board policies and procedures.
- Are responsible for ensuring appropriate security measures are applied to protect records from damage, loss, theft or inappropriate disclosure.
- Will use the Board's Records and Information Management Classification & Retention System as the basis for their filing systems to manage their records.
- **Who are Terminated** or changing positions with the Board will leave all records for their successors.
- Must not destroy records, or permit their removal, from the control of the Board except in accordance with the Board's Records and Information Management Classification & Retention System.

All records, regardless of physical form or characteristics, are the property of the Board and subject to its control.

The Director of Education will issue Administrative Procedures in support of this policy.

References

- ***Education Act and Regulations (R.S.O. 1990 c.E.2)***
- ***Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)***
- ***Ontario Student Record Guideline, 2000***
- ***Personal Health Information Protection Act (PHIPA)***
- ***Privacy and Information Management PIM Toolkit***
- ***FIPPA and MFIPPA: Bill 8 — The Recordkeeping Amendments***
- ***Niagara Catholic District School Board Policies***
 - ***Assessment, Evaluation and Reporting Policy (301.10)***
 - ***Electronic Communications Systems Policy (Employees) (201.2)***
 - ***Electronic Communications Systems Policy (Students) (301.5)***
 - ***Ontario Student Record Policy (301.7)***
 - ***Privacy Policy (600.6)***
- ***Niagara Catholic District School Board Procedures/Documents***
 - ***Privacy Breach Procedure***
 - ***Freedom of Information Request Procedure***
 - ***Personal Information Bank***
 - ***Records and Information Management Classification & Retention System***



DEFINITIONS

Records and Information Management

Records and Information Management is the systematic control of all records, regardless of media type, from their creation or receipt, through their processing, distribution, organization, storage and retrieval to their disposition.

Record

A “record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes, correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof. (Municipal Freedom of Information and Protection of Privacy Act)

Non-records

“Non-records” include, but are not limited to library and reference materials, stocks of publications and forms, extra copies for convenience, duplicate microfilm, transitory records, and personal papers.

Transitory Records

“Transitory Records” are records that hold no further value to the school Board beyond an immediate or minor transaction, or records that may be required only for a very short time, perhaps until they are made obsolete by an updated version of the record, or by a subsequent transaction or decision. Examples of transitory records include notices of meetings, routine notices or memos regarding holidays or special events circulated to all staff or posted in public folders; insignificant or inconsequential information items concerning routine administrative or operational matters; daily student work/assignments, and personal messages and information.

ACCESS TO RECORDS

Access to personal/confidential information kept by the Board shall be restricted to the individual about whom the information refers, the Board personnel who have a need to know this information in the course of their work, and to such others as is admissible within the terms of the Municipal Freedom of Information and Protection of Privacy Act, and the Education Act.

RECORDS AND INFORMATION MANAGEMENT CLASSIFICATION & RETENTION SYSTEM

All Niagara Catholic schools and departments will use a standardized as approved by the Director of Education. In order to ensure and preserve the integrity of the system, any requests for changes or additions to the system must be directed to the ~~Manager of Corporate Services and Communications~~ **Coordinator of Information Management/Privacy and Freedom of Information.**

The Records and Information Management Policy of the Niagara Catholic District School Board provides a complete basic system for organizing records and controlling their retention. Included in the Records and Information Management Classification & Retention System are:

- A classification system that organizes all categories of information and allows for the uniform application of these categories in all schools and departments. The Records and Information Management Classification & Retention System shall be reviewed and updated as required to meet the needs of the Board.
- A records retention schedule that identifies the retention periods for all records in accordance with the appropriate legislation, where applicable.

The location of archival records is based on the classification of the records and coordinated through the ~~Manager of Corporate Services and Communications~~ **Coordinator of Information Management/Privacy and Freedom of Information.**

RECORDS MANAGEMENT MANUAL

The procedures for using the Records and Information Management Classification & Retention System are set out in a Records Management Manual which is distributed to all Niagara Catholic administrators, secretaries and other staff as required. The Records Management Manual shall be reviewed on a regular basis and revised as required to ensure compliance with legislation. A summary of the Niagara Catholic Records and Information Management Classification & Retention System is included as Appendix A.

Any request for information made through the Municipal Freedom of Information and Protection of Privacy Act must be directed to the ~~Manager of Corporate Services & Communications/Freedom of Information Coordinator~~ **Coordinator of Information Management/Privacy and Freedom of Information.**



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD RECORDS AND INFORMATION MANAGEMENT PROGRAM

Niagara Catholic's Records and Information Management Program includes a Records and Information Management Classification & Retention System designed to help Niagara Catholic comply with the Education Act and to meet its legal obligations with respect to records. It is intended as a framework for the Board that requires a system-wide records management system to enable the Board to efficiently and effectively manage its information resources.

The records retention periods are based on legal retention periods, best practices for records management, and operational needs. Generally, schedule retention periods reflect the minimum amount of time the records need to be kept to satisfy the requirements.

Classification

The system is based on a functional classification methodology, where records and information are classified in accordance with the functions and activities they support within the Board. Records and information are classified into eleven primary functional categories, as follows:

- Administration
- Communications and Public Relations
- Facilities Management
- Finance
- Governance and Policy
- Human Resources
- Information and Computer Technology
- Legal
- Program Development and Design
- Research and Planning
- Student

Retention

Responsible Department Retention – Each record series includes a recommended department to be responsible for managing the official record to ensure that responsibility for retaining the information is assigned. The department manager or supervisor is responsible for ensuring that the department meets its records obligations. In most cases, the responsible department will be the department that originates the record.

Recommended Active Retention

Recommends a period in which the information should be managed in the active office or desk area. This is generally based on the frequency with which the information is likely to be accessed, and the goal is to minimize the amount of record storage space required in the primary work area. As a general rule, if the records in a series are referred to more than once a month, they are considered to be active. If not, they may be moved to an inactive storage area.

Recommended Inactive Retention

Recommends a period in which recorded information may be moved to a designated storage area until the end of its retention period. It is important to note that inactive storage areas must be areas that allow for the protection and preservation of records, and must be free of the risk of damage.

Disposition/Destruction of Records

Records should be destroyed as soon as possible after the approved retention periods have lapsed, as stipulated in the Records and Information Management Classification & Retention System. In most cases, this should be undertaken as an annual procedure. Paper records should be destroyed under controlled and confidential conditions by shredding. Electronic records should be destroyed by deleting them from the workstation and mainframe configurations. Employees should delete personal and transitory messages from e-mail and voice mail on a regular basis. ~~Transferring Permanent~~

Legal requirements supersede any and all Board policies authorizing destruction of records, including the authority granted in approved retention schedules.

Summary

Updates and revisions to both the nature of records retained and the retention periods applied to them continuously evolve, therefore the Niagara Catholic Records and Information Management Program will be routinely reviewed and revised.

*For further information on the Records and Information Management System, please contact the ~~Manager of Corporate Services & Communications~~ **Coordinator of Information Management/Privacy and Freedom of Information.***

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: NIAGARA CATHOLIC EDUCATION AWARD OF
DISTINCTION POLICY (100.7)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Education Award of Distinction Policy (100.7), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Policy Committee

Recommended by: Policy Committee

Date: February 13, 2018



Niagara Catholic District School Board

**NIAGARA CATHOLIC
EDUCATION AWARD OF DISTINCTION POLICY**

STATEMENT OF POLICY

100 - Board

Policy No 100.7

Adopted Date: October 26, 2004

Latest Reviewed/Revised Date: December 18, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board believes in the importance of recognizing individuals and groups who have made/or continue to make outstanding contributions to Catholic Education in the Niagara Region.

In honour of these contributions the Niagara Catholic District School Board has established an award known as the “Niagara Catholic Education Award of Distinction”.

Annually, these individuals or groups may be recognized with this prestigious honour. **The Board reserves the right to approve and/or revoke the prestigious award.**

The Director of Education will issue Administrative Procedures for the implementation of this policy.



**NIAGARA CATHOLIC
EDUCATION AWARD OF DISTINCTION POLICY**

ADMINISTRATIVE PROCEDURES

100 - Board

Policy No 100.7

Adopted Date: October 26, 2004

Latest Reviewed/Revised Date: December 18, 2012

The following administrative Procedures have been established to meet the requirements of the Board's policy on the Niagara Catholic Education Award of Distinction.

A Wall of Distinction is erected in a prominent location in the foyer of the Catholic Education Centre, to publicly proclaim the Board's esteem for those who have provided outstanding contributions to Catholic Education in the Niagara Region.

ELIGIBILITY

Any individual or group (school, parish, home, community) who has participated in, or contributed to the growth of Catholic Education in the Niagara Region.

CRITERIA

Nominees must have:

- Made a notable, significant and positive contribution to Catholic Education in the Niagara Region over a sustained period of time;
- Demonstrated recognized leadership that has had an identifiable impact and has made a significant ~~difference~~ transformation to the Catholic character of the Board
- The fundamental, all-pervasive quality that distinguishes our ~~schools~~ system as a Catholic ~~schools~~ system.
- ~~Believing~~ The belief that education in the faith is possible in every aspect of ~~school~~ life education.
- ~~Striving~~ Strive to build community and the ideal of the Christian community among Catholic schools and the Niagara Catholic District School Board and the Diocese.
- ~~Accompanying~~ Accompanied and guiding students on their ~~faith~~ sacred journey of faith ~~which is our most sacred responsibility~~.
- Demonstrated tangible sacrifice for Catholic Education;
- ~~Inspired~~ Been an advocate for Catholic Education in the Niagara Region.

NOMINATION PROCESS

1. Each year, nominations will be invited from the public at large (through newspaper advertisements, forms available at the CEC, the schools and on the Board's website. Nominations will also be sent to the Parishes, Catholic School Councils, Diocesan Office, and groups such as past and present leaders of the Board).
2. [Nomination Forms](#) will require detailed documentation and substantiation of a nominee's contribution to Catholic Education in Niagara. This may include input from the group being nominated.
3. Each nomination will require the signed endorsement of three individuals.

4. Nominations must be sent to the ~~Manager of Corporate Services and Communications Services~~ **Officer Services**, who will forward them to the designated Superintendent of Education.
5. Nominations must be received by the ~~Manager of Corporate Services and Communications Services~~ **Officer Services** at the Catholic Education Centre as announced on the Nomination Form.

SELECTION COMMITTEE

Each fall, the Director will establish a Niagara Catholic Award of Distinction Selection Committee, which will consist of the following members:

- The Chairperson of the Board or his/her designate
- The Vice-Chairperson of the Board or his/her designate
- The Director of Education or his/her designate
- The Bishop or his designate
- A Superintendent of Education
- ~~An Elementary Principal~~
- ~~A Secondary Principal~~
- **A member of the Niagara Catholic Principals' Association**
- Board Chaplaincy Leader
- Up to three additional members **representative of the Niagara Catholic Parent Involvement Committee (NCPIC), Special Education Advisory Committee(SEAC) and Student Senate** as selected by the Director, in consultation with Senior Administrative Council. The Chairperson of the Board, or designate, will be the Chairperson of the Selection Committee.

The Selection Committee will be required to maintain confidentiality on all discussions and decisions of the committee.

The Selection Committee will review all submissions and arrive at a final decision **for the successful and unsuccessful nominations**. Once the Committee makes a decision, it will be promptly ~~communicated~~ **recommended to the Board for consideration** ~~through the Director of Education~~.

PRESENTATION OF THE AWARD

1. The Award will be announced and presented annually. The recipient(s) will also be publicized through the local media.
2. The Award will consist of a commemorative plaque which will be presented to the recipient. A permanent acknowledgment plaque will also be placed on the Wall of Distinction. Recipients will be invited to view the commemorative plaques on the Wall of Distinction.



THE NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION NOMINATION FORM

FOR THE YEAR _____

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act., and will be used to identify nominees for The Niagara Catholic Education Award of Distinction. Questions about this collection should be directed to Frank Iannantuono, Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario, L3C 7C1 905-735-0240

NOMINEE

FIRST NAME	LAST NAME	GROUP NAME (if applicable)
STREET ADDRESS		
CITY	POSTAL CODE	TELEPHONE

NOMINATED BY

FULL NAME	PHONE NUMBER
ADDRESS	SIGNATURE

See Contribution to Catholic Education form to be completed on reverse

ENDORSED BY

FULL NAME	PHONE NUMBER
1 ADDRESS	SIGNATURE
FULL NAME	PHONE NUMBER
2 ADDRESS	SIGNATURE
FULL NAME	PHONE NUMBER
3 ADDRESS	SIGNATURE

DATE OF SUBMISSION _____

**TO BE FORWARDED TO THE COMMUNICATIONS OFFICER
NO LATER THAN:**

CONTRIBUTION TO CATHOLIC EDUCATION FORM

(not to exceed one page)

DATE RECEIVED: -----

RECEIVED BY : -----

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: ASSIGNMENT OF PRINCIPALS & VICE-PRINCIPALS POLICY
(202.1)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Assignment of Principals & Vice-Principals Policy (202.1), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: February 13, 2018



Niagara Catholic District School Board

ASSIGNMENT OF PRINCIPALS & VICE-PRINCIPALS POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 202.1

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: October 23, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School, the Board believes that the realization of the goals of Catholic education requires leadership founded on faith, inspired by the Gospel, and committed to service.

The Board requires a Principal and/or Vice Principal who is a person of faith, vision, commitment and leadership. Our schools benefit from a continuity and stability in leadership. The Principal and Vice Principal's tenure at a school should normally be of sufficient duration for the development and evidence of strength in the following areas:

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

Catholic Principals and Vice-Principals are part of the leadership team of the Niagara Catholic District School Board representing the mission and vision on a daily basis within each school community and on a system-wide basis.

Principals and Vice Principals will experience assignments to different schools throughout their career.

Annually **or as required**, Senior Administrative Council will review the assignment and/or reassignment of Principals and Vice-Principals. Consultation with the individuals involved will be part of the process. A Principal or Vice-Principal may also initiate a reassignment.

The Director of Education will assign a Principal or Vice-Principal, based on system leadership needs and will report to the Board on the assignments of Principals and Vice Principals.

The Director of Education will issue Administrative Procedures for the implementation of this policy.

References

- [***Student Achievement and School Board Governance Act, 2009***](#)
- [***Education Act and Regulations***](#)
- [***Ontario Leadership Strategy***](#)
- [***Catholic Leadership Framework***](#)



**ASSIGNMENT OF PRINCIPALS
& VICE-PRINCIPALS POLICY**

ADMINISTRATIVE PROCEDURES

Assignment of duties for Principals and Vice-Principals will be based on the following criteria:

1. Each school will be assigned a Principal.
2. Vice-Principals assigned to Elementary Schools will include a component of teaching, instructional, resource or support duties unless otherwise designated by the Director of Education.
3. As a minimum, all Secondary schools will have one (1) full time Vice-Principal. Additional Vice-Principals assigned to Secondary Schools may include a component of teaching, instructional, resource or support duties unless otherwise designated by the Director of Education.
4. In consultation with the school Principal, any assigned teaching, instructional, resource or support duties of the Vice-Principal must be approved by Senior Administrative Council on an annual basis.
5. A Principal or Vice-Principal may initiate a request for reassignment. This will normally occur through the Principal/Vice-Principal Transfer Request Form as issued by the Superintendent of Human Resources.
6. When required, the Director may appoint an Acting Principal. The Acting Principal will hold the qualifications of a Principal and may supervise one or two elementary schools operated by the Board. The Acting Principal shall be in charge of the school and shall perform the duties of the Principal subject to the authority of the Family of Schools' Supervisory Officer.
7. The calculation of Vice-Principal Allotment will be determined by school enrolment and based upon the FTE (Full time Equivalent) as of March 31st of the previous year giving consideration to projected enrolment increases and/or decreases ~~as of September~~ in the current year.
8. The Director of Education may assign additional Vice-Principal time to a school regardless of enrolment.
9. Appointments, assignments and/or reassignments of Principals and/or Vice-Principals will be made by the Director of Education with consideration **given** to the **current** Principal Profile **as completed** and submitted by the Catholic School Council. Appointments and assignments will be reported to the Board.
10. The Director of Education may transfer and/or remove a Vice-Principal to or from a school regardless of the student enrolment based on, but not limited to the following:
 - Budget availability
 - System Leadership needs
 - Specific school needs
 - Increasing enrolment trends and/or boundary changes

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: EMPLOYEE ATTENDANCE DURING INCLEMENT WEATHER
& WORKPLACE CLOSURE POLICY (201.9)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: February 13, 2018



Niagara Catholic District School Board

**EMPLOYEE ATTENDANCE DURING
INCLEMENT WEATHER AND WORKPLACE CLOSURE POLICY**

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.9

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: March 27, 2012

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, all employees of the Niagara Catholic District School Board are expected to be at their place of employment during the required working hours as defined by the Education Statutes and Regulations of Ontario, respective Collective Agreements, or Terms of Employment.

During periods of inclement weather or authorized school, workplace or a system closure, employees will comply with the expectations provided within the accompanying operational procedures.

During inclement weather or any other conditions which would affect the health and safety of students and staff, the Director of Education is authorized to change the working location of employees, change or alter the normal hours of operation of a school, group of schools or the system or close all or part of the Niagara Catholic District School Board.

The Director of Education will inform the Chair of the Board and all Trustees of any closures, change or alteration to the normal hours of operation of a school, group of schools or the system.

The Director of Education will issue Administrative Procedures for the implementation of this policy.

References

- [*Education Statutes and Regulations of Ontario*](#)



Niagara Catholic District School Board

**EMPLOYEE ATTENDANCE DURING
INCLEMENT WEATHER AND WORKPLACE CLOSURE POLICY**
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.9

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: March 27, 2012

INCLEMENT WEATHER

Inclement weather is defined as severe, harsh or stormy weather conditions which will vary throughout the Region of Niagara and could delay travel to schools as well as effect the normal operations of schools, worksites or the system which includes, but not limited to, the delay or cancellation of bus transportation by bus companies; travel advisories or road closures by the Niagara Regional Police and/or Ontario Provincial Police; or extreme weather warnings issued by Environment Canada to local municipalities in the Region of Niagara.

In consultation with members of Senior Administrative Council and as required, but not limited to, Niagara Student Transportation Services, Niagara Regional Police, Ontario Provincial Police and coterminous school boards, the Director of Education will determine any alterations and/or closures to the normal operations of the Niagara Catholic District School Board due to inclement weather or any other conditions which would affect the normal operations of a school, group of schools or the system.

REGULAR WORK LOCATION/ALTERNATE WORK LOCATION

1. In periods of inclement weather, it is an expectation that all staff will attempt to reach their work location in time for normal hours of operation.
2. If travel to work is impeded by inclement weather, and may cause lateness, the employee will notify his/her Principal or immediate Supervisor **upon arrival at the alternate location**, indicating his/her ~~estimated~~ time of arrival.
3. If inclement weather conditions are so severe as announced by the Ministry of Transportation, the Niagara Regional Police, and/or the Ontario Provincial Police as to delay travel to the employee's regular usual work location, the employee will report to the nearest school or work location within the Niagara Catholic District School Board and report to the Principal and/or Supervisor of that location for his/her normal hours of duty. **Upon arrival at the alternate location**, the employee is responsible to contact by phone his/her Principal and/or Supervisor to inform them of his/her location.
4. If an employee reports to an alternative work location, he/she is under the authority of the Principal and/or Supervisor of that school or facility for his/her normal hours of duty.
5. The Principal/Supervisor is required to report all employees who have attended an alternate work location to the Family of Schools' Superintendent of Education.
6. When the school buses are cancelled due to inclement weather as announced through local media and on the Board website, all daily occasional and/or casual replacements assigned for the specific day are not to report to the daily assignment and will not be paid for this cancellation. (Unless otherwise notified, on days when bus transportation is cancelled, all professional development in-services will be cancelled.)

ABSENCE FROM REGULAR WORK LOCATION AND/OR ALTERNATE WORK LOCATION

1. Where an employee deems it impossible to report to any school or alternate work location within the Niagara Catholic District School Board in time for the commencement of normal hours of operation he/she must notify by phone his/her immediate Principal/Supervisor. The Principal/Supervisor will discuss a delay in the time to report to any school or alternate work location within the Board.
2. All employees must continue to make all reasonable attempts to report to their regular school or work location or in its alternative any other school or work location within the Niagara Catholic District School Board as weather conditions change throughout the day.
3. Employees who are unable to report to any school or alternate work location within the Niagara Catholic District School Board are required to record his/her absence on the Smart Find Express (SFE) system using the inclement weather code.
4. Principals/Supervisors are required to report all employees who have contacted them indicating that they deemed it impossible to report to any school or alternate work location within the Niagara Catholic District School Board to the Family of Schools Superintendent of Education by the end of the school day.
5. Employees unable to report to a school or alternate work location, must provide the Senior Administrator of Human Resources a signed and dated written explanation of the reason for the absence on his/her return to active duty. The decision of remuneration shall be determined by the Superintendent of Human Resources in consultation with the appropriate supervisor.

SCHOOL CLOSURE

1. Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the board website, all daily occasional and/or casual replacements, with the exception of long term occasional teachers assigned to the school or workplace for the specific day will not be paid for the day of the closure.
2. Where a school, a group of schools, or a workplace site is closed by the Director of Education, employees are required to attend a work location determined by the Director of Education in consultation with members of Senior Administrative Council, the Family of Schools Superintendent of Education and the Principal and/or Principals(s) affected by a school closure. The alternate location or locations for school or workplace staff will be communicated to staff by the Principal or Supervisor through staff phone communication procedures, announced on local media services and posted on the Board website. Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the board website, all occasional and/or casual replacements assigned to the school or workplace for the specific day will not be paid for the day of the closure, with the exception of long term occasional teachers. Daily Occasional and casual staff that are placed in an assignment for more than ten (10) consecutive days for the same employee will be paid for the day of closure of school or workplace site.

SYSTEM CLOSURE

1. When the Director of Education closes the entire system, employees are not required to report to any work location. For system closures employees are;
 - not required to record their absences on the Smart Find Express (SFE)
 - to remain in contact with their school Principal and/or Supervisor and/or the Board website for current information on the status of the system closure and the return to normal operations of the system.

2. Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the board website, all daily occasional and/or casual replacements, with the exception of long term occasional teachers assigned to the school or workplace for the specific day will not be paid for the day of the closure.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

TOPIC: NUTRITION POLICY (302.7)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Nutrition Policy (302.7), as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Policy Committee
Recommended by: Policy Committee
Date: February 13, 2018



Niagara Catholic District School Board

NUTRITION POLICY

STATEMENT OF POLICY

Section 200 – Human Resources

Policy No 302.7

Adopted Date: June 21, 2005

Latest Reviewed/Revised Date: March 29, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board ~~The Niagara Catholic District School Board~~ views human life as an integration of body, mind, and spirit, with an appreciation of the sacredness of the human body as a gift from God.

The ~~Niagara Catholic District School Board~~ is committed to supporting a healthy school environment ~~that enhances for the proper growth and development of students. Good nutrition is vital to the health and well-being of each student and his/her~~ **each student's** potential to learn. In accordance with the ~~Church's teachings of the Catholic Church, it is the policy of the Board to~~ **Niagara Catholic** provides in all its operations an educational environment which supports and enables diversity within its Catholic community. The Board supports students and parents/guardians in making healthy food and beverage choices on a regular basis. **A healthy school environment enhances a student's learning and success, and social and emotional well-being.**

The Niagara Catholic District School Board believes that schools have an important role to play in helping students lead healthier lives, including teaching students the skills to make healthy choices, preparing food in a healthy way, and reinforcing those lessons through school practices. The Board believes that the nutritional choices can be positively influenced through role modeling.

Schools have an important role to play in helping students lead healthier lives, including teaching students the skills to make healthy choices, preparing food in a healthy way, and reinforcing those lessons through school practices. The Board supports and encourages all forms of healthy student nutrition programs in our schools.

Food and beverages provided by the Niagara Catholic District School Board for students in a school setting will meet and may exceed the requirements of current legislation.

~~Schools have an important role to play in helping students lead healthier lives, including teaching students the skills to make healthy choices, preparing food in a healthy way, and reinforcing those lessons through school practices.~~ **RELOCATED ABOVE**

This policy applies to all schools and other Board sites.

The Director of Education will issue Administrative Procedures in support of this policy.

References:

- [**Health Canada's Healthy Eating Strategy**](#)
- [**Canada's Food Guide**](#)
- [**Education Act, Subsection 8\(1\), Paragraphs 29.3 and 29.4, Part XIII.1 Nutrition Standards, S.317-S.320**](#)
- [**Health Protection and Promotion Act, Regulation 562, "Food Premises"**](#)
- [**Ministry of Children and Youth Services, Student Nutrition Program Nutrition Guidelines, July 2008**](#)
- [**Nutrition Standards, Nutrition Tools for Schools©, Ontario Society of Nutrition Professionals in Public Health, October 2010 v2**](#)
- [**Ontario Catholic School Graduate Expectations, Institute for Catholic Education**](#)
- [**Ontario Ministry of Education Healthy Schools**](#)

- [Ontario Public Health Standards, 2008, revised March, 2017](#)
- [Ontario Regulation 200/08, “Trans Fat Standards”](#)
- [Ontario Society of Nutrition Professionals in Public Health Call to Action: Creating a Healthy School Nutrition Environment](#)
- [Policy/Program Memorandum No. 150: School Food and Beverage Policy: Policy/Program Memorandum No. 150—Revised Version, \(October 4, 2010\)](#)
- [Ministry of Education School Food and Beverage Policy: Resource Guide 2010](#)
- [Ontario School Food and Beverage Policy Elementary Teacher Resource Guide 2011](#)
- [Ontario School Food and Beverage Policy Secondary Teacher Resource Guide 2012](#)
- [Serve It Up! Recipes That Meet the School Food and Beverage Policy Nutrition Standards, 2013](#)
- [Ministry of Children and Youth Services, Student Nutrition Program Nutrition Guidelines, July 2008-2016](#)
- [BrightBites.ca](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [Anaphylaxis Policy \(302.1\)](#)
 - [Religious Accommodation Policy \(100.10.1\)](#)
 - [Bottle Water Policy \(701.5\)](#)



NUTRITION POLICY

ADMINISTRATIVE PROCEDURES

RATIONALE

~~The school food and beverage policy~~ **A healthy school nutrition environment** contributes to improved education and health outcomes for all students. Research shows that “health and education success are intertwined: schools cannot achieve their primary mission of education if students are not healthy”¹ and that “healthy eating patterns in childhood and adolescence promote optimal childhood health, growth, and intellectual development”².

~~The school environment profoundly influences students’ attitudes, preferences, and behaviours. Research also shows that when nutritionally inadequate food and beverages are available and promoted at school every day, even along with healthier food and beverages, it becomes increasingly difficult for students to have a healthy diet.~~

~~The implementation of the school food and beverage policy in Ontario’s publicly funded schools will [hopefully] contribute to reducing students’ risk of developing serious, chronic diseases, such as heart disease, type 2 diabetes, and certain types of cancer.~~

~~The~~ **Policy/Program Memorandum No. 150: School Food and Beverage Policy** constitutes a comprehensive approach **applies** to the sale of food and beverages in schools province-wide. The implementation of this policy **as part of a comprehensive approach to creating a healthy school nutrition environment** is another important step in creating healthier schools in Ontario. It also reinforces the knowledge, skills, and attitudes regarding healthy eating that are developed through the various subjects and disciplines in the Ontario curriculum.

The Ontario **g**overnment and the Niagara Catholic District School Board are committed to making schools healthier places for students in order to establish the conditions needed to realize the potential of all students. A healthy school environment enhances student learning and success, and enhances students’ social and emotional well-being.

APPLICATION

The Niagara Catholic District School Board must ensure that all food and beverages sold on school premises for school purposes meet the requirements of ~~School Food and Beverage Policy, Policy/Program Memorandum No. 150: School Food and Beverage Policy; Policy/Program Memorandum No. 150 – Revised Version, (October 4, 2010);~~ including the nutrition standards set out in the Appendix to this memorandum, **by September 2011**. The nutrition standards apply to all food and beverages sold in all venues (e.g., cafeterias, vending machines, tuck shops), through all programs (e.g., catered lunch programs) and at all events (e.g., **open houses, bake sales**, sports events).

POLICY/PROGRAM MEMORANDUM NO. 150: SCHOOL FOOD AND BEVERAGE POLICY NUTRITION STANDARDS

~~The~~ **Policy/Program Memorandum No. 150: School Food and Beverage Policy** nutrition standards **embody** ~~the principles of healthy eating outlined in Canada’s Food Guide, and~~ are intended to ensure that the food and beverages sold in schools contribute to students’ healthy growth and development. The nutrition standards for food and beverages are set out within the following two sections:

[Nutrition Standards for Food](#)

Food is divided into “Vegetables and Fruit”, “Grain Products”, “Milk and Alternatives”, and “Meat and Alternatives”, following Canada’s Food Guide. There are also “Mixed Dishes”, for products that contain more than one major ingredient (e.g., pizza, pasta, soup, salads, and sandwiches), and “Miscellaneous Items”, for items that are to be used in limited amounts (e.g., condiments, sauces, dips, oils, dressings) and for confectionery, which is not permitted for sale (e.g., candy, chocolate).

[Nutrition Standards for Beverages](#)

Standards for beverages are provided separately for elementary schools and secondary schools.

The above two sections outline nutrition criteria that food and beverages must meet in order to be sold in schools. The nutrition criteria are provided in the following categories:

Sell Most (≥ 80%). Products in this category are the healthiest options and generally have higher levels of essential nutrients and lower amounts of fat, sugar, and/or sodium. They must make up at least 80 per cent of all food choices that are available for sale in all venues, through all programs, and at all events. The same requirement applies to beverage choices.

Sell Less (≤ 20%). Products in this category may have slightly higher amounts of fat, sugar, and/or sodium than food and beverages in the “Sell Most” category. They must make up no more than 20 per cent of all food choices that are available for sale in all venues, through all programs, and at all events. The same requirement applies to beverage choices.

Not Permitted for Sale. Products in this category generally contain few or no essential nutrients and/or contain high amounts of fat, sugar, and/or sodium (e.g., deep-fried and other fried foods, confectionery). Food and beverages in this category may not be sold in schools.

Often a type of food or beverage (e.g. bread, meat, cheese) will fit all three of the above categories, depending on its nutritional value. To determine whether a specific product may be sold in schools, it is necessary to read the information on the food label – particularly the Nutrition Facts table and the ingredient list – and compare this information with the nutrition criteria.

ADDITIONAL REQUIREMENTS

As set out in the **Policy/Program Memorandum No. 150: School Food and Beverage Policy, School Food and Beverage Policy: Policy/Program Memorandum No. 150—Revised Version, (October 4, 2010)**, the following requirements must also be met:

- School boards must comply with Ontario Regulation 200/08, “Trans Fat Standards”, and any other applicable regulations made under the Education Act.
- Food and beverages must be prepared, served, and stored in accordance with Regulation 562, “Food Premises”, as amended, made under the Health Protection and Promotion Act.
- School boards must ensure that students have access to drinking water during the school day.
- The diversity of students and staff must be taken into consideration in order to accommodate religious and/or cultural needs.
- ~~In order to establish an environment that reduces the risks for all students who suffer severe, life threatening allergic reactions (anaphylaxis) to certain foods, Principals and staff must~~ **are required to follow the Administrative Procedures as outlined in the Niagara Catholic Anaphylaxis Policy 302.1 of the Niagara Catholic District School Board.**

Principals and staff are also required to follow the Niagara Catholic Bottle Water Policy 701.5.

NUTRITION STANDARDS EXEMPTIONS

The **nutrition** standards do not apply to food and beverages that are:

- Offered in schools to students and staff at no cost;
- Brought from home or purchased off school premises and are not for resale in schools;
- Available for purchase during field trips off school premises;
- Sold in schools for non-school purposes (e.g., sold by an outside organization that is using the gymnasium during and/or after school hours for non-school-related event);
- Sold for fundraising activities that occur off school premises;
- Sold in staff rooms.

Notwithstanding these exemptions, **Niagara Catholic** schools ~~are encouraged to~~ **should** promote and advocate for food and beverage choices that meet the nutrition standards set out in this policy, with emphasis on selecting choices from the **“Sell Most”** category, with their students, staff and school communities.

CONNECTION TO NUTRITION TOOLS FOR SCHOOLS © Nutrition Standards ~~BrightBites.ca~~

Schools are also encouraged to ~~consider food and beverage selections from the following additional nutrition criterion as referenced in the Nutrition Standards, Nutrition Tools for Schools©, Ontario Society of Nutrition Professionals in Public Health, October 2010 v2.~~ **join BrightBites.ca for easy-to-use, engaging ideas for optimizing the school nutrition environment. BrightBites breaks school nutrition down into bite-size challenges (online badges) on topics such as: celebrations, fundraising, packed lunches, etc. BrightBites is written and maintained by members of the Ontario Society of Nutrition Professionals in Public Health (OSNPPH).**

Maximum Nutritional Value. Products in this category meet or exceed P/PM 150 because they are: i) Part of the four food groups in Canada’s Food Guide; ii) Higher in nutrients needed for optimal growth and development (e.g. iron, vitamin D, calcium, vitamin C, vitamin A, protein, fibre); iii) Lower in unhealthy fats (i.e., saturated fat and trans fat) and usually contain little or no added salt and sugars.

FUNDRAISERS

When fundraisers include food or beverage items, schools are only to select foods and beverages from the **“Sell Most”** category. ~~Schools are encouraged to promote and advocate for food and beverage choices that meet the “Maximum Nutritional Value” as referenced in the Nutrition Standards, Nutrition Tools for Schools©, Ontario Society of Nutrition Professionals in Public Health, October 2010 v2.~~

EXEMPTION FOR SPECIAL EVENTS

The Principal may designate up to ten days during the school year as special event days on which food and beverages sold in schools would be exempt from the nutrition standards outlined in **P/PM Policy/Program No. 150: School Food and Beverage Policy**. The Principal must consult with the Catholic School Council and student representatives, where applicable, prior to designating a day as a special event day.

However, on special event days, schools are highly encouraged to sell food and beverages that meet the nutrition standards set out in this ~~policy~~ **policy**.

STUDENT NUTRITION PROGRAMS

Food ~~and~~ **or** beverages served in student nutrition programs (e.g. **funded by the Ministry of Children and Youth Services Student Nutrition**) must meet the nutrition standards set out by the Ministry of Children and Youth Services, Student Nutrition Program Nutrition Guidelines, ~~July 2008~~ **2016**.

FOOD AND BEVERAGES PROVIDED FOR MEETINGS

On occasion, school communities and Board level staff provide food and beverages during meetings or special events. If food and/or beverages are offered, schools and staff are to provide food and beverages that meet the nutrition standards set out in this ~~policy~~: **policy**.

PRACTICES FOR CONSIDERATION

All Niagara Catholic schools should take into consideration the following when food or beverages are sold or provided in schools:

- Endeavour to offer, when available and where possible, food and beverages that are produced in the Niagara Region.
- Offer, when available and where possible, food and beverages that are produced in Ontario.
- Be environmentally aware (e.g., reduce food waste, reuse containers, recycle food scraps).
- Avoid offering food or beverages as a reward or an incentive for good behaviour, achievement, or participation. If these items are offered, they must be of **“Maximum Nutritional Value”** as referenced in the Nutrition Standards, Nutrition Tools for Schools©, Ontario Society of Nutrition Professionals in Public Health, October 2010 v2.

IMPLEMENTATION AND MONITORING

The Niagara Catholic District School Board encourages ~~our~~ schools to continue to work with students, parents, school staff, community members, ~~public health professionals~~ **school nurses and/or public health dietician**, and food service providers to ensure that appropriate strategies are in place to implement this ~~Policy and Administrative Procedures~~. Under Ontario Public Health Standards, 2008, boards of health have a mandate to work with school boards and schools on healthy eating in schools. Schools are encouraged to consult with their school nurses to implement the nutrition standards.

~~[School Food and Beverage Policy: Policy/Program Memorandum No. 150—Revised Version, \(October 4, 2010\)—Nutrition Standards for Ontario Schools](#)~~

1. M.M. Storey, M. S. Nanney, and M. B. Schwartz, “Schools and Obesity Prevention: Creating School Environments and Policies to Promote Healthy Eating and Physical Activity”, The Milbank Quarterly, 87(1), (2009), p. 72.
2. Centers for Disease Control and Prevention, Guidelines for School Health Programs to Promote Lifelong Healthy Eating, MMWR 1996; 45 (No. RR-9), p. 1.
3. ~~Dietitians of Canada, “School Food and Nutrition Recommendations for Ontario Ministry of Education Regarding Snacks and Beverages Dispensed by Vending Machines”, p. 3, published with Ontario Ministry of Education, Policy/Program Memorandum No. 135, “Healthy Foods and Beverages in Elementary School Vending Machines”, October 20, 2004.~~
4. ~~For further information, see Foundations for a Healthy School, at www.ontario.ca/healthyschools.~~
5. ~~Rationale for a School Food and Beverage Policy, School Food and Beverage Policy: Policy/Program Memorandum No. 150—Revised Version, (October 4, 2010).~~

APPENDIX: NUTRITION STANDARDS FOR ONTARIO SCHOOLS

Read the information on the food label – particularly the Nutrition Facts table and the ingredient list – and compare this information with the nutrition criteria outlined below in order to determine whether a food or beverage may be sold at the school.

Products in the “Sell Most” category must make up *at least 80 per cent* of all food choices and *at least 80 per cent* of all beverage choices that are available for sale in all venues, through all programs, and at all events on school premises.

Products in the “Sell Less” category must make up *no more than 20 per cent* of all food choices and *no more than 20 per cent* of all beverage choices that are available for sale in all venues, through all programs, and at all events on school premises.

Nutrition Standards for Food

All food sold in schools must meet the standards set out in Ontario Regulation 200/08, “Trans Fat Standards”, made under the Education Act.

Vegetables and Fruit

<ul style="list-style-type: none"> • Compare the nutrition criteria below with the Nutrition Facts table and the ingredient list on the food label. • See the section “Nutrition Standards for Beverages” for the nutrition criteria for vegetable and fruit juices and juice blends. • Food should always be prepared in a healthy way – that is, using cooking methods that require little or no added fat or sodium, such as baking, barbequing, boiling, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying. 			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Fresh, Frozen, Canned, and Dried Vegetables and Fruit	<p>Vegetable or fruit is the first item on the ingredient list and Fat: ≤ 3g and Sodium: ≤ 360mg</p> <p>Examples:</p> <ul style="list-style-type: none"> • Fresh or frozen vegetables with little or no added salt • Fresh or frozen fruit with no added sugar • Canned vegetables • Canned fruit packed in juice or light syrup • Unsweetened apple sauce • Some low-fat frozen potato products, including French fries • Some dried fruit and 100% fruit leathers* 	<p>Vegetable or fruit is the first item on the ingredient list and Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 480mg</p> <p>Examples:</p> <ul style="list-style-type: none"> • Some dried fruit and 100% fruit leathers • Lightly seasoned or sauced vegetables and fruit • Some prepared mixed vegetables 	<p>Sugar** is the first item on the ingredient list or Fat: > 5g or Saturated fat: > 2g or Sodium: > 480mg</p> <p>Examples:</p> <ul style="list-style-type: none"> • Vegetable and fruit products prepared with higher amounts of fat, sugar, and/or salt, including deep-fried vegetables • Some packaged frozen and deep-fried potato products, including hash browns and French fries • Some fruit snacks made with juice (e.g., gummies, fruit rolls)

Vegetables and Fruit (cont.)

	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Canned Tomatoes and Tomato-Based Products	Fat: ≤ 3g and Sodium: ≤ 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Some whole, crushed, or diced tomatoes • Some pasta sauce 		Fat: > 3g or Sodium: > 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Whole, crushed, or diced tomatoes that are higher in fat or sodium • Pasta sauce that is higher in fat or sodium
Vegetable and Fruit Chips	Fat: ≤ 3g and Sodium: ≤ 240mg <i>Examples:</i> <ul style="list-style-type: none"> • Some lower-fat, lower-sodium vegetable chips (e.g., potato, carrot) • Some lower-fat, lower-sodium fruit chips (e.g., banana, apple, pear) 	Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Some vegetable chips (e.g., potato, carrot) • Some fruit chips (e.g., banana, apple, pear) 	Fat: > 5g or Saturated fat: > 2g or Sodium: > 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Some vegetable chips that are higher in fat or sodium • Some fruit chips that are higher in fat or sodium

*Food high in sugars and starches (natural or added) can leave particles clinging to the teeth and put dental health at risk. Vegetable and fruit choices of particular concern include fruit leathers, dried fruit, and chips (potato or other). It is suggested that these foods be eaten only at meal times and that foods that clear quickly from the mouth be eaten at snack times, such as fresh (raw or cooked), canned, or frozen vegetables or fruit.

**Look for other words for sugar, such as *glucose, fructose, sucrose, dextrose, dextrin, corn syrup, maple syrup, cane sugar, honey, and concentrated fruit juice*.

Grain Products

<ul style="list-style-type: none"> • Compare the nutrition criteria below with the Nutrition Facts table and the ingredient list on the food label. • Food should always be prepared in a healthy way – that is, using cooking methods that require little or no added fat or sodium, such as baking, barbequing, boiling, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying. 			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Bread	<p>Whole grain is the first item on the ingredient list and Saturated fat: ≤ 2g and Sodium: ≤ 240mg and Fibre: ≥ 2g</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Whole grain breads, including buns, bagels, English muffins, rolls, naan, pitas, tortillas, chapattis, rotis, bannock • Whole grain pizza dough and flatbread 	<p>Saturated fat: ≤ 2g and Sodium: ≤ 480mg</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • White (enriched) breads, including buns, bagels, English muffins, rolls, naan, pitas, tortillas, chapattis, rotis, bannock • White (enriched) pizza dough 	<p>Saturated fat: > 2g or Sodium: > 480mg</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • White breads that are higher in fat or sodium • Some cheese breads, scones, and biscuits
Pasta, Rice, and Other Grains	<p>Fat: ≤ 3g and Saturated fat: ≤ 2g and Sodium: ≤ 240mg</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Whole wheat or white (enriched) pasta, including couscous • White, brown, and wild rice, rice noodles, and soba noodles • Quinoa, bulgur, wheat berries, spelt, and other whole grains 	<p>Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 480mg</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Some pasta, rice, and other grains 	<p>Fat: > 5g or Saturated fat: > 2g or Sodium: > 480mg</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Some pasta, rice, and other grains that are higher in fat, saturated fat, or sodium
Baked Goods	<p>Fat: ≤ 5g and Saturated fat: ≤ 2g and Fibre: ≥ 2g</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Some muffins, cookies, grain-based bars • Some whole grain waffles and pancakes 	<p>Fat: ≤ 10g and Saturated fat: ≤ 2g and Fibre: ≥ 2g</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Some muffins, cookies, grain-based bars, snacks • Some waffles and pancakes 	<p>Fat: > 10g or Saturated fat: > 2g or Fibre: < 2g</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Most croissants, danishes, cakes, doughnuts, pies, turnovers, pastries • Some cookies and squares

Grain Products (cont.)

	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Grain-Based Snacks	Fat: ≤ 3g and Saturated fat: ≤ 2g and Sodium: ≤ 240mg <i>Examples:</i> <ul style="list-style-type: none"> • Some whole grain crackers, pita chips, and flatbreads • Some packaged crackers and popcorn 	Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Some crackers, pretzels, and popcorn 	Fat: > 5g or Saturated fat: > 2g or Sodium: > 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Crackers, pretzels, and popcorn higher in fat and sodium • Most corn chips and other snack mixes
Cereals	Whole grain is the first item on the ingredient list and Saturated fat: ≤ 2g and Fibre: ≥ 2g <i>Examples:</i> <ul style="list-style-type: none"> • Some breakfast cereals, including oatmeal, some granola, and cold cereals containing fibre 		Whole grain is <i>not</i> the first item on the ingredient list or Saturated fat: > 2g or Fibre: < 2g <i>Examples:</i> <ul style="list-style-type: none"> • Some breakfast cereals

Milk and Alternatives

- Compare the nutrition criteria below with the Nutrition Facts table and the ingredient list on the food label.
- See the section “Nutrition Standards for Beverages” for the nutrition criteria for fluid milk and fluid milk alternatives.

	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Yogurt/Kefir	Fat: ≤ 3.25% M.F.* or ≤ 3g <i>Examples:</i> <ul style="list-style-type: none"> • Plain and flavoured yogurt, yogurt tubes 		Fat: > 3.25% M.F. or > 3g <i>Examples:</i> <ul style="list-style-type: none"> • Yogurt higher in fat, such as Balkan-style
Cheese**	Fat: ≤ 20% M.F. and Sodium: ≤ 360mg and Calcium: ≥ 15% DV*** <i>Examples:</i> <ul style="list-style-type: none"> • Cheeses lower in fat and sodium, including part-skim mozzarella, light cheddar, some Swiss and ricotta 	Sodium: ≤ 480mg and Calcium: ≥ 15% DV <i>Examples:</i> <ul style="list-style-type: none"> • Most hard and soft, non-processed cheese, including cheddar, mozzarella, brick, parmesan, some feta, Monterey jack, havarti, and gouda; cottage cheese, cheese curds, and cheese strings 	Sodium: > 480mg or Calcium: < 15% DV <i>Examples:</i> <ul style="list-style-type: none"> • Some processed cheese products • Most cream cheese
Milk-Based Desserts		Fat: ≤ 5g and Sodium: ≤ 360mg and Calcium: ≥ 5% DV <i>Examples:</i> <ul style="list-style-type: none"> • Some frozen yogurt, puddings, custards, ice milk, gelato 	Fat: > 5g or Sodium: > 360mg or Calcium: < 5% DV <i>Examples:</i> <ul style="list-style-type: none"> • Some puddings • Most frozen desserts high in fat and sugar, including ice cream, ice cream bars, ice cream cakes, and ice cream sandwiches

*M.F. = Milk Fat. The amount can be found on the front of the food label.

**Encourage selection of lower-fat cheese options.

***DV = Daily Value.

Meat and Alternatives

- Compare the nutrition criteria below with the Nutrition Facts table and ingredient list on the food label.
- Food should always be prepared in a healthy way – that is, using cooking methods that require little or no added fat or sodium, such as baking, barbequing, boiling, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying.

	Sell Most ($\geq 80\%$)	Sell Less ($\leq 20\%$)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Fresh and Frozen Meat	Fat: $\leq 10\text{g}$ and Sodium: $\leq 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Extra-lean ground meat • Lean beef, goat, lamb, pork, or poultry • Some breaded chicken strips and nuggets • Some lean meatballs • Some lean hamburger patties 	Fat: $\leq 14\text{g}$ and Sodium: $\leq 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Lean ground meat • Beef, goat, lamb, pork, or poultry • Some breaded chicken strips and nuggets • Some meatballs • Some hamburger patties 	Fat: $> 14\text{g}$ or Sodium: $> 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Meat that contains higher amounts of fat or sodium, including chicken wings, bacon, pork and beef ribs • Some wieners • Most pepperoni sticks • Most beef/turkey jerk products
Deli (Sandwich) Meat	Fat: $\leq 5\text{g}$ and Sodium: $\leq 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Some lean deli meat 	Fat: $\leq 5\text{g}$ and Sodium: $\leq 600\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Some lean deli meat 	Fat: $> 5\text{g}$ or Sodium: $> 600\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Deli meat higher in fat or sodium
Fish	Fat: $\leq 8\text{g}$ and Sodium: $\leq 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Fresh, frozen, or canned fish 	Fat: $\leq 12\text{g}$ and Sodium: $\leq 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Some frozen, breaded fish (e.g., fish sticks) • Fresh, frozen, or canned fish 	Fat: $> 12\text{g}$ or Sodium: $> 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Some breaded or battered fish higher in added fat or sodium • Fresh or frozen fish with a higher mercury content*
Eggs	Fat: $\leq 7\text{g}$ and Sodium: $\leq 480\text{mg}$		Fat: $> 7\text{g}$ or Sodium: $> 480\text{mg}$

Meat and Alternatives (cont.)

	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Nuts, Protein Butters, and Seeds	Not coated with candy, chocolate, sugar, or yogurt and Sodium: ≤ 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Nut, legume, and seed butters, including peanut, almond, walnut, soy, sesame, and sunflower • Nuts and seeds, including almonds, walnuts, peanuts, sunflower seeds, pumpkin seeds (papas) 		Coated with candy, chocolate, sugar, and/or yogurt or Sodium: > 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Coated nuts • Some roasted and salted nuts
Meat Alternatives, such as Tofu, Beans, and Lentils	Fat: ≤ 8g and Sodium: ≤ 480mg and Protein: ≥ 10g <i>Examples:</i> <ul style="list-style-type: none"> • Some vegetarian burgers, simulated meat strips, veggie meatballs, veggie ground round, veggie wieners and sausages, tofu and tempeh • Beans and lentils 		Fat: > 8g or Sodium: > 480mg or Protein: < 10g <i>Examples:</i> <ul style="list-style-type: none"> • Some vegetarian products high in sodium • Some meat alternatives that are higher in fat or sodium or lower in protein

*Certain types of fish may contain levels of mercury that can be harmful to human health. Fish caught in local lakes and streams may have different levels of mercury from those found in stores. Canned “light” tuna contains less mercury than “white” or “albacore” tuna, and salmon generally has low levels of mercury. See Health Canada’s website for continually updated information and a list of fish with low levels of mercury, at <http://www.hc-sc.gc.ca/fn-an/securit/chem-chim/environ/mercur/cons-adv-etud-eng.php>.

Mixed Dishes

Note: Mixed dishes are products that contain more than one major ingredient.

Mixed Dishes With a Nutrition Facts Table			
<ul style="list-style-type: none"> • Compare the nutrition criteria below with the Nutrition Facts table and the ingredient list provided by the supplier. • Food should always be prepared in a healthy way – that is, using cooking methods that require little or no added fat or sodium, such as baking, barbequing, boiling, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying. 			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Entrées (e.g., frozen pizza, sandwiches, pasta, hot dogs)	Fat: ≤ 10g and Saturated fat: ≤ 5g and Sodium: ≤ 960mg and Fibre: ≥ 2g and Protein: ≥ 10g	Fat: ≤ 15g and Saturated fat: ≤ 7g and Sodium: ≤ 960mg and Fibre: ≥ 2g and Protein: ≥ 7g	Fat: > 15g or Saturated fat: > 7g or Sodium: > 960mg or Fibre: < 2g or Protein: < 7g
Soups	Fat: ≤ 3g and Sodium: ≤ 720mg and Fibre: ≥ 2g	Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 720mg	Fat: > 5g or Saturated fat: > 2g or Sodium: > 720mg
Side Dishes (e.g., grain and/or vegetable salads)	Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 360mg and Fibre: ≥ 2g	Fat: ≤ 7g and Saturated fat: ≤ 2g and Sodium: ≤ 360mg	Fat: > 7g or Saturated fat: > 2g or Sodium: > 360mg

Mixed Dishes (cont.)

Mixed Dishes Without a Nutrition Facts Table			
<ul style="list-style-type: none"> • For every ingredient used, refer to the nutrition criteria in this appendix for the appropriate food groups. • Food should always be prepared in a healthy way – that is, using cooking methods that require little or no added fat or sodium, such as baking, barbequing, boiling, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying. 			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Entrées (e.g., pizza, sandwiches, pasta, hot dogs)	All major ingredients* are from the “Sell Most” category.	One or more major ingredients are from the “Sell Less” category.	Cannot be sold if prepared with any ingredients from the “Not Permitted for Sale” category.
Soups	All major ingredients are from the “Sell Most” category.	One or more major ingredients are from the “Sell Less” category.	Cannot be sold if prepared with any ingredients from the “Not Permitted for Sale” category.
Side Dishes (e.g., grain and/or vegetable salads)	All major ingredients are from the “Sell Most” category.	One or more major ingredients are from the “Sell Less” category.	Cannot be sold if prepared with any ingredients from the “Not Permitted for Sale” category.

*A major ingredient is any product that is identified in one of the food groups set out in the nutrition standards – that is, Vegetables and Fruit, Grain Products, Milk and Alternatives, and Meat and Alternatives. *All* pizza toppings are considered major ingredients.

Miscellaneous Items

Minor Ingredients	
<ul style="list-style-type: none"> • The following are considered minor ingredients and are to be used in limited amounts, as defined under “Serving Size”. • Choose products that are lower in fat and/or sodium. 	
Ingredients	Serving Size
Condiments and Spreads	≤ 15ml (1 tbsp)
Gravies and Sauces	≤ 60ml (4 tbsp)
Dips	≤ 30ml (2 tbsp)
Fats	≤ 5ml (1 tsp)
Oils and Dressings	≤ 15ml (1 tbsp)
Other (e.g., chocolate chips, coconut, olives, parmesan cheese)	≤ 15ml (1 tbsp)

Not Permitted for Sale: Confectionery (Examples)
Candy Chocolate Energy bars Licorice Gum Gummies Popsicles and freezies, if not prepared with 100% juice

Nutrition Standards for Beverages

Separate beverage standards are provided for elementary and secondary schools.

All beverages sold in schools must meet the standards set out in Ontario Regulation 200/08, “Trans Fat Standards”, made under the Education Act.

Beverages – Elementary Schools

Compare the nutrition criteria below with the Nutrition Facts table and ingredient list on the food label.			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Water	Plain		
Milk and Milk-Based Beverages (Plain or Flavoured)	Fat: ≤ 2% M.F.* or ≤ 5g and Sugar: ≤ 28g and Calcium: ≥ 25% DV** and Container size: ≤ 250ml		Fat: > 2% M.F. or > 5g or Sugar: > 28g or Calcium: < 25% DV or Container size: > 250ml
Yogurt Drinks	Fat: ≤ 3.25% M.F. or ≤ 3g and Container size: ≤ 250ml		Fat: > 3.25% M.F. or > 3g or Container size: > 250ml
Soy/Milk Alternative Beverages (Plain or Flavoured)	Fortified with calcium and vitamin D and Container size: ≤ 250ml		Unfortified or Container size: > 250ml
Juices or Blends: Vegetable or Fruit	100% juice, pulp, or purée and Unsweetened/No sugar added and Container size: ≤ 250ml		< 100% juice, pulp, or purée or Sugar in the ingredient list or Container size: > 250ml
Hot Chocolate	Fat: ≤ 2% M.F. or ≤ 5g and Sugar: ≤ 28g and Calcium: ≥ 25% DV and Container size: ≤ 250ml		Fat: > 2% M.F. or > 5g or Sugar: > 28g or Calcium: < 25% DV or Container size: > 250ml
Coffee and Tea			All Coffee and Tea
Iced Tea			All Iced Tea
Energy Drinks			All Energy Drinks
Sports Drinks			All Sports Drinks
Other Beverages (e.g., soft drinks; flavoured water; “juice-ades”, such as lemonade, limeade)			All Other Beverages

*M.F. = Milk Fat. The amount can be found on the front of the food label.

**DV = Daily Value.

Beverages – Secondary Schools

Compare the nutrition criteria below with the Nutrition Facts table and ingredient list on the food label.			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Water	Plain		
Milk* and Milk-Based Beverages (Plain or Flavoured)	Fat: ≤ 2% M.F.** or ≤ 5g and Sugar: ≤ 28g and Calcium: ≥ 25% DV***		Fat: > 2% M.F. or > 5g or Sugar: > 28g or Calcium: < 25% DV
Yogurt Drinks	Fat: ≤ 3.25% M.F. or ≤ 3g		Fat: > 3.25% M.F. or > 3g
Soy/Milk Alternative Beverages (Plain or Flavoured)	Fortified with calcium and vitamin D		Unfortified
Juices or Blends: Vegetable or Fruit	100% juice, pulp, or purée and Unsweetened/No sugar added		< 100% juice, pulp, or purée or Sugar in the ingredient list
Hot Chocolate	Fat: ≤ 2% M.F. or ≤ 5g and Sugar: ≤ 28g and Calcium: ≥ 25% DV		Fat: > 2% M.F. or > 5g or Sugar: > 28g or Calcium: < 25% DV
Coffee and Tea		Decaffeinated	Caffeinated
Iced Tea		Calories: ≤ 40 and Decaffeinated	Calories: > 40 or Caffeinated
Energy Drinks			All Energy Drinks
Sports Drinks			All Sports Drinks
Other Beverages (e.g., soft drinks; flavoured water; “juice-ades”, such as lemonade, limeade)		Calories: ≤ 40 and Caffeine-free	Calories: > 40 or with caffeine

*Milk can be sold in containers that hold multiple servings.

**M.F. = Milk Fat. The amount can be found on the front of the food label.

***DV = Daily Value.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

**TITLE: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL
DEVELOPMENT OPPORTUNITIES**

The Report on Staff Development Department:
Professional Development Opportunities is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: February 13, 2018



REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 13, 2018

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

In alignment with the Board's Vision 2020 Strategic Plan and Annual System Priorities, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion so as to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities occurring during the period February 13, 2018 through March 6, 2018.

Friday, February 16, 2018

Professional Activity Day (all sites)

- February 16th, 2018 is designated as a board wide Professional Activity Day. The focus of the day is Mental Health and Health and Safety. All employee group will participate in the professional development with the goal to enhance their knowledge and awareness with regards to Mental Health and Health and Safety.

Friday, February 16, 2018

Intermediate Science Professional Development (Blessed Trinity)

- Learning For a Sustainable Future (LSF) was founded in 1991 by a diverse group of youth, educators, business leaders, government and community members. LSF is a non-profit Canadian organization that was created to integrate sustainability education into Canada's education system. Their goal is to work together with educators, students, parents, government, community members and business leaders to integrate the concepts and principles of sustainable development into education policy, school curricula, teacher education, and lifelong learning across Canada. Learning For a Sustainable Future is offering a 2-part focused PD experience, where facilitators will work with teachers through collaborative knowledge-building and help educators to pursue the knowledge and skills that will position them to be effective facilitators of climate change learning.
- The first session is face-to-face and is being held on the Friday, February 16, 2018 from 8:30 a.m. until 3:00 p.m. at Blessed Trinity Secondary School. The second meeting will be virtual session being held on Monday, April 16, 2018 from 3:30 p.m. until 5:00 p.m. at the Catholic Education Centre (Father Burns csc Board Room).

Thursday February 22, 2018

New Teacher Induction Program – Equity – Harmony Movement (Holiday Inn)

- The participants will engage in a full-day workshop focused on exploring strategies to create safe, equitable and inclusive learning environments. Through experiential learning activities, guided self-reflection and group work, educators will examine professional practices through an equity lens. They will develop a greater understanding of the impact of bias on students and

themselves. Participants will receive a copy of Harmony Movement's Educator's Equity Workbook

Tuesday, February 27, 2018

SHSM School Strategy Group - Board/Ministry Large Group Session (Amici's)

- As part of the Niagara Catholic District School Board 2017-18 Specialist High Skills Major (SHSM) Action Plan, secondary schools have formed School Specific Strategy Groups to create strategies to increase student participation in SHSM programs. SHSM School Strategy Groups met in small sessions in November/ December to address needs, concerns and strategies, and will now move forward to meeting as a large group (enacting Step 3 of the four step plan). This large group session will bring together administrators, co-op, guidance, sector leads and board leads to meet with the Ministry of Education SHSM Team to discuss collective and individual school and program ideas. The session will present opportunities for cross sector networking and strategizing.

Tuesday, February 27, 2018

Student Achievement and Well-Being: The Mindful Brain Collaborative Inquiry (CI) (CEC)

- A select group of educators are invited to participate in the Student Achievement and Well-Being: The Mindful Brain Collaborative Inquiry. Training in mindfulness, self-regulation and executive function strategies and the MindUP Curriculum and Zones of Regulation programs will take place for educators listed in the table below. Through the CI, we will explore and implement specific self-regulation strategies, increase student engagement, focus, and voice in achievement, well-being and mental health awareness.

The Report on Staff Development:
Professional Development Opportunities is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: February 13, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: February 13, 2018



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

ADDITIONS

Appendix A

Our Lady of Fatima (G) Catholic Elementary School

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: February 13, 2018



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
FEBRUARY 13, 2018**

APPENDIX A

OUR LADY OF FATIMA (G) CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a 6 classroom/3 child care room addition.

Current Status: Students moved in to new classrooms in January 2018.

Project Information:

New Area to be Constructed	14,974	sq. ft.
Pupil Places Added	138	students
New Facility Capacity	541	students



Project Funding:

Capital Priorities	2,997,890
Child Care	1,527,338
	\$4,525,228

Project Costs:

	Budget	Paid
Construction Contract	3,448,000	2,839,381
Fees & Disbursements	336,600	324,214
Other Project Costs	740,628	71,601
	\$4,525,228	\$3,235,196

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	November 9, 2015	November 9, 2015
Ministry Approval (space)		
Architect Selection	April 18, 2016	June 30, 2016
Design Development	August 2016	December 2016
Contract Documents	January 2017	February 2017
Tender & Approvals	February 2017	April 2017
Ministry Approval (cost)	March 2017	March 2017
Ground Breaking Date	March 2017	June 2017
Construction Start	March 2017	May 2017
Occupancy	December 2017	
Official Opening & Blessing	January 2018	

Project Team:

Architect	Svedas Architects Inc.
General Contractor	Brouwer Construction Ltd.
Project Manager	Tunde Labbancz
Superintendent	Pat Rocca
Principal	Brian Palujanskas

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

TITLE: OUR LADY OF GRACE SPIRITUAL CENTRE

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Krista Wood, Board Chaplaincy Leader

Presented by: Krista Wood, Board Chaplaincy Leader

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: February 13, 2018



PRESENTATION BACKGROUND

**Committee of the Whole Meeting
February 13, 2018**

OUR LADY OF GRACE SPIRITUAL CENTRE

In 1982, the Welland County Roman Catholic Separate School Board approved a pilot project to be known as the Spiritual Centre and Outdoor Education Program (S.C.O.E.P.). The pilot project began March 7, 1983 and lasted for eight weeks. In July 1983, the five-day residential retreat program at the Loretto Christian Life Centre in Niagara Falls was approved by the Board and became a Grade Eight program for all students.

As a result of the amalgamation of the Welland County Roman Catholic Separate School Board and the Lincoln County Catholic School Board in 1998, the program was expanded to all Catholic elementary schools through the Region of Niagara.

In 2005 S.C.O.E.P. relocated to its current site, formerly Our Lady of Grace Catholic Elementary School.

With the introduction of Elementary Chaplaincy Leaders in 2011, the program was renamed the Journey Retreat and continues to serve students throughout the Niagara Catholic District School Board.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Krista Wood, Board Chaplaincy Leader

Presented by: Krista Wood, Board Chaplaincy Leader

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: February 13, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

TITLE: SAINT KATERI TEKAKWITHA CENTRE

The Saint Kateri Tekakwitha Centre report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education
Marco Magazzeni, Administrator of Alternative Programs and Community Partnerships

Presented by: Ted Farrell, Superintendent of Education
Marco Magazzeni, Administrator of Alternative Programs and Community Partnerships

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: February 13, 2018



REPORT TO THE COMMITTEE OF THE WHOLE FEBRUARY 13, 2018

SAINT KATERI TEKAKWITHA CENTRE

BACKGROUND INFORMATION

The Niagara Catholic District School Board in combination with our indigenous community partners, coterminous boards, post-secondary institutions and Ministry of Education work closely for the betterment of indigenous students across Niagara as well as providing educational resources for schools. Collectively, we come together as the Indigenous Educational Advisory Committee.

In recent years, through the advocacy of our indigenous community, the Niagara Catholic District School Board and Niagara Regional Native Centre began working together to address disengaged students throughout our community. Together, we embarked on a journey to provide elementary, secondary and adult students from the indigenous community an opportunity to ultimately complete their Ontario Secondary School Diploma, in an alternative learning setting. Niagara Catholic understands that all students learn differently and that some students require an alternative environment to achieve personal and academic goals.

Together in partnership with Niagara Peninsula Conservation Authority, we provide this learning environment at Saint Kateri Tekakwitha Centre located in the former Village of St. John's. The Centre is made up of 20 beautiful rolling acres with facilities that are home to classroom space as well as our Outdoor Education Program in partnership with Brock University. An important facet of this learning environment is land based learning which is an integral part of the elementary and secondary program. We are currently in our third year and have already celebrated over twenty graduations.

As part of this report, a visual presentation, including a video of the Saint Kateri Tekakwitha Centre, will be provided.

The Saint Kateri Tekakwitha Centre report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education
Marco Magazzeni, Administrator of Alternative Programs and Community Partnerships

Presented by: Ted Farrell, Superintendent of Education
Marco Magazzeni, Administrator of Alternative Programs and Community Partnerships

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: February 13, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

**TITLE: NIAGARA CATHOLIC EARLYON CHILD AND FAMILY
CENTRE UPDATE 2018**

The Niagara Catholic EarlyON Child and Family Centre Update 2018 report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Donna Dalglish, Coordinator EarlyON Child and Family Centre

Presented by: Yolanda Baldasaro, Superintendent of Education
Donna Dalglish, Coordinator EarlyON Child and Family Centre

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: February 13, 2018



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE FEBRUARY 13, 2018

NIAGARA CATHOLIC EARLYON CHILD AND FAMILY CENTRE UPDATE 2018

BACKGROUND INFORMATION

In 2002, Ontario introduced Ontario Early Years Centres (OEYCs) a place where families participated and accessed free early childhood education programs and parenting information. Niagara Catholic District School Board was a pioneer in this field and became a lead agency for the OEYC in Niagara Falls riding. It is a time to celebrate our success over the past 16 years. The chart below provides an overview of important statistics that demonstrates the impressive use of our OEYC sites over the past sixteen (16) years. We have impacted 9200 families during this time with an average attendance of 2100 children per year.

2002 – 2017:	
Number of new children	32,000
Number of new adults	28,000
Number of repeat visits for children	219,000
Number of repeat visits for adults	160,000

ONTARIO'S RENEWED EARLY YEARS AND CHILD CARE POLICY FRAMEWORK

“Ontario’s Renewed Early Years and Child Care Policy Framework is our province’s plan to transform Ontario’s early years and child care system.” (Ontario’s Renewed Early Years and Child Care Policy Framework, 2017, p. 5) The Framework’s vision is to facilitate a system in which “all children and families have access to a range of high quality, inclusive and affordable early years and child care programs and services that are child and family-centered and contribute to children’s learning, development and well-being.” (Ontario’s Renewed Early Years and Child Care Policy Framework, 2017, p. 4) The Seven Key Areas of Action outlined in the Framework are as follows:

1. Increasing access to early years and child care programs and services
2. Ensuring a more affordable early years and child care system
3. Establishing an early years workforce strategy
4. Determining a provincial definition of quality in the early years
5. Developing an approach to promoting inclusion in early years and child care settings
6. Creating an outcomes and measurement strategy
7. Increasing public awareness of Ontario’s early years and child care system

TRANSITION FROM OEYC TO EARLYON CHILD AND FAMILY CENTRE

Beginning in January 2018, Ontario’s children and their families now have access to enhanced programs and services through EarlyON Child and Family Centres. The new EarlyON Child and Family Centres will transform Ontario’s four current family support programs by consolidating them into one common system that offers a consistent set of core services across the province that will be effective in addressing local needs.

EarlyON Child and Family Centres provide opportunities for children from birth to 6 years of age to participate in play and inquiry-based programs together with their families as well as support parents and caregivers in their roles. These centres will offer safe and welcoming environments that are open to all families across Ontario, with

qualified professionals and quality programs. Families and caregivers will be able to find support, advice, make personal connections and access a network of resources.

A new governance is in place with our local Consolidated Municipal Service Manager, Niagara Region Children's Services, acting as the service system manager. We are working closely with them during this transition time. EarlyON core services, examples of our programs and current site locations will be presented.

Our main location is housed within Mary Ward Catholic Elementary School with additional Niagara Falls satellite locations at St. Patrick Catholic, Sacred Heart Catholic, Cardinal Newman Catholic, Father Hennepin Catholic and St. Michael Catholic Elementary School's (NOTL) and the MacBain Community Centre.

As part of this report to the Committee of the Whole, Coordinator of EarlyON Child and Family Centre, Donna Dalglish will present a visual presentation. The presentation will provide an update on the ministry's Early Years and Child Care goals and the integration of Ontario's Child and Family Support programs.

The Niagara Catholic EarlyON Child and Family Centre Update 2018 report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Donna Dalglish, Coordinator EarlyON Child and Family Centre

Presented by: Yolanda Baldasaro, Superintendent of Education
Donna Dalglish, Coordinator EarlyON Child and Family Centre

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: February 13, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: ELEMENTARY AND SECONDARY SCHOOL YEAR
CALENDARS 2018-2019**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2018-2019 school year, as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: February 13, 2018



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 13, 2018

ELEMENTARY AND SECONDARY SCHOOL YEAR CALENDARS 2018-2019

BACKGROUND INFORMATION

The *Education Act, Regulation 304 - School Year Calendar, Professional Activity Days* outlines the requirements and timelines for preparing and submission of school year calendars to the Ministry of Education for approval.

For the 2018-2019 school year calendars, there are 194 possible school days between September 4, 2018 and June 28, 2019. Within this total, elementary and secondary schools must have a minimum of 194 school days of which seven (7) days must be designated as professional activity days. Secondary schools may have a maximum of ten (10) instructional days set as examination days. The remaining school days shall be instructional days.

CONSULTATION PROCESS

The 2018-2019 School Year Calendar Committee met on December 20, 2017 and February 8, 2018 to discuss and review the draft calendar and the consultation process.

Members of the 2018-2019 School Year Calendar Committee are:

Frank Iannantuono	Superintendent of Education and Committee Chair
Pat Rocca	Superintendent of Education
Lee Ann Forsyth-Sells	Superintendent of Education
Blaine MacDougall	Elementary Principal
Denice Robertson	Secondary Principal
Anthony Corapi	Coordinator of Staff Development
Anna Maxner	CUPE President
Marie Balanowski	OECTA Elementary President
Shonna Daly	Niagara Catholic Parent Involvement Committee Chair
Anna Maxner	Special Education Advisory Committee Chair

The consultation process provided the elementary and secondary draft modified calendars to all Elementary and Secondary Principals, Vice-Principals, Catholic School Council Chairs, Niagara Catholic Parent Involvement Committee (NCPIC), Special Education Advisory Committee (SEAC), OECTA Elementary and Secondary Presidents, CUPE President and the Student Achievement Departments for feedback by January 26, 2018.

Simultaneously, there has been on-going consultation with the coterminous Board to achieve a similar school year calendar, where possible.

SUMMARY OF THE ATTACHED CALENDARS

Highlights of the Proposed School Year Calendars for 2018-2019

Professional Activity Days

In accordance with the *Education Act, Regulation 304 - School Year Calendar*, the following seven (7) days have been identified as Professional Activity Days.

Secondary Examination Days

Semester 1 – Friday, January 25, 2018 to Thursday, January 31, 2018

Semester 2 – Thursday, June 20, 2019 to Wednesday, June 26, 2019

Board and Civic Holidays

Labour Day	Monday, September 3, 2018
Thanksgiving Day	Monday, October 8, 2018
Christmas Break	Monday, December 24, 2018 to Friday, January 4, 2019
Family Day	Monday, February 18, 2019
March Break	Monday, March 11 to Friday, March 15, 2019 (ten month employees only)
Good Friday	Friday, April 19, 2019
Easter Monday	Monday, April 22, 2019
Victoria Day	Monday, May 17, 2019
Canada Day	Monday, July 1, 2019

To comply with the timelines outlined in *Regulation 304 - School Year Calendar*, school boards are required to submit Board approved **regular** school year calendars to the Ministry of Education by May 1, 2018 and Board approved **modified** school year calendars to the Ministry of Education by March 1, 2018.

Based on feedback from the consultation process, discussions with the School Year Calendar Committee, Administrative Council and our coterminous board, the 2018-2019 Elementary and Secondary **regular** School Year Calendars will be submitted immediately following the Board Meeting of February 27, 2018 for approval.

Proposed Elementary School Year Calendars for 2018-2019

Proposed Secondary School Year Calendars for 2018-2019

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2018-2019 school year, as presented.

Prepared by:	Frank Iannantuono, Superintendent of Education
Presented by:	Frank Iannantuono, Superintendent of Education
Recommended by:	John Crocco, Director of Education, Secretary/Treasurer
Date:	February 13, 2018

Board Name Niagara CDSB (B67156)			
Calendar Title [2018-300706] Elementary	Panel Elementary	Calendar Type Regular	Date Created Dec 15, 2017
Start of School Year Sep 03, 2018	End of School Year Jun 28, 2019	First Day Students Sep 04, 2018	Last Day Students Jun 27, 2019
Status Draft	Description Regular		

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	0
September	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	19	0
October	1	2	3	4	5 P	8 H	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			1	21	0
November				1	2	5	6	7	8	9	12	13	14	15	16 P*	19	20	21	22	23	26	27	28	29	30	1	21	0
December	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 B	25 H	26 H	27 B	28 B	31 B					0	15	0
January		1 H	2 B	3 B	4 B	7	8	9	10	11	14	15	16	17	18 P	21	22	23	24	25	28	29	30	31		1	18	0
February					1	4	5	6	7	8	11	12	13	14	15 P*	18 H	19	20	21	22	25	26	27	28		1	18	0
March					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29	0	16	0
April	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19 H	22 H	23	24	25	26	29	30				0	20	0
May			1	2	3	6	7	8	9	10	13	14	15	16	17 P*	20 H	21	22	23	24	27	28	29	30	31	1	21	0
June	3	4	5	6	7 P	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					P	2	18	0
July	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0

Board Name Niagara CDSB (B67156)			
Calendar Title [2018-300793] Secondary	Panel Secondary	Calendar Type Regular	Date Created Dec 15, 2017
Start of School Year Sep 03, 2018	End of School Year Jun 28, 2019	First Day Students Sep 04, 2018	Last Day Students Jun 26, 2019
Status Draft		Description Regular	

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days		
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
August			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	0		
September	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	19	0		
October	1	2	3	4	5 P	8 H	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31				1	21	0	
November				1	2	5	6	7	8	9	12	13	14	15	16 P*	19	20	21	22	23	26	27	28	29	30	1	21	0		
December	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 B	25 H	26 H	27 B	28 B	31 B						0	15	0	
January		1 H	2 B	3 B	4 B	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28 E	29 E	30 E	31 E		0	14	5		
February					1 P	4	5	6	7	8	11	12	13	14	15 P*	18 H	19	20	21	22	25	26	27	28				2	17	0
March					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29	0	16	0		
April	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19 H	22 H	23	24	25	26	29	30				0	20	0		
May			1	2	3	6	7	8	9	10	13	14	15	16	17 P*	20 H	21	22	23	24	27	28	29	30	31	1	21	0		
June	3	4	5	6	7	10	11	12	13	14	17	18	19	20 E	21 E	24 E	25 E	26 E	27 E	28 P						2	13	5		
July	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31				0	0	0	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2018**

PUBLIC SESSION

**TITLE: COMMITTEE OF THE WHOLE SYSTEM PRIORITIES AND
BUDGET 2017-2018 UPDATE**

The Committee of the Whole System Priorities and Budget 2017-2018 update report is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Senior Administrative Council

Presented by: John Crocco, Director of Education/Secretary-Treasurer
Senior Administrative Council

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: February 13, 2018



**REPORT TO THE COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

**COMMITTEE OF THE WHOLE SYSTEM PRIORITIES AND BUDGET
2017-2018 UPDATE**

BACKGROUND INFORMATION

At each month's Committee of the Whole meeting, the Director of Education and members of Senior Administrative Council will provide a verbal update on the implementation of the annual Board approved System Priorities and Budget 2017-2018.

This monthly report information, will be provided through a visual presentation.

This monthly report will provide an opportunity for dialogue with the Committee of the Whole on the status of the implementation of the annual System Priorities and Budget.

The Committee of the Whole System Priorities and Budget 2017-2018 update report is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Senior Administrative Council

Presented by: John Crocco, Director of Education/Secretary-Treasurer
Senior Administrative Council

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: February 13, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – JANUARY 30, 2018**



January 30, 2018

Niagara Catholic Parent Involvement Committee Makes Recommendation to the Board

At its meeting on January 11, members of the Niagara Catholic Parent Involvement Committee (NCPIC), approved a motion to ask the Niagara Catholic Board of Trustees to update the Catholic School Council Policy.

The requested change is to add the following statement: "That each Catholic School Council of the Board is to host an annual Faith Formation for the school community."

Niagara Catholic has an ongoing, cyclical review of policies, to ensure that they are in continued compliance with Ministry of Education requirements and meet the needs of students and staff. The Catholic School Councils Policy (800.1) was most recently updated in 2017.

Trustees approved NCPIC's language amendment to the Policy.

2017-2018 Budget Update and Design of System Priorities and Budget 2018-2019 Collaboration Schedule

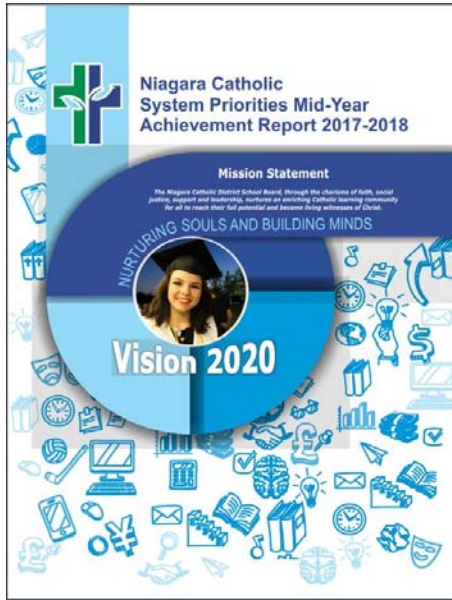
Each month during Committee of the Whole Meetings, the Director of Education and Senior Staff provide a verbal update to Trustees on the implementation of the annual Board-approved System Priorities and Budget.

Additionally, each January, Trustees and Senior Administrative Council begins the process to design the following school year's System Priorities and Annual Budget. The focus of the consultation and collaboration is to ensure the continued achievement of the Board's Vision 2020 Strategic Plan, its Mission, Vision and Values, the two Strategic Directions and the four goals of the Ministry of Education in providing programs, services and supports to all students.

The Director and Senior Administrative Council continue to be committed to providing Catholic educational excellence through programs and services for all students, and to achieving the Board's Vision 2020 Strategic Plan and Annual System Priorities through balanced and financially sustainable annual budgets.

Consultation will take place with a variety of groups from January through May 2018. Review the schedule in Section C3 of the [January 16 Committee of the Whole Agenda](#).

System Priorities Mid-Year Achievement Report 2017-2018 Presented to Board



Niagara Catholic's Vision 2020 Strategic Plan was approved by the Board in 2010, which focus on the Board's two Strategic Directions: Build Strong Catholic Identity to Nurture the Distinctiveness of Catholic Education, and to Advance Student Achievement for All. Every spring, since then, Niagara Catholic has set its System Priorities for the coming year, which include goals set within the seven enabling strategies. In January, Senior Staff report on the progress being made to achieve the enabling strategies within the System Priorities.

Director of Education John Crocco presented the System Priorities Mid-Year Achievement Report 2017-2018 to Trustees during the January 30 Board Meeting, outlining the successes achieved to date

this year, and the work still to be completed. Overall, the Board is on target to meet the goals in the enabling strategies. Read the System Priorities Mid-Year Achievement Report 2017-2018 [here](#).

Good News!

January's a wrap, and what a busy month it's been! Don't forget to check our [Good News](#) section of this website to see great stories on the programs and events taking place in our schools. If you haven't seen the stories about our outstanding athletes competing on the world stage or seen the pictures of our Baby Celebration, you're missing out! Then check out the In the News section for media coverage of many of these stories, which is accessed through the main page.

Follow us!

To ensure you stay connected with Niagara Catholic news and events, please be sure to like us on [Facebook](#) and follow us on [Twitter](#) and [Instagram](#), and check our website often for updates and breaking news. It's the best way to stay in the know, especially now that winter is here! If you like what you see online – tell your friends and have them like or follow Niagara Catholic, too!

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS FEBRUARY 2018**



FEBRUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Secondary Exams End	2 Secondary P.A. Day	3
4	5 Semester Two Begins	6	7 SEAC	8	9	10
11	12	13 Shrove Tuesday SAL Meeting CW Meeting Kids Helping Kids Week for the Niagara Children's Centre	14 Ash Wednesday Valentine's Day	15	16 Elementary and Secondary PA Day	17
18	19 Family Day	20	21	22	23	24
25	26	27 Policy Committee Board Meeting	28			

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
ONTARIO LEGISLATIVE HIGHLIGHTS
JANUARY 26, 2018
FEBRUARY 2, 2018
FEBRUARY 9, 2018**

ENTERPRISE

ONTARIO LEGISLATIVE HIGHLIGHTS

 enterprisecanada.com/ontario-legislative-highlights-january-26/

January 26, 2018

WEEKLY ROUNDUP

BROWN BAGGED – Pandemonium. That’s the state of Queen’s Park in the wake of this week’s shocking resignation of PC Leader **Patrick Brown**. Wednesday night to Thursday morning was unlike anything anyone had ever experienced, when, in the space of a few hours:

- Allegations of sexual misconduct against Brown, dating to his days as a federal MP, surfaced in a CTV report;
- Party brass immediately recognized that, even though the accusations stem from a media report and not a police investigation, the mere inference would cripple their election campaign. But Brown initially declined to step aside;
- Brown faced the Queen’s Park Press Gallery around 9:45 p.m., looking dishevelled and distraught, categorically denying the accusations and vowing to prove his innocence. He refused to answer media questions and scurried off down the stairs – a video scene that figures to be the most indelible image of the whole episode, and the exclamation point on Brown’s brief career as a provincial leader;
- Half a dozen senior PC political and campaign staff staged a mass resignation – seeing the looming crash and bailing out while they still could;
- The PC caucus, reportedly unanimously, agreed that Brown had to go, demanding his immediate resignation lest they issue their own statement calling for his ouster;
- Brown issued a statement at 1:30 a.m. (!) announcing his resignation as party leader, with intentions to stay on as an MPP as he fights to clear his name.

The tizzy has hardly abated since then, with the story evolving rapidly. It’s all uncharted territory, exacerbated by the urgency of a provincial election in just a few months. The PC caucus will meet today to choose an interim “parliamentary leader,” but there are differing opinions on whether he or she will then lead the party into the election. The expectation is that a formal leadership contest will be hastily put together within weeks, to select a more

permanent boss chosen by the full party membership and not just elected MPPs. There's no shortage of names in the rumour mill to be Brown's successor, among them MPPs **Lisa MacLeod** and **Vic Fedeli**, star candidates **Caroline Mulroney** and **Rod Phillips**, and former MPP **Christine Elliott**, who lost the leadership bid to Brown in 2015.

And it's not just the Tories who are scrambling. Liberal and NDP campaign strategies both revolved heavily around denting the frontrunning Brown, and now they, like the PCs, have to revisit their plans. Premier **Kathleen Wynne**, meanwhile, has been choosing her words carefully, focusing mostly on praising the courage of the women who came forward with the sexual misconduct allegations. In a way, this is a political gift to Wynne (on top of the obvious benefit of her chief opponent being sidelined). Her crusade against sexual harassment – punctuated by the massive “It's Never Okay” advertising blitz – has been a defining issue for her administration.

MAINSTREET CRED – Obviously, the big question hovering over Ontario now is whether the Tories, with a newly-minted leader, can still win in June. Whomever is fronting the party will at least have a strong base to start from, with Mainstreet Research the latest pollster predicting a PC victory in June – albeit through a survey taken before the Brown implosion. Mainstreet pegged Tory support at 39%, significantly ahead of the Liberals' 27% and the NDP at just 15%. That last number might give the PC brain-trust some extra indigestion, inasmuch as they likely need a strong showing by the NDP to split centre-left votes.

EARLY WITHDRAWAL – The calendar and weather may suggest otherwise, but spring is in the air around Queen's Park – as evidenced by the annual pre-Budget consultations that launched this week. Finance Minister **Charles Sousa** acknowledged that the Budget will be delivered early this year, thanks to the June 7 election – preceded by a month-long writ period – truncating the spring session. Sousa wouldn't provide a specific date for Budget 2018, and there's no real precedent to guide guesses on when it might be. Since Ontario moved to fixed election dates, this is the first time the vote is in the spring, coinciding with the usual timeframe for the Budget. The election in June 2014 wasn't fixed – it came about suddenly in Year 3 of a minority government.

COST OF LIVINGSTON – Some Liberal strategists will no doubt propose February 26 for the Budget. That's probably too early, but they sure would like a big distraction on that day – it's when **David Livingston**, the former Chief of Staff to then-Premier **Dalton McGuinty**, will be sentenced for illegally deleting emails. Livingston's conviction sent shockwaves through political circles, not just because he was found guilty of unauthorized use of a computer and attempting to commit mischief to data, but because of the ferocity of the judge's ruling. In his 108-page decision, Judge **Timothy Lipson** called Livingston's behaviour “dishonest” and described it as “a ‘scorched earth’ strategy, where information that could be potentially useful to adversaries, both within and outside of the Liberal Party, would be destroyed.” Further, Lipson outright dismissed defence arguments that wiping the computers was aimed at eliminating personally sensitive emails, rather than destroying conversations around cancelling gas plants, which has been the narrative put forward by the Opposition. “All gas plants all the time – the political backdrop is relevant,” Lipson concluded. “No issues were more challenging

or dangerous to the minority Liberal government. This was the grim political backdrop.” Reactions to the conviction were swift and predictable. Brown (in what turned out to be one of his last pronouncements as party leader) offered a caustic, “The guilty verdict is an indictment of the 15 years of Liberal political corruption that has long been rooted in the premier’s office.” Premier Wynne’s office went into full ‘not us’ mode, issuing a statement maintaining, “This matter involved former staff to the former premier. We’ve been clear from the start that this is not how anyone in government should operate, and it is not how a premier’s office should operate.” As for the electoral impact, many pundits have noted that June’s campaign will be the third straight election with the gas plant scandal as a central theme. The first produced a Liberal minority, the second a Liberal majority.

CLARK SNARK – With Brown trying to present a gentler, more civil image for the PC party – which presumably will continue under his successor – many eyebrows were raised, among Tories themselves, at the vitriol in a missive to PC supporters around the nomination of long-time senior banker **Ed Clark** as Chair of the LCBO. “Yesterday the Ontario Liberal Party shone the bat-signal down University Avenue to let Ed Clark know Kathleen Wynne needed him back,” the email sneered. “With Wynne Yes Man Red Ed now chair of the LCBO, well-connected, insider friends of Kathleen Wynne will continue to get ahead while you and your family struggle to get by ... Like a bad bottle of wine at a restaurant, it’s time we send back Wynne Yes Man Red Ed.” This originated from the Ontario PC Media office, and insiders say there has been a talking-to about such over-the-top language. Word is some senior Tories have had a hate-on for Clark since he helped orchestrate the National Energy Program under Prime Minister **Pierre Trudeau**’s Liberals way back in 1980. That Clark has been a key business advisor to Wynne has only intensified the hostility.

PAT SIGNAL – Tories weren’t the only ones reading between the lines of missives in recent days, as tweets from former Liberal senior operative **Pat Sorbara** added to the intrigue around her abrupt departure from the campaign helm last week. Sorbara’s posts suggested it wasn’t her choice to leave. “Two things I know for sure about politics: 1) it is not for the faint of heart and 2) if you work as political staff, you serve at the pleasure of the Leader,” she wrote, then elaborated on her emotions after being acquitted of bribery charges stemming from a Sudbury by-election, returning to party headquarters, and having it not work out. “For the past 3 years, fall out from the #Sudbury by-election impacted me deeply, on many levels. What kept me going the entire time was an intense desire to return to help... Buoyed by the unequivocal judgement that there had been no wrongdoing, I did just that. But issues re-integrating into the existing team proved too tough to overcome. The Leader made the decision she felt best and I am no longer part of the campaign.” Of most concern to the LIBs, from a morale standpoint, was the notion that Sorbara didn’t go voluntarily. “I am very saddened by her decision but I defend the Leader’s right to make it,” she posted, but softened it with, “Another thing I know about politics is sometimes tough calls are unavoidable.... I wish Premier @Kathleen Wynne & everyone in the campaign all the best. Truly.” As well as being chief tactician, Sorbara was co-chair of the Liberal election campaign. Insiders are keenly awaiting a new org chart, as promised by Wynne, to see who, if anyone, gets that title.

NAME RECOGNITION – Politicos of a certain age were shocked to see a headline this week that **Sean Conway** is running for the NDP in Peterborough! Oh, not that Sean Conway. The former Liberal cabinet minister and master orator who served in the Legislature from 1975-2003 is reportedly quite happy in his political retirement as an academic. The Sean Conway running in Peterborough is a 26-year-old folk/country musician and booking agent.

FOR THE RECORD

“It’s heart breaking to have one’s reputation falsely smeared like this. I feel like I was run over by a car.”

- Suddenly-ex-PC Leader **Patrick Brown**, in a text to *Toronto Sun* columnist **Joe Warmington**, his only public comment since being forced to step down amid sexual misconduct allegations in the early hours of Thursday morning.

“The political fallout will be what the political fallout will be.”

- Premier **Kathleen Wynne**, assiduously avoiding any partisan commentary on the Brown resignation.

“This is not about me and it’s not about my campaign. This is about women coming forward and calling out behaviour that they experienced.”

- NDP Leader **Andrea Horwath**, also steering clear of political messaging. Horwath did take a personal shot at Brown, though, asserting that he should be gone from the Legislature altogether: “If he was in my caucus, he would not be sitting as an MPP any longer.”

“[Spending restrictions are] a gag on free speech by allowing only government and corporate media to have unfettered access to Ontarians. The Ontario government has no such restrictions during the six months leading up to an election and neither do the media. How are ordinary Ontarians and the organizations they support to get their concerns known?”

- Working Families spokesman **Patrick Dillon**, after the labour-based coalition launched a constitutional challenge against new rules limiting third-party spending during election campaigns.

“We’re dealing with someone of prior unblemished character with an outstanding career in the business community, time in public service as the chief executive officer of Infrastructure Ontario and a very brief period in the office of the premier – a career as a political staffer of something of about eight months in duration.”

- **Brian Glover**, lawyer for convicted senior political aide **David Livingston**, test-driving his arguments for a fine or probation, rather than jail, as punishment for illegally

destroying government emails. Livingston's deputy at the time, **Laura Miller**, was acquitted on the same charges.


“Do you want to hang out at Kathleen Wynne’s lounge? There has to be a level of innovation in this industry. There has to be a level of privatization.”

- **Abi Roach**, owner of Toronto’s Hotbox Café, advocating for private, less restrictive cannabis lounges as part of Ontario’s new rules when recreational marijuana is legalized next summer.

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ONTARIO LEGISLATIVE HIGHLIGHTS

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February 2, 2018

WEEKLY ROUNDUP

BLUE BLOOD – Early on, interim PC Leader **Vic Fedeli** called it a “roller coaster.” That now seems quaint, as the party lurches through what has become an existential odyssey. Fallout from last week’s spectacularly sudden resignation of former leader **Patrick Brown** continues to utterly swamp Queen’s Park discourse, with each day bringing new curves – and a giant Who Knows? about what it will all mean to the party’s election fortunes. To recap just some of the plot twists since Brown’s public flameout:

“THE RACE”

- It took nearly a week for the party to settle on rules for how a successor to Brown will be chosen, finally landing on March 10 as the date for a new leader to be crowned, preceded by seven days of online voting. This decision followed many a fraught meeting of party big-wigs, facing a bitter divide over whether there should be a leadership contest at all just months before a general election.
- In the immediate aftermath of Brown stepping down, the 28-member caucus (well, 29 if you include Brown, but he’s persona non grata at the moment) had moved swiftly to choose Fedeli as Leader – wanting him to carry that title through to June’s election.
- Not so fast, said the party executive, insisting on a formal leadership race and plopping “interim” in front of Fedeli’s title. A couple of dozen nominated PC candidates – among them **Caroline Mulroney** and **Rod Phillips**, star candidates long rumoured to have leadership aspirations – advocated for this decision, signing a letter calling for the party-wide selection process. Thus appeared the first crack in party solidarity.
- Crack #2 – more like a crevasse – came with the announcement by bombastic former Toronto Councillor **Doug Ford** that he will run for the leadership. There isn’t a more polarizing figure this side of **Donald Trump**, and Ford’s presence in the race signalled a fight for the soul of the party. As one wag put it, the battle between centrist and right-

wing forces amounts to “Red Tories” versus “Red *Meat* Tories.”

- Ford’s candidacy will no doubt trigger an ABF – Anybody But Ford – movement, with opponents aiming to coalesce around a single candidate to defeat him.

“THE PLAYERS”

- Fedeli, who had insisted he wanted the job permanently, abruptly pulled out of the nascent leadership race on Tuesday, vowing to focus instead on cleaning up the mess the party finds itself in – to, in his words, “root out the rot.”
- Within hours of Fedeli’s announcement, other MPPs who had reportedly been mulling a leadership bid also passed, including **Lisa MacLeod** and **Monte McNaughton**.
- The rapid-fire bow-outs from sitting MPPs led to speculation of a backroom agreement to unanimously support someone else (see ABF, above). That someone could well be **Christine Elliott**, the former MPP who lost the leadership to Brown in 2015 and has since been appointed as Ontario’s first Patient Ombudsman. With an “I’m in!” tweet, Elliott took the plunge – reportedly after much cajoling – and is expected to be the darling of those who wanted Fedeli to move ahead unopposed. This will be her third shot at the leadership: Besides being runner-up to Brown in 2015, she came in third in the race in 2009, behind **Tim Hudak** and **Frank Klees**.
- Mulroney is expected to officially launch her campaign early next week, as is Phillips, creating a four-way race – featuring three candidates with no provincial experience (only Elliott has sat in the Legislature), two who have never been elected at all (Mulroney and Phillips), and two who will have to find a riding to run in (Elliott’s old Whitby-Oshawa seat is now held by PC MPP **Lorne Coe**; Ford had been planning to run for mayor again).
- There is still a possibility of a current caucus member jumping in. Rookie Sault Ste. Marie MPP **Ross Romano**, for instance, told local media he is seriously considering a bid. But the costs involved (\$75,000 entry fee, \$125,000 to buy the membership list) could thwart such prospects.

“THE CASUALTIES”

- Party President **Rick Dykstra** – a buddy of Brown’s and likewise a former federal MP – joined Brown in exile, resigning just before *Maclean’s* published sexual assault allegations against him stemming from 2014.
- Fedeli didn’t throw any lifelines to Brown; in fact quite the opposite. Shortly after being named party leader, Fedeli called for Brown to leave the caucus as he defends himself against accusations of sexual misconduct. “While these allegations stand, I can tell you that as leader I would not sign Patrick Brown’s nomination papers,” Fedeli chided. Idle No More’s Georgian Bay chapter piled on, staging a small protest outside Brown’s constituency office.
- As if Brown’s and Dykstra’s reputations weren’t battered enough, stories surfaced about maladministration within the party apparatus. Reports of their internal database being hacked fomented fears that it couldn’t be used for the leadership race. Brown’s claims of 200,000 party members were challenged, with some sources suggesting the real membership base is less than half of that. And long-time Ottawa fundraiser **Thom**

Bennett stirred the pot with an email alleging the PC Ontario Fund was “bleeding – nay gushing ... hundreds of thousands of dollars” on lawsuits with disgruntled candidates and questionable payments to well-connected supporters. This would be the “rot” Fedeli has vowed to root out.

- **Alykhan Velshi**, Brown’s Chief of Staff, and Communications Director **Nick Bergamini** were both back in their respective positions the day after Brown left, despite having resigned when it looked like Brown wouldn’t. One of the first acts for Velshi upon resuming the role was to send out an email informing party supporters of major staffing changes. “With any change in leadership comes a need for reorganization,” he explained. “While reorganizations are always difficult, they are also sometimes necessary.” Among those shown the door were former MPP **Garfield Dunlop** – who gave up his Simcoe North seat to Brown then was hired as an adviser in the Leader’s Office, and **Tamara Macgregor**, Brown’s Deputy Chief of Staff – whose mother is the PC candidate in Ottawa West-Nepean, one of those accused of winning the nomination through ballot stuffing.

LINES OF DEFENCE –Not surprisingly Brown has gone underground, and it’s anybody’s guess when he will turn up in public again. As his empire collapsed he found himself without many friends, but a few supporters have spoken up on his behalf. His sister was the first to put forth a conspiracy theory (see For The Record, below), suggesting her brother had been set up. Dunlop also defended the former leader, taking exception to Fedeli’s contention that Brown left the party in a mess. “He eliminated the debt, put money in the bank, we have got a whole bunch of brand new, really good candidates,” Dunlop told local media. “How anyone could say there’s rot is beyond my wildest dreams.” (Despite his incredulity and being out of a job, Dunlop added he has no hard feelings toward the Tories, affirming, “I’m not going to go jump on Kathleen Wynne’s bus or anything like that.”) But it was Conservative MP **Alex Nuttall** – a key player on the team that helped Brown win the leadership – who most aggressively accused the caucus of a trying to orchestrate a palace coup. “Within 48 hours of the events, we had 28 elites, whose ridings represent less than one per cent of the 200,000 members of the PC Party of Ontario, try to appoint the next [leader], circumventing democracy,” Nuttall fumed.

SHADOWY FIGURES – With Fedeli ensconced as interim Leader, he had to find a replacement as PC Finance Critic, and that job has gone to MacLeod, who adds Finance to her previous critic portfolios of Treasury Board and Anti-Racism. The Tories also needed a new Education Critic – Brown had held that portfolio in addition to his Leader duties. Coe takes on Education, on top of his Post-Secondary Critic portfolio. One other move in the mini-shadow cabinet shuffle sees **Lisa Thompson** become Caucus Chair and the caucus representative on the Ontario PC Fund Board.

WE’RE NUMBER TWO – A handful of Liberal MPPs also have new roles, as this week saw the final moves stemming from January’s cabinet shuffle. The three former ministers who were shuffled out because they aren’t running for re-election are back in the game as Parliamentary Assistants. **Deb Matthews**, who was Deputy Premier, will stay close to Wynne as the

Premier's PA. **Liz Sandals** becomes PA in Infrastructure, and **Brad Duguid** takes on a specific role in Intergovernmental Affairs, as PA responsible for U.S. State Engagement. Two other PAs add roles, with **Amrit Mangat** now PA for Tourism, Culture and Sport on top of her Accessibility files, and **Han Dong** adding Energy to his PA duties in Advanced Education and Skills Development.

Updated wall charts listing MPP responsibilities and key government contacts are now available. [Click here to download:](#)

MPP Chart

Government Contact Chart

NO LEADER, STILL LEADING – Most pollsters will wait until the dust settles on the PC leadership before trying to gauge how voters react, but Forum Research was in the field just hours after Brown's resignation. At that point, the controversy had made no appreciable difference. Even with 82% of respondents saying they were aware of the allegations against Brown, the survey still found 42% backing the Tories, compared to 27% for the Liberals and 23% for the NDP – virtually identical to polling data Forum has gathered for months. Perhaps most interesting, of those aware of Brown's downfall, nearly a quarter, 22%, said it would actually make them *more* likely to vote Conservative.

Another poll, by Innovative Research, should also bolster the Tories' sagging morale. According to this survey, the bedrock of PC election hopes – the ongoing *unpopularity* of the Liberals – remains solid. Innovative found 92% of respondents aware of what had happened to Brown, but it had little impact on voting intentions. In fact, animosity toward Liberal Premier **Kathleen Wynne** actually increased, with "impressions of Kathleen Wynne ... more intensively negative at the end of the month (50% very unfavourable) than they were earlier (44% very unfavourable)." Moreover, the number who strongly agreed it is time for a change grew from 40% to 48%.

RED READY – The tribulations of Brown and the Tories just might be a topic of conversation at this weekend's Ontario Liberal Annual General Meeting in Toronto, but party brass is expected to urge restraint, lest the LIBs be seen as smug (a trait not generally admired by voters). Delegates will get an update on the Liberal strategy – which may be in flux, given the turmoil in the PC camp – as well as discussing the mechanics of the campaign like voter databases and fundraising. And of course there will be plenty of cheerleading, punctuated by a keynote speech not even related to politics. Organizers announced this week that Saturday's luncheon speaker will be Toronto Argonauts coach **Marc Trestman**, who will talk about "building a strong team that has what it takes to win." No word on whether the Grey Cup – which Trestman's Argos won last November – will be on hand for photo-ops.

CALL TO ORDER – Some very familiar names around Queen's Park – at least for past generations – were among the 23 Order of Ontario appointees announced this week. **Floyd Laughren**, an MPP for 27 years and Finance Minister when the New Democrats were in power, is on the list, as is **Gail Nyberg**, whose presence was felt in Ontario politics as the first

Chair of the amalgamated Toronto District School Board and a fierce opponent of then-Premier **Mike Harris**. Nyberg recently retired as Executive Director of the Daily Bread Food Bank. Other famous names receiving the Order include former federal cabinet minister **Allan Rock** and legendary actor/comedian **Dan Aykroyd**.

FOR THE RECORD

“What happened to my brother was disgusting. And make no mistake, he is the victim.”

- **Stephanie Brown**, sister of disgraced former PC Leader **Patrick Brown**, posting on Facebook that her brother had been felled by a “political hit.” She was one of very few to publicly defend him.
-

“Make no mistake about it, the elites of this party — the ones who have shut out the grassroots — do not want me in this race. But I’m here to give you a voice ... I am deeply troubled by what I have seen recently unfolding within the PC Party. Lifelong supporters of our party have been watching in horror as it falls into complete disarray.”

- Grandiloquent as always, **Doug Ford** announces – from his mother’s basement – that he’s running for the Ontario PC leadership.
-

“What can every citizen do to change it? Elect more women. Yes, make sure they’re qualified – not every woman is better just because she’s female – but if she’s smart and capable, give her the chance ... It’s an awful lot harder for sexist behaviour to go unnoticed or be deliberately ignored when there’s a woman in the room.”

- Former BC Premier **Christy Clark**, as the sexual misconduct scandal cascades across the country, weighing in on the “frat boy behaviour” she saw during her 25 years in politics.

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February 9, 2018

WEEKLY ROUNDUP



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I am immensely grateful for all the support expressed to my family and myself.

#metoo  can be a tool to lift society and I applaud that effort.

False allegations however undermine that good work.

The truth will come out.

Thank you to all.

SHADES OF BROWN – Former PC Leader **Patrick Brown** still hasn't been seen or heard publicly since the calamitous end of his reign as party boss, but he has finally been heard *from*, courtesy of Twitter. It was a carefully worded message, thanking supporters for their well wishes since he resigned under a sexual misconduct cloud, while simultaneously praising and decrying the MeToo movement underlying his downfall. The tweet also inferred that he plans to defend himself against the “false allegations” – which could have major implications on the race to succeed him as party leader. From a political perspective, one of the most jarring aspects of Brown's ouster was how quickly and coldly he was cashiered by his erstwhile supporters. Three weeks ago, remember, Ontario Tories were unified behind him, praising his organizational skill, touting a pragmatic platform, crowing about swelling membership and an overflowing war-chest. Now all of it is bathed in doubt. Most Tories are still trying to stay

optimistic, hoping the leadership race will help build momentum for June's provincial election. But the more of a presence Brown has – including if he shows up in the Legislature when it resumes February 20, as he is still the MPP for Simcoe North – the more it reminds everyone of the mirage the Tories believed in before.

THREE-RING CIRCUS – Speaking of the PC leadership race – which is pretty much all anybody speaks about around Queen's Park these days – new developments continue at a frenetic pace. The many angles and twists just beg for bullet-point highlights, so here goes:

- After much mulling by potential candidates the race comes down to a trio of hopefuls, all of whom have obvious pros and cons: **Christine Elliott** (experience as an MPP, well-liked all around, supported by much of the PC caucus; two-time loser in previous leadership contests, no current seat, seen as lacking fire); **Caroline Mulroney** (fresh face, impeccable credentials, family pedigree; no political experience, untested campaigner, family pedigree); and **Doug Ford** ("Ford Nation," anti-elitist cred, fearless; bullying, bombastic, hard-right-wing).
- But wait! There could be a fourth candidate, with the emergence of **Tanya Granic Allen**, President of Parents as First Educators – a group whose *raison d'être* is opposing the updated sex-ed curriculum – as a possible entrant. If she can come up with the requisite \$100,000 and 100 signed-up members, she would immediately become the darling of social conservatives, who might otherwise be expected to back Ford.
- Because of the nature of his support, conventional wisdom is that Ford could only win on a first ballot – getting more than half the initial votes – since Elliott and Mulroney supporters are most likely to pick the other woman as their second choice. Given the Ford family's long-standing relationship with Elliott and her late husband **Jim Flaherty**, presumably Ford would encourage his supporters to back her as their #2. This could give Elliott a distinct advantage in second-place votes, drawing support from both of her rivals. However, in order to get that chance she has to outpace both of them in the first round, because the last-place finisher gets dropped and their second-place votes are applied to the remaining candidates. If the fourth candidate doesn't attract enough supporters to make a difference, the third-place finisher will be eliminated too. So, while wooing second-choice votes is obviously important, doing well on the first ballot – i.e., selling memberships – is paramount.
- Mulroney is the PC candidate for York-Simcoe, while Elliott and Ford need to find ridings to run in. The Tories have nominated candidates in most ridings, but there are about 30 still up for grabs. Elliott used to be an MPP in Whitby, in a seat now held by incumbent PC **Lorne Coe** (who won the by-election when she left), but as she has pointed out in interviews she no longer lives there anyway, having moved to downtown Toronto. Ford is expected to choose a seat in his Etobicoke home base. Neither has to make that decision before the leadership is decided, but they will have to undergo the vetting process imposed on all nominees, to ferret out any closeted skeletons.
- Such a short race doesn't leave much time for policy nuance, which is just fine with the party executive, who would prefer to stick with the substance of the *People's Guarantee* platform developed under Brown. Indeed, the leadership rules say the

candidates must support the “aims, principles and objects of the party and the policy resolutions” adopted last November. However, that’s vague enough to create vast grey areas, and all three main contenders have come out against Brown’s proposed carbon tax – a problematic stance in that the tax was a key factor in paying for other platform commitments. Other divisive issues could include the Liberals’ minimum wage increase – hated by much of the business community but widely embraced across the province – and the aforementioned sex-ed curriculum, a lightning rod for social conservatives.

- Mulroney has the early lead in terms of high-profile endorsements, with would-be leadership candidate **Rod Phillips** backing her when he abandoned his own bid, and MPP **Monte McNaughton** co-chairing her campaign. McNaughton’s decision was a bit of a slap in the face to the Fords, as the late **Rob Ford** supported McNaughton’s own leadership bid in 2015 and he is seen as a champion of the SoCons.
- Exactly who will be voting remains an open question. As part of the “rot” interim party leader **Vic Fedeli** vowed to clean up after Brown resigned, he released updated membership figures, showing about 132,000 names – a far cry from the 200,000 Brown had claimed – which includes some 4,000 memberships sold since Brown left. But Fedeli admitted the counting still isn’t done, as his office continues to probe for duplicate and/or bogus memberships.

WYNNE SPIN – Of course the PC ordeal was a hot topic of conversation at last weekend’s Ontario Liberal Party Annual General Meeting, but mostly in an unofficial way.

Pronouncements from the podium dealt almost exclusively with cheerleading about Liberal accomplishments and policies to rev up the troops for the campaign ahead. Again we offer some observational bullets:

- Organizers touted the event as the largest provincial AGM since 2003, with more than 1,400 delegates. Part of the turnout can be attributed to the Toronto location, but the PC woes no doubt renewed some enthusiasm among Liberal supporters who had been bummed out by relentlessly negative polls.
- Premier **Kathleen Wynne** addressed the Tory leadership race early on by categorically *not* addressing it, coining a phrase that was repeated ad nauseum: “It’s not who we’re fighting against, it’s who we’re fighting for.”
- Wynne did take one shot at Ford – a gesture he no doubt filed for future reprisal. Warning that opponents will escalate their criticism of the Liberals, Wynne intoned, “Some do it in the newspapers. Some do it on Twitter. Some do it from behind a podium in their mother’s basement” – a snide reference to Ford’s campaign launch.
- One of the biggest cheers of the weekend came for **Deirdre Pike**, a long-time NDP activist and *Hamilton Spectator* freelance columnist, who has switched allegiances and is not only running for the Liberals but will challenge NDP Leader **Andrea Horwath** in Hamilton Centre. “I have stood beside Andrea in solidarity at many rallies over the years as we were on the same side of so many issues. Now our paths have diverged,” Pike wrote in her final *Spectator* column. “Her silence on poverty is disheartening.”
- Shout-out to Eglinton Lawrence MPP **Mike Colle**, who showed up on Sunday wearing a **Colin Kaepernick** jersey. Kaepernick was the NFL player who started the whole

kneeling-during-the-national-anthem protest, a fitting hero for the plain-spoken Colle. Or maybe it was just because it was Super Bowl Sunday.

- On sad note, it was announced on Sunday that former Premier **Dalton McGuinty's** mother had passed away. He frequently mentioned her in his speeches when he was Premier, as an inspiration and source of humorous anecdotes.

FOR THE RECORD

“I’ve spent 35 years building my reputation. In one fell swoop, these lies have prompted outrageous headlines and connected me to a story to which I have no business being connected. Well, all that ends today. Today, I begin to reclaim my reputation and fight back against these scurrilous allegations. I mean no harm to Sarah Thomson. But Sarah, you and I both know the incident you described never happened. It’s complete fiction. To be clear, I did not have sex, suggest, request, imply, or joke about having sex with you.”

- **Steve Paikin**, host of TVOntario’s *The Agenda*, in a social media post under the headline “MY TURN,” vigorously refuting sexual harassment allegations by former Toronto mayoral candidate **Sarah Thomson**. In stark contrast to what happened to former PC Leader **Patrick Brown**, Paikin’s pleas were largely well-received and TVO has let him keep his job. He will, in fact, host the first of two PC leadership debates on February 15.

“Have we all, as a society, gone mad? Are our elected leaders all invertebrate, vote-hunting panderers to belligerent, man-hating feminists? We are in a bloodless replication of the Prairial phase of the French Revolution.”

- Media mogul **Conrad Black**, in a *National Post* column, decrying Brown’s career being ruined by unproven allegations. Black, for the record, endorsed **Caroline Mulroney** as Brown’s successor.

“New York state’s Buy American law will undermine the spirit of our partnership and give their workers an unfair edge. I have no choice but to respond by introducing legislation of our own. Our U.S. partners need to know that if they choose protectionism, they will pay a price.”

- Premier **Kathleen Wynne**, sabre-rattling over laws restricting Ontario companies from bidding on New York contracts.

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COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: 2018 OCSTA SPECIAL AWARD, TRUSTEE AWARD OF MERIT,
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Beverley Eckensweiler, *Vice President*
Nick Milanetti, *Executive Director*

VIA E-MAIL

February 5, 2018

TO: Chairs and Directors of Education
- Catholic District School Boards
OCSTA Directors

CC: Board Secretaries and Administrative Assistants
OCSTA Staff

FROM: Patrick Daly, OCSTA President

RE: 2018 OCSTA Special Award, Trustee Award of Merit, and Student Trustee Alumnus Award

We are pleased to announce the recipients of OCSTA's three awards for 2018:

Sister Joan Cronin has been selected as this year's recipient of the **OCSTA Special Award**.

Trustee John Curry, Ottawa Catholic School Board, has been selected as this year's recipient of the **OCSTA Trustee Award of Merit**.

And **Dr. Anthony Silva**, former student trustee at the Kenora Catholic District School Board, has been selected as this year's recipient of the **OCSTA Student Trustee Alumnus Award**.

These awards will be presented during the Annual Dinner at the 2018 AGM & Conference, which is scheduled for 7:30 p.m. on Friday, April 27, at the Crowne Plaza Kitchener-Waterloo.

We extend our sincerest congratulations to the winners and their respective boards, where applicable.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: REGULATORY PROPOSALS UNDER THE CANNABIS ACT,
2017**



Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Patrick Daly, *President*
Beverley Eckensweiler, *Vice President*
Nick Milanetti, *Executive Director*

February 7, 2018

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Patrick J. Daly, President

SUBJECT: **Regulatory Proposals under the Cannabis Act, 2017**

As you are aware, the Government of Ontario introduced Bill 174, Cannabis, Smoke-Free Ontario and Road Safety Statute Law Amendment Act, 2017, on November 1, 2017. Bill 174 received Royal Assent on December 12, 2017. Schedule 1 of the Bill, which enacts the Cannabis Act, 2017, will be proclaimed into force when federal Bill C-45, the Cannabis Act, comes into force. Schedule 3 of the Bill, which enacts the Smoke-Free Ontario Act, 2017, will be proclaimed into force on a date named by the Lieutenant Governor in Council.

The *Cannabis Act, 2017* establishes provincial rules respecting the sale, distribution, purchase, possession, transportation, cultivation and consumption of cannabis. The Act also creates stringent penalties for individuals or corporations convicted of illegally selling or distributing cannabis, and for landlords who knowingly permit these activities on their premises to combat the illegal market. The *Smoke-Free Ontario Act, 2017* includes rules regarding the smoking and vaping of medical cannabis specifically.

The Ministry of the Attorney General is now considering regulations under the *Cannabis Act, 2017* that would:

- Prescribe restrictions on where medical cannabis can be used in a form that is not smoked or vaped
- Clarify the places of use rules for recreational cannabis
- Provide exemptions to permit the consumption of cannabis in hotel, motel and inn rooms, vehicles and boats that are used as residences and in private residences that are also workplaces.

The deadline for comments on this regulatory proposal is March 8, 2018. Further information on the regulatory proposal can be found at the following link:

(<http://www.ontariocanada.com/registry/view.do?postingId=26449&language=en>)

Next Steps:

OCSTA will continue to monitor the development of regulations under the Ontario *Cannabis Act, 2017* that have an impact on school boards and provide summary information as required.

If you have any questions, please do not hesitate to contact me or Stephen Andrews at sandrews@ocsta.on.ca.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: OCSTA FEBRUARY 2, 2018 LETTER TO PRIME MINISTER
TRUDEAU & MINISTER HAJDU**



Ontario Catholic School
Trustees' Association

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Patrick Daly, *President*
Beverley Eckensweiler, *Vice President*
Nick Milanetti, *Executive Director*

February 2, 2018

The Right Honourable Justin Trudeau, Prime Minister of Canada
The Honourable Patty Hajdu, Minister of Employment
House of Commons
Ottawa, ON K1A 0A6

Dear Prime Minister Trudeau & Minister Hajdu:

I am writing you to express the deep concern of the Ontario Catholic School Trustees' Association with regard to the additional requirements of the application process of the Canada Summer Jobs Program. Our Association was founded in 1930 and represents the 29 English Catholic District School Boards in Ontario. These publicly funded school systems educate approximately 545,000 students from Junior Kindergarten to Grade 12 and many thousands more through our Continuing Education Programs. Collectively the locally elected trustees who serve on these boards represent the almost 2.2 million Catholic School ratepayers in Ontario.

For many years Catholic School Boards in Ontario have applied for and received grants through the Canada Summer Jobs Program. The grants received enable them to provide meaningful employment to a number of young people. Consistent with their missions, these Catholic School Boards often target this funding to socio-economic disadvantaged youth in their communities.

The requirements in the current application process clearly and most unfairly violate religious freedom and will serve to deny many vulnerable and disadvantaged young people summer employment. We urge and call upon you to immediately amend the Summer Jobs guidelines and application process so as to permit faith based organizations like those we represent to remain true "to their communal identity and beliefs".

Yours very truly,

Patrick J. Daly
President

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

PUBLIC SESSION

TOPIC: OCSTA 2018 AGM AND CONFERENCE



Ontario Catholic School
Trustees' Association

STEWARDS OF THE PROMISE

88th Annual General Meeting & Conference
April 26 - 28, 2018

Crowne Plaza Kitchener-Waterloo
105 King St E, Kitchener, ON N2G 2K8

Co-Hosted by the Waterloo Catholic District School Board

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Dates to Remember

January 19, 2018 12:00 pm (EST)	Deadline for <i>Trustee Award of Merit</i> nominations.
January 19, 2018 12:00 pm (EST)	Deadline for <i>Student Trustee Alumnus Award</i> nominations.
January 31, 2018 12:00 pm (EST)	Deadline for receipt of Annual General Meeting Resolutions from Boards.
March 16, 2018	Deadline for Early Bird registration discount. Full payment must be received in the OCSTA office by this date in order to receive the discounted rate. No exceptions.
March 23, 2018	Cancellation deadline for full refund of registration fees. See "Cancellations" for more information regarding refunds.
April 6, 2018	Cancellation deadline for full refund of purchased Annual Dinner Ticket(s).
March 26, 2018	Deadline for booking rooms at the Crowne Plaza Kitchener-Waterloo within the discounted OCSTA block. See "Important Hotel Policies" for information regarding fees and cancellation penalties.
April 6, 2018 9:00 am (EST)	Deadline for Nominations: OCSTA President, Vice President and Representative to the CCSTA Board of Directors
April 25, 2018 9:00 am (EST)	Deadline for receipt of Proxy Forms at the OCSTA office.
April 27, 2018 9:00 am (EST)	All proxy badges must be collected from the OCSTA Registration Desk. Proxies not collected by the deadline will be deemed invalid.

Delegate Registration Information

Conference Registration Fees

Early Bird Fee (until March 16, 2018)

\$706.25 (\$625.00 + \$81.25 HST)

Full payment must be received in the OCSTA office by this date in order to receive the discounted rate. No exceptions. Please allow sufficient time for your payment to be processed by your accounting department and delivered to OCSTA.

Regular Fee (after March 16, 2018)

\$774.05 (\$685.00 + \$89.05 HST)

Student Trustee Fee

Same as above

Additional Annual Dinner Ticket

\$101.70 (\$90.00 + \$11.70 HST) – *includes gratuities*

Delegate registration fees include admission to all sessions, receptions and meals, including breakfasts, lunch and the Annual Dinner.

Registration

For on-line registration, please click [here](#).

Please make cheques payable to

OCSTA

Attn: Camille Martin

1804 – 20 Eglinton Avenue West

Box 2064

Toronto, ON M4R 1K8

Note: There is no cost for attending the business session only. However, meals are not provided and individuals must register before **April 13, 2018**. Requests for a reduction in fees for partial attendance will not be accepted.

Business Sessions consist of:

- Nominations report (if required)
- President's address
- Introduction of and address by candidates (if required)
- Presentation of Audited Financial Statements
- Resolutions session(s)
- Report of the returning officer re: election(s) (if required)

Name Badges

Name badges are required for admission to all AGM & Conference functions. Delegates are asked to wear their name badges at all times.

Conference Package & Event App

OCSTA will once again be using a mobile application or "app" for our event. The event app can be viewed on any device with an internet connection. There will not be a printed program. **Information and instructions for downloading the app can be found on page 5.**

The conference package will be distributed to delegates at the event and will contain:

- Resolutions package
- Copy of auditor's report
- Other material as appropriate.

Cancellations

Registration Fees:

Up to March 23, 2018 – full refund

March 24 to March 29, 2018 – 25% of the registration fee will be charged.

March 30 to April 6, 2018– 50% of the registration fee will be charged.

After April 6, 2018 – no refund, under any circumstances will be issued – substitutions are welcomed.

Additional Annual Dinner Ticket:

A full refund will be issued for cancellations received by **April 6, 2018**. After that date, no refunds will be issued, but substitutions are welcomed.

All cancellations must be submitted in writing to Camille Martin at cmartin@ocsta.on.ca.

Ministry of Education Support for Student Trustee Participation

Please note that the Ministry of Education will once again be providing financial support to help offset the registration, travel and accommodation costs associated with student trustee registrations. Note: Accommodation costs will be reimbursed for those greater than 50 km from the venue.

Hotel & Meals

Hotel Reservations and Room Rates

The Crowne Plaza Kitchener-Waterloo has set aside a block of rooms for delegates and guests attending the OCSTA 2018 AGM & Conference, starting at the discounted rate of \$139.00 + applicable taxes for Deluxe Room and \$149.00 + applicable taxes for Executive Room.

If anyone wishes to extend their time in the area, the above nightly rates will also apply to pre- and post-event dates and will be based on availability.

In order to ensure that all delegates are accommodated, please reserve only the rooms that your board actually needs. Those booking rooms should already be registered for the AGM & Conference.

Boards are asked to make room reservations directly with the hotel by calling 1-519-744-4141 or 1-800-483-7812. When booking, be sure to identify yourself as an OCSTA delegate to secure the group discount rate.

The deadline date for booking rooms is March 26, 2018, 2018. After this date, rooms will be released to the public and offered only through general availability.

IMPORTANT HOTEL POLICIES:

- A valid credit card is required at the time of booking to guarantee individual reservations.
- Cancellation made up to 48 hours prior to arrival will be accepted
- Check-in: 3:00 pm
- Check-out: 12:00 pm

Meals & Receptions

Our Conference receptions provide wonderful opportunities to meet other trustees and colleagues from across the province. There will be three receptions held during the conference.

The registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference.

The following is a summary of the receptions and meals planned for OCSTA's AGM & Conference.

NOTE: Times listed below are subject to change.

April 26

- **Meet & Greet (5:30 pm – 7:00 pm)**
Heavy hors d'oeuvres, cash bar
- **Opening Reception (8:30 pm – 9:30 pm)**
Cash bar

April 27

- **Delegate Breakfast (7:30 am – 8:30 am)**
- **Delegate Lunch (12:30 pm – 1:30 pm)**
- **Annual Dinner Reception (7:00 pm)**
- **Annual Dinner (7:30 pm)**

April 28

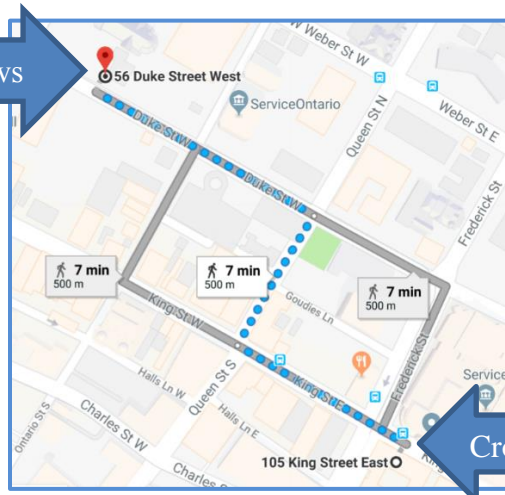
- **Delegate Breakfast (7:45 am – 8:45 am)**

If you have any special dietary needs (not preferences), please notify Margaret Binns, OCSTA Director of Administrative Services, at mbinns@ocsta.on.ca by no later than April 6, 2018.

Eucharistic Celebration

Mass will be celebrated on Friday, April 27, at 5:30 pm. It will take place at St. Mary's Our Lady of Seven Sorrows / 56 Duke Street West / Kitchener, ON N2H 3W7 – a few short blocks (500 metres) from the hotel, and right beside the Waterloo CDSB office. It is walking distance, but buses will also be provided.

St. Mary's Our Lady of Seven Sorrows



Crown Plaza Hotel

Business Sessions

Nominations

Nominations are open for the following positions:

- [OCSTA President](#)
- [OCSTA Vice President](#)
- [OCSTA Representative to the CCSTA Board of Directors](#)

Please click the links above for nomination forms. Additional forms may be reproduced locally as required. The deadline date for nominations is **9:00 a.m. (EST) on April 6, 2018.**

A list of all nominations received in the OCSTA office by **April 6, 2018** will be distributed to all member boards no later than **April 9, 2018.**

If however, no nominations for the positions of OCSTA President, Vice President and OCSTA Representative to the CCSTA Board of Directors are received at the Corporation Head Office within the time so limited, nominations shall remain open until but not later than two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first business session at the Annual Meeting.

Voters' List

All trustees are deemed to be Trustee Members of the Association and are eligible to vote.

Your AGM & Conference badge must be worn at all times as it identifies your eligibility to vote.

Resolutions

The resolutions process provides member boards with the opportunity to bring important issues that have provincial implications to the attention of all trustees in the province. Guidelines for preparing resolutions are available [here](#). The deadline date for receipt of resolutions in the OCSTA office is 12:00 pm EST, January 31, 2018.

Generally, voting at business sessions will be by a show of hands. Delegates carrying proxies must have and show a valid proxy badge. In the event that a recorded vote is needed, ballots will be distributed.

Proxy Votes

Trustee Members who cannot attend the Annual Meeting may appoint a proxy to vote on their behalf. We have outlined below some rules governing the appointment of proxies.

- NOTE:** No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:
- a. is in writing in the appropriate form set out herein;
 - b. has been completed in all respects;
 - c. has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
 - d. has been delivered to the Head Office of the Corporation no later than 48 hours, excluding Saturdays and Holidays, before the meeting of the Members is scheduled to commence; and
 - e. the individual has registered as proxy with the Registration Desk no later than 9:00 am on the day the meeting of the Members is to commence.

A proxy form is available [here](#). Additional forms may be reproduced locally as required.

The deadline date for receipt of Proxy Forms in the OCSTA office is 9:00 am (EST), April 25, 2018.

Should you have any questions, please contact Jane Ponte at jponte@ocsta.on.ca or call the OCSTA office at 416-932-9460.

Award Nominations

Trustee Award of Merit

Click [here](#) to link to the memo and nomination form. Deadline: January 19, 2018, 12:00 pm EST.

Student Trustee Alumnus Award

Click [here](#) to link to the memo and nomination form. Deadline: January 19, 2018, 12:00 pm EST.

Spousal Program: Friday, April 27, 2018



St. Jacobs Country

Discover St. Jacobs Country, Ontario's favourite rural destination! Explore the charming village of St. Jacobs that boasts fine shops, arts & craft studios, The Mennonite Story Interpretive Centre, a 3,000 sq.ft. Model Railway panorama, and exhibits in the historic Mill.

Warm and friendly St. Jacobs has managed just that incredible feat – you will discover everything you want in this shopping and entertainment destination, but you'll never lose the sense that you are enjoying small-town Ontario at its very best. Welcome to big-time enjoyment in a delightful small-town atmosphere.

Itinerary:

- 9:00 am Bus pick-up at Crowne Plaza Hotel
- 9:20 am Arrive St. Jacobs
- 9:30 am St. Jacobs Mennonite Story – countryside tour with personal guide on bus
- 11:00 am St. Jacobs Mennonite Story – end tour at facility with walkthrough of exhibits
- 11:30 am Buffet lunch at Stone Crock Restaurant: Enjoy Stone Crock's Signature Salad Bar, hearty country soups, an array of tasty hot entrées, home-style gravy and locally grown vegetables.
- 12:30 pm On own:
 - Browse through stylish shops, craft studios & galleries in the quaint Village of St. Jacobs
 - Maple Syrup Museum, Train Exhibit, Historic Exhibits in The Mill
 - Taste locally brewed beer and tastings at Block 3 Brewery
- 3:30 pm Bus departs from St. Jacobs Mennonite Story / 1406 King Street North, St. Jacobs
- 4:00 pm Arrive Crowne Plaza

Cost: \$75 per person (includes taxes and gratuities)

Limited spots are available – sign up now via the AGM & Conference Registration form [here!](#)

Deadline for confirmation of participation and payment: March 16, 2018



Optional Post-Event Activity: Saturday, April 28, 2018, 2:00 pm

A Stratford Festival production of *The Music Man*.

Please indicate your interest on the AGM & Conference Registration form [here](#).

Cost: \$40 - \$90 (depending on selection of seats)

Stratford
FESTIVAL



**A LOVE STORY WITH TWISTS.
AND TUNES.**

A charming but fraudulent salesman arrives in River City to work his usual scam – only to find that a bill of goods can be the real deal. With melodies that include the rousing “Seventy-Six Trombones,” this musical-comedy classic will delight the whole family.



Download Your Guide to the AGM & Conference!

Once again, OCSTA is excited to be offering to all attendees the digital **EventMobi Guide** to the AGM & Conference.

The event app allows convenient, 24-hour access information about sessions, speakers, hotel reservations, conference registration, and much more!



Here's how it works:

- Download the event app on any device that has an internet browser: (smartphone, tablet, laptop, desktop computer, etc.).
 - Follow your device's instructions to add the app icon to your home screen.
 - On the home page of the event app, click (or tap) images for the following features:
 - **Registration** (links to a conference registration form)
 - **Hotel Reservations** (links to the hotel reservation webpage)
 - **Agenda**
 - Session times, locations, and descriptions
 - Create your own calendar of sessions and events
 - **Speakers** (photos, bios)
 - **Attendees**
 - Create and personalize your profile and see those of other attendees
 - Text-message other attendees
 - **Sponsors** (see who's sponsoring our event, with links to websites)
- Scroll down if you don't see all of these images on your screen.
- If you prefer, click or tap "Menu" to get these and other options in list format.

How to Access our Mobile Event Guide:

- Go to <https://eventmobi.com/ocsta2018agm/> on your browser to instantly access your mobile event guide.

Please note that there will not be a printed program at the AGM & Conference.

Download your event app today and explore!



Ontario Catholic School
Trustees' Association

STEWARDS OF THE PROMISE

Crowne Plaza Kitchener-Waterloo
105 King Street East, ON N2G 2K8

88th Annual General Meeting & Conference
April 26 - 28, 2018

THURSDAY, APRIL 26	
5:30 pm Grand Ballroom Tower Lobby	Registration
5:30 pm Crystal Ballroom, The Walper Hotel 20 Queen St S Kitchener, ON N2G 1V6	Meet & Greet Reception – Heavy Hors d'oeuvres (Cash Bar)
7:00 pm Grand Ballroom	Opening Liturgy Waterloo CDSB
7:20 pm Grand Ballroom	Welcoming Remarks Todd Lalonde, Conference Chair, OCSTA Patrick Daly, President, OCSTA
7:30 pm Grand Ballroom	Keynote Plenary: "Stewards of the Promise – Role of Trustees" Rev. John Comiskey
8:30 pm Kitchener Suite	Opening Reception (Cash Bar)
FRIDAY, APRIL 27	
7:30 am Grand Ballroom Tower Lobby	Registration
7:30 am Grand Ballroom	Buffet Breakfast (Delegates Only)
8:30 am Grand Ballroom	Morning Praise – Waterloo CDSB
8:40 am Grand Ballroom	OCSTA President's Report
9:10 am Grand Ballroom	Nominations Report & Introduction of Candidates
9:20 am Grand Ballroom	Presentation of Financial Report
9:30 am Grand Ballroom Tower Lobby	Break
9:45 am Red Maple	Student Trustees Workshop: "Students as Global Citizens" Kate Jamieson & Meghan Nemeth, Waterloo CDSB Student Trustees
9:45 am Grand Ballroom	Resolutions Session
11:30 am	Concurrent workshops:
Kitchener Suite 1	#1 "Connecting Child Welfare and Education: A System Transformation" Christina Campbell, Ontario Association of Children's Aid Societies
Kitchener Suite 2	#2 "An Interactive Exploration of the Religious Education Program 'Growing in Faith, Growing in Christ'" (Note: Participant laptops or tablets are required for this session.) Carol Bryden, Trustee, St. Clair CDSB
Kitchener Suite 3	#3 "Maximizing the Board Agenda for Strong Stewardship" Presenters TBC (Waterloo CDSB Trustees)

FRIDAY, APRIL 27 (CONT'D)	
Kitchener Suite 4	#4 "School Board Services and Trustee Resources Provided by the Ontario Education Services Corporation" Ted Doherty, Executive Director, OESC
12:30 pm Trillium Suite	Elections
12:30 pm Grand Ballroom	Buffet Lunch (Delegates Only)
12:30 pm Red Maple	Student Trustees Lunch
1:30 pm	Regional Meetings:
Kitchener Suite 1	West
Kitchener Suite 2	Central
Kitchener Suite 3	Northeast
Kitchener Suite 4	Northwest
New Viking B & C	East
2:30 pm Grand Ballroom Tower Lobby	Break
2:45 pm Grand Ballroom	Address by The Hon. Indira Naidoo-Harris, Minister of Education (TBC)
3:30 pm Grand Ballroom	"Demographic Trends Affecting Education in Ontario" Jack Ammendolia, Director, Watson & Associates Economists
4:00 pm Grand Ballroom	Report of the Returning Officer
5:30 pm	Mass, Commissioning Ceremony, & Special Presentations His Eminence Thomas Cardinal Collins, Archbishop of Toronto, Celebrant St. Mary Our Lady of the Seven Sorrows Roman Catholic Church
7:00 pm Grand Ballroom Foyer	Reception (Cash Bar)
7:00 pm Grand Ballroom	Silent Auction (7:00 pm – 8:30 pm)
7:30 pm Grand Ballroom	Annual Dinner & Award Presentations
SATURDAY, APRIL 28	
7:45 am Grand Ballroom	Buffet Breakfast (Delegates Only)
8:45 am Grand Ballroom	Morning Praise Waterloo CDSB
9:00 am Grand Ballroom	Marc Kielburger or Craig Kielburger, Co- founders, WE Movement
10:00 am Grand Ballroom	Closing, Grand Prize Draw, & Adjournment





Ontario Catholic School
Trustees' Association

October 25, 2017

MEMO TO: Chairpersons and Directors of Education
Catholic District School Boards

FROM: Marino Gazzola, Chair, Resolutions Committee

RE: 2018 AGM & Conference Resolutions

PLEASE REVIEW THIS INFORMATION AT A MEETING OF YOUR BOARD

The OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from OCSTA members.

The study and processing of resolutions is one of the fundamental responsibilities of the Association. The resolution process provides member boards with the opportunity to shape the work of the Association by bringing important issues which have provincial implications to the attention of all trustees in the province.

During the year, important issues of a provincial nature that arise at the board level may be used to develop resolutions for OCSTA. Resolutions may be submitted to OCSTA any time up until the deadline of *January 31, 2018*.

Please Note:

OCSTA's Annual Finance Brief to the Minister and submission to the yearly Pre-Budget Consultation process serve as effective opportunities for advocacy regarding education funding issues. Boards are encouraged to submit education funding issues requiring Association action and advocacy throughout the year. However, should a board prefer to use the AGM Resolutions process for funding issues with provincial implications, they are, of course, welcome to do so. Funding issues submitted through the resolutions process may be recommended for inclusion in the OCSTA Finance Brief the following year.

Resolutions may be submitted to OCSTA at any time up to the deadline of January 31, 2018.

Attachments

- *Guidelines*
- *Template*
- *Explanation of Committee Recommendations & Resolution Procedures*
- *OCSTA Mission, Vision, Strategic Priorities*
- *Chart of 2016 Resolutions with AGM Decisions*
- *Related By Law Section 5.9 (Resolutions)*

Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to shape the work of the Association by addressing problems, solutions or concerns, which affect Catholic education in Ontario. **A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.**

A. All Resolutions will be reviewed by the Resolutions Committee and a Committee Recommendation will be added to each Resolution. Committee Recommendations will be guided by the following criteria.

The resolution:

- a. Is in keeping with the Mission, Vision and Strategic Priorities of the Association.
- b. Is of a provincial nature and addresses an area of concern for the province's Catholic school boards is a matter that requires attention or action.
- c. Is written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Is accompanied by substantiated rationale.
- e. Does not deal with education funding issues.
 - OCSTA addresses education funding issues in the Annual Finance Brief to the Minister and submission to the yearly Pre-Budget Consultation. Boards are encouraged to submit education funding issues requiring Association action and advocacy as they arise throughout the year.

B. Steps in Preparing a Resolution

1. Review the Mission, Vision and Strategic Priorities of OCSTA.
2. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
3. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
4. Write the resolution in the following proposed format taking care to ensure that:
 - a. Each "*Whereas*" is accompanied by adequate background material.
 - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

C. Writing A Resolution

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word "WHEREAS".

2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]
[Secunder’s Name]
[Board Name]
[Topic]

D. Submission Deadline Date

The **final** deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 31, 2018**. We encourage boards to submit their resolutions at any time from May to January by email to Jane Ponte at jponte@ocsta.on.ca.

E. Regulations

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines and the enclosed template and the resolution session procedures have been provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

Template

Please **do not use** tables, text boxes or any type of graphic or letterhead. The type of font to be used in this document is **Times New Roman 12pt**.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

Moved by: [Mover's Name] [Board Name]

Seconded by: [Secunder's Name]

Topic: [e.g. Vacancies on School Boards]

Whereas: from time to time a vacancy occurs in the office of a member of the board;
and

Whereas: according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

Whereas: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

Whereas: the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

Whereas: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

If you have any questions regarding this template please contact Jane Ponte either by telephone at 416-932-9460 ext. 223 or by e-mail at jponte@ocsta.on.ca.

Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The **Resolutions** Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**
No action will be taken.
- v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**
The intent of the resolution has been met. No further action will be taken.

Resolution Session Procedures

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates at the session when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

Note Re Quorum: *Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - the chair will call for the sponsoring board to move and second **the committee recommendation;**
 - delegates will speak to the committee recommendation;
 - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - the chair will call for the sponsoring board to move their **original resolution;**
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
 - the chair will call for the sponsoring board to move their **original resolution;**
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

D. Members’ Discussion Rights

Under Article 5.11 (*Members Discussion Rights*), a Member may raise a matter for discussion at the Annual General Meeting. Subject to the provisions in Articles 5.10.1 to 5.10.5, and 5.11, the item may be addressed, and may be referred to a committee of OCSTA for further consideration, but it shall not be put to a vote at the meeting at which it has been raised.

If the Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak and/or make any subsidiary motion related thereto.

Revised March 9, 2017



Ontario Catholic School Trustees' Association

Our Mission

Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.

Our Vision

Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.

The Association's **Strategic Priorities** are as follows:

1. Enhance Political Advocacy for Catholic Education

- a. Strengthen current advocacy platform by building positive new relationships and reinforcing existing ones with groups like OAPCE, OCSOA, CWL, etc.
- b. Communicate and promote current messages about the value of Catholic education to our key target audiences: parents, students, politicians, teachers, alumni, parishioners, etc.

2. Engage Trustees in an Enriched Development Program

- a. Assess the current needs and interests of members to guide development of appropriate programming.
- b. Ensure OCSTA programming provides timely and relevant content to support trustees in their roles as advocates and spokespersons for Catholic education.

3. Manage Human and Fiscal Resources to Effectively meet Changing Needs

- a. Align the work of committees, staff and fiscal resources behind structures and initiatives that support the association's three key priorities.
- b. Ensure OCSTA is structurally aligned to successfully fulfill its role as the legislated Employer Bargaining Agent for all of Ontario's English Catholic District School Boards.

2017 OCSTA Resolutions with AGM Decisions

#	Board	Topic	AGM Decision
1.	Dufferin-Peel	Student Transportation Funding	Approve and refer to Political Advocacy Committee
2.	Dufferin-Peel	Funding for Students with Diverse Learning Needs Including Special Education Needs	Approve and refer to Political Advocacy Committee
3.	Hamilton-Wentworth	Ontario's Renewed Mathematics Strategy Funding to School Boards	Approve and refer to Political Advocacy Committee
4.	Windsor-Essex	Honouring the Truth, Reconciling the Future	Approve and refer to Catholic Education & Trustee Enrichment Committee
5.	Dufferin-Peel	Daily Occasional Teacher Roster Caps	Receive and refer to Labour Relations Committee
6.	Dufferin-Peel	Ontario Regulation 274/12 – Hiring Practices	Receive and refer to Labour Relations Committee
7.	Renfrew	School Organizational Models	Receive and refer to Political Advocacy Committee
8.	Windsor-Essex	Transportation Funding	Receive and refer to Political Advocacy Committee

**Excerpt from
Ontario Catholic School Trustees Association
General Working By-law 2016-1**

5. MEETINGS OF MEMBERS

5.9 Resolutions from CDSB's

Any CDSB may submit a Resolution for consideration at an Annual Meeting to address any challenge or opportunity which affects Catholic education in Ontario, subject to the following:

- 5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;
- 5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;
- 5.9.3 each such Resolution shall be circulated among all CDSB's not less than thirty (30) days prior to the Annual Meeting;
- 5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and
- 5.9.5 no such resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.



Ontario Catholic School
Trustees' Association

Nomination Form for OCSTA President – April 2018

Moved by:

(print name)

(signature)

(board)

Seconded by:

(print name)

(signature)

(board)

That:

(print nominee's name)

(board)

be nominated for the position of OCSTA President for the period April 2018 to the conclusion of the 2020 AGM & Conference.

I, _____ consent to
(signature of nominee)

stand for election to the above position.

Deadline: April 6, 2018 – 9:00 a.m. EST

Please submit completed form to Jane Ponte – jponte@ocsta.on.ca.

Attachment – OCSTA Board of Directors – Roles and Responsibilities



Ontario Catholic School Trustees' Association

OCSTA Board of Directors – Roles and Responsibilities

OCSTA is a Not-For-Profit Corporation and is subject to the
Not-For-Profit Corporations Act

The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Associations and consists of:

3 Table Officers: President, Vice President, Past President
15 Regional Directors
Executive Director
Chaplain
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at the Annual General Meeting.

The Board of Directors

- Serves as the principal source of policy and political direction for the Association between Annual General Meetings.
- Approves amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM.
- Approves the annual Association budget and establishes membership and service fees.
- Selects OCSTA award recipients.
- Establishes ad-hoc work groups, as required.
- Other responsibilities as adopted by the Board of Directors.

Board of Directors' Meetings

- 6 times per year (September, December, February, April (2), and June.
- May be called by the President at others times.
- Shall be convened by the Executive Director upon direction in writing of five Directors.

Committee Meetings

- There are currently 5 Standing Committees.
- OCSTA Regional Directors are required to sit on 2 of these committees.
- Committees meet approximately 3-6 times per year.
- Ad Hoc Committees may be established, as needed.

Regional Directors

- Know and understand:
 - the issues currently under discussion at OCSTA;
 - the position of OCSTA on these issues; and
 - the position of boards (within their region) on these issues.
- Know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- Engage and participate in meetings and Association events.
- Seek input and views from their respective regions and bring forward issues to the Board of Directors.
- Help to build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- Keep boards and trustees in their regions aware of OCSTA issues and initiatives, sharing available reports and position papers, as appropriate.
- Enhance communication between the Boards they represent and OCSTA by:
 - providing on a regular basis to boards in their regions, a report on OCSTA Board of Directors' meetings
 - encouraging boards to respond to OCSTA issues and discussion papers.
- Ensure that OCSTA is kept informed of important issues, events and needs of boards in their region.
- Respect and protect the confidentiality of matters discussed at OCSTA board meetings.

Table Officers

The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA

The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President.
- Represents the Association in place of the President, as required.
- Any other duties, as determined by the President.

The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

Mission Statement

Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.



Ontario Catholic School
Trustees' Association

Nomination Form for OCSTA Vice President – April 2018

Moved by:

(print name)

(signature)

(board)

Seconded by:

(print name)

(signature)

(board)

That:

(print nominee's name)

(board)

be nominated for the position of OCSTA Vice President for the period April 2018 to the conclusion of the 2020 AGM & Conference.

I, _____ consent to
(signature of nominee)

stand for election to the above position.

[Deadline: April 6, 2018 – 9:00 a.m. EST](#)

[Please submit completed form to Jane Ponte – jponte@ocsta.on.ca.](mailto:jponte@ocsta.on.ca)

Attachment – OCSTA Board of Directors – Roles and Responsibilities



Ontario Catholic School Trustees' Association

OCSTA Board of Directors – Roles and Responsibilities

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ACBO Liaison to OCSTA

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- Approves amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM.
- Approves the annual Association budget and establishes membership and service fees.
- Selects OCSTA award recipients.
- Establishes ad-hoc work groups, as required.
- Other responsibilities as adopted by the Board of Directors.

Board of Directors' Meetings

- 6 times per year (September, December, February, April (2), and June.
- May be called by the President at others times.
- Shall be convened by the Executive Director upon direction in writing of five Directors.

Committee Meetings

- There are currently 5 Standing Committees.
- OCSTA Regional Directors are required to sit on 2 of these committees.
- Committees meet approximately 3-6 times per year.
- Ad Hoc Committees may be established, as needed.

Regional Directors

- Know and understand:
 - the issues currently under discussion at OCSTA;
 - the position of OCSTA on these issues; and
 - the position of boards (within their region) on these issues.
- Know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- Engage and participate in meetings and Association events.
- Seek input and views from their respective regions and bring forward issues to the Board of Directors.
- Help to build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
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- Enhance communication between the Boards they represent and OCSTA by:
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- Presides at meetings of the Board of Directors in the absence of the President.
- Represents the Association in place of the President, as required.
- Any other duties, as determined by the President.

The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

Mission Statement

Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.



Ontario Catholic School
Trustees' Association

Nomination Form for OCSTA Representative to the CCSTA Board of Directors – April 2018

Moved by:

(print name)

(signature)

(board)

Seconded by:

(print name)

(signature)

(board)

That:

(print nominee's name)

(board)

be nominated for the position of OCSTA Representative to the CCSTA Board of Directors for the period April 2018 to the conclusion of the 2020 AGM & Conference.

I, _____ consent to
(signature of nominee)

stand for election to the above position.

Deadline: April 6, 2018 – 9:00 a.m. EST
Please submit completed form to Jane Ponte – jponte@ocsta.on.ca



Ontario Catholic School
Trustees' Association

Appointment as Proxy by Catholic School Trustee

Extra copies may be printed as required

I, _____ hereby appoint
(Please print trustee name)

(Please print proxy holder's name)

of the _____
(Please print proxy holder's Board)

as a proxy to attend and vote on my behalf at the Annual General Meeting to commence on Friday, April 27, 2018, at 8:40 a.m. on such business as may come before the meeting, hereby revoking any proxy previously given.

I hereby certify that I am a Catholic School Trustee of the

(Please print name of school board)

Date: _____ Signature: _____

DECLARATION OF WITNESS

I, _____ hereby certify
(Please print name of witness)

that I saw _____ sign
(Please print trustee name)

this document, that it was completed in all respects at that time, and that I am a Roman Catholic and at least eighteen years of age and am not the person appointed proxy by this document.

Signature: _____

NOTE: No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

- is in writing in the appropriate form set out herein;
- has been completed in all respects;
- has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- has been delivered to the Head Office of the Corporation no later than 48 hours excluding Saturdays and Holidays before the meeting of the Members is scheduled to commence; and
- the individual has registered as proxy with the Registration Desk no later than 9:00 a.m. on the day the meeting of the Members is to commence.

Deadline Date: April 25, 2018 – 9:00 a.m. EST



Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Patrick Daly, *President*
Beverley Eckensweiler, *Vice President*
Nick Milanetti, *Executive Director*

September 26, 2017

TO: Trustees and Directors of Education
– Catholic District School Boards

FROM: Margaret Binns, Director of Administrative Services

RE: **2018 OCSTA Trustee Award of Merit**

Boards or individual trustee members are encouraged to submit nominations for the 2018 OCSTA Trustee Award of Merit. This award recognizes Catholic trustees who have rendered exceptional service to Catholic education over the years.

The recipient(s) of the Trustee Award of Merit will be honoured during the Eucharistic Celebration on Friday, April 27, as part of the 2018 AGM & Conference.

Please see the attached guidelines and nomination form, as well as a list of past recipients of this award.

**The deadline for receipt
of nominations in the OCSTA office is
12:00 p.m. EST, Friday, January 19, 2018.**

OCSTA Trustee Award of Merit: Guidelines

NOMINATION ELIGIBILITY

- Only Ontario Catholic school trustees are eligible to receive this award.
- Nominations may be made by OCSTA member boards or individual trustees.
- A trustee may nominate another trustee who is not from his or her own board.
- Current members of the OCSTA Board of Directors are not eligible to receive this award.

EVALUATION CRITERIA

This award is given to trustees who have demonstrated one or more of the following three criteria, given a weighted value in points totalling 100:

- The nominee has made a significant contribution to the Catholic education community while serving as a Catholic trustee. (50 points)
- The nominee has strong Catholic leadership qualities and gives witness to their faith commitment. (30 points)
- The nominee has served as a Catholic trustee for a significant period of time. Although this award is not a reward for long-term service, length of service will be taken into account. (20 points)

PROCESS

- Up to three awards may be presented in any given year.
- All nominations will be reviewed, and the winner of the Award announced, at the February Board of Directors' meeting.
- For information purposes, a list of past winners will be provided to the OCSTA Board of Directors (included in this package).
- The presentation of the Award will take place at OCSTA's Annual General Meeting & Conference.
- OCSTA will reimburse each award recipient, plus one guest, for reasonable combined travel expenses up to \$1,000 and one hotel night to attend the Awards Ceremony and Annual Dinner at the Annual General Meeting & Conference. In lieu of travel, an option for videoconferencing or taped message may be provided.

NOMINATION FORMAT

- Nominations must be preceded by the Nomination Cover Sheet and submitted using the three sheets following it, each headed by one of the criteria (please see below).
- The response in support of the nominee for each of the three criteria must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Camille Martin at cmartin@ocsta.on.ca, or by mail, courier, or fax (416-932-9459).
- The deadline for the receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 19, 2018**. The deadline is firm and will not be extended.

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)

Nomination Cover Sheet

OCSTA Trustee Award of Merit

Name of Nominee: _____

Nominated by: _____

Board: _____

Contact Person: _____

Telephone #: _____

Email: _____

Please provide details of the nominee's contributions to the Catholic education community that, in your opinion, exceed the community's expectations of a Catholic trustee. (50 points)

Please provide details of how this nominee's strong Catholic leadership qualities exemplify his/her faith commitment. (30 points)

The term of service will be taken into consideration. How long has the nominee served as a trustee? What positions has he/she held? (20 points)



Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Patrick Daly, *President*
Beverley Eckensweiler, *Vice President*
Nick Milanetti, *Executive Director*

September 28, 2017

TO: Trustees and Directors of Education
– Catholic District School Boards

CC: Student Trustees
Secretaries & Administrative Assistants
– Catholic District School Boards

FROM: Margaret Binns, Director of Administrative Services

RE: 2018 OCSTA Student Trustee Alumnus Award

OCSTA is pleased to invite nominees for the Student Trustee Alumnus Award, designed to recognize the achievements of former student trustees and celebrate the positive impact of Catholic education on their lives and the communities they reach.

Boards or individual trustee members are encouraged to submit nominations for the 2018 OCSTA Student Trustee Alumnus Award.

The recipient of the Award will be honoured during the Eucharistic Celebration on Friday, April 27, as part of the 2018 AGM & Conference.

Please see the attached guidelines and nomination form.

**The deadline for receipt
of nominations in the OCSTA office is
12:00 p.m. EST, Friday, January 19, 2018.**

OCSTA Student Trustee Alumnus Award: Guidelines

NOMINATION ELIGIBILITY

- The nominee must be a former Catholic school Student Trustee.
- The nominee must have graduated from a Catholic secondary school in Ontario at least five years prior to his/her nomination.
- Any OCSTA trustee member or Ontario Catholic school board can submit nominations to help recognize the positive impact of Catholic education on the lives of student trustees and the communities they reach after graduation.

EVALUATION CRITERIA

This award is given to student trustee alumni who have demonstrated exceptional achievement in any field—vocational or voluntary—and positive Catholic values reflective of the characteristics described in the Ontario Catholic School Graduate Expectations. The nominations will be assessed based on the following three criteria, given a weighted value in points totalling 100:

- The nominee has distinguished himself/herself through service to their community and/or serving as a positive, inspiring role model to others. (40 points)
- This award is given to Catholic student trustee alumni who have demonstrated outstanding leadership, philanthropic and/or service capabilities and orchestrated exceptional and meaningful change as leaders in their profession or community. (30 points)
- The nominee has reflected the characteristics of the Ontario Catholic School Graduate Expectations: (30 points)
 - a discerning believer formed in the Catholic faith community
 - an effective communicator
 - a reflective and creative thinker
 - a lifelong learner
 - a collaborative contributor
 - a caring family member
 - a responsible citizen

PROCESS

- Only one person will be honoured in any given year. The Board of Directors is not required to present an OCSTA Student Trustee Alumnus Award each year.
- All nominations will be reviewed, and the winner of the Award announced, at the February Board of Directors' meeting.
- The presentation of the Award will take place at OCSTA's Annual General Meeting & Conference.
- OCSTA will reimburse the award recipient, plus one guest, for reasonable combined travel expenses up to \$1,000 and one hotel night to attend the Awards Ceremony and Annual Dinner at the Annual General Meeting & Conference. In lieu of travel, an option for videoconferencing or taped message may be provided.

NOMINATION FORMAT

- Nominations must be submitted using the OCSTA Student Trustee Alumnus Award Nomination Form.
- The response in support of the nominee must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Please explain why the individual is deserving of this recognition. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Camille Martin at cmartin@ocsta.on.ca, or by mail, courier, or fax (416-932-9459).
- The deadline for the receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 19, 2018**. The deadline is firm and will not be extended.

OCSTA Student Trustee Alumnus Award Nomination Form

Trustee or Board Submitting Nomination: _____

Name of Nominee: _____

Current address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Telephone: _____ Email: _____

Catholic School(s) Attended: _____

Dates of Service as Student Trustee (month/year): _____ / _____ to _____ / _____

Year of Graduation: _____ Current Vocation: _____

Board Contact Person: _____

Telephone: _____ Email: _____

Using 8 ½ x 11-inch paper, please explain why the individual is deserving of this award. The submission must **not** exceed 400 words. Only information within the prescribed length will be considered.

Nominations may be submitted by email to Camille Martin at cmartin@ocsta.on.ca, or by mail, courier, or fax (416-932-9459).

Nomination must be received by **12:00 p.m. EST, Friday, January 19, 2018.**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
FEBRUARY 13, 2018**

PUBLIC SESSION

**TOPIC: MINISTRY OF EDUCATION MEMORANDUM – DRAFT
REVISED PUPIL ACCOMMODATION REVIEW GUIDELINE
AND COMMUNITY PLANNING AND PARTNERSHIPS
GUIDELINE UPDATES**

Ministry of Education

Office of the ADM

Capital and Business Support Division
900 Bay Street
20th Floor, Mowat Block
Toronto ON M7A 1L2

Ministère de l'Éducation

Bureau du sous-ministre adjoint

Division du soutien aux immobilisations et
aux affaires
900, rue Bay
20^e étage, Édifice Mowat
Toronto ON M7A 1L2



2018: B02

MEMORANDUM TO: Directors of Education
Secretary/Treasurers of School Authorities

FROM: Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

DATE: **February 9, 2018**

SUBJECT: **Draft Revised Pupil Accommodation Review Guideline
and Community Planning and Partnerships Guideline
Updates**

I am writing to inform you of the ministry's:

- Proposed revisions to the Pupil Accommodation Review Guideline (PARG).
- Next steps to support improved co-ordination of community infrastructure planning, including future revisions to the Community Planning and Partnerships Guideline (CPPG).

These policy initiatives were key elements of the province's Plan to Strengthen Rural and Northern Education. The plan responded to feedback received during the government's rural engagement in spring 2017 and aims to better support:

- Quality rural education;
- Sustainable use of school space in rural communities; and
- Decision-making around school closures.

The ministry undertook a consultation on proposed revisions to the PARG and CPPG between October 12 and December 6, 2017. The consultation included an online survey, 19 in-person engagement sessions during the ministry's fall education funding symposia and a meeting of the Minister's Reference Group on Community and Education Planning and Partnerships. The Minister's Reference Group includes representatives from the education and municipal sectors and an academic and its mandate is to

advise the Minister of Education on effective ways to improve co-ordination of community infrastructure planning from a public education perspective.

The policy reforms presented in the following sections respond to consultation feedback received by the ministry in fall 2017.

Draft Revised PARG – Summary of Key Changes

The amendments to the PARG presented below will affect all school boards across the province, not just those which cover rural and northern communities. I therefore encourage your board to provide feedback to the draft revised PARG, which is posted here, along with a summary of fall 2017 consultation feedback:

<http://www.edu.gov.on.ca/eng/policyfunding/reviewGuide.html>

The ministry will accept feedback during this current second phase of the consultation until **March 23, 2018**.

In addition, the ministry plans to convene a technical working group comprised of school board and municipal representatives to discuss these amendments in detail.

Initial Staff Report

The initial staff report to the Board of Trustees must contain at least **three** options to address the accommodation issue(s): a recommended option, an alternative option and a status quo option.

The option(s) included in the initial staff report must address the following **four** impacts:

- Impact on student programming;
- Impact on student well-being;
- Impact on school board resources; and
- Impact on the local community*.

(Impact on the local community must include consideration of the local economy if at least one school that is eligible to receive support from the Rural and Northern Education Fund (RNEF) is included in a pupil accommodation review at any time.)*

Boards will be required to use a ministry-approved template to write their initial staff reports. This template is currently under development and will provide boards with flexibility to accommodate the varying circumstances of each pupil accommodation review.

The ministry is considering the following issues to support development of the template:

- **Student programming** issues such as multi-grade classrooms.
- While measurable **student well-being** indicators continue to evolve, impact on extracurriculars, student transportation and school climate surveys could be considered for inclusion.

- To support analysis of the impacts on **school board resources**, the ministry will provide additional guidance where there are standards in reporting, such as school capacity and facility condition.
- The current requirement for school boards to consider **community impacts**, such as loss or gain of community use of school space, will be maintained and extended to include consideration of any possible impacts on First Nation communities on-reserve.
- If at least one school that is eligible to receive support from the Rural and Northern Education Fund (RNEF) is included in a pupil accommodation review at any time then **economic impacts** must also be given consideration for each accommodation option. School boards will have discretion to undertake economic impact assessments in other communities, if needed. The ministry will:
 - Develop guidance that will define key parameters it expects the economic impact assessment to address (such as, impact on local businesses, impact on family commutes / schedules and housing starts). We will consult with school boards and municipalities on how these key parameters are shaped;
 - Develop an approved list of vendors from which boards may select a third party to undertake this work.
 - Seek approval for additional funding for boards that will be required to undertake economic impact assessments.

More information about RNEF can be found in *Memorandum B09 - Plan to Strengthen Rural and Northern Education*, June 28, 2017.

These changes pertain to sections VI (Establishing An Accommodation Review) and VIII (School Information Profile) of the draft revised PARG.

Public Meetings

For all standard PARs, a minimum of **three** public meetings for broader community consultation on the initial staff report must be held. There must be a minimum period of **60 business days** between the first and final public meetings.

For all standard and modified PARs, if a **new school closure** is introduced as part of any option in the final staff report, then an **additional public meeting** must be held no fewer than **20 business days** from the posting of the final staff report. If there is an additional public meeting, there must be no fewer than **10 business days** before the public delegations.

As a component of developing the template, the Ministry would like to hear from boards on what supports boards might need when undertaking PARs (i.e, facilitators, facilitation training).

These changes primarily pertain to sections X (Public Meetings), XIII (Timelines for the Accommodation Review Process) and XIV (Modified Accommodation Review Process) of the draft revised PARG.

Final Staff Report

For all standard and modified PARs, the final staff report must include a section that summarizes secondary school student feedback for pupil accommodation reviews involving one or more secondary schools. School boards will determine how best to involve secondary school students in the pupil accommodation review process, to promote their voice and ensure their well-being. Options could include a dedicated meeting for students or an online tool for students to submit anonymous feedback.

In addition, the ministry is developing a template for community partners to engage boards with proposed alternatives to closures and proposals for community use of schools.

These changes pertain to section XI (Completing the Accommodation Review) of the draft revised PARG.

Modified PARs

A modified PAR may be not be undertaken if one or more **RNEF-eligible schools** have been included in any of the accommodation options presented in the initial or final staff reports. That is, if a RNEF-eligible school is ever included in a PAR, that PAR must follow the standard process.

This change pertains to section XIV (Modified Accommodation Review Process) of the draft revised PARG.

Administrative Review Process

Guidance on administrative reviews has been integrated into the PARG. In addition, the ministry will develop guidelines regarding the use of e-signatures in petitions for administrative reviews.

These changes pertain to section XV (Administrative Review Process) of the draft revised PARG.

Updates on Integrated Local Planning and the Community Planning and Partnerships Guideline

The ministry remains committed to updating the CPPG to further encourage joint responsibility for integrated community planning as we learn more from the new voluntary pilot program and other work across government. This decision was based on consultation feedback, which suggested that adding new requirements on school boards through the CPPG in an attempt to compel local partnerships is unlikely to be successful. Instead, the ministry plans to work with the Ministries of Infrastructure and Municipal Affairs to:

- Develop a new voluntary pilot program that will provide flexible support to municipalities, school boards, and other relevant local actors who wish to enhance their collective capacity for integrated local planning. Best practices and lessons learned will inform future policy and supports for integrated local planning across the province.
- Continue moving forward with initiatives to support *Community Hubs in Ontario: A Strategic Framework and Action Plan*, such as:
 - Provincial funding to retrofit excess school space for use by community partners.
 - The Community Hubs Mapper, which is an online tool within the Community Hubs Resource Network website that displays information about provincial and school board properties (www.communityhubsontario.ca/community-hubs-mapper/).
 - The Surplus Property Transition Initiative, a program designed to provide more time for communities to determine the viability of acquiring surplus provincial properties while covering the holding costs in order to repurpose the asset to meet the needs of the local community.

The above work will be undertaken chiefly through the Minister's Reference Group on Community and Education Planning and Partnerships. We also welcome any further input from boards and other partners.

During this period, the Ministry of Education expects school boards to continue to use the existing CPPG, including the requirement of convening an annual CPP meeting. In addition to sharing planning information at the annual CPP meeting, we encourage partners to continue these important conversations outside of this meeting and to develop other processes to foster better communication at the local level.

Next Steps

The ministry plans to release a final revised PARG in spring 2018, after which school boards will be expected to amend their existing PAR policies. As part of this process, the ministry expects school boards to undertake extensive community consultations to promote understanding of PAR processes. Only once revised PAR policies have been approved by trustees can any new PARs be started, unless PARs are required to support a joint-use school initiative between two school boards.

Details regarding the ministry's plans to release PARG support materials will be announced alongside the release of the final revised PARG.

Thank you for your continued work on these important policy initiatives, I look forward with interest to receiving your feedback. If you require further information about these changes, please contact Colleen Hogan at 416-325-1705 or Colleen.Hogan@ontario.ca or Hitesh Chopra at 416-325-1887 or Hitesh.Chopra@ontario.ca.

Sincerely,

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Copy: Superintendents of Business and Finance

Enclosure: Draft Revised Pupil Accommodation Review Guideline



MINISTRY OF EDUCATION
DRAFT PUPIL ACCOMMODATION REVIEW
GUIDELINE

January 2018

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PREAMBLE

School boards are responsible for managing their school capital assets in an effective manner. They must respond to changing demographics and program needs while being cognizant of the impacts of their decisions on student programming and well-being, school board resources and the local community.

One aspect of a school board's capital and accommodation planning is reviewing schools that have underutilized space. These are schools where the student capacity of the school is greater than the number of students enrolled. When a school board identifies a school that is projected to have long-term excess space, a school board would typically look at a number of options such as:

- moving attendance boundaries and programs to balance enrolment between over and underutilized schools;
- offering to lease underutilized space within a school to a coterminous school board;
- finding community partners who can pay the full cost of operating the underutilized space; and/or
- decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.

If none of these options are deemed viable by a school board, the board may determine that a pupil accommodation review process take place which could lead to possible school consolidations and closures. These decisions are made within the context of supporting the school board's student achievement and well-being strategy and to make the most effective use of its school buildings and funding.

The Ministry of Education expects school boards to work with their community partners when undertaking capital planning, including when a school board is beginning to develop options to address underutilized space in schools. The Ministry of Education's *Community Planning and Partnerships Guideline* (CPPG) outlines requirements for school boards to reach out to their local municipalities and other community partners to share planning related information and to explore potential partnership opportunities. The *Pupil Accommodation Review Guideline* (the "*Guideline*") builds upon the CPPG by providing requirements for school boards to share information with and seek feedback from their local municipalities and other community partners related to any pupil accommodation reviews a school board initiates.

If a pupil accommodation review results in a school closure decision, a school board will then need to decide whether to declare that school as surplus, potentially leading to the future disposition (that is, sale or lease) of the property. These sales are governed by Ontario Regulation 444/98 – Disposition of Surplus Real Property. Alternately, a school board may decide to use a closed school for other school board purposes, or hold the property as a strategic long-term asset

of the school board due to a projected need for the facility in the future. Each school board decides when it is appropriate to review its strategic property holdings to determine if these properties are still required to be held or should be considered surplus to the school board's needs and considered for a future disposition.

This document provides direction to school boards on one component of their capital planning - the pupil accommodation review process. It provides the minimum standards the province requires school boards to follow when undertaking a pupil accommodation review. It is important to note that school boards have flexibility to modify their pupil accommodation review policies to meet their local needs, and can develop policies that exceed the provincial minimum standards outlined in this document.

I. PURPOSE

The purpose of the *Guideline* is to provide a framework of minimum standards for school boards to undertake pupil accommodation reviews to determine the future of a school or group of schools. This *Guideline* ensures that where a decision is taken by a school board regarding the future of a school, that decision is made with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.

This *Guideline* is effective upon release and replaces the previous *Guideline* of March 2015.

II. INTRODUCTION

Ontario's school boards are responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of their elementary and secondary programs. These decisions are made by school board trustees in the context of carrying out their primary responsibilities of fostering student achievement and well-being, and ensuring effective stewardship of school board resources. In some cases, to address changing student populations, this requires school boards to consider undertaking pupil accommodation reviews that may lead to school consolidations and closures.

Under paragraph 26, subsection 8 (1) of the *Education Act*, the Minister of Education may issue guidelines with respect to school boards' school closure policies.

III. GUIDING PRINCIPLES

The *Guideline* has been established to align with the Ministry of Education's vision and as such, focuses on achieving excellence, ensuring equity, promoting well-being and enhancing public confidence.

All school board pupil accommodation review policies should be designed to align with these guiding principles.

IV. SCHOOL BOARD ACCOMMODATION REVIEW POLICIES

School boards are responsible for creating and implementing a policy to address pupil accommodation reviews to serve their local needs. School boards are required to consult with local communities prior to adopting or subsequently amending their pupil accommodation review policies.

All pupil accommodation review policies must be clear in stipulating that the final decision regarding the future of a school or group of schools rests solely with the Board of Trustees. If the Board of Trustees votes to close a school or schools in accordance with their policy, the school board must provide clear timelines regarding the closure(s) and ensure that a transition plan is communicated to all affected school communities within the school board.

It is important to note that this *Guideline* is intended as a **minimum** requirement for school boards in developing their policies. School boards are responsible for establishing and complying with their pupil accommodation review policies to serve their local needs.

A copy of the school board's pupil accommodation review policy and the government's *Pupil Accommodation Review Guideline* are to be made available to the public as determined in the school board's policy, and posted on the school board's website.

The *Guideline* recognizes that pupil accommodation reviews include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the guiding principles.

School board pupil accommodation review policies will include statements that encourage the sharing of relevant information as well as providing the opportunity for the public and affected school communities to be heard.

The Ministry of Education recommends that, wherever possible, schools should only be subject to a pupil accommodation review once in a five-year period, unless there are circumstances determined by the school board, such as a significant change in enrolment.

V. SCHOOL BOARD PLANNING PRIOR TO AN ACCOMMODATION REVIEW

As described in the *Community Planning and Partnerships Guideline*, school boards must undertake long-term capital and accommodation planning, informed by any relevant information obtained from local municipal governments and other

community partners, which takes into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in all area schools.

School boards must document their efforts to obtain information from local municipal governments as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from municipalities and other community partners as part of the initial staff report (see Section VI).

VI. ESTABLISHING AN ACCOMMODATION REVIEW

School boards may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s).

Initial Staff Report

Prior to establishing a pupil accommodation review, the initial staff report to the Board of Trustees must contain at least three options to address the accommodation issue(s): a recommended option, an alternative option and a status quo option. The initial staff report must also include information on actions taken by school board staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken.

Boards must use the ministry-approved template¹ to write their initial staff reports.

The option(s) included in the initial staff report must address the following four impacts:

- Impact on student programming;
- Impact on student well-being;
- Impact on school board resources; and
- Impact on the local community*.

* Impact on the local community must include consideration of the local economy if at least one school that is eligible to receive support from the Rural and Northern Education Fund (RNEF) is included in a pupil accommodation review at any time.²

¹ An initial staff report template is under development.

² An economic impact assessment template is under development.

Boards should refer to section 5.6 (1) of *Ontario Regulation 193/10 – Restricted Purpose Revenues* (O. Reg. 193/10) for a description of the location of the list of schools eligible for Rural and Northern Education Fund Allocation. The list of RNEF-eligible schools for the 2017-18 school year can be found here: http://edu.gov.on.ca/eng/funding/1718/list_of_schools_eligible_rural_northern_all_ocation_en.pdf

If a school board has included a new school on the list through board motion, then the board should confirm that it has been included in the ministry's list of schools eligible for Rural and Northern Education Fund Allocation (as per O. Reg. 193/10) prior to the initial staff report to the Board of Trustees.

School boards will *have discretion* to undertake economic impact assessments in other communities, if needed, however this will only be *required* if at least one RNEF-eligible school is included in a pupil accommodation review at any time.

To support these impact analyses, the following factors should be included for each accommodation option:

- summary of accommodation issue(s) for the school(s) under review;
- where students would be accommodated;
- if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
- identify any program changes as a result of the proposed option;
- how student transportation would be affected if changes take place;
- if new capital investment is required as a result of the pupil accommodation review, how the school board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available; and
- any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

Each accommodation option must also include a timeline for implementation.

The initial staff report and School Information Profiles (SIPs) (see Section VIII) will be made available to the public, as determined in the school board's policy, and posted on the school board's website following the decision to proceed with a pupil accommodation review by the Board of Trustees.

School boards must ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review consultation. At a minimum, the pupil accommodation review process must consist of the following methods of consultation:

- Accommodation Review Committee (ARC) (see Section VII);

- consultation with municipal governments local to the affected school(s) (see Section IX);
- public meetings (see Section X); and
- public delegations (see Section XI).

VII. THE ACCOMMODATION REVIEW COMMITTEE

Role

School boards must establish an ARC that represents the school(s) under review and acts as the official conduit for information shared between the school board and the school communities. The ARC may comment on the initial staff report and may, throughout the pupil accommodation review process, seek clarification of the initial staff report. The ARC may provide other accommodation options than those in the initial staff report; however, it must include supporting rationale for any such option.

The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

The school board's staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the Community Consultation section of the final staff report (see Section XI) to be presented to the Board of Trustees.

Membership

The membership of the ARC should include, at a minimum, parent/guardian representatives from each of the schools under review, chosen by their respective school communities.

Where established by a school board's pupil accommodation review policy, there may also be the option to include students and representation from the broader community. For example, a school board's policy may include a requirement for specific representation from the First Nations, Metis, and Inuit communities. In addition, school board trustees may be ad hoc ARC members to monitor the ARC progress.

Formation

The ARC should be formed following the Board of Trustees' consideration of the initial staff report but prior to the first public meeting. The school board will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.

Terms of Reference

School boards will provide the ARC with Terms of Reference that describe the ARC's mandate. The mandate will refer to the school board's education and accommodation objectives in undertaking the ARC and reflect the school board's strategy for supporting student achievement and well-being.

The Terms of Reference will also clearly outline the school board's expectations of the roles and responsibilities of the ARC; and describe the procedures of the ARC. At a minimum, the ARC will provide feedback on the initial staff report option(s).

The Terms of Reference will outline the minimum number of working meetings of the ARC.

Meetings of the Accommodation Review Committee

The ARC will meet to review materials presented by school board staff. It is recommended that the ARC hold as many working meetings as is deemed necessary within the timelines established in their school board's pupil accommodation review policy.

VIII. SCHOOL INFORMATION PROFILE

School board staff are required to develop School Information Profiles (SIPs) as orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with the facilities under review.

The SIP is expected to include data for each of the following four considerations about the school(s) under review:

- Impact on student programming;
- Impact on student well-being;
- Impact on school board resources; and
- Impact on the local community.*

* Impact on the local community must include consideration of the local economy if at least one school that is eligible to receive support from the Rural and Northern Education Fund (RNEF) is included in a pupil accommodation review at any time.

A SIP will be completed by school board staff for each of the schools under review. The following are the minimum data requirements and factors that are to be included in the SIP:

- Facility Profile:
 - School name and address.
 - Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
 - School attendance area (boundary) map.
 - Context map (or air photo) of the school indicating the existing land uses surrounding the school.
 - Planning map of the school with zoning, Official Plan or secondary plan land use designations.
 - Size of the school site (acres or hectares).
 - Building area (square feet or square metres).
 - Number of portable classrooms.
 - Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.).
 - Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g., tracks, courts for basketball, tennis, etc.).
 - Ten-year history of major facility improvements (item and cost).
 - Projected five-year facility renewal needs of school (item and cost).
 - Current Facility Condition Index (FCI) with a definition of what the index represents.
 - A measure of proximity of the students to their existing school, and the average distance to the school for students.
 - Percentage of students that are and are not eligible for transportation under the school board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
 - School utility costs (totals, per square foot, and per student).
 - Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
 - Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e., barrier-free).
 - On-the-ground (OTG) capacity, and surplus/shortage of pupil places.

- Instructional Profile:
 - Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
 - Describe the course and program offerings at the school.
 - Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
 - Current grade configuration of the school (e.g., junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
 - Current grade organization of the school (e.g., number of combined grades, etc.).
 - Number of out of area students.
 - Utilization factor/classroom usage.

- Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
- Current extracurricular activities.
- Other School Use Profile:
 - Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
 - Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
 - Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
 - Availability of before and after school programs or services (e.g., child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
 - Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
 - Description of the school's suitability for facility partnerships.

School boards may introduce additional items that could be used to reflect local circumstances and priorities which may help to further understand the school(s) under review.

Each school under review will have a SIP completed at the same point-in-time for comparison purposes. The Ministry of Education expects school boards to prepare SIPs that are complete and accurate, to the best of the school board's ability, prior to the commencement of a pupil accommodation review.

While the ARC may request clarification about information provided in the SIP, it is not the role of the ARC to approve the SIP.

IX. CONSULTATION WITH LOCAL MUNICIPAL GOVERNMENTS

Following the Board of Trustees' approval to undertake a pupil accommodation review, school boards must invite affected single and upper-tier municipalities as well as other community partners that expressed an interest prior to the pupil accommodation review to discuss and comment on the options in the school board's initial staff report.

Invitations for this meeting will be sent to the elected Mayor, Chair, Warden, Reeve or equivalent, and to the Chief Administrative Officer, City Manager or equivalent for the affected single and upper-tier municipalities.

The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the options in the school board's initial staff report

before the final public meeting. School boards must provide them with advance notice of when the final public meeting is scheduled to take place.

School boards must document their efforts to meet with the affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the final staff report to the Board of Trustees (see Section XI).

X. PUBLIC MEETINGS

Once a school board has received an initial staff report and has approved the initiation of a pupil accommodation review, the school board must arrange to hold a minimum of three public meetings for broader community consultation on the initial staff report. School board staff are expected to facilitate the public meetings to solicit broader community feedback on the recommended and alternative option(s) contained in the initial staff report³.

The public meetings are to be announced and advertised publicly by the school board through an appropriate range of media as determined by the school board.

At a minimum, the first public meeting must include the following:

- an overview of the ARC orientation session;
- the initial staff report with recommended and alternative options; and
- a presentation of the SIPs.

XI. COMPLETING THE ACCOMMODATION REVIEW

Final Staff Report

At the conclusion of the pupil accommodation review process, school board staff will submit a final staff report to the Board of Trustees which must be available to the public as determined in the school board's policy, and posted on the school board's website.

The final staff report must include:

- A Community Consultation section that contains feedback from the ARC and all public consultations as well as any relevant information obtained

³ A template is under development for initial staff reports, which will have the intention of providing guidance on how options should be presented in order to ensure community understanding of the impacts on student programming, well being, school board resources, and the broader community.

from municipalities and other community partners prior to and during the pupil accommodation review.⁴

- A section that summarizes secondary school student feedback for pupil accommodation reviews involving one or more secondary schools. School boards will determine how best to involve secondary school students in the pupil accommodation review process, to promote their voice and ensure their well-being. Potential options could include a dedicated meeting for students or an online tool for students to submit anonymous feedback.

School board staff may choose to amend their proposed option(s) included in the initial staff report. However, if a new school closure is introduced as part of any option in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.

The recommended option(s) must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.

⁴ A template is under development for community partners to engage boards with proposed alternatives to closures and proposals for community use of schools.

Delegations to the Board of Trustees Meeting

Once school board staff submits the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback on the final staff report through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on school board policy.

After the public delegations, school board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

Decision of the Board of Trustees

The Board of Trustees will be provided with the final staff report, including the compiled feedback from the public delegations, when making its final decision regarding the pupil accommodation review.

The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

The Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

XII. TRANSITION PLANNING

The transition of students should be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the school board is expected to establish a separate committee to address the transition for students and staff.

XIII. TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS

The pupil accommodation review process must comply with the following minimum timelines:

- Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the elected Mayors, Chairs, Wardens, Reeves or equivalent and to the Chief Administrative Officers, City Managers, or equivalent of the affected single and upper-tier municipalities, other community partners that expressed an interest prior to the pupil accommodation review; and include an invitation

for a meeting to discuss and comment on the options in the school board's initial staff report. School boards must also notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Capital and Business Support Division.

- The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the options in the school board's initial staff report before the final public meeting.
- Beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 30 business days before the first public meeting is held.
- There must be a minimum period of 60 business days between the first and final public meetings.
- The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- If a new school closure is introduced as part of any option in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.
- If there is an additional public meeting, there must be no fewer than 10 business days before the public delegations.
- There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

XIV. MODIFIED ACCOMMODATION REVIEW PROCESS

In certain circumstances, where the potential pupil accommodation options available are deemed by the school board to be less complex and do not include one or more schools eligible to receive support from the ministry's Rural and Northern Education Fund (RNEF), school boards may find it appropriate to undertake a modified pupil accommodation review process. The *Guideline* permits a school board to include an optional modified pupil accommodation review process in its pupil accommodation review policy.

A school board's pupil accommodation review policy must clearly outline the conditions where a modified pupil accommodation review process could be initiated by explicitly defining the factors that would allow the school board the option to conduct a modified pupil accommodation review process. The conditions for conducting a modified pupil accommodation review process are satisfying condition one and two or more of conditions two to five:

1. exclusion of any RNEF-eligible school in the pupil accommodation review; and, either
2. distance to the nearest available accommodation; or
3. utilization rate of the facility; or
4. number of students enrolled at the school; or
5. when a school board is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years).

School boards may consider additional factors that are defined in their pupil accommodation review policy to qualify for the modified pupil accommodation review process. Multiple factors may be developed by the school board to appropriately reflect varying conditions across the board (e.g., urban, rural, elementary panel, secondary panel, etc.). The Board of Trustees must approve these explicitly defined factors, after community consultation, in order to adopt a modified pupil accommodation review process as part of their school board's pupil accommodation review policy.

The guiding principles of this *Guideline* apply to the modified pupil accommodation review process.

Even when the criteria for a modified pupil accommodation review are met, a school board may choose to use the standard pupil accommodation review process.

Implementing the Modified Accommodation Review Process

The initial staff report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process, in accordance with the school board's pupil accommodation review policy.

The initial staff report and SIPs must be made available to the public, as determined in the school board's policy, and posted on the school board's website.

A public meeting will be announced and advertised through an appropriate range of media as determined by the school board.

Following the public meeting, school board staff will submit a final staff report to the Board of Trustees which must be available to the public as determined in the school board's policy, and posted on the school board's website. However, if a new school closure is introduced as part of any option in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.

The final staff report must include:

- A Community Consultation section that contains feedback from all public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review.
- A section that summarizes secondary school student feedback for pupil accommodation reviews involving one or more secondary schools. School boards will determine how best to involve secondary school students in the pupil accommodation review process, to promote their voice and ensure their well-being. Options could include a dedicated meeting for students or an online tool for students to submit anonymous feedback.

Once school board staff submit the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on school board policy.

After the public delegations, school board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

The Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

A transition plan will be put in place following the decision to consolidate and/or close a school.

Timelines for the Modified Accommodation Review Process

The modified pupil accommodation review process must comply with the following minimum timelines:

- Following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the elected Mayors, Chairs, Wardens, Reeves or equivalent and to the Chief Administrative Officers, City Managers, or equivalent of the affected single and upper-tier municipalities, other community partners that expressed an interest prior to the modified pupil accommodation review; and include an invitation for a meeting to discuss and comment on the option(s) in the school board's initial staff report. School boards must also notify the Director(s) of Education of their coterminous school boards

and the Ministry of Education through the office of the Assistant Deputy Minister of the Capital and Business Support Division.

- The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, must provide their response on the recommended option(s) in the school board's initial staff report before the final public meeting.
- The school board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than 30 business days before this public meeting is held.
- The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- If a new school closure is introduced as part of any option in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.
- If there is an additional public meeting, there must be no fewer than 10 business days before the public delegations.
- There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

XV. ADMINISTRATIVE REVIEW PROCESS

What is an Administrative Review?

The Ministry of Education encourages students, parents and community members to get involved in the accommodation review process.

If during the course of the pupil accommodation review process, you become concerned that the board is not following its pupil accommodation review policy, you may want to consult the board's policy and advise the Accommodation Review Committee (ARC) of your concerns.

You can find a copy of the board's policy on its website, or you can request it from the board.

If at the end of the process, you believe that the board did not follow its pupil accommodation review policy, then you can request an Administrative Review from the ministry.

Steps to Request an Administrative Review

Once the trustees have made their final decision, there are 30 calendar days to submit a petition to the ministry. The ministry will notify the contact person when the petition has been received. Within 60 calendar days, the ministry will decide whether to appoint a facilitator to undertake an Administrative Review.

A review of a school board's accommodation review process may be sought if the following conditions are met.

An individual or individuals must:

Step 1

- Review the board's policy governing pupil accommodation reviews and identify areas where you believe the board did not follow its policy. Submit a copy of the board's pupil accommodation review policy highlighting how the pupil accommodation review process was not compliant with the school board's pupil accommodation review policy. Some examples could include:

- o The board policy may require that public meetings be held over a 90 day period, but the meetings were held over a 70 day period.

- o The board policy may require board staff to analyze a certain number of accommodation options developed by the ARC, and the board staff may not have done so.

Step 2

- Collect signatures of people who also believe the board did not follow its policy and who support a request for an Administrative Review. Demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters equal to at least 30% of the affected school's student headcount (e.g., if the headcount is 150, then 45 signatures would be required). Parents/guardians of students and/or other individuals that formally participated in the accommodation review process are eligible to sign the petition.

- Eligible signatures are from:

- o parents or guardians of students who attend the school

- o other individuals who formally participated in the accommodation review process by attending a meeting, presenting a submission in person or in writing (including by email), or as ARC members.

- The petition⁵ should clearly provide a space for individuals to print and sign their name or provide an e-signature⁶; address (street name and postal code); and to indicate whether they are a parent/guardian of a student attending the school subject to the accommodation review, or an individual who has formally participated in the review process.

Step 3

- Write a letter or email to the Minister of Education to accompany your petition. You may want to follow the format provided in Appendix A. Your letter or email must explain in detail how you think the board did not follow its accommodation review policy.
- Submit the petition, letter, and justification to the school board and the Minister of Education within thirty (30) calendar days of the board's closure resolution. Your letter or email must identify one person as the contact person. One copy of your letter or email is to be sent to the Ministry and another copy is to be sent to the board.

The school board is then required to:

- Confirm to the Minister of Education that the names on the petition are parents/guardians of students enrolled at the affected school and/or individuals who formally participated in the review process.
- Prepare a response to the individual's or individuals' submission regarding the process and forward the board's response to the Minister of Education within thirty (30) calendar days of receiving the petition.

If the conditions set out above have been met, the Ministry is then required to:

- Undertake a review by appointing a facilitator to determine whether the school board accommodation review process was undertaken in a manner consistent with the board's accommodation review policy within thirty (30) calendar days of receiving the school board's response.

⁵ Information contained in the petition is subject to the *Freedom of Information and Protection of Privacy Act, 1990*.

⁶ Guidelines regarding the use of e-signatures are under development.

XVI. EXEMPTIONS

This *Guideline* applies to schools offering elementary or secondary programs. However, there are specific circumstances where school boards are not obligated to undertake a pupil accommodation review. These include:

- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary, as identified through the school board's policy;
- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified through the school board's policy;
- when a lease for the school is terminated;
- when a school board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- when a school board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
- where there are no students enrolled at the school at any time throughout the school year.

In the above circumstances, a school board is expected to inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees. The school board will also provide written notice to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and their coterminous school boards in the areas of the affected school(s) through the Director of Education, and to the Ministry of Education through the Assistant Deputy Minister of the Capital and Business Support Division no fewer than 5 business days after the decision to proceed with an exemption.

A transition plan will be put in place following the Board of Trustees' decision to consolidate, close or move a school or students in accordance with this section.

XVII. DEFINITIONS

Accommodation review: A process, as defined in a school board pupil accommodation review policy, undertaken by a school board to determine the future of a school or group of schools.

Accommodation Review Committee (ARC): A committee, established by a school board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the school board and the affected school communities.

ARC working meeting: A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

Business day: A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

Consultation: The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI): A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

On-the-ground (OTG) capacity: The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public delegation: A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

Public meeting: An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.

School Information Profile (SIP): An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

Space template: A Ministry of Education template used by a school board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.

APPENDIX A – ADMINISTRATIVE REVIEW PETITION TEMPLATE

Dear Minister,

I am writing to request an Administrative Review of the accommodation review process undertaken by the [name of the school board] for the following school(s): [school name] , [school name] , [school name] .

On [date] , the Board of Trustees voted to [describe board resolution to close school/s, move students, keep school/s open and/or build new school/s] .

Attached please find our petition. The petitioners believe that the board did not follow its accommodation review policy in the following ways:

1) The board's policy states: [describe relevant section of the board's policy]

Instead, the board [describe how actual events differed]

2) The board's policy states: [describe relevant section of the board's policy]

Instead, the board [describe how actual events differed]

3) The board's policy states: [describe relevant section of the board's policy]

Instead, the board [describe how actual events differed]

[other examples as appropriate]

We believe the board did not follow its accommodation review policy, we hope that you will appoint an independent facilitator to review the board's accommodation review process.

Sincerely,

[Contact person for the petitioners]

Contact information