



*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, MARCH 6, 2017  
7:00 P.M.**

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



### **A. ROUTINE MATTERS**

- |                                                                                   |      |
|-----------------------------------------------------------------------------------|------|
| 1. Opening Prayer – Trustee MacNeil                                               | -    |
| 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 February 13, 2018 | A5   |
| 6. Consent Agenda Items                                                           | -    |
| 6.1 Unapproved Minutes of the Policy Committee Meeting of February 27, 2018       | A6.1 |
| 6.2 Trustee Code of Conduct Policy (100.12)                                       | A6.2 |
| 6.3 Student Trustee Policy (100.4)                                                | A6.3 |
| 6.4 Staff Development Department Professional Development Opportunities           | A6.5 |
| 6.5 Capital Projects Update                                                       | A6.6 |
| 6.6 In Camera Items F1 and F3                                                     | -    |

### **B. PRESENTATIONS**

- |                                       |    |
|---------------------------------------|----|
| 1. Speak Out! 2018 Showcase Finalists | B1 |
|---------------------------------------|----|

### **C. COMMITTEE AND STAFF REPORTS**

- |                                                                                                               |    |
|---------------------------------------------------------------------------------------------------------------|----|
| 1. Niagara Catholic French as a Second Language Program                                                       | C1 |
| 2. Trustee Distribution 2018                                                                                  | C2 |
| 3. Attendance Area Review – Holy Cross Catholic Secondary School and Saint Francis Catholic Secondary School  | C3 |
| 4. Attendance Area Review – St. Alexander Catholic Elementary School and St. Kevin Catholic Elementary School | C4 |
| 5. Committee of the Whole System Priorities and Budget 2017-2018 Update                                       | C5 |
| 6. Monthly Updates                                                                                            |    |

- |                                   |   |
|-----------------------------------|---|
| 6.1 Student Senate Update         | - |
| 6.2 Senior Staff Good News Update | - |

## **D. INFORMATION**

- |                                                       |      |
|-------------------------------------------------------|------|
| 1. Trustee Information                                |      |
| 1.1 Spotlight on Niagara Catholic – February 27, 2018 | D1.1 |
| 1.2 Calendar of Events – March 2018                   | D1.2 |
| 1.3 March Break – March 12-16, 2018                   | -    |
| 1.4 Holy Week 2018                                    | -    |
| 1.5 Bishops Gala – April 20, 2018                     | -    |

## **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  
MARCH 6, 2018**

*PUBLIC SESSION*

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OF FEBRUARY 13, 2018**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 13, 2018, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 13, 2017

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 13, 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

The Committee of the Whole meeting opened with a Land Recognition by Gary Parker, Cultural Coordinator and Project Manager of the Fort Erie Friendship Centre.

1. Opening Prayer

Opening Prayer was led by Trustee Charbonneau.

2. Roll Call

Vice-Chair Vernal noted that Trustees Burtnik 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	✓			
<b>Student Trustees</b>				
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**, **Pat Rocca**, 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 Sicoli

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of February 13, 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 January 16, 2018**

Moved by Trustee Fera

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

**CARRIED**

**6. Consent Agenda Items**

Trustee Fera requested Item 6.4 be held. This item was moved to Committee and Staff Reports Section C6 of the agenda.

**6.1 Unapproved Minutes of the Policy Committee Meeting of January 30, 2018**

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

**6.2 Records and Information Management Policy (600.2)**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Records and Information Management Policy (600.2), as presented.

**6.3 Niagara Catholic Education Award of Distinction Policy (100.7)**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Niagara Catholic Education Award of Distinction Policy (100.7), as presented.

**6.4 Assignment of Principals & Vice-Principals Policy (202.1)**

Moved to Section C6

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

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9), as presented.

**6.6 Nutrition Policy (302.7)**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Nutrition Policy (302.7), as presented.

**6.7 Staff Development Department Professional Development Opportunities**

Presented for information.

**6.8 Capital Projects Update**

Presented for information.

**6.9 In Camera Items F1 and F3**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole adopt consent agenda items.

**CARRIED**

**B. PRESENTATIONS**

**1. Our Lady of Grace Spiritual Centre**

Director Crocco presented a background on Our Lady of Grace Spiritual Centre and introduced Krista Wood, Board Chaplaincy Leader

Ms. Wood, highlighted the Our Lady of Grace Spiritual Centre for Trustee information.

Vice-Chair Vernal, Chair MacNeil and Student Trustee Tripodi expressed their appreciation along with the importance of Our Lady of Grace Spiritual Centre.

**C. COMMITTEE AND STAFF REPORTS**

**1. Saint Kateri Tekakwitha Centre**

Ted Farrell, Superintendent of Education introduced Marco Magazzeni, Administrator of Alternative Programs and Community Partnerships. Mr. Magazzeni along with Kelsey Dick and Jill Goodwin, teachers at the Saint Kateri Tekakwitha Centre highlighted the Saint Kateri Tekakwitha Centre report for Trustee information.

Mr. Magazzeni introduced Joanne Henry, Ministry of Educations Education Officer, Chris Kagesheongai of the Niagara Regional Native Centre and Gary Parker. Ms. Henry, Mr. Kagesheongai and Mr. Parker expressed their appreciation of the programs provided at the Saint Kateri Tekakwitha Centre.

Vice-Chair Vernal and Chair MacNeil thanked Mr. Magazzeni and guests.

**2. Niagara Catholic EarlyON Child and Family Centre Update 2018**

Yolanda Baldasaro, Superintendent of Education introduced Donna Dalgleish, Coordinator EarlyON Child and Family Centre.

Ms. Dalgleish presented the Niagara Catholic EarlyON Child and Family Centre Update 2018 report.

Ms. Dagleish answered questions of Trustees.

Vice-Chair Vernal thanked Ms. Dagleish for her presentation.

**3. Elementary and Secondary School Year Calendars 2018-2019**

Frank Iannantuono, Superintendent of Education/Human Resources presented the Elementary and Secondary School Year Calendars for 2018-2019.

Moved by Trustee Fera

**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.

**CARRIED**

**4. Committee of the Whole Priorities and Budget 2017-2018 Update**

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

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

**5. Monthly Updates**

**5.1 Student Trustees' Update**

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

**5.2 Senior Staff Good News Update**

Senior Staff highlights included:

**Superintendent Farrell**

- For the first time in history Blessed Trinity Catholic Secondary School captured a VEX Robotics Championship in Toronto over the weekend and are now qualified for Provincial Championships.
- Matthew Manicini and Zach Browne, grade 12 students from Notre Dame College School are the designers of a two-part building to be constructed at Niagara Safety Village by students at Niagara Launch Centre. One part will be a library and one part will be a hospital.
- Olympic gold medalist in Canada's mixed doubles curling team John Morris and good friend of a staff member at Holy Cross Catholic Secondary School sent a video supporting the Holy Cross Catholic Secondary School curling team as they enter playoffs.

**Superintendent Lee Ann Forsyth-Sells**

- "DEAM- Drop Everything and Move: K-8" in Niagara Catholic has been piloted at Assumption Catholic Elementary School. Dino Germano, Athletic Association Consultant made a report about DEAM at the Niagara Catholic Mental Health Leadership Team meeting and members immediately endorsed its implementation. At the January 31st workshop Public Health nurses and Daily Physical Activity (DPA) teachers were provided with resources to support the implementation of DEAM in Niagara Catholic. DEAM is four to five minutes of movement to music beginning

once or twice a week in the classroom or gymnasium. DEAM supports health and wellness for all students, readiness to learn, and encourages students to engage in movement, with the goal of student- led “Drop Everything and Move” sessions in all Niagara Catholic elementary schools.

**6. Consent Agenda Item A6.4**

**6.1 Assignment of Principals and Vice-Principals Policy (202.1)**

Trustee Fera suggested inserting “*strong moral values*” in the second paragraph of the Statement of Policy.

Moved by Trustee Fera

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Assignment of Principals & Vice-Principals Policy (202.1), as amended.

**CARRIED**

**D. INFORMATION**

**1. Trustee Information**

**1.1 Spotlight on Niagara Catholic – January 30, 2018**

Director Crocco highlighted the Spotlight on Niagara Catholic – January 30, 2018 issue for Trustees information.

**1.2 Calendar of Events – February 2018**

Director Crocco presented the February 2018 Calendar of Events and reminded Trustees that the Catholic Education Centre will be closed Monday, February 19, 2018 for the family day weekend.

**1.3 Ontario Legislative Highlights – January 26, 2018, February 2, 2018, February 9, 2018**

Director Crocco highlighted the Ontario Legislative Highlights of January 26, 2018, February 2 and 9, 2018.

**1.4 2018 OCSTA Special Award, Trustee Award of Merit & Student Trustee Alumnus Award**

Director Crocco announced the recipients of OCSTA’s three awards for 2018.

**1.5 OCSTA – Regulatory Proposals Under the Cannabis Act, 2017**

Director Crocco highlighted OCSTA’s memorandum regarding regulatory proposals under the Cannabis Act, 2017.

**1.6 OCSTA February 2, 2018 Letter to Prime Minister Trudeau & Minister Hajdu**

Director Crocco highlighted OCSTA’s letter to Prime Minister Trudeau and Minister Hajdu regarding the application to summer jobs.

**1.7 OCSTA 2018 AGM & Conference – April 26-28, 2018**

Director Crocco reminded Trustees of the OCSTA 2018 AGM & Conference.



Trustees were asked to confirm their attendance with Anna Pisano prior to the end of the Committee of the Whole meeting in order to secure room bookings.

**1.8 Ministry of Education Memorandum – Draft Revised Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline Updates**

Director Crocco highlighted the Ministry of Education memorandum regarding the proposed revisions to the Pupil Accommodation Review and Community Planning and Partnerships Guidelines.

Director Crocco requested that Trustees provide any feedback on the most recent revisions to Anna Pisano. The feedback will be summarized and a report will be provided at the March Board meeting.

**E. OTHER BUSINESS**

**1. General Discussion to Plan for Future Action**

1.1 Director Crocco informed the Board of the continued discussions on the design of the 2018-2019 System Priorities and Budget.

**F. BUSINESS IN CAMERA**

Moved by Trustee MacNeil

**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 9:07 p.m. and reconvened at 10:19 p.m.

**G. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of February 13, 2018.

**CARRIED**

**SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee Sicoli

**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 January 16, 2018, as presented.

**CARRIED (Item F1)**

**SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Sicoli

**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 January 16, 2018, as presented.

**CARRIED (Item F3)**

## **H. ADJOURNMENT**

Moved by Trustee MacNeil

**THAT** the February 13, 2018 Committee of the Whole Meeting be adjourned.  
**CARRIED**

This meeting was adjourned at 10:20 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 13, 2018.**

Approved on **March 6, 2018.**

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Pat Vernal  
Vice-Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
MARCH 6, 2018**

*PUBLIC SESSION*

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE  
MEETING OF FEBRUARY 27, 2018**

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**RECOMMENDATION**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of February 27, 2018, as presented.



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, FEBRUARY 27, 2018

Minutes of the Policy Committee Meeting held on Tuesday, February 27, 2018 at 5:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 5:00 p.m. by Policy Committee Chair Burtnik.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Vernal.

**2. Attendance**

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

**Student Trustees:**

*Nico Tripodi*  
*Hannah Tummillo*

**Staff:**

*John Crocco*, Director of Education  
*Yolanda Baldasaro*, Superintendent of Education  
*Frank Iannantuono*, Superintendent of Education/Human Resources  
*Giancarlo Vetrone*, Superintendent of Business & Finance

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

**3. Approval of Agenda**

Moved by Trustee Vernal

**THAT** the February 27, 2018, Policy Committee Agenda be approved, as presented.

**APPROVED**

**4. Declaration of Conflict of Interest**

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

**5. Minutes of the Policy Committee Meeting of January 30, 2018**

Moved by Trustee Vernal

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of January 30, 2018, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO MARCH 6, 2018 COMMITTEE OF THE WHOLE MEETING**

**6.1 Trustee Code of Conduct Policy (100.12)**

Following revisions made at the January 30, 2018 Committee meeting the Policy Committee continued to review recommended amendments to the draft Trustee Code of Conduct Policy.

Following discussion, the Policy Committee approved the recommendations for Board Legal Counsel.

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the March 6, 2018 Committee of the Whole Meeting to approve the revisions to the Trustee Code of Conduct Policy (100.12), as presented.

**APPROVED**

## **6.2 Student Trustee Policy (100.4)**

Director Crocco presented feedback received from the vetting process and highlighted recommended amendments to the Student Trustee Policy (100.4) following the vetting process.

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

### **POLICY STATEMENT**

- Bullet 1 – remove “*practicing*”
- Bullet 2 – split into two bullets
- Remove all gender specific pronouns and replace with “*their*”

### **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the March 6, 2018 Committee of the Whole Meeting to approve the revisions to the Student Trustee Policy (100.4), as amended.

### **APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **6.3 Christian Community Service Policy (400.3)**

Yolanda Baldasaro, Superintendent of Education, presented the Christian Community Service Policy 400.3).

The Policy Committee suggested the following amendments:

### **POLICY STATEMENT**

- No amendments

### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Christian Community Service Policy, be vetted from February 28, 2018 to April 12, 2018 with a recommended deadline for presentation to the Policy Committee on April, 24, 2018, for consideration to the Committee of the Whole and Board in May, 2018.

#### **6.4 Electronic Communications Systems Policy – Students (301.5)**

Superintendent Baldasaro, presented the Electronic Communications Systems Policy – Student (301.5).

The Policy Committee suggested the following amendments:

##### **POLICY STATEMENT**

- Paragraph 4 – add “*Network*” and replace “*DVD, CD*” with “*optical disc media*”

##### **ADMINISTRATIVE PROCEDURES**

- References – remove *Revised Emergency Response Protocol “Lockdown”*
- The Policy Committee requested that Lockdown communication with parents focus on Board Twitter and Facebook messages and that Students are given the rationale for Lockdown procedures.

The Policy Committee requested that the Electronic Communications Systems Policy – Student, be vetted from February 28, 2018 to April 12, 2018 with a recommended deadline for presentation to the Policy Committee on April, 24, 2018, for consideration to the Committee of the Whole and Board in May, 2018.

#### **6.5 Electronic Communications Systems Policy – Employees (201.12)**

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Electronic Communications Systems Policy – Employees (201.12).

The Policy Committee suggested the Electronic Communications Systems Policy be revised with similar technical language as the Electronic Communications Systems Policy – Students and to be presented at the March 20, 2018 policy Committee Meeting.

#### **6.6 Employee Hiring and Selection Policy – Teachers (203.1)**

Frank Iannantuono, Superintendent of Education, presented the Employee Hiring and Selection Policy – Teachers (203.1).

The Policy Committee suggested the following amendments:

##### **POLICY STATEMENT**

- No amendments

##### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Employee Hiring and Selection Policy – Teachers, be vetted from February 28, 2018 to April 12, 2018 with a recommended deadline for

presentation to the Policy Committee on April, 24, 2018, for consideration to the Committee of the Whole and Board in May, 2018.

***INFORMATION***

**6.7 Policies Currently Being Vetted**

Nil

**6.8 Policy and Guideline Review 2017-2018 Schedule**

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

**7. Date of Next Meeting**

March 20, 2018 – Start time to be determined and posted on the Board website and agenda cover.

**8. Adjournment**

The meeting adjourned at 6:10 p.m.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MARCH 6, 2018**

***PUBLIC SESSION***

**TOPIC: TRUSTEE CODE OF CONDUCT POLICY (100.12)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Trustee Code of Conduct Policy (100.12), as presented.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: March 6, 2018



Niagara Catholic District School Board  
**TRUSTEE CODE OF CONDUCT POLICY**  
STATEMENT OF POLICY

100 – Board

Policy No 100.12

Adopted Date: November 23, 2010

Latest Reviewed/Revised Date: NIL

**MISSION STATEMENT**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Code of Conduct Policy is in compliance with the Ontario *Education Act*, Regulations, other relevant legislation and the Board’s Mission Statement. The 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.

**INTEGRITY AND DIGNITY OF OFFICE**

The Niagara Catholic District School Board Trustee Code of Conduct governs individuals elected as a Trustee (“Trustees”) under section 218 of the *Education Act*.

Elected Catholic Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic Church. To minimize risk and legal exposure to the Board and to protect a Trustee’s personal liability, Trustees must comply with the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the *Niagara Catholic District School Board's By-Laws (100.1)* and Policies and Administrative Procedures and any other Act or Regulation that may be applicable to the Trustee's duties.

Individual Trustees are committed to open and transparent communication with its students, parents/guardians, employees, Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

It is imperative that the Trustees act, and be seen to act, in the best interests of the public they serve. Catholic Trustees are elected to represent all stakeholders in the Board by articulating and supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of effective and appropriate education programs, services and effective stewardship of the Board's resources.

Trustees are governors, advocates and community leaders. As governors, Trustees provide strategic direction and oversight through Board policies to maintain the focus on student achievement and well-being. As advocates, Trustees inform and influence public perceptions of Catholic education and provincial education law and policy. As community leaders, Catholic Trustees engage with the public they serve to build understanding, awareness, guidance and active support for publicly funded Catholic education.

In compliance with subsection 218.1 (f) of the *Education Act*, Trustees are statutorily required to entrust the day to day management of the Board to its staff through the Board’s Director of Education. As outlined in Section 218.1 of the *Education Act* no individual or group of Trustees has the authority to give direction to staff.

In keeping with this statutory obligation, Trustees who are contacted by an employee of the Board with respect to an issue of employment, may listen to the concern, offer no judgement on the specifics of any concern presented and, if required, will facilitate in guiding the employee to the relevant Collective Agreement, Terms and Conditions or Board Policy. Trustees will bring information regarding the concern to the attention of the Director of Education.

Trustees who are contacted by a student, parent, guardian, constituent or supporter of Catholic education will listen to the concern, provide no judgement on the specifics of the concern presented, and if required, direct the individual to the Board's Complaint Resolution Policy or relevant Board Policy. Trustees will bring information regarding the concern to the attention of the Director of Education.

## **CATHOLIC FAITH, COMMUNITY AND CULTURE**

Each Niagara Catholic District School Board Trustee shall, within the duties prescribed in the *Education Act*, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- Provide an example to the Catholic community that reflects the teaching of the Church;
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Minister of Education;
- Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- Respect the confidentiality of the Board;
- Ensure the affairs of the Board are conducted with openness, justice and compassion;
- Work to improve personal knowledge of current Catholic educational research and practices;
- Affirm a strong sense of Christian Catholic community; and
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic education in Canada.

## **CIVIL BEHAVIOUR AND COMMUNICATION**

Catholic Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall at all times act with decorum and shall be respectful of other Trustees, the Director of Education, staff, all members of the Niagara Catholic community, as well as the public. As stewards of the system, Catholic Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the *Ontario Catholic School Graduate Expectations*.

Trustees must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability; and
- Respect the rights of others.

Trustees shall be prepared for meetings, avoid disrupting the process and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.

In performing their duties as Trustees, and in all matters of communication including email, telephone and face-to-face meetings, respectful language and professionalism are expected.

The Trustees are bound to uphold and comply with all Board Policies, procedures and protocols. Subject to the duty of a Trustee under subsection 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing comments, or disagreement or speculate on the motives of a Trustee, a group of Trustees, or Board staff. With the exception of the Chair of the Board and/or the Director of Education, no individual Trustee or group of Trustees has the authority to speak on behalf of the Board.

Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may be ordered by the Chair to leave for the remainder of the meeting and, in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the Minutes of the meeting.

Subsection 207(3) of the *Education Act* addresses the exclusion of persons from Board Meetings. It provides:

“The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.”

## COMPLYING WITH LEGISLATION

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act and Regulations*, the *Municipal Freedom of Information and Protection of Privacy Act and Regulations*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties and/or Ministry of Education requirements and the *Niagara Catholic District School Board's By-Laws (100.1)*, Policies and Administrative Procedures.

All Trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*:

A member of a board shall,

- a. carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;
- b. attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c. consult with parents, students and supporters of the board on the Board's multi-year plan under clause 169.1 (1) (f);
- d. bring concerns of parents, students and supporters of the board to the attention of board staff through Policies determined by the Board;
- e. uphold the implementation of any Board resolution after it is passed by the Board;
- f. entrust the day-to-day operations and management of the board to its staff through the board's director of education;
- g. maintain focus on student achievement and well-being; and

- h. comply with the board's code of conduct.

## UPHOLDING DECISION

Trustees must understand their role as a corporate body and the expectation that they may deliberate with many voices but must act as one.

Trustees must:

- Accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- Uphold the implementation of any Board resolution after it is passed by the Board;
- Comply with *Niagara Catholic District School Board By-Laws (100.1)*, Policies and Administrative Procedures; and
- Refrain from speaking on behalf of the Board unless authorized to do so by the Board. The only official spokespersons for the Board are the Chair of the Board and the Director of Education.

## AVOIDANCE OF PERSONAL ADVANTAGE AND CONFLICT OF INTEREST

All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act*, which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from participating in related decisions.

Trustees are not permitted to vote on, discuss, or attempt to influence voting on matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the *Municipal Conflict of Interest Act* provides:

“For the purpose of this Act, the pecuniary interest, direct or indirect, of a spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.”

Any direct or indirect financial interest on the part of the Trustee may raise a conflict of interest. A direct conflict of interest will arise where the Trustee himself or herself stands to benefit or suffer financially by a decision of the Board.

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- Prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- Not take part in the discussion of, or vote on any question in respect of the matter;
- Not discuss the issue with any other person;
- Not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- Where the meeting is not open to the public, the Trustee shall, in addition to complying with the requirements outlined above, leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements at the first meeting of the Board attended by the Trustee, after the meeting referred to above.

When the meeting is open to the public, every declaration of interest and the general nature of that interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest, but not the general nature of that interest, shall be recorded in the minutes of the next meeting of the Board that is open to the public.

It is an expectation of the Board that Trustees will comply with the provisions of the *Municipal Conflict of Interest Act* and avoid conflicts of interest as set out in this Trustee Code of Conduct Policy (“Code of Conduct”).

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest and, where a conflict of interest might exist, each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.

No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- Fostering the highest standard of professional competence amongst those for whom they are responsible;
- Complying with and being seen to comply with the letter and spirit of:
  - the laws of Canada and the Province of Ontario
  - contractual obligations applicable to the Board; and
- Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

A Trustee shall not use his or her position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend or business associate may have a financial, commercial or business interest.

When the Board is to decide on an issue, at a meeting that is open to the public, about which a member has an unavoidable conflict of interest, that member shall not comment or vote on the issue or influence the voting on the issue either prior to, during or after the meeting and must leave the Board Room.

When the Board is to decide on an issue, at a meeting that is not open to the public, about which a member has an unavoidable conflict of interest, that member shall not comment or vote on the issue or influence the voting on the issue either prior to, during or after the meeting and must leave the Board Room.

## **LOBBYING**

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees must report such inquiries to the Director of Education forthwith. Trustees must not use their influence to gain or advance the interest of any particular party during a procurement process.

## **CONFIDENTIALITY**

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure,

operations, financial information, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, or disclose to any third party the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* and this Code of Conduct.

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Trustees are required to keep all information received, including but not limited to, in-camera discussions and actions in complete confidence. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

## **BOARD RESOURCES**

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* and this Code of Conduct.

All Trustees shall fully comply with all Board Policies, Protocols, Procedures and Administrative Procedures regarding the use of Board resources, including information technology resources.

## **PROCEDURES FOR GIFTS AND HOSPITALITY**

Although moderate hospitality is an accepted courtesy in business relationships, Trustees should not allow themselves to reach a perceived position whereby they might influence a Board decision as a consequence of accepting such hospitality. If there is uncertainty regarding what is considered an appropriate honoraria or hospitality to give or receive, the Trustee should discuss this with the Chair of the Board.

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts.

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.

Gifts and donations may be made on behalf of the Board of Trustees as a whole, if approved in advance by the Chair of the Board and the Director of Education.



**ENFORCEMENT OF CODE OF CONDUCT  
AND MUNICIPAL CONFLICT OF INTEREST ACT**

A breach of this Code of Conduct by a Trustee may be dealt with by the following procedures:

A Trustee or a supporter of Catholic education who is eligible to participate in the election of a Niagara Catholic trustee who has reasonable grounds to believe that a Trustee(s) has breached this Code of Conduct may bring the alleged breach, in writing, to the attention of the Board through the Chair of the Board, or the Vice-Chair, in the event that the alleged breach is with the Chair of the Board or the Chair of the Board is unavailable.

If a Trustee has reasonable grounds to believe that another Trustee has breached this Code of Conduct, he or she must bring the alleged breach forward as soon as reasonably possible. The Board may choose not to deal with an alleged breach should the alleged breach come to the Board's attention after: (a) one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, after one year after the last in the series. A Trustee may apply to the Board for an extension of this time limit, and the Board may grant such an extension if the Board is satisfied that the delay in bringing the alleged breach forward was incurred in good faith and no substantial prejudice will result to any person affected by the delay.

If an alleged breach is brought to the attention of the Board, the document setting out the breach together with any other materials will be provided to the Director of Education in the Director's role as Secretary to the Board. The Director of Education will place the matter in the Trustee and Director Only section of the next *In-Camera* Board Meeting.

At the *In-Camera* Board Meeting where the alleged breach of the Code of Conduct is presented, legal counsel to the Board will be present to advise the Board with respect to legal matters related to relevant legislation and the Code of Conduct process as set out in the Code of Conduct. In compliance with Sections 198 and 283.1 of the *Education Act*, for the Board to meet, the Director of Education will be present as Secretary to the Board to take minutes. All other staff who attend meetings of the Board will be excused from the Trustee and Director Only section of the *In-Camera* portion of the meeting of the Board where the Code of Conduct complaint is presented.

At the *In-Camera* meeting of the Board at which the alleged breach is presented, the Board will direct Board legal counsel to oversee an independent investigation conducted by an external investigator as selected by Board legal counsel. The results of the external investigation will be presented to the Board by Board legal counsel and the external investigator upon completion. Based on the results of the external investigation, the Board will determine whether there has been a breach of the Code of Conduct.

If the Board determines that a Trustee has not breached the Code of Conduct, the Board may impose sanctions or consequences on the relevant individual(s), which includes a Trustee or Trustees, who have brought the complaint forward. The sanctions or consequences will be determined in consultation with Board legal counsel.

If the Board determines that a Trustee has breached the Code of Conduct, the Board may impose one or more of the following sanctions:

- Censure of the Trustee.
- Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.



In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice, which date will be at least 14 days after the notice is received by the Trustee.

The Board shall consider any written submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination of the alleged breach was made by the Board.

Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- The security of the property of the Board;
- The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- The acquisition or disposal of a school site;
- Decisions in respect of negotiations with employees of the Board; or
- Litigation affecting the Board.

The meeting of the Board shall be In-Camera (closed to the public) when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board.

The Board shall take the following actions by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct.
- Impose a sanction on a Trustee for a breach of this Code of Conduct.
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting. The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

A Trustee who is subject to a Board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process.

In the event that a Trustee has been found to have not breached the Code of Conduct, all legal expenses for the Trustee involved in a Code of Conduct complaint will be reimbursed by the Board.

On May 30, 2017, the *Modernizing Ontario's Municipal Legislation Act, 2017* (“Bill 68”) received royal assent. The provisions of Bill 68 amending the *Municipal Conflict of Interest Act* (the “Amendments”) do not come into force until March 1, 2019.

Under the Amendments, Trustees who declare a conflict of interest in accordance with the *Municipal Conflict of Interest Act* will be required to file a written statement with the Secretary of the Board declaring their interest and including a description of its general nature. The Board will be required to maintain a registry that may be accessed by members of the public, containing copies of (i) Trustees’ written statements declaring their interest; and (ii) corresponding meeting minutes. The Board will develop and maintain procedures for public access to the registry, including any reasonable limits on such access.

The Amendments also enable Trustees to consult municipal Integrity Commissioners for the purpose of ensuring compliance with the *Municipal Conflict of Interest Act*, and to mitigate any penalty imposed on a Trustee in the event of their later having been found to have acted in contravention of the Act. The Board will develop and maintain procedures to facilitate Trustees’ consultation with municipal Integrity Commissioners, where appropriate.

The Board will comply with the requirements contained in the Amendments when these come into force.

## **References**

- ***Criminal Code, Section 122***
- ***Education Act, Subsection 207(1); Subsection 207(3); Section 218.1; Section 218.3***
- ***Municipal Conflict of Interest Act, Subsection 3(1)***
- ***Municipal Freedom of Information and Protection of Privacy Act***
- ***Ombudsman Act***
- ***Ontario Catholic School Graduate Expectations***
- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Board's By-Laws (100.1)***
  - ***Complaint Resolution Policy (800.3)***
  - ***Trustee Expenses and Reimbursement Policy (100.13)***
  - ***Trustee Honorarium Policy (100.11)***
- ***Terms and Conditions and Collective Agreements***



Niagara Catholic District School Board  
**TRUSTEE CODE OF CONDUCT POLICY**  
STATEMENT OF POLICY

100 – Board

Policy No 100.12

Adopted Date: November 23, 2010

Latest Reviewed/Revised Date: NIL

**MISSION STATEMENT**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Code of Conduct Policy is in compliance with the Ontario *Education Act*, Regulations, other relevant legislation and the Board’s Mission Statement. The 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.

**GOVERNANCE, INTEGRITY AND DIGNITY OF OFFICE**

The Niagara Catholic District School Board Trustee Code of Conduct governs individuals elected as a Trustee (“Trustees”) under section 218 of the *Education Act*.

Elected Catholic Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic Church. To minimize risk and legal exposure to the Board and to protect a Trustee’s personal liability, Trustees must comply with the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the *Niagara Catholic District School Board’s By-Laws (100.1)* and Policies and Administrative Procedures and any other Act or Regulation that may be applicable to the Trustee’s duties.

Individual Trustees are committed to open and transparent communication with its students, parents/guardians, employees, Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

It is imperative that the Trustees act, and be seen to act, in the best interests of the public they serve. Catholic Trustees are elected to represent all stakeholders in the Board by articulating and supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of effective and appropriate education programs, services and effective stewardship of the Board’s resources.

Trustees are governors, advocates and community leaders. As governors, Trustees provide strategic direction and oversight through Board policies to maintain the focus on student achievement and well-being. As advocates, Trustees inform and influence public perceptions of Catholic education and provincial education law and policy. As community leaders, Catholic Trustees engage with the public they serve to build understanding, awareness, guidance and active support for publicly funded Catholic education.

In compliance with subsection 218.1 (f) of the *Education Act*, Trustees are statutorily required to entrust the day to day management of the Board to its staff through the Board’s Director of Education. As outlined in section 218.1 of the *Education Act* no individual or group of Trustees has the authority to give direction to staff.

In keeping with this statutory obligation, Trustees who are contacted by an employee of the Board with respect to an issue of employment, may listen to the concern, offer ~~provide no judgement decision~~ on the specifics of any concern presented and, if required, will ~~facilitate~~ assist in guiding the employee to the ~~are to refer the employee to the relevant Collective Agreement, Terms and Conditions or Board Policy. or to the Board's Complaint Resolution Policy~~ Trustees will bring information regarding the concern, if required, to the attention of the ~~appropriate board staff.~~ Director of Education.

Trustees who are contacted by a student, parent, guardian, constituent or supporter of Catholic education person making a complaint ~~are to refer the individual to the Board's Complaint Resolution Policy (800.3).~~ In all instances, Trustees will listen to the concern, provide no judgement decision on the specifics of the concern presented, ~~make no comments on the concern~~ and if required, direct the individual to the Board's Complaint Resolution Policy or relevant Board Policy. Trustees will bring information regarding the concern, if required, to the attention of the ~~appropriate board staff.~~ Director of Education.

## CATHOLIC FAITH, COMMUNITY AND CULTURE

Each Niagara Catholic District School Board Trustee shall, within the duties prescribed in the *Education Act*, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- Provide an example to the Catholic community that reflects the teaching of the Church;
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Minister of Education;
- Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- Respect the confidentiality of the Board;
- Ensure the affairs of the Board are conducted with openness, justice and compassion;
- Work to improve personal knowledge of current Catholic educational research and practices;
- Affirm a strong sense of Christian Catholic community; and
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic education in Canada.

## CIVIL BEHAVIOUR AND COMMUNICATION

Catholic Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall at all times act with decorum and shall be respectful of other Trustees, the Director of Education, staff, all members of the Niagara Catholic community, as well as the public. As stewards of the system, Catholic Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the *Ontario Catholic School Graduate Expectations*.

Trustees must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability; and
- Respect the rights of others.

Trustees shall be prepared for meetings, avoid disrupting the process and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.

In performing their duties as Trustees ~~under subsection 218.1 of the *Education Act*~~ and in all matters of communication including email, telephone and face-to-face meetings, ~~with students, staff, staff, parents and other stakeholders supporters of the Board,~~ appropriate respectful language and professionalism is expected.

~~Trustees are to communicate with Board staff through the Director of Education or as approved, through the Office of the Director of Education. As outlined in section 218.1 of the *Education Act*, it is not within the duties of Trustees to give direction to Board staff. no individual or group of Trustees has the authority to give direction to staff. In dealing with concerns expressed by students, parents and other supporters of the Board, members of the community, Trustees are to comply with the *Niagara Catholic District School Board's Complaint Resolution Policy (800.3)* and direct the individual to follow the process outlined in the Board's Complaint Resolution Policy or relevant Board Policy as well as bringing the concern to the attention of the appropriate board staff as required.~~

~~Trustees who are contacted by a student, parent, employee or supporters of the Board to meet or to discuss an issue are, based on the issue presented, to direct the individual to comply with the appropriate Board Policy, Collective Agreement or Terms and Conditions Board's Complaint Resolution Policy, if appropriate, or to direct the individual to the appropriate board staff as required. Once a grievance has been filed, Trustees are not to engage an employee or association regarding the grievance.~~

~~To minimize risk and legal exposure to the Board and to protect a Trustee's personal liability, should a Trustee be contacted by a person other than a student, employee, parent or supporter of the Board, the Trustee shall inform the Board of Trustees of the details of such contact.~~

The Trustees are bound to uphold and abide comply with all Board Policies, procedures and protocols. Subject to the duty of a Trustee under subsection 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing comments, or disagreement or speculate on the motives of a Trustee, a group of Trustees, or Board staff. With the exception of the Chair of the Board and/or ~~when approved by the Board,~~ and the Director of Education, no individual Trustee or group of Trustees has the authority to speak on behalf of the Board.

Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may be ordered by the Chair to leave for the remainder of the meeting and, in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the Minutes of the meeting.

Subsection 207(3) of the *Education Act* addresses the exclusion of persons from Board Meetings. It provides:

“The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.”

## COMPLYING WITH LEGISLATION

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees' shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act and Regulations*, the *Municipal Freedom of Information and Protection of Privacy Act and Regulations*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties ~~from time to time~~, and/or Ministry of Education requirements and the *Niagara Catholic District School Board's By-Laws (100.1)*, Policies and Administrative Procedures.

All Trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*:

A member of a board shall,

- a. carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1; ~~Board By-Laws and Board Policy~~
- b. attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c. consult with parents, students and supporters of the board on the Board's multi-year plan under clause 169.1 (1) (f);
- d. bring concerns of parents, students and supporters of the board to the attention of board staff through Policies determined by the Board;
- e. uphold the implementation of any Board resolution after it is passed by the Board;
- f. entrust the day-to-day operations and management of the board to its staff through the board's director of education;
- g. maintain focus on student achievement and well-being; and
- h. comply with the board's code of conduct.

## UPHOLDING DECISION

Trustees must understand their role as a corporate body and the expectation that ~~as such~~ they may deliberate with many voices but must act as one.

Trustees must:

- Accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- Uphold the implementation of any Board resolution after it is passed by the Board;
- Comply with *Niagara Catholic District School Board By-Laws (100.1)*, Policies and **Administrative** Procedures; and
- Refrain from speaking on behalf of the Board unless authorized to do so by the Board. The only official spokespersons for the Board are the Chair of the Board and the Director of Education.

## AVOIDANCE OF PERSONAL ADVANTAGE AND CONFLICT OF INTEREST

All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act*, which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from ~~making~~ **participating in related** decisions.

Trustees are not permitted to vote on, ~~or~~ **discuss, or attempt to influence voting on** matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or



child is deemed to be the interest of the Trustee. Subsection 3(1) of the *Municipal Conflict of Interest Act* provides:

“For the purpose of this Act, the pecuniary interest, direct or indirect, of a spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.”

Any direct or indirect financial interest on the part of the Trustee may raise a conflict of interest. A direct conflict of interest will arise where the Trustee himself or herself stands to benefit or suffer financially by a decision of the Board.

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- Prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- Not take part in the discussion of, or vote on any question in respect of the matter;
- Not discuss the issue with any other person;
- Not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- Where the meeting is not open to the public, the Trustee shall, in addition to complying with the requirements outlined above, leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee’s absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements at the first meeting of the Board attended by the Trustee, after the meeting referred to above.

When the meeting is open to the public, every declaration of interest and the general nature of that interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest, but not the general nature of that interest, shall be recorded in the minutes of the next meeting of the Board that is open to the public.

It is an expectation of the Board that Trustees will ~~not only~~ comply with the **provisions** requirements of the *Municipal Conflict of Interest Act* ~~but also~~ **and** avoid conflicts of interest as ~~defined by~~ **set out in** this Trustee Code of Conduct Policy (“Code of Conduct”).

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest and, where a conflict of interest might exist, each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.

No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- Fostering the highest standard of professional competence amongst those for whom they are responsible;
- Complying with and being seen to comply **with** the letter and spirit of:
  - **the** laws of Canada and the Province of Ontario
  - **c**ontractual obligations applicable to the Board; and
- Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

A Trustee shall not use his or her position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend or business associate may have a financial, commercial or business interest.

When the Board is to decide upon an issue, at a meeting that is open to the public, about which a member has an unavoidable ~~pecuniary~~ conflict of interest, that member shall not comment or vote on the issue **or influence the voting on the issue either prior to, during or after the meeting and must leave the Board Room.**

When the Board is to decide upon an issue, at a meeting that is not open to the public, about which a member has an unavoidable ~~pecuniary~~ conflict of interest, that member shall not comment or vote on the issue **or influence the voting on the issue either prior to, during or after the meeting** and must leave the Board Room.

## LOBBYING

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees must report such inquiries to the Director of Education **forthwith**. Trustees must not use their influence to gain ~~not~~ **or** advance the interest of any particular party during a procurement process.

## CONFIDENTIALITY

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, **financial information**, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, **or disclose to any third party** the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* **and this Code of Conduct**.

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Trustees are required to keep all information received, including but not limited to, in-camera discussions and actions in complete confidence. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.



A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

## BOARD RESOURCES

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* and this Code of Conduct.

All Trustees shall fully comply with all Board Policies, Protocols, Procedures and Administrative Procedures regarding the use of Board resources, including information technology resources.

## PROCEDURES FOR GIFTS AND HOSPITALITY

Although moderate hospitality is an accepted courtesy in business relationships, Trustees should not allow themselves to reach a perceived position whereby they might influence a Board decision as a consequence of accepting such hospitality. **If there is uncertainty regarding what is considered an appropriate honoraria or hospitality to give or receive, the Trustee should discuss this with the Chair of the Board.**

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts.

**Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.**

**Gifts and donations may be made on behalf of the Board of Trustees as a whole, if approved in advance by the Chair of the Board and the Director of Education.**

## ENFORCEMENT OF CODE OF CONDUCT AND MUNICIPAL CONFLICT OF INTEREST ACT

~~In accordance with the provisions of Section 218.3 of the *Education Act*,~~ A breach of this Code of Conduct by a Trustee may be dealt with by the following procedures:

A Trustee **or a supporter of Catholic education who is eligible to participate in the election of a Niagara Catholic trustee** who has reasonable grounds to believe that ~~another~~ a Trustee has breached this Code of Conduct may bring the alleged breach, in writing, to the attention of the Board through the Chair of the Board, or the Vice-Chair, in the event that the alleged breach is with the Chair of the Board **or the Chair of the Board is unavailable.**

**If a Trustee has reasonable grounds to believe that another Trustee has breached this Code of Conduct, he or she must bring the alleged breach forward as soon as reasonably possible. The Board may choose not to deal with an alleged breach should the alleged breach come to the Board's attention after: (a) ~~within~~ one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, ~~within~~ after one year after the last in the series. A Trustee may apply to the Board for an extension of this time limit, and the Board may grant such an extension if the Board is satisfied that the delay in bringing the alleged breach forward was incurred in good faith and no substantial prejudice will result to any person affected by the delay.**

**If an alleged breach is brought to the attention of the Board, the document setting out the breach together with any other materials will be provided to the Director of Education in the Director's role as Secretary**

to the Board. The Director of Education will place the matter in the Trustee and Director Only section of the next *In-Camera* Board Meeting.

At the *In-Camera* Board Meeting where the alleged breach of the Code of Conduct is presented, legal counsel to the Board will be present to advise the Board ~~in~~ with respect to legal matters related to relevant legislation and the Code of Conduct process as set out in the Code of Conduct. In compliance with Sections 198 and 283.1 of the *Education Act*, for the Board to meet, the Director of Education will be present as Secretary to the Board to take minutes. All other staff who attend meetings of the Board will be excused from the Trustee and Director Only section of the *In-Camera* portion of the meeting of the Board where the Code of Conduct complaint is presented.

At the *In-Camera* meeting of the Board at which the alleged breach is presented, the Board ~~shall make inquiries into the matter~~ will direct Board legal counsel to oversee an independent investigation conducted by an external investigator as selected by Board legal counsel. The results of the external investigation will be presented to the Board by Board legal counsel and the external investigator upon completion. ~~shall based on the results of the inquiries,~~ Based on the results of the external investigation, the Board will determine whether there has been a breach of the Code of Conduct.

If the Board determines that a Trustee has not breached the Code of Conduct, the Board may impose sanctions or consequences on the relevant individual(s), which includes a Trustee or Trustees, who have brought the complaint forward. The sanctions or consequences will be determined in consultation with Board legal counsel.

If the Board determines that a Trustee has breached ~~this~~ the Code of Conduct, the Board may impose one or more of the following sanctions:

- Censure of the Trustee.
- Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice, ~~that is~~ which date will be at least 14 days after the notice is received by the Trustee.

The Board shall consider any written submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination ~~about~~ of the alleged breach was made by the Board.

Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- The security of the property of the Board;
- The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- The acquisition or disposal of a school site;
- Decisions in respect of negotiations with employees of the Board; or
- Litigation affecting the Board.

The meeting of the Board shall be In-Camera (closed to the public) when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board.

The Board shall take the following actions by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct.
- Impose a sanction on a Trustee for a breach of this Code of Conduct.
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting. The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

A Trustee who is subject to a Board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. ~~Legal expenses for Trustees involved in a Code of Conduct complaint~~ In the event that a Trustee has been found to have not breached the Code of Conduct, all legal expenses for the Trustee involved in a Code of Conduct complaint will be reimbursed by the Board. ~~will not be paid by the Board unless extraordinary circumstances are determined by Board motion.~~

On May 30, 2017, the *Modernizing Ontario's Municipal Legislation Act, 2017* ("Bill 68") received royal assent. The provisions of Bill 68 amending the *Municipal Conflict of Interest Act* (the "Amendments") do not come into force until March 1, 2019.

Under the Amendments, Trustees who declare a conflict of interest in accordance with the *Municipal Conflict of Interest Act* will be required to file a written statement with the Secretary of the Board declaring their interest and including a description of its general nature. The Board will be required to maintain a registry that may be accessed by members of the public, containing copies of (i) Trustees' written statements declaring their interest; and (ii) corresponding meeting minutes. The Board will develop and maintain procedures for public access to the registry, including any reasonable limits on such access.

The Amendments also enable Trustees to consult municipal Integrity Commissioners for the purpose of ensuring compliance with the *Municipal Conflict of Interest Act*, and to mitigate any penalty imposed on a Trustee in the event of their later having been found to have acted in contravention of the Act. The Board

will develop and maintain procedures to facilitate Trustees' consultation with municipal Integrity Commissioners, where appropriate.

The Board will comply with the requirements contained in the Amendments when these come into force.

***References***

- *Criminal Code, Section 122*
- *Education Act, Subsection 207(1); Subsection 207(3); Section 218.1; Section 218.3*
- *Municipal Conflict of Interest Act, Subsection 3(1)*
- *Municipal Freedom of Information and Protection of Privacy Act*
- ***Ombudsman Act***
- *Ontario Catholic School Graduate Expectations*
- *Niagara Catholic District School Board Policies/Procedures*
  - *Board's By-Laws (100.1)*
  - *Complaint Resolution Policy (800.3)*
  - ***Trustee Expenses and Reimbursement Policy (100.13)***
  - ***Trustee Honorarium Policy (100.11)***
- *Terms and Conditions and Collective Agreements*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MARCH 6, 2018**

*PUBLIC SESSION*

**TOPIC: STUDENT TRUSTEE POLICY (100.4)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Student Trustee Policy (100.4), as presented.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: March 6, 2018



Niagara Catholic District School Board

**STUDENT TRUSTEES POLICY**

## STATEMENT OF POLICY

100 – Board

Policy No 100.4

Adopted Date: March 28, 1998

Latest Reviewed/Revised Date: April 24, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board values the leadership, perspectives and participation of students at Board and Board committee meetings through the inclusion of two Student Trustees on the Board.

A Niagara Catholic District School Board Student Trustee serves to uphold the Mission, Vision and Catholic values in representing the interest of all students of the Board.

In accordance with the provisions of the Education Statutes and Regulations of Ontario, the Niagara Catholic District School Board shall have two (2) Student Trustees on the Board for a ~~one school year~~ term from August 1 ~~until July 31 inclusive~~ **during the year of their election to July 31 during the final year of their term. The Student Trustees shall be elected by the Niagara Catholic Secondary Student Senate (the Student Senate) and the Student Council Presidents of each Niagara Catholic secondary school. Niagara Catholic Student Trustees may serve up to two terms if elected in accordance with the Election Procedures within the Administrative Procedures of this Policy. Commencing May 1, 2012, one of the two elected Student Trustees by the Student Senate should be eligible to serve more than one term as a Student Trustee. Effective May 1, 2013, one of the two (2) elected Student Trustees should have at least one year of experience as a Student Trustee before the start of the new term.**

**Effective May 1, 2018, one of the two Student Trustees must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of the election and must be eligible to serve a two (2) year term. The other Student Trustee must be enrolled in Grade 11 at a Niagara Catholic secondary school at the time of election and must be eligible to serve a one (1) year term.**

**Effective May 1, 2019, one (1) Student Trustee must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of election, and must be eligible to serve a two (2) year term. This Student Trustee must have at least one year of experience as a Student Trustee when they take office the following school year.**

To be eligible to serve as a Niagara Catholic Student Trustee, the following qualifications are required:

- The pupil must be a ~~practicing~~ Roman Catholic.
- The pupil must be enrolled as a resident, full-time, senior division student at the time of ~~his/her~~ **their** term in one of the Board's Catholic Secondary Schools. ~~and~~
- **The pupil must** have a signed parental permission to be a Student Trustee if under 18 years of age.
- The pupil must provide a written letter of endorsement from ~~his/her~~ **their** Catholic secondary school Principal.
- As a Student Trustee, Co-Chair of the Student Senate and a representative of Niagara Catholic, the pupil is expected to conduct ~~him/herself~~ **themselves** with proper demeanour at all times in accordance with the Mission, Vision, Values and Policies of the Niagara Catholic District School Board.

Student Trustees may be disqualified from serving as a Student Trustee based on:

- Legislative criteria

- Ceasing to be a pupil within the Board
- Ineligibility to meet the terms of this Policy and/or Administrative Procedures
- Committing a serious breach of Board Policy or school Code of Conduct infraction as determined by the Director of Education and/or the Board
- Breaking the Conflict of Interest regulations or disclosed in-camera information
- Being absent from three consecutive meetings of the Board
- Conduct as determined by the Board which is incompatible with the roles and responsibilities of the Student Trustee position.

The Board shall provide the Ministry of Education with the names of the Student Trustees elected, not later than 30 days after the date of the election or by-election as required by legislation.

Upon completion of the Student Trustee's term, the Board will suitably recognize the service of the Student Trustee with a token of appreciation, a notation in the student's Ontario Student Record and a letter of recognition co-signed by the Chair of the Board and the Director of Education.

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

***References***

- ***Education Statutes and Regulations of Ontario (Reg. 07/07)***
- ***Ontario Municipal Conflict of Interest Act***
- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Board By-Laws (100.1)***
  - ***Trustee Code of Conduct Policy (100.12)***
  - ***Student Senate Policy (100.6.1 and 100.6.2)***



## Niagara Catholic District School Board

**STUDENT TRUSTEES POLICY**

## ADMINISTRATIVE PROCEDURES

100 – Board

Policy No 100.4

Adopted Date: March 28, 1998

Latest Reviewed/Revised Date: April 24, 2012

**1. ROLE OF THE STUDENT TRUSTEES ON THE BOARD**

- 1.1 It is expected that the Student Trustees who serve on the Board will present their own views and the perspective of students within the Board on any matter before the Board. Student Trustees will assist the Board in achieving a better understanding of educational issues among pupils.
- 1.2 As Co-Chairs of the Niagara Catholic Student Senate, Student Trustees will present a verbal report on the activities of the Student Senate monthly at the Committee of the Whole Meeting of the Board.
- 1.3 Student Trustees will represent the Board's students at public and official Board functions and on Board committees as assigned by the Chair of the Board and/or Director of Education.
- 1.4 Niagara Catholic Student Trustees are expected to wear their school uniform when in attendance at Board or Board Committee meetings, when representing the Board at either internal or external Board-related meetings or when representing the Niagara Catholic District School Board. Exceptions require the approval of the Director of Education.
- 1.5 Student Trustees on the Board are expected to regularly attend and participate in the Public Session of the Committee of the Whole Meeting, the Public Session of the Board Meeting and Part A of the In-Camera Session of the Committee of the Whole and Board Meetings. Student Trustees are to inform the Secretary of the Board when ~~she/he is~~ **they are** unable to attend a meeting.

In accordance with the Education Act – Section 207, Student Trustees are not eligible to attend In-Camera meetings when the subject matter under consideration involves:

- The security of the property of the Board;
  - The disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
  - The acquisition or disposal of a school site;
  - Decisions in respect of negotiations with employees of the Board; or
  - Litigation affecting the Board.
- 1.6 A Student Trustee will not count towards quorum at Committee Meetings or at Board Meetings. Student Trustees are not entitled to a binding vote, but they have the right to have their vote recorded in the Board Minutes upon request through the Chair of the Board.
  - 1.7 Student Trustees may request that a matter before the Board or any of its committees, be put to a recorded vote, in which case there must be two votes, a non-binding recorded vote that includes the Student Trustee's vote; and a recorded binding vote that does not include the Student Trustee's vote.



- 1.8 A Student Trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the Student Trustee sits. If no member of the Board or committee moves the suggested motion, the record shall show the suggested motion.

## 2. CONFLICT OF INTEREST

- 2.1 In accordance with the Education Statutes and Regulations of Ontario, Ontario Municipal Conflict of Interest Act, the Niagara Catholic District School Board By-Laws and the Niagara Catholic District School Board Trustee Code of Conduct Policy, if a Student Trustee is present at a meeting where a matter in which ~~he/she has~~ **they have** a direct, indirect or deemed pecuniary interest is considered, ~~he/she~~ **they** must act as follows:
- The Student Trustee’s interest and the general nature of that interest must be disclosed prior to any consideration of the matter.
  - The Student Trustee must not take part in the discussion of, or vote on any question in respect of the matter.
  - The Student Trustee must not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
  - In the case of a meeting that is closed to the public (“in camera meeting”), the Student Trustee must, in addition to complying with the above, leave the meeting.
  - If absent from a meeting where such a matter is considered, the Student Trustee must disclose ~~his/her~~ **their** interest and comply with the requirements provided above at the next meeting.
- 2.2 A “pecuniary interest” is an interest in a matter that is related to or measurable in money.
- 2.3 An “indirect pecuniary interest” occurs when the Student Trustee or a parent of a Student Trustee has an interest in or works for a business that has a pecuniary interest in a matter before the Board or is a member of a body or organization that has a pecuniary interest in the matter before the Board.
- 2.4 An exception to an indirect pecuniary interest is when the matter relates to the Student Trustee’s whole School Community.
- 2.5 A “deemed pecuniary interest” is a pecuniary interest direct or indirect of a parent. If the parent would have a pecuniary interest in the matter whether direct or indirect, the Student Trustee has a pecuniary interest.

## 3. ELECTION PROCEDURES

- 3.1 To facilitate the representation of pupils from various schools throughout the Board, each secondary school is eligible to have two (2) pupils as members of the Student Senate and **the Elementary Student Senate is represented by their Co-Chairs, who serve as members** ~~each Secondary Family of Schools is eligible to have one (1) intermediate elementary student as a member~~ of the Student Senate.
- 3.2 ~~Two senior~~ **Secondary** student members of the Student Senate will be elected annually by the Student Senate to serve as Student Trustees on the Board from August 1 to July 31 inclusive. A Student Trustee has the opportunity to seek re-election **as a Student Trustee**. A Student Trustee running for re-election may not participate in any meetings or preparation plans relating to the election process.

- 3.3 Given the importance placed on the role of Student Trustees in serving on the Board of Trustees and as Co-Chairs of the Niagara Catholic Secondary Student Senate, ~~effective May 1, 2013, one of the two (2) elected Student Trustees by the Secondary Student Senate should have at least one year of experience as a Student Trustee before the start of the new term.~~ **effective May 1, 2018, one of the two Student Trustees must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of the election and must be eligible to serve a two (2) year term. The other Student Trustee must be enrolled in Grade 11 at a Niagara Catholic secondary school at the time of election and must be eligible to serve a one (1) year term.**

**Effective May 1, 2019, one (1) Student Trustee must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of election, and must be eligible to serve a two (2) year term. This Student Trustee must have at least one year of experience as a Student Trustee when they take office the following school year.**

**In the event that the elected student cannot serve the two year term as a Student Trustee, the Student Senate will determine a process to replace the student serving on the Board of Trustees and as Co-Chairs of the Niagara Catholic Secondary Student Senate.**

- 3.4 Prior to the Friday of Catholic Education Week of each school year, the election of the following year's Student Council members will occur in all secondary schools within the Niagara Catholic District School Board.

Prior to the annual Niagara Catholic Student Leadership Symposium:

- Each Secondary Principal will select (1) Administrative Appointee member for the new school year's Student Senate; and
- Each secondary Student Council will select (1) member of the new school year's elected Student Council to serve on the new school year's Student Senate.
- Each Secondary Family of Schools' **Student Council** will ~~select~~ **elect one (1) two (2) intermediate elementary students to serve as Co-Chairs of their Secondary Family of Schools' Student Council and Senators** on the ~~New Year's~~ **next year's** Elementary Student Senate. The elementary students ~~selected~~ **elect** will be an intermediate student for the ~~new~~ **next** school year. ~~The selection of the student will be determined by consensus of the Family of Schools' Principals and will annually rotate among elementary schools within each Secondary Family of Schools.~~ **The new Elementary Student Senate will elect two (2) students who will serve as Co-Chairs of the Elementary Student Senate and the two elementary student representatives on the Secondary Student Senate from August 1 to July 31 inclusive.**

- 3.5 Prior to May 20 of each school year, the Niagara Catholic Student Senate will host a Niagara Catholic Student Leadership Symposium where the newly elected Student Senate will ~~elect two~~ **(2) Co-Chairs of the Student Senate** who will also serve as the Board's two (2) Student Trustees from August 1 to July 31 inclusive.

- 3.6 The Student Senate will assist the Student Trustees on the Board by bringing forward pupil issues, gathering pupil opinion and communication with pupils. The Student Trustees on the Board will be responsible for reporting Board activities to the Student Senate on a regular basis.

- 3.7 A minimum of two secondary administrators will be appointed by the Director of Education to facilitate the operation of the Student Senate and to act as a resource. The administrators and Student Senate will dialogue with and report to the Director of Education.

In the fall of each year, a retreat may be organized for all students elected to the Student Senate facilitated by the Board's Chaplaincy Leader.

#### **4. MENTORING FOR THE STUDENT TRUSTEES ON THE BOARD**

- 4.1 The Chair of the Board, in consultation with the Student Trustees, will designate a Trustee(s) mentor for the Student Trustees throughout the student's term as a Student Trustee.
- 4.2 The Chair of the Board, the Trustee Mentor(s) and the Director of Education will provide an annual orientation for newly-elected Student Trustees.
- 4.3 Student Trustees have the same status as a Board member regarding access to Board resources and opportunities to participate in Board functions, retreats, OCSTA meetings and Professional Development activities designed for Trustees.

#### **5. FILLING STUDENT TRUSTEE VACANCIES**

- 5.1 A vacancy shall be filled by a by-election of Student Senate members if a Student Trustee is disqualified by the Board and/or the Student Trustee is unable or unwilling to fulfill ~~his/her~~ **their** duties **or term. In the event that a by-election is required, the Student Senate and the moderators will determine the process to replace the student serving on the Student Senate. The by-election process must be communicated to all eligible students.** The term for an interim Student Trustee will be for the remainder of the school year.

#### **6. REIMBURSEMENT FOR STUDENT TRUSTEES ON THE BOARD**

- 6.1 The Niagara Catholic District School Board will provide for reimbursement of the Student Trustees for travel expenses and other expenses incurred in connection with carrying out the responsibilities, approved by the Chair of the Board and the Director of Education in compliance with relevant Board Policy.
- 6.2 A Student Trustee shall receive an honorarium as specified in legislation. The amount of the honorarium shall be prorated according to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.
- 6.3 A Student Trustee shall be allocated an amount for professional development in accordance with Board Policy and Administrative Procedures.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MARCH 6, 2018**

*PUBLIC SESSION*

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

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

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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: March 6, 2018



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 6, 2018

### STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

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#### 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 March 6, 2018 through April 10, 2018.

#### **Friday, March 2, 2018**

*Circle of Care Conference (Holiday Inn Conference Centre)*

- The Niagara Catholic District School Board, Family and Children's Services Niagara and the District School Board of Niagara, are hosting a conference titled "Circle of Care -Every Child is Ours" at the Holiday Inn and Suites, located on Ontario Street in St. Catharines, on Friday March 2, 2018 from 8:30 a.m. until 2:30 p.m. Educators and child welfare staff will be gathering together to discuss and enhance supports around the educational success of students "in care".
- Dr. Bruce Ferguson will provide the keynote address focusing on the importance of collaboration between all parties involved with students "in care". Attendees will be provided with information about the wide variety of services and resources available from local community agencies who help support children and youth who are "in care" or receiving services from a Children's Aid Society, such as FACS.

#### **Tuesday, March 6, 2018**

*Ministry of Education Professional Learning K-3 Virtual Sessions – Exploring our Evolving Understanding of Self-Regulation (Virtual Session)*

- The Ministry of Education – Student Achievement Division is offering an optional virtual session to support K-3 leaders and educators in exploring our evolving and emerging understanding of self-regulation. The invitational sessions are designed to support the implementation of The Kindergarten Program (2016) and Growing Success: The Kindergarten Addendum (2016) and foster connections across pedagogical approaches K-3. This virtual learning session will engage participants in a reflective, co-learning stance and interactive dialogue focused on:
  - o considering the self-regulation needs of individual children using an inquiry stance
  - o self-regulation as an individual process vs the activities we use to promote/teach self-regulation
  - o the impact on children of adult constructs of self-regulation
  - o shifts in our practice as our understanding of self-regulation evolves
  - o communicating about learning related to self-regulation

**Tuesday, March 6, 2018**

*Math Learning Circle (CEC)*

- As a part of the Renewed Math Strategy and our own Professional Learning Model for Building Capacity, educators have been invited to join the NCDSB Math Learning C.I.R.C.L.E (*Continuous Improvement Realized through a Community of Learning for Educators*). The focus is the Learning Environment and Attitudes.

**Wednesday, March 7, 2018**

*Math Learning Circle (CEC)*

- As a part of the Renewed Math Strategy and our own Professional Learning Model for Building Capacity, educators have been invited to join the NCDSB Math Learning C.I.R.C.L.E (*Continuous Improvement Realized through a Community of Learning for Educators*). The focus is Manipulatives and Technology. The focus of the session is Program Scope and Planning.

**Thursday, March 8, 2018**

*Math Learning Circle (St. John Catholic Elementary School)*

- As a part of the Renewed Math Strategy and our own Professional Learning Model for Building Capacity, educators have been invited to join the NCDSB Math Learning C.I.R.C.L.E (*Continuous Improvement Realized through a Community of Learning for Educators*). The focus is Manipulatives and Technology.

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

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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: March 6, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MARCH 6, 2018**

*PUBLIC SESSION*

**TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE**

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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: March 6, 2018



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING  
MARCH 6, 2018  
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

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**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.

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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: March 6, 2018





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
MARCH 6, 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
	<b>\$4,525,228</b>

**Project Costs:**

	Budget	Paid
Construction Contract	3,448,000	3,070,295
Fees & Disbursements	336,600	324,214
Other Project Costs	740,628	71,601
	<b>\$4,525,228</b>	<b>\$3,466,110</b>

**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  
MARCH 6, 2018**

***PUBLIC SESSION***

**TITLE: SPEAK OUT! SHOWCASE 2018**

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Lisa Incaviglia, Co-Chair of the Speak Out! Committee, Principal, St. Joseph Catholic Elementary School, Grimsby  
Christine Battagli, Co-Chair of the Speak Out! Committee, Consultant – Research, Assessment, Evaluation and Reporting

Presented by: Yolanda Baldasaro, Superintendent of Education  
Lisa Incaviglia, Co-Chair of the Speak Out! Committee, Principal, St. Joseph Catholic Elementary School, Grimsby  
Christine Battagli, Co-Chair of the Speak Out! Committee, Consultant – Research, Assessment, Evaluation and Reporting

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

Date: March 6, 2018



## PRESENTATION BACKGROUND

**Committee of the Whole Meeting  
March 6, 2018**

### **SPEAK OUT!**

Throughout the last few months, in 48 of our Catholic elementary schools, students in Grades Seven (7) and Eight (8) have been involved in speech writing and delivery to an audience of their families, peers and teachers. Students across Niagara Catholic, with the support and guidance of their classroom teachers, have been developing their messages. The Speak Out! Committee provided a workshop and resources to guide teachers in instruction and assessment of students' speech writing and delivery. This year, students have included visual aids to enhance their message. This dedicated committee also organized the three (3) Team Speak Out! Events and Showcase, meeting several times throughout the school year to make this a success.

Under the direction of Yolanda Baldasaro, Superintendent of Education Program and Innovation, the Speak Out! Committee consists of Elementary Principals and Vice-Principals, Consultants, Coaches, teachers and students. The Committee Members are:

- Lisa Incaviglia, Co-Chair of the Speak Out! Committee, Principal, St. Joseph Catholic Elementary School, Grimsby
- Christine Battagli, Co-Chair of the Speak Out! Committee, Consultant – Research, Assessment, Evaluation and Reporting
- Randy Pruyn, Consultant – K to 12 Literacy
- Heidi Poltl, Coach – K to 12 Digital Learning
- Krista Moscato, Coach – Learning For All
- Rosie Araujo, Acting Principal, St. Mary Catholic Elementary School, Niagara Falls
- Paul Moccia, Vice Principal, Our Lady of Mount Carmel Catholic Elementary School
- Tracy Kovacs, Classroom Teacher
- Tara Vinc, Classroom Teacher
- Annalisa Petriello, Classroom Teacher
- Cathryn Hay, Classroom Teacher
- Nico Tripodi, Student Trustee, Saint Francis Catholic Secondary School
- Hannah Tumillo, Student Trustee, Lakeshore Catholic High School

From the school speech competitions, the first place speakers were selected to represent their schools at one of the three (3) Team Speak Out! Events held across Niagara Catholic in February and March 2018 at the following Catholic Secondary school locations:

- Team 1 – Saint Francis Catholic Secondary School on February 21, 2018
- Team 2 – Saint Paul Catholic High School on February 26, 2018
- Team 3 – Notre Dame College School on March 1, 2018

From each of the Team competitions a panel of teacher judges selected a First Place, Second Place and Catholic Messenger Award recipient to participate in the Speak Out! Showcase held on March 6, 2018 at the Catholic Education Centre.

Three representative students of the Speak Out! Showcase 2018 will deliver their speeches as part of this report at the Committee of the Whole Meeting.

This event is sponsored by the Niagara Catholic District School Board and a SpeakUp Grant provided by the Ministry of Education through a project application submitted by the Student Trustees from the Speak Out! Committee.

The report on the Niagara Catholic District School Board Speak Out! Showcase 2018  
is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Lisa Incaviglia, Co-Chair of the Speak Out! Committee, Principal, St. Joseph Catholic Elementary School, Grimsby  
Christine Battagli, Co-Chair of the Speak Out! Committee, Consultant – Research, Assessment, Evaluation and Reporting

Presented by: Yolanda Baldasaro, Superintendent of Education  
Lisa Incaviglia, Co-Chair of the Speak Out! Committee, Principal, St. Joseph Catholic Elementary School, Grimsby  
Christine Battagli, Co-Chair of the Speak Out! Committee, Consultant – Research, Assessment, Evaluation and Reporting

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

Date: March 6, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MARCH 6, 2018**

***PUBLIC SESSION***

**TITLE: NIAGARA CATHOLIC FRENCH AS A SECOND LANGUAGE  
PROGRAM**

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The Niagara Catholic French as a Second Language Program report is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: March 6, 2018



## REPORT TO THE COMMITTEE OF THE WHOLE MARCH 6, 2018

### NIAGARA CATHOLIC FRENCH AS A SECOND LANGUAGE PROGRAM

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#### BACKGROUND INFORMATION

As one of Canada's two official languages, French as a Second Language (FSL) is taught in Ontario's English-language school boards. FSL programs are for all students in English-language boards, including students with special needs and English language learners. Directions for planning the delivery of curriculum to students with special education needs are included in all curriculum policy documents, including those for FSL. Students in Ontario's publicly funded English-language schools are required to:

- study FSL from Grades 4 to 8; and
- earn at least one credit in FSL in secondary school to obtain the Ontario Secondary School Diploma.

The types of FSL programs Ontario offered in Ontario English-language boards are:

- **Core French** – Students learn French as a subject. At the elementary level, students must accumulate a minimum of 600 hours of French instruction by the end of Grade 8. At the secondary level, academic, applied and open courses are offered for Grades 9 and 10; university preparation and open courses are offered for Grades 11 and 12.
- **Extended French** – Students learn French as a subject and French serves as the language of instruction in at least one other subject. At the elementary level, at least 25 per cent of all instruction is provided in French. At the secondary level, academic courses are offered for Grades 9 and 10; university preparation courses are offered for Grades 11 and 12. In the Extended French program, students accumulate seven credits in French: four are FSL language courses and three are other subjects in which French is the language of instruction.
- **French Immersion** – Students learn French as a subject and French serves as the language of instruction in two or more other subjects. At the elementary level, at least 50 per cent of all instruction is provided in French. At the secondary level, academic and applied courses are offered for Grades 9 and 10; university preparation and open courses are offered for Grades 11 and 12. In the French Immersion program, students accumulate ten credits in French: four are FSL language courses and six are other subjects in which French is the language of instruction.

Student's proficiency in French increases based on the level of intensity of instruction in French. The three FSL programs help students develop an appreciation of the language and French culture in Canada and the world.

School boards have the option of offering Extended French and French Immersion programs based on local demands and resources. Decisions to establish these programs and their structure (e.g. point of entry), are made by the local school board. Students in these programs are not in the Core French program.

(Information above adapted from <http://www.edu.gov.on.ca/eng/amenagement/FLS.html> ).

## FSL FUNDING

The Ministry of Education **Technical Paper 2017-2018** outlines the funding that boards receive to support French Language programming.

### FSL – Elementary

At the elementary level, funding is provided for core and extended French based on enrolment in French programs for Grades 4 to 8. French immersion programs, if offered by the board, are funded based on enrolment in French programs for JK to Grade 8. Current Ministry policy requires that each elementary student accumulate at least 600 hours of French-language instruction by the end of Grade 8. School boards are required to plan their French-language programs so that students meet this requirement.

Average Length of Program	Type of Program	Allocation per pupil enrolled in the Program
20 – 59 minutes	Core, Grades 4 to 8	\$297.37
60 – 149 minutes	Extended, Grades 4 to 8	\$338.80
150 minutes or more	Immersion, JK/SK, Grades 1 to 8	\$379.01

### FSL – Secondary

At the secondary level, funding is determined according to credits as follows:

Grades	Allocation per pupil credit – French as a subject	Allocation per pupil credit – subjects other than French taught in French
9 and 10	\$76.44	\$125.74
11 and 12	\$101.09	\$196.04

## NIAGARA CATHOLIC CONTEXT

In addition to the required elementary and secondary Core French programming, Grades 4 to 8, and at least one secondary credit, Niagara Catholic currently provides and supports the following three (3) **optional** programs:

### Elementary FSL Primary Grades

Elementary FSL programming Grades 1 through 3 (class totals) as outlined in chart below for 2017-2018:

Grade	Number of Classes
1	60
1/2	20
2	48
2/3	21
3	52
3/4	20

### Elementary Extended French

Elementary Extended French programming: Grades 5 through 8 (student totals) as outlined in the chart below for 2017-2018:

School	Grade 5	Grade 6	Grade 7	Grade 8
Cardinal Newman Catholic	19	9		
Our Lady of Fatima Catholic(G)	26	27		
Sacred Heart Catholic	21			
St. Michael Catholic	9	25	28	32
St. Vincent de Paul Catholic	20			
<b>TOTAL</b>	<b>95</b>	<b>61</b>	<b>28</b>	<b>32</b>

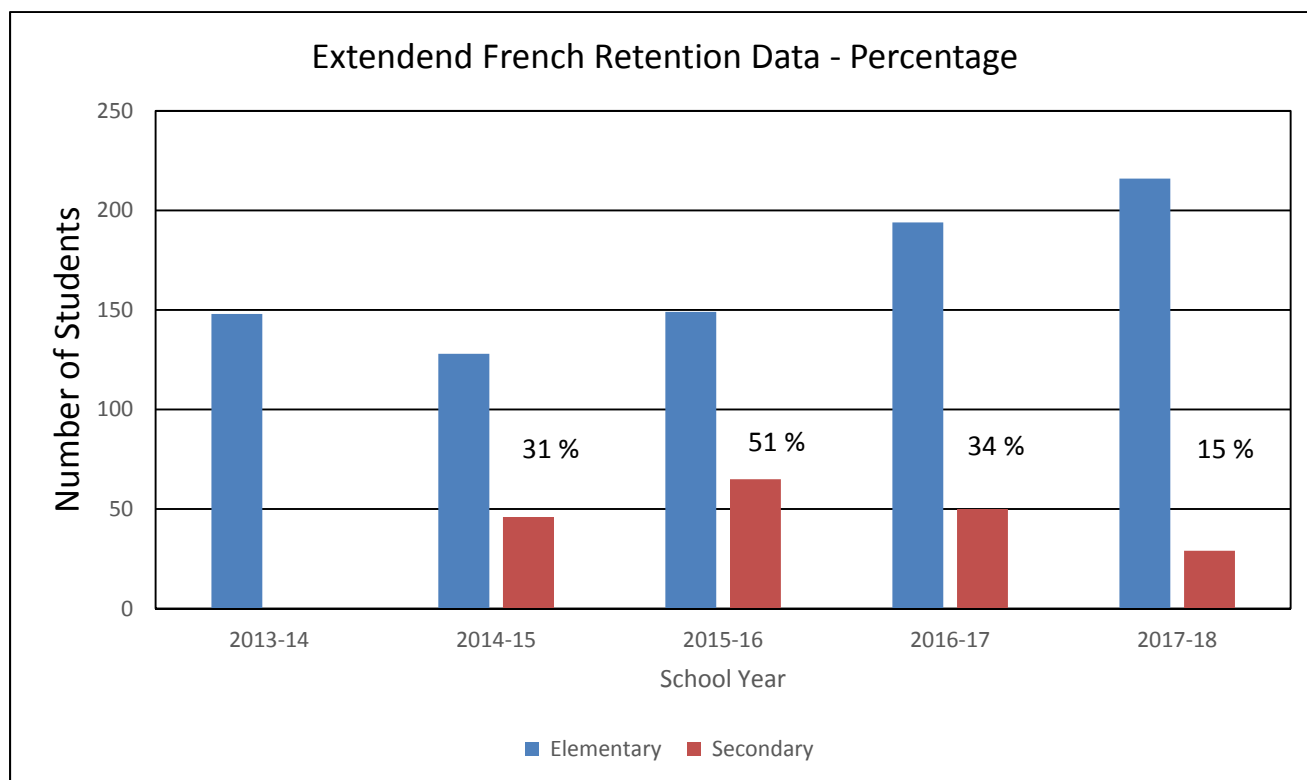
### Secondary Extended French

Secondary Extended French programming: Grades 9 through 12 (credit totals) as outlined in chart below:  
Projected for 2017-2018 (Both Semesters)

School	Total Credits			
	French		Other Subjects	
	Intermediate	Senior	Intermediate	Senior
Denis Morris Catholic	6	38	0	22
Holy Cross Catholic	13	7	13	8
Notre Dame College	12	8	7	7
Saint Paul Catholic	22	19	50	31
<b>TOTAL</b>	<b>53</b>	<b>72</b>	<b>70</b>	<b>86</b>

### Extended French Retention Rates

Niagara Catholic elementary students transitioning to Niagara Catholic secondary schools:





## Elementary French Immersion

Elementary French Immersion programming: Grades Kindergarten 1 through 5 as outlined in chart below for 2017-2018:

SCHOOL	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL
St. John Catholic		24	16	27	16	15	98
Our Lady of Fatima Catholic	26 (12/14)	21	18	21	19	21	126
Our Lady of Mount Carmel Catholic	26 (10/16)	18	19	14	7	15	99
Notre Dame Catholic	23 (12/11)	19	13	16	15		86
Holy Name Catholic		18	19	12	15	17	81

## SUPPLY AND DEMAND

In the fall of 2017, the Ministry of Education produced an artefact, “Addressing Immediate Supply and Demand Concerns in French As A Second Language (FSL)”. The artefact states the following information that has led to the urgency in addressing the provincial demand of qualified FSL teachers:

- Growing popularity of French Immersion programs: 85.3% increase since 2003.
- The number of newly-licensed Ontario teachers decreased by approximately 50% since 2012.
- FSL teachers indicate that working conditions and a lack of support for FSL contribute to burnout and attrition.

The Ministry of Education website has a dedicated section entitled “Teaching in French in Ontario” ([http://www.edu.gov.on.ca/eng/teacher/fls\\_teachers.html](http://www.edu.gov.on.ca/eng/teacher/fls_teachers.html)). The information contained in this section states that in Ontario, French teachers are in demand for both English- and French-language schools and offers the following quick-links to access additional information:

- [How Ontario students learn French](#)
- [Quick facts about Ontario’s publicly funded education system](#)
- [Teaching French at a French-language school](#)
- [Teaching French as a second language at an English-language school](#)
- [Job prospects for French teachers in Ontario](#)
- [Information about French-language education in Ontario](#)
- [Professional Development for French as a second language teachers](#)

## NIAGARA CATHOLIC FRENCH LANGUAGE PROGRAM CONSIDERATIONS FOR 2018-2019 AND BEYOND

For the 2018-2019 school year, Niagara Catholic will continue to offer the French Immersion program at the current school locations. The French Immersion program will continue to expand by adding the next grade level at each school site. St. John Catholic, Our Lady of Fatima Catholic (SC), Our Lady of Mount Carmel Catholic and Holy Name Catholic will add a Grade 6 French Immersion class, and Notre Dame Catholic will add a Grade 5 French Immersion class.

The school year beginning in September 2020 is in line with seeing the Niagara Catholic French Immersion Program reach the Grade 8 year. September 2021 would be the initial start of the continued expansion of French Immersion Program into our Catholic secondary schools at the following proposed secondary school sites:

Blessed Trinity Catholic in Grimsby, Saint Paul Catholic in Niagara Falls, Notre Dame College in Welland and a secondary school in St. Catharines which will be confirmed pending the decisions of a Pupil Accommodation Review as part of the Board's Long Term Accommodation Plan 2016-2021.

Staffing parameters for 2018-2019 Elementary Organizational Charts are outlined in the chart below:

Grade(s)	Ratio/Aggregate
Kindergarten (FDK)	Board Wide aggregate: 25.75:1 <ul style="list-style-type: none"> <li>At least 90% to have 30 or fewer students.</li> <li>Up to 10% of classes can reach up to 32 students.</li> <li>FDK classes combined with Grade 1 will be subject to Primary Class Size requirements.</li> </ul>
1 through 3 (Primary)	Primary classes to be staffed at 20:1 ratio. <ul style="list-style-type: none"> <li>At least 90% to have 20 or fewer students.</li> <li>Up to 10% of classes can reach up to 23 students.</li> </ul>
4 through 8 (Junior/Intermediate)	Junior/Intermediate classes to be staffed at 24.17:1. <ul style="list-style-type: none"> <li>Over five (5) years, the funded average class size will be reduced to 22.85.</li> </ul>

Staffing parameters for 2018-2019 Secondary Organizational Charts must adhere to 22:1 ratio for class sizes.

Actual and projected transportation costs for elementary French Immersion programs, as provided by Niagara Student Transportation Services (NSTS), are listed in the chart below. The chart provides an overview of how costs change from year to year for this particular program.

Year	Total	Growth	Bussed	% Bussed	Walk/OT	Cost	Cost/Pupil	Y to Y Cost Change
2013-14	119		96	80.7%	23	\$179,091.49	\$1,865.54	\$0.00
2014-15	204	85	147	72.1%	57	\$229,511.66	\$1,561.30	\$50,420.17
2015-16	280	76	197	70.4%	83	\$300,310.98	\$1,524.42	\$70,799.32
2016-17	358	78	243	67.9%	115	\$291,451.31	\$1,199.39	-\$8,859.67
2017-18	491	133	391	79.6%	100	\$390,697.97	\$999.23	\$99,246.66
2018-19	621	130	486	78.0%	135	\$475,916.37	\$979.15	\$85,218.40
2019-20	751	130	587	78.0%	164	\$567,689.71	\$967.10	\$91,773.34
2020-21	881	130	688	78.0%	193	\$659,463.06	\$958.59	\$91,773.34

As part of the annual review of French Language programs within Niagara Catholic, the following topics will be considered in determining the viability and sustainability of the optional French Language programming:

- Ministry of Education requirements for FSL programming;
- Challenges with staffing and recruitment process for hiring qualified Catholic FSL teachers and support staff;
- Potential accommodation challenges/pressures associated with housing optional programs;
- Other cost pressures associated with optional programming.

Staffing, classroom resources and budget allocation for optional French Language programming in Niagara Catholic will be included in Senior Administrative Council's 2018-2019 budget recommendations to the Board for the Annual Budget 2018-2019.

The Niagara Catholic French as a Second Language Program Update report  
is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Frank Iannantuono, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education  
Frank Iannantuono, Superintendent of Education

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

Date: March 6, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MARCH 6, 2018**

***PUBLIC SESSION***

**TOPIC: TRUSTEE DETERMINATION AND DISTRIBUTION 2018**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommends to the Niagara Catholic District School Board that the number of trustees in its jurisdiction be a total of 8 trustees in the 2018 Elections.

**THAT** the Committee of the Whole recommends the Niagara Catholic District School Board confirm that it has decided not to designate any low population areas in the 2018 Elections.

**THAT** the Committee of the Whole recommends the Niagara Catholic District School Board confirm that the 8 trustees in its jurisdiction be distributed in the 2018 Elections, as follows:

- 1 for Fort Erie, Port Colborne, Wainfleet
- 1 for Grimsby, Lincoln, Pelham, West Lincoln
- 2 for Niagara Falls, Niagara-on-the-Lake
- 2 for St. Catharines (less Merritton Area)
- 1 for Thorold (including Merritton Area)
- 1 for Welland

or

- 1 for Fort Erie, Port Colborne, Wainfleet
- 1 for Grimsby, Lincoln, West Lincoln
- 2 for Niagara Falls
- 2 for St Catharines, Niagara-on-the Lake
- 1 for Thorold including Merritton
- 1 for Welland, Pelham

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

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

Date: March 6, 2018



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 6, 2018

### TRUSTEE DETERMINATION AND DISTRIBUTION 2018

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#### BACKGROUND INFORMATION

Under Ontario Regulation 412/00, school boards are responsible for the calculations of trustee determination and distribution.

Ontario Regulation 412/00 outlines the steps for determining the number of trustees of the board and the steps for distributing the trustees to the geographic areas within its jurisdiction. Regulation 412/00 includes a number of instructions and tables of data, which contain information used in the determination and distribution calculations.

At the March 31, 2014 meeting of the Niagara Catholic District School Board, the Board approved the following motions:

**THAT** the Niagara Catholic District School Board determine that the number of trustees in its jurisdiction be a total of 8 trustees in the 2014 Elections.

*and*

**THAT** the Niagara Catholic District School Board confirm that it has decided not to designate any low population areas in the 2014 Elections.

*and*

**THAT** the Niagara Catholic District School Board confirm that the 8 trustees in its jurisdiction be distributed in the 2014 Elections, as follows:

- 1 for West Lincoln, Lincoln, Grimsby, Pelham
- 2 for St. Catharines (less Merritton Area)
- 1 for Thorold (including Merritton Area)
- 1 for Fort Erie, Port Colborne Wainfleet
- 1 for Welland
- 2 for Niagara Falls, Niagara-on-the-Lake

On January 31, 2018, Directors of Education received a memorandum from the Ministry of Education (Appendix A) which stated that before each provincial general election, “every board of trustees determines the number of trustee positions on their board and distributes these positions across the board’s area of jurisdiction. This process is known as trustee determination and distribution (D&D)”

“By March 31, 2018, every district school board must complete a report on the determination and distribution of its members, and, by April 3, 2018, submit it to:

- the Ministry of Education;
- the election clerks for all municipalities within the board’s jurisdiction;

- the secretary of every other board that is wholly or partially within the board’s area of jurisdiction.”

On February 15, 2018 the Niagara Catholic District School Board received the Population of Electoral Group Reports (PEG Reports), which were prepared by the Municipal Property Assessment Corporation (MPAC) to use in the calculations of the trustee determination and distribution for the upcoming elections.

***Trustee Distribution 2018-2022 By Municipality Calculation - Ontario Regulation 412/00: Section 6***

School Boards are responsible for determining the geographic allocation of its members, and is required to pass a resolution prior to March 31 of an election year to determine its Trustee Distribution, as well as circulate the Determination and Distribution Report to the designated public authorities.

School Boards are able to designate some of its areas as low population areas to allow appropriate representation for such areas. Staff recommends not to designate any area within Niagara Catholic as a low population area.

The distribution of Trustees by municipality is calculated in accordance with Section 6 of O. Reg. 412/00, and will follow the steps outlined on Page 13-14 of the Trustee Determination and Distribution Guide (Appendix B). The calculation uses the PEG Report as the official document to be used as the population reference to calculate trustee distribution.

To calculate the “Electoral Quotient Grouped by Area” used to determine the number of Trustee per Municipality and by Ward, the below formulae is utilized.

$$\frac{A \times B}{C}$$

A = the Population Electoral Group Representation in a Municipality/Ward

B = the total number of Trustees allocated to the Board

C = the total Population Electoral Group Representation in the jurisdiction of the Board

Using the calculator, Appendix D provides the Board with two recommended options for its consideration:

Option 1 – recommends the same Trustee Distribution for 2018-2022 as 2014-2018

Option 2 – recommends a Trustee Distribution which aligns with the elementary / secondary Family of Schools organization for 2018-2022

Both options for the consideration of the Board maintains the current total of eight (8) elected Trustees for the Niagara Catholic District School Board for 2018-2022.

Under the provisions of Ontario Regulation 412/00, the Board is required to approve the following resolutions:

- A resolution confirming that the Board has determined the number of trustees to be elected in its jurisdiction, in accordance with the Regulation
- A resolution stating that the Board has given consideration to designating low population areas and that the Board has decided to designate a municipality as a low population municipality or that the board has decided not to designate any municipality as a low population area.
- A resolution stating that the Board has distributed the total number trustees to the municipal areas under the jurisdiction of the Board, in accordance with the Regulation.

The Board is required to send a copy of the results of the trustee determination and distribution, including data and calculations to the following:

- The Minister of Education
- The Election Clerk of each Municipality
- The Secretary of each coterminous School Board.

By October 1, 2018, every district school board must appoint a Compliance Audit Committee to “hear and decide on applications for compliance audits of trustee candidates’ campaign expenses. The Committee must be composed of three to seven people, none of whom can be members of the school board, an employee or a candidate in the election. The responsibilities of the Compliance Audit Committee and the compliance audit process are set out in sections 88.33, 88.34 and 88.37 of the *Municipal Elections Act*. Members of the committee serve a four-year term less two weeks beginning on December 1, 2018 on an as-needed basis”

For the information and the review of the Trustees, we are enclosing the following information:

- Appendix A** - Ministry of Education Memorandum – 2018 School Board Elections
- Appendix B** - Trustee Determination & Distribution Guide for Ontario District School Boards 2018
- Appendix C** - Calculation of Trustee Determination for Niagara Catholic District School Board 2018
- Appendix D** - Calculation of Trustee Distribution for Niagara Catholic District School Board 2018-2022 – Options 1 and Option 2
- Appendix E** - Ontario Regulation 412/00
- Appendix F** - Key Dates for 2018 Trustee Elections

## RECOMMENDATION

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board that the number of trustees in its jurisdiction be a total of 8 trustees in the 2018 Elections.

THAT the Committee of the Whole recommends the Niagara Catholic District School Board confirm that it has decided not to designate any low population areas in the 2018 Elections.

THAT the Committee of the Whole recommends the Niagara Catholic District School Board confirm that the 8 trustees in its jurisdiction be distributed in the 2018 Elections, as follows:

1 for Fort Erie, Port Colborne, Wainfleet  
1 for Grimsby, Lincoln, Pelham, West Lincoln  
2 for Niagara Falls, Niagara-on-the-Lake  
2 for St. Catharines (less Merritton Area)  
1 for Thorold (including Merritton Area)  
1 for Welland

or

1 for Fort Erie, Port Colborne, Wainfleet  
1 for Grimsby, Lincoln, West Lincoln  
2 for Niagara Falls  
2 for St Catharines, Niagara-on-the Lake  
1 for Thorold including Merritton  
1 for Welland, Pelham

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

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

Date: March 6, 2018



**Ministry of Education**

Leadership, Collaboration and  
Governance Branch  
13<sup>th</sup> Floor, Mowat Block  
900 Bay Street  
Toronto ON M7A 1L2  
Tel.: 416-325-2623  
Fax.: 416-326-4063

**Ministère de l'Éducation**

Direction du leadership, de la collaboration  
et de la gouvernance  
13<sup>e</sup> étage, édifice Mowat  
900, rue Bay  
Toronto ON M7A 1L2  
Tél. : 416-325-0450  
Télééc.: 416-326-4063



**MEMORANDUM TO:** Directors of Education

**FROM:** Bruce Drewett, Director  
Leadership, Collaboration and Governance Branch

**DATE:** January 31, 2018

**SUBJECT:** 2018 School Board Elections

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The purpose of this memo is to provide you with information and resources to support your board in meeting its responsibilities with respect to upcoming trustee elections. While voting day does not occur until October 22, 2018, your board is required to complete certain requirements on specific dates up to and including voting day (see more details below).

A list of key dates is also attached for your convenience.

**Trustee Determination and Distribution**

Before each general election, every board of trustees determines the number of trustee positions on their board and distributes these positions across the board's area of jurisdiction. This process is known as trustee determination and distribution (D&D).

By **March 31, 2018**, every district school board must complete a report on the determination and distribution of its members, and, **by April 3, 2018**, submit it to:

- the Ministry of Education;
- the election clerks for all municipalities within the board's jurisdiction;
- the secretary of every other board that is wholly or partially within the board's area of jurisdiction.

School boards may submit their D&D reports to the Ministry of Education by email at [LDB-DDL@ontario.ca](mailto:LDB-DDL@ontario.ca), or by mail to:

Ministry of Education  
Leadership, Collaboration and Governance Branch  
900 Bay Street, 13th Floor  
Toronto, ON M7A 1L2

The electoral group population data which your board will use to complete any necessary calculations for the report will be sent to you by the Municipal Property Assessment Corporation (MPAC) by February 15, 2018.

To assist you with completing this report, I am pleased to provide you with the “2018 Trustee Determination & Distribution Guide for Ontario District School Boards” (see attached). The guide contains information on how to determine your board’s number of elected trustees and the process for distributing the positions over your board’s jurisdiction. The guide can also be found on the ministry’s website:  
<http://www.edu.gov.on.ca/eng/trustee-elections>.

The deadline by which your board must distribute its members is **March 31, 2018**.

You may also use an online calculator to make your determination and distribution calculations. The calculator can be found on the Ontario Education Services Corporation website at:  
<http://trusteecalc.oesc-cseo.org/trustee-elections/calculator/>.

The rules governing the number and distribution of trustee positions are found in section 58.1 of the *Education Act*, and in Ontario Regulation 412/00 – *Elections to and Representation on District School Boards*. The rules have not changed since the last election in 2014. If you are using the formula in the regulation to re-calculate your board’s number of elected positions, please note that Table 5 (Dispersal Factors) in the regulation has been updated. The current version of the regulation is available on e-laws at: [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_000412\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_000412_e.htm)

If your board has jurisdiction in more than one municipality, your board must pass a resolution that either designates one or more municipalities as low population municipalities OR states that the board has decided not to designate any municipality as a low population municipality. The low population designation results in greater representation for a municipality than it would otherwise get based on its population; it does not change the number of trustees to be elected to your board. Your board must pass a low population resolution by **March 31, 2018**.

### **Compliance Audit Committee**

Every district school board must appoint a compliance audit committee before **October 1, 2018**, to hear and decide on applications for compliance audits of trustee candidates’ campaign expenses. The Committee must be composed of three to seven people, none of whom can be members of the school board, an employee, or a candidate in the election.

The responsibilities of the compliance audit committee and the compliance audit process are set out in sections 88.33, 88.34 and 88.37 of the Municipal Elections Act,

1996 (MEA). Members of the committee serve a four-year term less two weeks, beginning on December 1, 2018 on an as-needed basis.

Municipalities and school boards can appoint the same members to their respective audit committees (i.e., the same person may serve on more than one compliance audit committee), but each must appoint all the members of their committee. For more information on the compliance audit committees, please visit the Ministry of Municipal Affairs website at: [www.ontario.ca/municipalelections](http://www.ontario.ca/municipalelections).

### **Schools as Polling Stations**

Voting Day is October 22, 2018. Please note that under section 45 of the MEA, school boards **must** make schools available to be used as polling stations if requested to do so by the municipal clerk. School boards must provide the space free of **any** charge. I recognize the difficulties this can pose for school boards and appreciate your continued co-operation in helping to ensure that municipal and school board elections run as smoothly as possible.

I trust that this information will be of assistance to your board. If you require further information, please contact Kyle Kubatbekov, Senior Policy Advisor, Leadership, Collaboration and Governance Branch at (416) 325-7692 or by email at [Kyle.Kubatbekov@ontario.ca](mailto:Kyle.Kubatbekov@ontario.ca). You may also contact your local Ministry of Education Regional Office for more information.

Thank you,



Bruce Drewett

Attachments: Trustee Determination and Distribution Guide  
Key Dates for 2018 Elections

cc: Director and Regional Managers, Field Services Branch  
Association des conseils scolaires des écoles publiques de l'Ontario  
Association franco-ontarienne des conseils scolaires catholiques  
Ontario Catholic School Trustees' Association  
Ontario Public School Boards' Association  
Council of Ontario Directors of Education

## Key Dates for 2018 Elections

Activity	Date
MPAC data (PEG Reports) sent to boards	By February 15
<ol style="list-style-type: none"> <li>1. Boards <u>may</u> pass resolutions determining the number of their trustees and determining their trustee distribution.</li> <li>2. Boards whose area of jurisdiction includes more than one municipality <u>must</u> pass a resolution establishing, or not establishing, low population municipalities.</li> <li>3. Last day for resolution to reduce trustee numbers</li> </ol>	By March 31
Boards must send D&D reports sent to the Minister, school board election clerks and secretaries of other school boards in the board's jurisdiction	By April 3
Deadline for appeals by municipality re: trustee distribution	April 21
Notices of appeal sent by secretary of the board (i.e. the Director of Education) to the Ontario Municipal Board (OMB)	By April 25
Beginning of trustee nomination and campaign period	May 1
Deadline for OMB decision re: appeal of trustee distribution calculations	June 10
Nomination Day: last day for <ul style="list-style-type: none"> <li>• filing nomination, and</li> <li>• withdrawal of candidacy</li> </ul>	July 27, 2:00 p.m.
Compliance audit committee established	Before October 1
Voting Day	October 22
Board of Trustees' term of office begins	December 1
Campaign period ends	December 31
Financial filing deadline for candidates	March 29, 2019

# Trustee Determination and Distribution Guide for Ontario District School Boards

2018



This document is intended as a guide only. Users should rely on their legal counsel for advice on all questions relating to the subject matter of this document.

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Une publication équivalente est disponible en français sous le titre suivant : *Guide de détermination du nombre et de la répartition des membres élus à l'intention des conseils scolaires de l'Ontario, 2018.*

This publication is available on the Ministry of Education's website, at [www.ontario.ca/edu](http://www.ontario.ca/edu).

# Introduction

Before each general election, every board of trustees determines the number of trustee positions on their board<sup>1</sup> and distributes these positions across the board's area of jurisdiction. This process is known as trustee determination and distribution (D&D). By March 31 of an election year, school boards are required to complete a D&D Report showing their D&D calculations, and, by April 3 in the election year, to submit it to:

- the Ministry of Education;
- the election clerks for all municipalities within the board's jurisdiction;
- the secretary of every other board that is wholly or partially within the board's area of jurisdiction.

The D&D process plays an important role in ensuring that representation on school boards is democratic and fair. It also allows trustee candidates to identify and select an electoral ward in which to run. Therefore, it is very important for school boards to make accurate D&D calculations.

This guide offers two options to help you complete the D&D calculations:

- an online D&D calculator, which you can find on the Web page of the Ontario Education Services Corporation (OESC) at <http://trusteecalc.oesc-cseo.org/trustee-elections/calculator/>
- a manual approach using the steps and templates provided in this guide

The guide has three sections:

- **Section I** provides information and steps for completing the D&D Report.
- **Section II** sets out key dates for the 2018 election.
- **Section III** contains frequently asked questions about the D&D process and answers to them.

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1. The terms *school board* and *board* are used in this document to refer to district school boards.



# Section I

## Trustee Determination and Distribution: A Responsibility of District School Boards

The number of elected school trustees and their distribution over a board's jurisdiction are governed by the Education Act and by Ontario Regulation (O. Reg.) 412/00, "Elections to and Representation on District School Boards".

### Trustee Determination

The number of elected trustee positions on a board is the number that was determined for the board for the purposes of the 2006 general election, with the following provisos (section 58.1 (10.0.1) of the Education Act):

- For a school board whose number of elected trustees was increased by order of the Minister following the isolate board mergers in 2009, the total number of elected trustees includes the additional position(s) ordered by the Minister.
- A board may by resolution reduce its number of elected trustees to not fewer than five.
- A board that has experienced a change in population or area of jurisdiction may use the formula in O. Reg. 412/00 to recalculate its number of elected trustees.

### Trustee Distribution

Boards are responsible for allocating their elected trustee positions over their area of jurisdiction. They do this by:

- combining local municipalities and local municipal wards in their area of jurisdiction into a number of geographic areas;
- allocating their trustee positions to these areas. The steps are set out in O. Reg. 412/00, and the process is referred to as **trustee distribution**.

If a board has formed a geographic area that includes two or more municipalities, then the board must identify the municipality with the largest population of the board's electoral group. This is known as the **lead municipality**. The school board election clerk of the lead municipality has certain responsibilities for the entire geographic area, such as accepting nominations and announcing the result of the vote.

## Determination and Distribution Report

School boards are required to submit a Determination and Distribution Report (D&D Report) to the Minister of Education, the election clerks for all municipalities within the board's jurisdiction, and the secretary of every other board that is wholly or partially within the board's area of jurisdiction.

The D&D Report must include:

- the D&D results;
- if applicable, the identification of any lead municipality;
- a copy of the data and calculations by which
  - the D&D results were reached
  - any lead municipality was identified;
- copies of all relevant board resolutions.

The submission deadline for the D&D Report is **April 3, 2018**.

# What Do You Need to Get Started?

## I. Population of Electoral Group Report

The first piece of information you will need to complete your D&D Report is the population of the electoral group for each of the local municipalities and local municipal wards within your school board's area of jurisdiction. The Municipal Property Assessment Corporation (MPAC) produces this data and will provide a Population of Electoral Group Report (PEG Report) to your board before **February 15, 2018**.

In some cases, an area without municipal organization is attached to a municipality for school board election purposes. Other areas without municipal organization are deemed to be municipalities under the Education Act. The PEG Reports contain the electoral group data for these areas as well.

## 2. Board Resolution Regarding Low Population Municipalities

You will need to know whether or not your board is designating any municipalities within its jurisdiction as “low population” areas. Boards whose area of jurisdiction includes more than one municipality **must** pass a resolution by **March 31** of an election year either:

- designating one or more municipalities as low population municipalities; or
- declaring that no such designation will be made (O. Reg. 412/00, s. 4).

This resolution must be included in your D&D Report.

Typically, a board will designate one or more municipalities as a low population area to allow for greater representation to an area than would be accorded by a strict representation-by-population approach. There is no limit on the number of low population areas a board may designate.

Designating municipalities as low population areas affects the calculation of trustee distribution by allowing the board to increase the sum of electoral quotients for those municipalities by either one or two. It does not affect the total number of trustees for the board.

## 3. Board Resolution Regarding Voluntary Reduction of Board Members

School boards may reduce the number of elected trustees below the number provided for in the Education Act and O. Reg. 412/00, but not below the minimum number of five members. This can be done only by a resolution of the board.

If a school board chooses to exercise this option, the resolution must be passed before **March 31** of an election year. A copy of the resolution must be included in the D&D Report.

# Completing the Determination and Distribution Calculations

## Summary of Steps: Completing Your D&D Report

### 1. Gather the following information:

- the number of trustee positions determined by your board in 2006 and, if applicable, the number of additional trustees ordered by the Minister in 2010 (see [Appendix C](#));
- your board's 2018 PEG Report;
- if applicable, the name(s) of any municipalities within your board's jurisdiction that have been designated as low population municipalities, and whether the sum of electoral quotients for those municipalities is to be increased by one or two;
- a copy of the provisions regarding distribution set out in sections 4 to 8 of O. Reg. 412/00, available online at [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_000412\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_000412_e.htm).

If you wish to calculate whether your board may have additional trustees, you may use the online calculator on the OESC's Web page. If you are doing a manual calculation, you will need:

- a copy of the six tables contained in O. Reg. 412/00, which are reproduced in [Appendix A](#);
- a copy of the rules set out in O. Reg. 412/00, which are reproduced in [Appendix B](#), for determining the number of additional members based on your board's dispersal factor.

### 2. Determine your board's number of trustee positions:

- For most boards, this will be the number determined for the purposes of the 2006 election, unless:
  - the Minister ordered additional trustees for your board in 2010 following the isolate board mergers; or
  - your board has passed a resolution to reduce its number of elected trustees to not fewer than five; or
  - your board has experienced a change in population or area of jurisdiction and would like to use the formula in O. Reg. 412/00 to recalculate its number of elected trustees.

3. Allocate the trustee positions to the geographic areas formed by your board. This step requires the calculation of the electoral quotient for each municipality or municipal ward using the PEG data provided by MPAC. The online calculator will do this for you. If you wish to do a manual calculation, you will find the steps and templates you may use for this purpose on pages 13 to 18. In either case, you will need to know:
  - the number of elected trustee positions;
  - the number of municipalities/municipal wards and unorganized territories in your board's jurisdiction;
  - the number, if any, of designated low population municipalities;
  - the number (one or two) by which the sum of their electoral quotients would be increased.
4. Make copies of the D&D calculations. If you used the Web-based calculator, it provides an option for printing your calculations. If you used a manual method, copy your completed D&D templates or any other chart you may have used for your calculations.
5. Seek approval from your board on the number of trustees to be elected and their geographic distribution. Note that all resolutions must be passed by **March 31, 2018**.
6. Prepare your D&D Report and send it, by **April 3, 2018**, to the Minister, the school board election clerks for all the municipalities within the area of jurisdiction of the board and the secretary of every other board that is wholly or partially within the area of jurisdiction of your board. The completed D&D Report must include:
  - the D&D results;
  - if applicable, the identification of any lead municipality;
  - a copy of the data and calculations by which the D&D results were reached and by which any lead municipality was identified;
  - copies of all relevant board resolutions.

# Trustee Determination – Using the Online Calculator

The online calculator can be found on the website of the OESC at <http://trusteecalc.oesc-cseo.org/trustee-elections/calculator/>.

You will be provided with two options for proceeding:

**Option 1:** If you are not recalculating your board's elected trustee positions, then you will be taken to a Web page where you will select your board name and enter the total population of your board's electoral group that will be used in the trustee distribution calculation.

Once you select your board, a number will be generated, which is the total number of elected trustees for your board. If your board has recently passed a resolution to reduce the number of trustees, you can choose the board's new number of trustees from a drop-down menu.

**Option 2:** If your board wishes to recalculate its number of elected trustee positions, then you will be taken to a Web page that you can use to determine whether a change in your board's population or area of jurisdiction would allow your board to have more trustees. You will be asked to identify your board name and enter the population of your board's electoral group. When you click on the Next button, the calculator will determine the allowable number of trustees for your board. If the resulting number is greater than the number for 2006 (including trustees ordered by the Minister, if applicable), the greater number is your board's maximum allowable number of trustees.

You will then be guided to the trustee distribution calculator.

# Trustee Distribution – Using the Online Calculator

Enter the names of all local municipalities and local municipal wards in your jurisdiction, and their corresponding electoral group population. The calculator will then calculate the electoral quotients. If you indicated that your board has designated one or more low population municipalities, it will also calculate the alternative electoral quotients.

The **electoral quotient** is a number that represents the number of trustee(s) a board can have in a particular geographic area.

The **alternative electoral quotient** is a number that represents an increased electoral quotient for low population municipalities and a decreased electoral quotient for other municipalities. As such, it allows for greater representation to low population municipalities than would be accorded by a strict representation-by-population calculation.

The calculator template can be printed and included in your D&D Report.

The final step is to allocate the trustee positions to geographic areas in your school board by following the rules set out in O. Reg. 412/00:

- Section 6 of O. Reg. 412/00 sets out the distribution provisions for boards that have jurisdiction in only one municipality and for multi-municipality boards that have not designated any low population municipalities.
- Section 7 of O. Reg. 412/00 sets out the distribution provisions for boards that have designated one or more low population municipalities.

To allocate trustee positions, combine the municipalities, municipal wards, and territories without municipal organization to create geographic areas (i.e., clusters). The number of geographic areas cannot exceed the allowable number of trustees.

The sum of the electoral quotients in each geographic area should be as close as possible to a whole number, and the number of trustees allocated to a geographic area should be, as nearly as practicable, the sum of the electoral quotients for that area.

For example, if the sum of the electoral quotients for a geographic area is 1.6, the distribution rules would require the board to look at other possible combinations of municipalities and municipal wards that would result in a quotient closer to a whole number. See the example on page 19.

When clustering municipalities, territories without municipal organization, and municipal wards to create geographic areas, it is also important to think about the demographics of your board's jurisdiction. Consideration could be given to distributing trustee positions in such a way so that the voices of all, including marginalized communities, are heard at the board table.

Municipalities, municipal wards, and territories without municipal organization that make up geographic areas do not need to be adjacent to one another. The board can combine nonadjacent areas throughout the board's jurisdiction.

Any person can make a submission to a board about the establishment of geographic areas. The board is required to take these submissions into consideration in arriving at its decision to form a geographic area (section 58.1 (13) of the Education Act).

You are now ready to prepare your report to present to the board.

## Trustee Determination – Manual Calculation Using Templates

If your board will **not** be recalculating its number of elected trustee positions, then your board's number of elected trustees will be:

- the number determined for the purposes of the 2006 election; **or**
- the number determined for the purposes of the 2006 election plus any additional positions ordered by the Minister in 2010 as a result of the isolate board mergers; **or**
- a lower number, in accordance with a resolution passed by the board to reduce the number of elected trustees. The number cannot be lower than five.

Provide this number in your D&D Report.

### Recalculating Your Board's Number of Trustees (Optional)

If your board has experienced a change in population or in area of jurisdiction, you may use the steps and templates that follow to calculate whether the determination formula in O. Reg. 412/00 would allow additional trustees. All of the tables from O. Reg. 412/00 that are used in the calculation are reproduced in [Appendix A](#) to this guide.

#### Step 1:

Find the population of your board's electoral group from your 2018 PEG Report. Enter this figure in Box 1 of the Trustee Determination Template found on page 12 of this guide.

#### Step 2:

Refer to "Table 1 – Board Areas" in O. Reg. 412/00. Enter your board's area as shown in that table in Box 2.



**Step 3:**

Divide your board's electoral group population (Box 1) by your board's area (Box 2) to determine your board's density figure. Enter that figure in Box 3.

**Step 4:**

Refer to "Table 5 – Dispersal Factors" in O. Reg. 412/00. Enter your board's dispersal factor in Box 4.

**Step 5:**

Refer to "Table 2 – Number of Members Based on Electoral Group Population" in O. Reg. 412/00. Using the population of your board's electoral group (Box 1), enter the corresponding number of trustees based on electoral group population in Box 5.

**Step 6:**

Refer to "Table 3 – Number of Additional Members Based on Board Density" in O. Reg. 412/00. Using the board density figure (Box 3), enter the corresponding number of additional trustees based on board density in Box 6.

**Step 7:**

Refer to "Table 4 – Maximum Number of Additional Members Based on Board Density" in O. Reg. 412/00. Using your board area figure (Box 2), enter the maximum number of additional trustees based on board density in Box 7.

**Step 8:**

In Box 8, enter the lesser of the numbers in Box 6 and Box 7.

**Step 9:**

Refer to the rules set out in O. Reg. 412/00 regarding dispersal (see dispersal rules in [Appendix B](#)). Using your board's dispersal factor (Box 4), enter the corresponding number of additional trustees based on dispersal in Box 9.

**Step 10:**

In Box 10, enter the greater of the numbers in Box 8 and Box 9.

**Step 11:**

Calculate the total of Box 5 plus Box 10 and enter it in Box 11.

**Step 12:**

Referring to the final day school average daily enrolment (not counting pupils enrolled in Junior Kindergarten) from your board's 2016–17 Financial Statements, take the corresponding figure from "Table 6 – Minimum Number of Members Based on Board Enrolment" found in O. Reg. 412/00 and enter it in Box 12.

**Step 13:**

Select the greater of the numbers in Box 11 and Box 12. This is the number of your elected trustee positions of your board based on the formula in O. Reg. 412/00.

You have now completed trustee determination and are ready to calculate trustee distribution.

## Trustee Determination Template – Manual Calculation

Data	Source	Figure
1. Population of electoral group	MPAC	<b>Box 1:</b>
2. Board area	Table 1, O. Reg. 412/00	<b>Box 2:</b>
3. Board density	Population/area	<b>Box 3:</b>
4. Dispersal factor	Table 5, O. Reg. 412/00	<b>Box 4:</b>
5. Number of population-based trustees	Table 2, O. Reg. 412/00	<b>Box 5:</b>
6. Number of density-based trustees	Refer to Table 3, O. Reg. 412/00 using board density figure	<b>Box 6:</b>
7. Number of density-based (area adjusted) trustees	Refer to Table 4, O. Reg. 412/00, using board area figure	<b>Box 7:</b>
8. Lesser of Box 6 and Box 7	Refer to rules set out in O. Reg. 412/00, s.3	<b>Box 8:</b>
9. Number of additional trustees based on dispersal	Refer to rules set out in O. Reg. 412/00, s.3, using dispersal factor	<b>Box 9:</b>
10. Total number of additional trustees (greater of Box 8 and Box 9)	Refer to rules set out in O. Reg. 412/00, s.3	<b>Box 10:</b>
11. Number of population-based trustees plus additional trustees	Refer to rules set out in O. Reg. 412/00, s.3	<b>Box 11:</b>
12. Minimum number of enrolment-based trustees	Refer to rules set out in O. Reg. 412/00, s.3	<b>Box 12:</b>

**Number of elected trustees = the greater of the numbers in Box 11 and Box 12**

# Trustee Distribution – Manual Calculation

## Using Templates

If you choose to calculate trustee distribution manually, the following templates and series of steps allow you to calculate your board's electoral quotients and alternative electoral quotients.

There are two templates to choose from:

1. If your board has **not** designated any municipalities within its jurisdiction as low population municipalities, follow the steps and template outlined below under *Trustee Distribution – Template A (Boards with No Low Population Areas)*.
2. If your board **has** designated one or more municipalities within its jurisdiction as low population municipalities, follow the steps and template outlined below under *Trustee Distribution – Template B (Boards with Low Population Municipalities)*.

### Template A (Boards with No Low Population Municipalities)

#### Step 1:

Enter the **total** population of the board's electoral group as Figure A in the *Trustee Distribution – Template A*. This number is provided by MPAC and is identified in Box 1 in the calculations of trustee determination.

#### Step 2:

Enter the board's number of elected trustees as Figure B. This is the final figure of your trustee determination calculation, including any voluntary reduction of numbers, if applicable.

#### Step 3:

List all municipalities and/or municipal wards in the area of your board's jurisdiction in Column 1, and enter the corresponding electoral group population in Column 2. The electoral group population figures are contained in your PEG Reports provided by MPAC.

#### Step 4:

This step determines the electoral quotient for each municipality/municipal ward in your board's jurisdiction. The electoral quotient tells you how many trustees you can have in each municipal ward or municipality. For this step:

- i. multiply the electoral group population figure for each municipality/municipal ward (Column 2) by the total number of elected trustee positions (Figure B);

- ii. divide the above number by the total electoral population group of the school board (Figure A);
- iii. record the calculation, the electoral quotient, in Column 3.

(Repeat for each municipality and/or municipal ward.)

**Step 5:**

This final step allows you to determine the allocation of trustees to geographic areas in your school board. In most cases, the number of areas listed in Column 1 will be greater than the number of trustees on your board. In order to determine the geographic areas a trustee will represent, combine the municipalities/municipal wards/territories without municipal organization into geographic areas, ensuring that the number of geographic areas does not exceed the allowable number of trustees.

The sum of the electoral quotients in each geographic area should be as close as possible to a whole number. The number of trustees allocated to a geographic area should be as close as possible to the sum of the electoral quotients for that area.

Section 6 of O. Reg. 412/00 sets out the distribution provisions for boards that have jurisdiction in only one municipality and for multi-municipality boards that have not designated any low population municipalities.

**Trustee Distribution – Template A  
(Boards with No Low Population Municipalities)**

Population of electoral group = \_\_\_\_\_ (Figure A)

Total number of elected trustees = \_\_\_\_\_ (Figure B)

Column 1 Name of Municipality/Ward	Column 2 Electoral Group Population	Column 3 Electoral Quotient

## Template B (Boards with Low Population Municipalities)

### Step 1:

Enter the **total** electoral population group of the school board as Figure A in the *Trustee Distribution – Template B*. This number is provided by MPAC and is identified in Box 1 in the calculations of trustee determination.

### Step 2:

Enter the number of board trustees as Figure B. This is the final figure of your trustee determination calculation, including any voluntary reduction of numbers, if applicable.

### Step 3:

Referring to your board resolution, in Chart 1 list all municipalities within your board's jurisdiction that have been designated as low population in Column 1, and their corresponding electoral group population in Column 2. The electoral group population figures are contained in your PEG Reports provided by MPAC.

### Step 4:

In Chart 2, list all remaining municipalities in your board's jurisdiction, i.e., those that have **not** been designated as low population municipalities, in Column 1, and their corresponding electoral group population in Column 2.

### Step 5:

This step determines the electoral quotient for each municipality/municipal ward in your board's jurisdiction. The electoral quotient is an indicator of the level of trustee representation warranted in a particular municipality based on population and geographic size. For both Chart 1 and Chart 2:

- i. multiply the electoral group population figure for each municipality/municipal ward (Column 2) by the number of board members (Figure B);
- ii. divide the above number by the total electoral population group of the school board (Figure A);
- iii. record the calculation, the electoral quotient, in Column 3.

(Repeat for each municipality and/or municipal ward in Charts 1 and 2.)

### Step 6:

This step calculates the alternative quotients for all municipalities within your board's jurisdiction (i.e., both low population and remaining ones).

#### Using Chart 1 (low population municipalities):

- i. total the electoral group population for all municipalities designated as low population (Column 2) and enter that total as Figure C;
- ii. total the electoral quotients for all municipalities designated as low population (Column 3) and enter that total as Figure D;
- iii. add to the total of electoral quotients (Figure D) the number determined by the board's resolution designating areas as low population municipalities (the number will be either 1 or 2 – refer to your board resolution);
- iv. multiply the number calculated in the previous step by the individual municipality's electoral group population (Column 2) and divide that number by Figure C (the total electoral group population for all municipalities designated as low population);
- v. record the number calculated in Column 4 of Chart 1 – Alternative Quotient.

#### Using Chart 2 (remaining municipalities):

- i. total the electoral group population for all remaining municipalities (Column 2) and enter that total as Figure E;
- ii. total the electoral quotients in Column 3 and enter that total as Figure F;
- iii. subtract from the total of electoral quotients (Figure F) the number determined by the board's resolution designating municipalities as low population (the number will be either 1 or 2 – refer to your board resolution);
- iv. multiply the number calculated in the previous step by the individual municipality's electoral group population (Column 2) and divide that number by Figure E (the total electoral group population for all municipalities not designated as low population areas);
- v. record the number calculated in Column 4 of Chart 2 – Alternative Quotient.

### Step 7:

This final step allows you to allocate the trustee positions to geographic areas in your school board. To determine the allocation, combine the municipalities/municipal wards into geographic areas within each grouping, ensuring that the number of geographic areas does not exceed the allowable number of trustees.

The sum of the electoral quotients in each geographic area should be as close as possible to a whole number. The number of trustees allocated to a geographic area should be as close as possible to the sum of the electoral quotients for that area.

You are now ready to prepare your D&D Report to present to the board.

## Trustee Distribution – Template B (Boards with Low Population Municipalities)

Total population of electoral group = \_\_\_\_\_ (Figure A)

Total number of elected trustees = \_\_\_\_\_ (Figure B)

### Chart 1 – Low Population Municipalities

Column 1 Name of Low Population Area	Column 2 Electoral Group Population	Column 3 Electoral Quotient	Column 4 Alternative Quotient
	<b>Total (Figure C)</b>	<b>Total (Figure D)</b>	

### Chart 2 – Remaining Municipalities

Column 1 Name of Area	Column 2 Electoral Group Population	Column 3 Electoral Quotient	Column 4 Alternative Quotient
	<b>Total (Figure E)</b>	<b>Total (Figure F)</b>	



**Example:**  
**Trustee Distribution – Forming Geographic Areas**

**Number of trustees = 5**

<b>Column 1</b> Name of Municipality/Ward	<b>Column 2</b> Electoral Quotient	<b>Column 3</b> Sum of Electoral Quotient	<b>Column 4</b> Geographic Area
Municipality 1 (Ward 1)	0.3	0.94	Area 1 (1 trustee)
Municipality 1 (Ward 2)	0.29		
Municipality 1 (Ward 3)	0.35		
Municipality 2	0.61	1.04	Area 2 (1 trustee)
Municipality 3 (Ward 1)	0.18		
Municipality 3 (Ward 2)	0.25		
Municipality 3 (Ward 3)	0.25	1	Area 3 (1 trustee)
Municipality 3 (Ward 4)	0.24		
Municipality 3 (Ward 5)	0.28		
Municipality 4 (Ward 1)	0.23		
Municipality 4 (Ward 2)	0.13	1.05	Area 4 (1 trustee)
Municipality 4 (Ward 3)	0.19		
Municipality 5 (Ward 1)	0.14		
Municipality 5 (Ward 2)	0.09		
Municipality 6	0.23		
Municipality 7	0.27		
Municipality 8	0.97	0.97	Area 5 (1 trustee)

In the above illustration, a school board has eight municipalities in its area of jurisdiction and five trustee positions. To distribute its trustee positions, the board formed five geographic areas by combining municipalities and municipal wards.

The sum of the electoral quotient for each geographic area is close to a whole number, which represents the number of trustees for that area (Column 3). Further, the number of geographic areas does not exceed the allowable number of trustees – five in this case.

## Need Help with D&D Calculations?

If you need assistance completing your D&D calculations, help is available.

Some municipal clerks may be willing to offer limited assistance to school boards having difficulty completing D&D calculations.

Your local Ministry of Education Regional Office is also available to assist you with your D&D calculations. You may also contact the Leadership, Collaboration and Governance Branch at the Ministry of Education at [LDB-DDL@ontario.ca](mailto:LDB-DDL@ontario.ca).

# Section II

## Key Dates for 2018 Elections

Activity	Date
MPAC data (PEG Reports) sent to boards	By February 15
<ol style="list-style-type: none"> <li>Boards <b>may</b> pass resolutions determining the number of their trustees and <b>must</b> pass resolutions determining their trustee distribution.</li> <li>Boards whose area of jurisdiction includes more than one municipality <b>must</b> pass a resolution establishing, or not establishing, low population areas.</li> <li>Last day for resolution to reduce trustee numbers</li> </ol>	By March 31
D&D Reports sent to the Minister, school board election clerks and secretaries of other school boards in the board's jurisdiction	By April 3
Deadline for appeals by municipality regarding trustee distribution	April 21
Notices of appeal sent by secretary of the board (i.e., the Director of Education) to the Ontario Municipal Board (OMB)	By April 25
Beginning of nomination and campaign period	May 1
Deadline for OMB decision regarding appeal of trustee distribution calculations	June 10
Nomination day: last day for <ul style="list-style-type: none"> <li>filing nomination, and</li> <li>withdrawal of candidacy</li> </ul>	July 27, 2:00 p.m.
Compliance audit committee established	Before October 1
Voting day	October 22
Board of Trustees' term of office begins	December 1
Campaign period ends	December 31
Financial filing deadline for candidates	March 29, 2019

# Section III

## Questions and Answers

**Note:** For more detailed information about the election process, visit the website of the Ministry of Municipal Affairs at <http://www.mah.gov.on.ca/Page219.aspx>.

### Trustee Determination and Distribution (D&D)

**Q. What does trustee D&D mean?**

A. Before each general election, the board of trustees of each district school board calculates the number of elected trustee positions on their school board and distributes these positions across the board's area of jurisdiction. This process is known as trustee D&D.

**Q. Who is responsible for the D&D process within the jurisdiction of the board?**

A. The outgoing board of trustees is responsible for trustee D&D calculations. Using population data received from the Municipal Property Assessment Corporation (MPAC), school boards follow the rules under the Education Act to establish the number of trustee positions on the school board and to allocate the positions to geographic areas within the board.

**Q. Why do school boards designate low population municipalities?**

A. Designation of low population municipalities allows school boards to provide greater representation to rural or other municipalities than they would otherwise have under a strict representation-by-population approach.

**Q. What is dispersal?**

A. Many geographically large school boards have schools that are a long distance from the school board office. A dispersal factor is included in the formula for calculating a school board's number of trustees to ensure adequate representation of the school board community in these circumstances.

**Q. How is the dispersal factor calculated?**

A. The dispersal factor expresses the percentage of elementary schools of the school board located more than 200 kilometres from its central office. The Ministry of Education calculates the dispersal factor value for all school boards and sets it in the regulation (Table 5, O. Reg 412/00).

The dispersal factor value for each school board is calculated according to the following formula:

$$\frac{\text{Number of elementary schools located more than 200 km from school board office} \times 100}{\text{Total number of elementary schools}} = \text{Dispersal factor}$$

**Q. Why are the Population of Electoral Group (PEG) Reports significant?**

A. PEG Reports reflect the population of the board's electoral group in each local municipality and local municipal ward within its jurisdiction. Boards must use the PEG data to calculate the electoral quotients they use to distribute trustee positions over their territory and, if applicable, for determining whether an increase in the PEG would be sufficient to allow additional trustee positions under the formula in O. Reg. 412/00.

**Q. Why do school boards have to wait until February 15 before receiving the PEG Reports?**

A. The PEG Reports reflect the population of electoral groups as of January 1, 2018. The gap between January 1 and February 15 is to allow time for the collection of the data and preparation and delivery of reports to each municipality and district school board in the province.

**Q. If I have a question about the D&D process, whom can I contact for help?**

A. Some municipal clerks may be willing to offer limited assistance to school boards having difficulty completing D&D calculations.

Your local Ministry of Education Regional Office is also available to assist you with your D&D calculations. You may also contact the Leadership, Collaboration and Governance Branch at the Ministry of Education at [LDB-DDL@ontario.ca](mailto:LDB-DDL@ontario.ca).

# Appendix A

## Tables from Ontario Regulation 412/00

**Table 1 – Board Areas**

Item	Name of Board	Area (km <sup>2</sup> )
1.	District School Board Ontario North East	24,922
2.	Algoma District School Board	9,623
3.	Rainbow District School Board	14,757
4.	Near North District School Board	17,020
5.	Keewatin-Patricia District School Board	7,245
6.	Rainy River District School Board	10,552
7.	Lakehead District School Board	5,274
8.	Superior-Greenstone District School Board	18,959
9.	Bluewater District School Board	8,686
10.	Avon Maitland District School Board	5,639
11.	Greater Essex County District School Board	1,872
12.	Lambton Kent District School Board	5,505
13.	Thames Valley District School Board	7,278
14.	Toronto District School Board	634
15.	Durham District School Board	1,963
16.	Kawartha Pine Ridge District School Board	6,998
17.	Trillium Lakelands District School Board	12,133
18.	York Region District School Board	1,774
19.	Simcoe County District School Board	4,901
20.	Upper Grand District School Board	4,192
21.	Peel District School Board	1,258
22.	Halton District School Board	970
23.	Hamilton-Wentworth District School Board	1,127
24.	District School Board of Niagara	1,883
25.	Grand Erie District School Board	4,067
26.	Waterloo Region District School Board	1,383
27.	Ottawa-Carleton District School Board	2,806
28.	Upper Canada District School Board	12,112
29.	Limestone District School Board	7,193
30.	Renfrew County District School Board	8,740

Item	Name of Board	Area (km <sup>2</sup> )
31.	Hastings and Prince Edward District School Board	7,200
32.	Northeastern Catholic District School Board	25,464
33.	Nipissing-Parry Sound Catholic District School Board	10,597
34.	Huron-Superior Catholic District School Board	9,815
35.	Sudbury Catholic District School Board	9,317
36.	Northwest Catholic District School Board	11,965
37.	Kenora Catholic District School Board	3,070
38.	Thunder Bay Catholic District School Board	4,936
39.	Superior North Catholic District School Board	18,716
40.	Bruce-Grey Catholic District School Board	8,686
41.	Huron Perth Catholic District School Board	5,639
42.	Windsor-Essex Catholic District School Board	1,872
43.	London District Catholic School Board	7,278
44.	St. Clair Catholic District School Board	5,505
45.	Toronto Catholic District School Board	634
46.	Peterborough Victoria Northumberland and Clarington Catholic District School Board	10,324
47.	York Catholic District School Board	1,774
48.	Dufferin-Peel Catholic District School Board	2,754
49.	Simcoe Muskoka Catholic District School Board	10,640
50.	Durham Catholic District School Board	1,963
51.	Halton Catholic District School Board	970
52.	Hamilton-Wentworth Catholic District School Board	1,127
53.	Wellington Catholic District School Board	2,696
54.	Waterloo Catholic District School Board	1,383
55.	Niagara Catholic District School Board	1,883
56.	Brant Haldimand Norfolk Catholic District School Board	4,067
57.	Catholic District School Board of Eastern Ontario	12,112
58.	Ottawa Catholic District School Board	2,806
59.	Renfrew County Catholic District School Board	7,851
60.	Algonquin and Lakeshore Catholic District School Board	16,101
61.	Conseil scolaire de district du Nord-Est de l'Ontario	46,499
62.	Conseil scolaire public du Grand Nord de l'Ontario	65,681
63.	Conseil scolaire Viamonde	68,014
64.	Conseil des écoles publiques de l'Est de l'Ontario	38,041
65.	Conseil scolaire de district catholique des Grandes Rivières	25,452
66.	Conseil scolaire de district catholique Franco-Nord	10,597
67.	Conseil scolaire de district catholique du Nouvel-Ontario	19,226
68.	Conseil scolaire de district catholique des Aurores boréales	38,587
69.	Conseil scolaire catholique Providence	28,980
70.	Conseil scolaire catholique MonAvenir	40,407
71.	Conseil scolaire de district catholique de l'Est ontarien	5,326
72.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	33,543



**Table 2 – Number of Members Based on Electoral Group Population**

Item	Total Population of Electoral Group	Number of Members
1.	Less than 30,000 persons	5
2.	30,000 to 44,999 persons	6
3.	45,000 to 59,999 persons	7
4.	60,000 to 99,999 persons	8
5.	100,000 to 149,999 persons	9
6.	150,000 to 249,999 persons	10
7.	250,000 to 399,999 persons	11
8.	400,000 to 999,999 persons	12
9.	1,000,000 to 1,499,999 persons	17
10.	1,500,000 persons or more	22

**Table 3 – Number of Additional Members Based on Board Density**

Item	Density	Number of Additional Members
1.	Less than 1.00	7
2.	1.00 or more but less than 1.25	6
3.	1.25 or more but less than 1.50	5
4.	1.50 or more but less than 2.00	4
5.	2.00 or more but less than 3.00	3
6.	3.00 or more but less than 4.00	1
7.	4.00 or more	0

**Table 4 – Maximum Number of Additional Members Based on Board Density**

Item	Board Area	Number of Additional Members
1.	Less than 8,000 square kilometres	0
2.	8,000 square kilometres or more but less than 12,000 square kilometres	1
3.	12,000 square kilometres or more but less than 25,000 square kilometres	3
4.	25,000 square kilometres or more but less than 40,000 square kilometres	6
5.	40,000 square kilometres or more	The lesser of 7 and the difference between 12 and the number of members based on electoral group population set out in Table 2 for the population of the board's electoral group.

## Table 5 – Dispersal Factors

Item	Name of Board	Dispersal Factor
1.	District School Board Ontario North East	16.0
2.	Algoma District School Board	13.9
3.	Rainbow District School Board	2.6
4.	Keewatin-Patricia District School Board	47.1
5.	Lakehead District School Board	7.7
6.	Superior-Greenstone District School Board	50.0
7.	Northeastern Catholic District School Board	23.1
8.	Huron-Superior Catholic District School Board	40.0
9.	Northwest Catholic District School Board	16.7
10.	Kenora Catholic District School Board	20.0
11.	Superior North Catholic District School Board	33.3
12.	Algonquin and Lakeshore Catholic District School Board	2.7
13.	Conseil scolaire de district du Nord-Est de l'Ontario	55.6
14.	Conseil scolaire public du Grand Nord de l'Ontario	20.0
15.	Conseil scolaire Viamonde	10.2
16.	Conseil des écoles publiques de l'Est de l'Ontario	5.9
17.	Conseil scolaire de district catholique des Grandes Rivières	27.3
18.	Conseil scolaire de district catholique du Nouvel-Ontario	20.7
19.	Conseil scolaire de district catholique des Aurores boréales	80.0
20.	Conseil scolaire catholique Providence	10.7
21.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	1.8
22.	All other boards	0.0

## Table 6 – Minimum Number of Members Based on Board Enrolment

Item	Day School Average Daily Enrolment	Minimum Number of Members
1.	10,000 to 13,999 pupils	6
2.	14,000 to 21,499 pupils	7
3.	21,500 to 29,999 pupils	8
4.	30,000 to 44,999 pupils	9
5.	45,000 to 84,999 pupils	10
6.	85,000 or more pupils	11

# Appendix B

## Dispersal Rules from Ontario Regulation 412/00

Subsection 3 (2), paragraph 4:

Determine the number of additional members based on dispersal in accordance with the following rules:

- i. If the dispersal factor set out for the board in Table 5 is 0, the number of additional members based on dispersal is 0.
- ii. If the dispersal factor set out for the board in Table 5 is greater than 0 and less than 10, the number of additional members based on dispersal is 1.
- iii. If the dispersal factor set out for the board in Table 5 is 10 or more but less than 25, the number of additional members based on dispersal is 2.
- iv. If the dispersal factor set out for the board in Table 5 is 25 or more but less than 50, the number of additional members based on dispersal is 3.
- v. If the dispersal factor set out for the board in Table 5 is 50 or more, the number of additional members based on dispersal is 4.

# Appendix C

## Trustee Positions Determined for the 2006 General Election, and Additional Positions Ordered by the Minister in 2010

Item	Name of Board	2006 Positions	Additional Positions Ordered by the Minister
1.	District School Board Ontario North East	10	–
2.	Algoma District School Board	10	–
3.	Rainbow District School Board	8	–
4.	Near North District School Board	8	–
5.	Keewatin-Patricia District School Board	9	1
6.	Rainy River District School Board	6	–
7.	Lakehead District School Board	8	–
8.	Superior-Greenstone District School Board	8	–
9.	Bluewater District School Board	9	–
10.	Avon Maitland District School Board	9	–
11.	Greater Essex County District School Board	10	–
12.	Lambton Kent District School Board	10	–
13.	Thames Valley District School Board	12	–
14.	Toronto District School Board	22	–
15.	Durham District School Board	11	–
16.	Kawartha Pine Ridge District School Board	10	–
17.	Trillium Lakelands District School Board	9	–
18.	York Region District School Board	12	–
19.	Simcoe County District School Board	11	–
20.	Upper Grand District School Board	10	–
21.	Peel District School Board	12	–
22.	Halton District School Board	11	–
23.	Hamilton-Wentworth District School Board	11	–

<b>Item</b>	<b>Name of Board</b>	<b>2006 Positions</b>	<b>Additional Positions Ordered by the Minister</b>
24.	District School Board of Niagara	11	–
25.	Grand Erie District School Board	10	–
26.	Waterloo Region District School Board	11	–
27.	Ottawa-Carleton District School Board	12	–
28.	Upper Canada District School Board	10	–
29.	Limestone District School Board	9	–
30.	Renfrew County District School Board	8	–
31.	Hastings and Prince Edward District School Board	9	–
32.	Northeastern Catholic District School Board	8	–
33.	Nipissing-Parry Sound Catholic District School Board	6	–
34.	Huron-Superior Catholic District School Board	9	–
35.	Sudbury Catholic District School Board	6	–
36.	Northwest Catholic District School Board	7	1
37.	Kenora Catholic District School Board	5	1
38.	Thunder Bay Catholic District School Board	6	–
39.	Superior North Catholic District School Board	8	–
40.	Bruce-Grey Catholic District School Board	6	–
41.	Huron Perth Catholic District School Board	5	–
42.	Windsor-Essex Catholic District School Board	9	–
43.	London District Catholic School Board	8	–
44.	St. Clair Catholic District School Board	7	–
45.	Toronto Catholic District School Board	12	–
46.	Peterborough Victoria Northumberland and Clarington Catholic District School Board	7	–
47.	York Catholic District School Board	10	–
48.	Dufferin-Peel Catholic District School Board	11	–
49.	Simcoe Muskoka Catholic District School Board	8	–
50.	Durham Catholic District School Board	8	–
51.	Halton Catholic District School Board	9	–
52.	Hamilton-Wentworth Catholic District School Board	9	–
53.	Wellington Catholic District School Board	6	–
54.	Waterloo Catholic District School Board	9	–
55.	Niagara Catholic District School Board	8	–
56.	Brant Haldimand Norfolk Catholic District School Board	6	–
57.	Catholic District School Board of Eastern Ontario	7	–
58.	Ottawa Catholic District School Board	10	–
59.	Renfrew County Catholic District School Board	6	–

<b>Item</b>	<b>Name of Board</b>	<b>2006 Positions</b>	<b>Additional Positions Ordered by the Minister</b>
60.	Algonquin and Lakeshore Catholic District School Board	10	–
61.	Conseil scolaire de district du Nord-Est de l'Ontario	12	–
62.	Conseil scolaire public du Grand Nord de l'Ontario	12	–
63.	Conseil scolaire Viamonde	12	–
64.	Conseil des écoles publiques de l'Est de l'Ontario	12	–
65.	Conseil scolaire de district catholique des Grandes Rivières	9	–
66.	Conseil scolaire de district catholique Franco-Nord	6	–
67.	Conseil scolaire de district catholique du Nouvel-Ontario	10	2
68.	Conseil scolaire de district catholique des Aurores boréales	11	1
69.	Conseil scolaire catholique Providence	11	–
70.	Conseil scolaire catholique MonAvenir	12	–
71.	Conseil scolaire de district catholique de l'Est ontarien	8	–
72.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	11	–

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## Appendix C

CALCULATION OF TRUSTEE DETERMINATION FOR THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 2018			
Box #	Data Description	Source of Information	Numbers
1	Population of Electoral Group	Municipal Property Assessment Corporation	84,423
2	Board Area	TABLE 1 Ontario Reg. 412/00	1,883
3	Board Density	Total Population divided by Board Area	44.83
4	Dispersal Factor	TABLE 5 Ontario Reg. 412/00	0
5	Number of Trustees Based on Population	TABLE 2 Ontario Reg. 412/00	8
6	Number of Trustees Based on Density	TABLE 3 Ontario Reg. 412/00	0
7	Number of Trustees Based on Board Area	TABLE 4 Ontario Reg. 412/00	0
8	Number of Additional Trustees Based on Dispersal	Section 3 Ontario 412/00	0
9	<b>TOTAL NUMBER OF TRUSTEES</b>	Box 5 + Greater of Box 7a or Box 8	<b>8</b>

CALCULATION OF TRUSTEE DISTRIBUTION FOR THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 2018-2022							
Box #	Municipality	2014 Electors of the Board	Increase (Decrease) in Electors from 2014	2018 Electors of the Board	Electoral Quotient based 8	Electoral Quotients Grouped by Area	# of Trustees Distributed to Area
1	West Lincoln	1,819	(85)	1,734	0.16	1.25	1
2	Grimsby	5,011	29	5,040	0.48		
3	Lincoln	3,385	(113)	3,272	0.31		
4	Pelham	3,380	(197)	3,183	0.30		
5	St Catharines (W2,3,4,5,6)	21,006	(1,962)	19,044	1.80	1.80	2
6	St Catharines (W1-Merritton)	3,836	(223)	3,613	0.34	0.80	1
7	Thorold	5,202	(380)	4,822	0.46		
8	Fort Erie	5,438	(440)	4,998	0.47	0.94	1
9	Port Colborne	4,260	(238)	4,022	0.38		
10	Wainfleet	920	(67)	853	0.08		
11	Welland	11,694	(1,061)	10,633	1.01	1.01	1
12	Niagara Falls	21,844	(772)	21,072	2.00	2.20	2
13	N-O-T-L	2,198	(61)	2,137	0.20		
	<b>TOTALS</b>	<b>89,993</b>	<b>(5,570)</b>	<b>84,423</b>	<b>8.00</b>	<b>8.00</b>	<b>8</b>

School Boards are responsible for determining the geographic allocation of its members, and is required to pass a resolution prior to March 31 of an election year to determine its Trustee Distribution, as well as circulate the Determination and Distribution Report to the designated public authorities.

School Boards are able to designate some of its areas as low population areas to allow appropriate representation for such areas. Staff recommends not to designate any area within Niagara Catholic as a low population area.

The distribution of Trustees by municipality is calculated in accordance with Section 6 of O. Reg. 412/00, and will follow the steps outlined on Page 13-14 of the Trustee Determination and Distribution Guide (Appendix B). The calculation uses the PEG Report as the official document to be used as the population reference to calculate trustee distribution.

To calculate the "Electoral Quotient Grouped by Area" used to determine the number of Trustee per Municipality and by Ward, the below formulae is utilized.

$$\frac{A \times B}{C}$$

A = the Population Electoral Group Representation in a Municipality/Ward

B = the total number of Trustees allocated to the Board

C = the total Population Electoral Group Representation in the jurisdiction of the Board

Option 2

CALCULATION OF TRUSTEE DISTRIBUTION FOR THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 2018-2022							
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3	Lincoln	3,385	(113)	3,272	0.31		
4	Niagara Falls	21,844	(772)	21,072	2.00	2.00	2
5	St Catharines (W1-Merritton)	3,836	(223)	3,613	0.34	0.80	1
6	Thorold	5,202	(380)	4,822	0.46		
7	St Catharines (W2,3,4,5,6)	21,006	(1,962)	19,044	1.80	2.01	2
8	N-O-T-L	2,198	(61)	2,137	0.20		
9	Fort Erie	5,438	(440)	4,998	0.47	0.94	1
10	Port Colborne	4,260	(238)	4,022	0.38		
11	Wainfleet	920	(67)	853	0.08		
12	Welland	11,694	(1,061)	10,633	1.01	1.31	1
13	Pelham	3,380	(197)	3,183	0.30		
<b>TOTALS</b>		<b>89,993</b>	<b>(5,570)</b>	<b>84,423</b>	<b>8.00</b>	<b>8.00</b>	<b>8</b>

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A = the Population Electoral Group Representation in a Municipality/Ward

B = the total number of Trustees allocated to the Board

C = the total Population Electoral Group Representation in the jurisdiction of the Board



[Français](#)

## Education Act

### ONTARIO REGULATION 412/00

#### ELECTIONS TO AND REPRESENTATION ON DISTRICT SCHOOL BOARDS

**Consolidation Period:** From December 16, 2013 to the [e-Laws currency date](#).

Last amendment: O. Reg. 345/13.

*This is the English version of a bilingual regulation.*

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#### INTERPRETATION

**1. (1)** In this Regulation,

“board” means a district school board; (“conseil”)

“board area” means the area of jurisdiction, expressed in square kilometres, of a board, as set out in Table 1; (“territoire du conseil”)

“density” means the quotient, calculated to two decimal places, obtained by dividing the total population of the board’s electoral group, as reported under subsection 2 (3), by the board area; (“densité”)

“election year” means the year of a regular election; (“année d’élections”)



“electoral group” means, with respect to a board, the group composed of all persons who reside within the area of jurisdiction of the board and are,

- (a) persons entitled to vote at elections of members of the board,
- (b) supporters of the board, or
- (c) dependents of persons referred to in clause (a) or (b); (“groupe électoral”)

“municipality” includes, other than in section 10 and subsection 11 (4),

- (a) unorganized territory that is deemed to be a district municipality under Ontario Regulation 468/97, and
- (b) if unorganized territory is attached to a municipality for election purposes, the municipality together with the unorganized territory; (“municipalité”)

“regular election” means a regular election under the *Municipal Elections Act, 1996*; (“élections ordinaires”)

“school board election clerk” means, with respect to the election of members of a board, a person who is responsible for conducting the election in a municipality; (“secrétaire des élections scolaires”)

“ward” means a ward of a municipality. (“quartier”) O. Reg. 412/00, s. 1 (1); O. Reg. 45/03, s. 1.

(2) A reference in this Regulation to a municipality or ward shall be deemed, with respect to the election of members of a board, to be a reference to the municipality or ward with the boundaries that will apply for the purposes of the election, as determined on January 1 of the election year, subject to the following rules:

1. A decision affecting a boundary that may be appealed shall not be taken into account if, on January 1 of the election year,
  - i. the period during which an appeal may be commenced has not expired, or
  - ii. an appeal has been commenced but has not been finally determined.
2. The municipality or ward shall be deemed not to include any area that is outside the area of jurisdiction of the board. O. Reg. 412/00, s. 1 (2); O. Reg. 74/06, s. 1; O. Reg. 211/06, s. 1.

(3) For the purposes of this Regulation, territory without municipal organization that is within the area of jurisdiction of a board and that is deemed to be a district municipality under Ontario Regulation 468/97 is deemed to be a district municipality for purposes of board elections. O. Reg. 412/00, s. 1 (3).

#### POPULATION DATA

2. (1) Before February 15 in each election year, the Municipal Property Assessment Corporation shall, in respect of each board, for each area set out in subsection (2), determine the population of the board’s electoral group who are resident in the area on January 1 of that year. O. Reg. 412/00, s. 2 (1); O. Reg. 155/02, s. 1 (1).

(2) The areas referred to in subsection (1) are:

1. Each municipality that is not divided into wards.

2. Each ward of a municipality that is divided into wards. O. Reg. 412/00, s. 2 (2).

(3) Not later than February 15 of the election year, the Municipal Property Assessment Corporation shall,

- (a) report to the Minister each of its determinations under subsection (1);
- (b) report to the school board election clerk for each municipality each of its determinations under subsection (1) in respect of each board, the area of jurisdiction of which is wholly or partially the same as the municipality; and
- (c) report to the secretary of each board each of its determinations under subsection (1) in respect of that board. O. Reg. 412/00, s. 2 (3); O. Reg. 155/02, s. 1 (2).

(4) For the purpose of this Regulation, a determination of whether a municipality has a larger population of a board's electoral group than another municipality shall be made using the information reported under subsection (3). O. Reg. 412/00, s. 2 (4).

(5) Subsection (4) does not apply to a municipality if it does not exist at the time the determination is made, unless a person or body does exist who is responsible for conducting the election in the municipality. O. Reg. 412/00, s. 2 (5).

#### DETERMINATION OF NUMBER OF MEMBERS

2.1 The number of members of a board for the purposes of a regular election is the number of members determined under subsection 58.1 (10.0.1) or (10.0.3) of the Act, subject to,

- (a) any reduction in the number of members pursuant to a resolution passed under subsection 58.1 (10.1) of the Act; and
- (b) the rules set out in section 3 of this Regulation. O. Reg. 42/10, s. 2.

3. (1) If there has been a demographic change in a board's geographical area of jurisdiction or a change in the size of the board's geographical area of jurisdiction, a board may, not later than March 31 in an election year, determine the number of members to be elected to the board in accordance with this section. O. Reg. 42/10, s. 3 (1).

(2) For the purposes of this section, the number of members of a board is determined as follows:

1. Determine the total population of the board's electoral group by calculating the sum of the populations reported under subsection 2 (3) for all the areas referred to in subsection 2 (2).
2. Determine the number of members based on population set out in Table 2 for the total population of the board's electoral group determined under paragraph 1.
3. Determine the number of additional members based on density by taking the lesser of,
  - i. the number of additional members set out in Table 3 based on the density of the board, and
  - ii. the number of additional members set out in Table 4 based on the board area of the board.
4. Determine the number of additional members based on dispersal in accordance with the following rules:

- i. If the dispersal factor set out for the board in Table 5 is 0, the number of additional members based on dispersal is 0.
  - ii. If the dispersal factor set out for the board in Table 5 is greater than 0 and less than 10, the number of additional members based on dispersal is 1.
  - iii. If the dispersal factor set out for the board in Table 5 is 10 or more but less than 25, the number of additional members based on dispersal is 2.
  - iv. If the dispersal factor set out for the board in Table 5 is 25 or more but less than 50, the number of additional members based on dispersal is 3.
  - v. If the dispersal factor set out for the board in Table 5 is 50 or more, the number of additional members based on dispersal is 4.
5. Take the number of members based on population determined under paragraph 2, plus the number of additional members determined under paragraph 3 or 4, whichever is greater.
6. Take the greater of,
- i. the number determined under paragraph 5, and
  - ii. the number set out in Table 6 for the day school average daily enrolment of pupils of the board within the meaning of the most recent regulations made under section 234 of the Act, not counting pupils enrolled in junior kindergarten.
7. The number of members of the board is the greater of the numbers determined under paragraph 6 and section 2.1, subject to any reduction in the number of members pursuant to a resolution passed under subsection 58.1 (10.1) of the Act.  
O. Reg. 412/00, s. 3 (2); O. Reg. 432/00, s. 1; O. Reg. 45/03, s. 2 (1); O. Reg. 42/10, s. 3 (2, 3).

(3) Revoked: O. Reg. 42/10, s. 3 (4).

3.1 The date before which a resolution may be passed under subsection 58.1 (10.1) of the Act is March 31 in an election year. O. Reg. 45/03, s. 3.

#### DISTRIBUTION OF MEMBERS TO GEOGRAPHIC AREAS

4. (1) A board that has jurisdiction in more than one municipality shall, not later than March 31 in each election year,

- (a) pass a resolution designating one or more municipalities within the board's area of jurisdiction as low population municipalities and directing that an alternative distribution of members be done in respect of them for purposes of the election of board members; or
- (b) pass a resolution stating that the board has decided not to designate any municipality within the board's area of jurisdiction as a low population municipality.  
O. Reg. 412/00, s. 4 (1).

(2) A resolution under clause (1) (a) shall provide that the sum of the electoral quotients for the municipality or municipalities designated as low population municipalities shall be increased by one or two. O. Reg. 412/00, s. 4 (2).

(3) A resolution under subsection (1) shall be effective only for the regular election of

board members in that election year and for any by-election held during the term that commences immediately after that election. O. Reg. 412/00, s. 4 (3).

(4) In carrying out its duties under this section, the board shall have regard to the following principles:

1. Municipalities with low populations should receive reasonable representation.
2. Evidence of historic, traditional or geographic communities should be taken into account.
3. To the extent possible, the identification of low population municipalities should permit the establishment of geographic areas that coincide with school communities.
4. Representation should not deviate unduly from the principle of representation by population. O. Reg. 412/00, s. 4 (4).

5. (1) Not later than March 31 in each election year, every board shall distribute the positions of the members to be elected to the board in accordance with section 6 or 7, whichever is applicable. O. Reg. 412/00, s. 5.

(2) If a board requests the Minister to increase its number of members under subsection 58.1 (10.0.2) of the Act, the board shall, not later than May 3, 2010, distribute the positions of the members to be elected to the board at the 2010 regular election in accordance with section 6 or 7, whichever is applicable. O. Reg. 42/10, s. 4.

6. (1) If a board has jurisdiction in only one municipality or a resolution under clause 4 (1) (b) is in effect, a distribution of the positions of the members to be elected to the board shall be made according to the following rules:

1. Calculate the electoral quotient for each municipality and ward using the following formula:

$$\text{Electoral quotient} = \frac{a \times b}{c}$$

where,

- a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),
  - b = the total number of members determined for the board under section 2.1,
  - c = the total population of the board's electoral group, as reported under subsection 2 (3).
2. Combine every municipality and every ward within the area of jurisdiction of the board into a number of geographic areas that does not exceed the number determined for "b" in paragraph 1.
  3. The number of members that represent the electors of the board's electoral group in each geographic area shall be, as nearly as practicable, the sum of the electoral quotients of the constituent municipalities and wards that form the geographic area. O. Reg. 412/00, s. 6 (1); O. Reg. 45/03, s. 4; O. Reg. 42/10, s. 5.

(2) In carrying out its duties under subsection (1), the board shall, to the extent practicable, form geographic areas for which the sum of the electoral quotients of the constituent



municipalities and wards is a whole number greater than zero. O. Reg. 412/00, s. 6 (2).

7. (1) If a resolution under clause 4 (1) (a) is in effect, a distribution of the positions of the members to be elected to the board shall be made according to the following rules:

1. Calculate the electoral quotient for each municipality and ward using the following formula:

$$\text{Electoral quotient} = \frac{a \times b}{c}$$

where,

- a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),
  - b = the total number of members determined for the board under section 2.1,
  - c = the total population of the board's electoral group, as reported under subsection 2 (3).
2. Place the municipalities in two groups, one of which shall be comprised of the municipality or municipalities designated under clause 4 (1) (a) and one of which shall be comprised of the remaining municipalities in the board's area of jurisdiction.
  3. Calculate the sum of the electoral quotients for each of the two groups of municipalities.
  4. Add the number determined by the resolution of the board under subsection 4 (2) to the sum of the electoral quotients for the group of municipalities that are designated under clause 4 (1) (a).
  5. Subtract the number that was added under paragraph 4 to the sum of the electoral quotients for the group of municipalities designated under clause 4 (1) (a) from the sum of the electoral quotients for the group of the remaining municipalities.
  6. Calculate the alternative electoral quotient for each municipality and ward using the following formula:

$$\text{Alternative electoral quotient} = \frac{a \times b}{c}$$

where,

- a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),
  - b = the number calculated under paragraph 4 or 5, as the case may be, and
  - c = the total population of the board's electoral group resident in the group of municipalities to which the municipality or ward belongs, as reported under subsection 2 (3).
7. Combine every municipality and every ward within each group of municipalities into a number of geographic areas which does not exceed the number determined for "b" in paragraph 1. No geographic area shall include municipalities or parts of municipalities in both the designated group and the remaining group of

municipalities.

8. The number of members that represent the electors in each geographic area shall be, as nearly as practicable, the sum of the electoral quotients of the municipalities and wards that form the geographic area. O. Reg. 412/00, s. 7 (1); O. Reg. 45/03, s. 5; O. Reg. 42/10, s. 6.

(2) In carrying out its duties under paragraph 7 of subsection (1), the board shall, to the extent practicable, form geographic areas for which the sum of the electoral quotients of the constituent municipalities and wards is a whole number greater than zero. O. Reg. 412/00, s. 7 (2).

8. Revoked: O. Reg. 42/10, s. 7.

8.1 Where a board has formed a geographic area that consists of all or part of two or more municipalities, the board shall identify which of those municipalities has the largest population of the board's electoral group for the purpose of identifying the school board election clerk referred to in subsection 11 (2). O. Reg. 235/04, s. 1.

#### REPORT ON DETERMINATION AND DISTRIBUTION

9. (1) On completion of the determination and distribution of members of the board, the board shall prepare a report that includes,

- (a) the results of the determination and distribution;
- (b) where a geographic area consists of all or part of two or more municipalities, the identification made under section 8.1 of the municipality with the largest population of the board's electoral group; and
- (c) a copy of the data and calculations by which the determination and distribution referred to in clause (a) were made and by which the identification referred to in clause (b) was made. O. Reg. 235/04, s. 2.

(2) The board shall send a copy of the report to,

- (a) the Minister;
- (b) the school board election clerks for all the municipalities within the area of jurisdiction of the board; and
- (c) the secretary of every other board, the area of jurisdiction of which is wholly or partially within the area of jurisdiction of the board. O. Reg. 412/00, s. 9 (2); O. Reg. 42/10, s. 8 (1).

(3) The copy of the report referred to in subsection (2) shall be sent by,

- (a) May 3, 2010, for the purposes of the 2010 regular election, if a board requests the Minister to increase its number of members under subsection 58.1 (10.0.2) of the Act; or
- (b) April 3 in the election year, in all other cases. O. Reg. 42/10, s. 8 (2).

#### APPEALS ON DISTRIBUTION

10. (1) The council of a municipality within the area of jurisdiction of a board may appeal to the Ontario Municipal Board the results of the distribution under section 6 or 7.

O. Reg. 412/00, s. 10 (1).

(2) An appeal under subsection (1) may only be made if the distribution made under section 6 or 7 allots to a geographic area a number of members that is different from the sum of the applicable electoral quotients for the geographic area by an amount that is greater than 0.05 times the total number of members. O. Reg. 412/00, s. 10 (2).

(3) The appeal shall be commenced by filing with the secretary of the board a notice of appeal setting out the objection to the distribution and the reasons for the objection and be accompanied by the fee prescribed under the *Ontario Municipal Board Act*. O. Reg. 412/00, s. 10 (3); O. Reg. 45/03, s. 6 (1).

(3.1) The secretary of a board who receives a notice of appeal under subsection (3) shall ensure that,

- (a) a record is compiled consisting of the notice of appeal and the reasons for the objection;
- (b) the record and the fee are forwarded to the Ontario Municipal Board within 15 days after the notice and the fee are received; and
- (c) such other information as the Ontario Municipal Board may require in respect of the appeal that is within the board's possession is forwarded to the Ontario Municipal Board. O. Reg. 45/03, s. 6 (2).

(3.2) Despite clause (3.1) (b), if the appeal is withdrawn within 15 days after the notice of appeal and the fee are filed, the board is not required to forward the materials described under clauses (3.1) (b) and (c) to the Ontario Municipal Board. O. Reg. 45/03, s. 6 (2).

(4) The appeal must be commenced not later than,

- (a) May 20, 2010, for the purposes of the 2010 regular election, if a board requests the Minister to increase its number of members under subsection 58.1 (10.0.2) of the Act; or
- (b) April 21 in the election year, in all other cases. O. Reg. 42/10, s. 9 (1).

(5) If no appeal is commenced, the board shall be deemed to be properly constituted despite any defect in the distribution. O. Reg. 412/00, s. 10 (5).

(6) The secretary of the board shall forward any notices of appeal to the Ontario Municipal Board by,

- (a) May 25, 2010, for the purposes of the 2010 regular election, if a board requests the Minister to increase its number of members under subsection 58.1 (10.0.2) of the Act; or
- (b) April 25 in the election year, in all other cases. O. Reg. 42/10, s. 9 (2).

(7) The parties to the appeal are the municipality, the board and any other person added as a party by the Board. O. Reg. 412/00, s. 10 (7).

(8) The Board is not required to hold a hearing on the appeal. O. Reg. 412/00, s. 10 (8).

(9) The Board may,

- (a) dismiss the appeal; or

(b) allow the appeal, in whole or in part, and make an order varying the distribution.  
O. Reg. 412/00, s. 10 (9).

(10) The Board shall determine the appeal not later than June 10 in the election year.  
O. Reg. 412/00, s. 10 (10).

CONDUCT OF ELECTIONS

11. (1) This section applies to regular elections and by-elections of members of a board from a geographic area formed for a board under section 6 or 7, if the geographic area is composed of all or part of two or more municipalities. O. Reg. 45/03, s. 7.

(2) Subject to subsection (5), the person responsible for conducting the election of members of the board from the geographic area is the school board election clerk of the municipality wholly or partly within the geographic area having the largest population of the board’s electoral group. O. Reg. 45/03, s. 7.

(3) Nominations shall be filed with the school board election clerk referred to in subsection (2), who shall send the names of the candidates by registered mail within 48 hours after the closing of nominations to the school board election clerk of each municipality that is wholly or partly within the geographic area. O. Reg. 45/03, s. 7.

(4) If the distance between the residence of a person seeking nomination and the office of the school board election clerk with whom nominations must be filed is greater than 100 kilometres, the clerk shall, for the purpose of making it easier for the person or the person’s agent to file the nomination, delegate such of his or her powers as may be necessary to,

- (a) the school board election clerk of the municipality in which the person seeking nomination resides, if the person resides in a municipality;
- (b) the school board election clerk of the municipality to which the unorganized territory in which the person seeking nomination resides is attached for election purposes, if the person resides in unorganized territory that is attached to a municipality for election purposes and the territory that is attached is part of the same geographic area as the municipality for election purposes;
- (c) the school board election clerk whose office is in the same geographic area and is closest to the person’s residence, in any other case. O. Reg. 45/03, s. 7.

(5) The school board election clerk of each municipality wholly or partly within the geographic area is the person responsible for conducting the election of members of the board in the municipality and shall promptly report the vote recorded to the clerk referred to in subsection (2) who shall prepare the final summary, announce the result of the vote and forward the result to the secretary of the board and to the Minister. O. Reg. 45/03, s. 7.

**PART II** (ss. 12., 13.) Revoked: O. Reg. 42/10, s. 10.

14.-26. Revoked: O. Reg. 45/03, s. 8.

**PART III** (ss. 27.-29.) Revoked: O. Reg. 45/03, s. 8.

TABLE 1  
BOARD AREAS

Item	Name of Board	
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		Area (km <sup>2</sup> )
1.	District School Board Ontario North East	24,922
2.	Algoma District School Board	9,623
3.	Rainbow District School Board	14,757
4.	Near North District School Board	17,020
5.	Keewatin-Patricia District School Board	7,245
6.	Rainy River District School Board	10,552
7.	Lakehead District School Board	5,274
8.	Superior-Greenstone District School Board	18,959
9.	Bluewater District School Board	8,686
10.	Avon Maitland District School Board	5,639
11.	Greater Essex County District School Board	1,872
12.	Lambton Kent District School Board	5,505
13.	Thames Valley District School Board	7,278
14.	Toronto District School Board	634
15.	Durham District School Board	1,963
16.	Kawartha Pine Ridge District School Board	6,998
17.	Trillium Lakelands District School Board	12,133
18.	York Region District School Board	1,774
19.	Simcoe County District School Board	4,901
20.	Upper Grand District School Board	4,192
21.	Peel District School Board	1,258
22.	Halton District School Board	970
23.	Hamilton-Wentworth District School Board	1,127
24.	District School Board of Niagara	1,883
25.	Grand Erie District School Board	4,067
26.	Waterloo Region District School Board	1,383
27.	Ottawa-Carleton District School Board	2,806
28.	Upper Canada District School Board	12,112
29.	Limestone District School Board	7,193
30.	Renfrew County District School Board	8,740
31.	Hastings and Prince Edward District School Board	7,200
32.	Northeastern Catholic District School Board	25,464
33.	Nipissing-Parry Sound Catholic District School Board	10,597
34.	Huron-Superior Catholic District School Board	9,815
35.	Sudbury Catholic District School Board	9,317
36.	Northwest Catholic District School Board	11,965
37.	Kenora Catholic District School Board	3,070
38.	Thunder Bay Catholic District School Board	4,936
39.	Superior North Catholic District School Board	18,716
40.	Bruce-Grey Catholic District School Board	8,686
41.	Huron Perth Catholic District School Board	5,639
42.	Windsor-Essex Catholic District School Board	1,872
43.	London District Catholic School Board	7,278
44.	St. Clair Catholic District School Board	5,505
45.	Toronto Catholic District School Board	634
46.	Peterborough Victoria Northumberland and Clarington Catholic District School Board	10,324
47.	York Catholic District School Board	1,774
48.	Dufferin-Peel Catholic District School Board	2,754
49.	Simcoe Muskoka Catholic District School Board	10,640
50.	Durham Catholic District School Board	1,963
51.	Halton Catholic District School Board	970
52.		

	Hamilton-Wentworth Catholic District School Board	1,127
53.	Wellington Catholic District School Board	2,696
54.	Waterloo Catholic District School Board	1,383
55.	Niagara Catholic District School Board	1,883
56.	Brant Haldimand Norfolk Catholic District School Board	4,067
57.	Catholic District School Board of Eastern Ontario	12,112
58.	Ottawa Catholic District School Board	2,806
59.	Renfrew County Catholic District School Board	7,851
60.	Algonquin and Lakeshore Catholic District School Board	16,101
61.	Conseil scolaire de district du Nord-Est de l'Ontario	46,499
62.	Conseil scolaire de district du Grand Nord de l'Ontario	65,681
63.	Conseil scolaire de district du Centre Sud-Ouest	68,014
64.	Conseil des écoles publiques de l'Est de l'Ontario	38,041
65.	Conseil scolaire de district catholique des Grandes Rivières	25,452
66.	Conseil scolaire de district catholique Franco-Nord	10,597
67.	Conseil scolaire de district catholique du Nouvel-Ontario	19,226
68.	Conseil scolaire de district catholique des Aurores boréales	38,587
69.	Conseil scolaire catholique Providence	28,980
70.	Conseil scolaire de district catholique Centre-Sud	40,407
71.	Conseil scolaire de district catholique de l'Est ontarien	5,326
72.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	33,543

O. Reg. 42/10, s. 11; O. Reg. 345/13, s. 1.

**TABLE 2**

**NUMBER OF MEMBERS BASED ON ELECTORAL GROUP POPULATION**

Item	Total Population of Electoral Group	Number of Members
1.	Less than 30,000 persons	5
2.	30,000 to 44,999 persons	6
3.	45,000 to 59,999 persons	7
4.	60,000 to 99,999 persons	8
5.	100,000 to 149,999 persons	9
6.	150,000 to 249,999 persons	10
7.	250,000 to 399,999 persons	11
8.	400,000 to 999,999 persons	12
9.	1,000,000 to 1,499,999 persons	17
10.	1,500,000 persons or more	22

O. Reg. 412/00, Table 2.

**TABLE 3**

**NUMBER OF ADDITIONAL MEMBERS BASED ON BOARD DENSITY**

Item	Density	Number of Additional Members
1.	Less than 1.00	7
2.	1.00 or more but less than 1.25	6
3.	1.25 or more but less than 1.50	5
4.	1.50 or more but less than 2.00	4
5.	2.00 or more but less than 3.00	3
6.	3.00 or more but less than 4.00	1
7.	4.00 or more	0

O. Reg. 412/00, Table 3.

**TABLE 4****MAXIMUM NUMBER OF ADDITIONAL MEMBERS BASED ON BOARD DENSITY**

Item	Board Area	Number of Additional Members
1.	Less than 8,000 square kilometres	0
2.	8,000 square kilometres or more but less than 12,000 square kilometres	1
3.	12,000 square kilometres or more but less than 25,000 square kilometres	3
4.	25,000 square kilometres or more but less than 40,000 square kilometres	6
5.	40,000 square kilometres or more	The lesser of 7 and the difference between 12 and the number of members based on electoral group population set out in Table 2 for the population of the board's electoral group.

O. Reg. 412/00, Table 4; O. Reg. 432/00, s. 3.

**TABLE 5****DISPERSAL FACTORS**

Item	Name of Board	Dispersal Factor
1.	District School Board Ontario North East	18.5
2.	Algoma District School Board	15.4
3.	Rainbow District School Board	2.6
4.	Keewatin-Patricia District School Board	41.2
5.	Lakehead District School Board	7.7
6.	Superior-Greenstone District School Board	41.7
7.	Northeastern Catholic District School Board	23.1
8.	Huron-Superior Catholic District School Board	34.8
9.	Northwest Catholic District School Board	16.7
10.	Kenora Catholic District School Board	20.0
11.	Superior North Catholic District School Board	33.3
12.	Algonquin and Lakeshore Catholic District School Board	2.8
13.	Conseil scolaire de district du Nord-Est de l'Ontario	66.7
14.	Conseil scolaire de district du Grand Nord de l'Ontario	7.2
15.	Conseil scolaire de district du Centre Sud-Ouest	7.9
16.	Conseil des écoles publiques de l'Est de l'Ontario	6.3
17.	Conseil scolaire de district catholique des Grandes Rivières	23.5
18.	Conseil scolaire de district catholique du Nouvel-Ontario	16.7
19.	Conseil scolaire de district catholique des Aurores boréales	80.0
20.	Conseil scolaire catholique Providence	11.5
21.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	2.0
22.	All other boards	0.0

O. Reg. 345/13, s. 2.

**TABLE 6****MINIMUM NUMBER OF MEMBERS BASED ON BOARD ENROLMENT**

Item	Day School Average Daily Enrolment	Minimum Number of Members
1.	10,000 to 13,999 pupils	6
2.	14,000 to 21,499 pupils	7
3.	21,500 to 29,999 pupils	8
4.	30,000 to 44,999 pupils	9
5.	45,000 to 84,999 pupils	10
6.	85,000 or more pupils	11

O. Reg. 412/00, Table 6.

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## KEY DATES FOR 2018 TRUSTEE ELECTIONS

Activity	
MPAC data (PEG Reports) sent to boards	February 15
<ol style="list-style-type: none"> <li>1. Boards <u>may</u> pass resolutions determining the number of their trustees and must pass resolutions determining their trustee distribution.</li> <li>2. Boards whose area of jurisdiction including more than one municipality must pass a resolution establishing, or not establishing, low population municipalities</li> <li>3. Last day for resolution to reduce trustee numbers</li> </ol>	By March 31
Boards must send D&D reports sent to the Minister, school board election clerks and secretaries of other school boards in the board's jurisdiction.	By April 3
Deadline for appeals by municipality re: trustee distribution	April 21
Notices of appeal sent by secretary of the board (i.e. the Director of Education) to the Ontario Municipal Board (OMB)	By April 25
Beginning of trustee nomination and campaign period	May 1
Deadline for OMB decision re: appeal of trustee distribution calculations	June 10
Nomination Day: last day for: <ul style="list-style-type: none"> <li>• filing nomination, and</li> <li>• withdrawal of candidacy</li> </ul>	July 27, 2:00 p.m.
Compliance audit committee established	Before October 1
Voting Day	October 22
Board of Trustees' Term of Office Begins	December 1
Campaign period ends	December 31
Financial filing deadline for candidates	March 29, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING**

***PUBLIC SESSION***

**TITLE: ATTENDANCE AREA REVIEW – HOLY CROSS CATHOLIC  
SECONDARY SCHOOL AND SAINT FRANCIS CATHOLIC  
SECONDARY SCHOOL**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the following Terms of Reference for the Denis Morris, Holy Cross and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Ad Hoc Attendance Area Review Committee for Holy Cross Catholic Secondary School and Saint Francis Catholic Secondary School:

Align the secondary attendance boundary for Saint Francis Catholic Secondary School to include the entire St. James Catholic Elementary School boundary following the approval of the Niagara Catholic District School Board.

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Prepared by: Ted Farrell, Superintendent of Education  
Kathy Levinski, Manager of Facilities Services  
Scott Whitwell, Controller of Facilities Services

Presented by: Ted Farrell, Superintendent of Education  
Kathy Levinski, Manager of Facilities Services  
Scott Whitwell, Controller of Facilities Services

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

Date: March 6, 2018



## **REPORT TO THE COMMITTEE OF THE WHOLE MARCH 6, 2018**

### **ATTENDANCE AREA REVIEW – HOLY CROSS CATHOLIC SECONDARY SCHOOL AND SAINT FRANCIS CATHOLIC SECONDARY SCHOOL**

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#### **BACKGROUND INFORMATION**

As a result of the St. Catharines Elementary and Secondary Ad Hoc Attendance Area Review a number of elementary attendance boundaries were changed through Board approved motions on December 17, 2013. Boundary descriptions were updated for clarity and approved by the Board on February 25, 2014.

The schools included in the review were Michael J. Brenan Catholic Elementary School, St. James Catholic Elementary School, Assumption Catholic Elementary School, St. Alfred Catholic Elementary School, St. Ann Catholic Elementary School, Canadian Martyrs Catholic Elementary School and Our Lady of Fatima Catholic Elementary School.

One of the motions supported a boundary change to St. James Catholic Elementary School and Our Lady of Fatima Catholic Elementary School in the area north of Linwell Rd between Walker Road and Vine Street and east of Vine Street between Linwell Road and the extension of Rosemount Avenue.

Students who live in this area would attend St. James Catholic Elementary School but then live in the Holy Cross Catholic Secondary School boundary.

According to Niagara Student Transportation Services there are currently no students living in the area who attend elementary schools within the Niagara Catholic District School Board.

#### **Terms of Reference**

It is recommended that the Terms of Reference for the Denis Morris, Holy Cross and Saint Francis Catholic Elementary and Secondary Family of Schools Ad Hoc Attendance Area Review Committee be to:

Align the secondary attendance boundary for Saint Francis Catholic Secondary School to include the entire St. James Catholic Elementary School boundary following the approval of the Niagara Catholic District School Board.

## Committee

As approved by the Board on January 30, 2018, the Denis Morris, Holy Cross and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Ad Hoc Attendance Area Review Committee will be comprised of Trustee Kathy Burtnik, Trustee Maurice Charbonneau and Trustee Pat Vernal. Resources to the Committee will include Ted Farrell, Superintendent of Education, Kathy Levinski, Administrator of Facilities Services, Scott Whitwell, Controller of Facilities Services and Mary Gallardi, Recording Secretary.

### RECOMMENDATION

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the following Terms of Reference for the Denis Morris, Holy Cross and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Ad Hoc Attendance Area Review Committee for Holy Cross Catholic Secondary School and Saint Francis Catholic Secondary School:

Align the secondary attendance boundary for Saint Francis Catholic Secondary School to include the entire St. James Catholic Elementary School boundary following the approval of the Niagara Catholic District School Board.

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Prepared by: Ted Farrell, Superintendent of Education  
Kathy Levinski, Administrator of Facilities Services  
Scott Whitwell, Controller of Facilities Services

Presented by: Ted Farrell, Superintendent of Education  
Kathy Levinski, Administrator of Facilities Services  
Scott Whitwell, Controller of Facilities Services

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

Date: March 6, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING**

***PUBLIC SESSION***

**TITLE: ATTENDANCE AREA REVIEW – ST. ALEXANDER  
CATHOLIC ELEMENTARY SCHOOL AND ST. KEVIN  
CATHOLIC ELEMENTARY SCHOOL**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the following Terms of Reference for the Notre Dame College School Ad Hoc Attendance Area Review Committee for St. Alexander Catholic Elementary School and St. Kevin Catholic Elementary School:

Align student enrolment to facility capacity at St. Alexander Catholic Elementary School.

Align student enrolment to facility capacity at St. Kevin Catholic Elementary School.  
Adjust attendance area boundaries for St. Alexander Catholic Elementary School and St. Kevin Catholic Elementary School following approval of the Niagara Catholic District School Board.

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Prepared by: Ted Farrell, Superintendent of Education  
Kathy Levinski, Administrator of Facilities Services  
Scott Whitwell, Controller of Facilities Services

Presented by: Ted Farrell, Superintendent of Education  
Kathy Levinski, Administrator of Facilities Services  
Scott Whitwell, Controller of Facilities Services

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

Date: March 6, 2018



## **REPORT TO THE COMMITTEE OF THE WHOLE MARCH 6, 2018**

### **ATTENDANCE AREA REVIEW – ST. ALEXANDER CATHOLIC ELEMENTARY SCHOOL AND ST. KEVIN CATHOLIC ELEMENTARY SCHOOL**

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#### **BACKGROUND INFORMATION**

At the May 24, 2016 Board Meeting, the Niagara Catholic District School Board approved the Long-Term Accommodation Plan, 2016-2021 in an effort to address changing demographics and optimize utilization in all Board facilities.

The Long-Term Accommodation Plan contained a number of recommendations to address accommodation issues that exist throughout the Board. The recommendations were provided for consideration by the Board in the short term (September 2016 – June 2018), medium term (September 2018 – June 2020), and long term (September 2020 – June 2021).

One of the short term recommendations was for community partnerships to be pursued for St. Kevin Catholic Elementary School.

St. Kevin Catholic Elementary School was highlighted as a school available for partnerships at two Community Planning and Partnerships meetings held on November 30, 2016 and December 13, 2017. To date, there has been no interest.

St. Kevin Catholic Elementary School has an on-the-ground capacity of 423 students. Current enrolment is 349; utilization is 82%. According to updated projections, the enrolment projected to decrease each year for the foreseeable future. The school is expected to reach a decrease to a utilization rate of 70% by 2024-2025 followed by a slight increase, and subsequently plateauing at 74% by 2028-2029.

St. Alexander Catholic Elementary School has an on-the-ground capacity of 423 students. Currently there are 385 students attending the school; the utilization rate is 91%. According to updated projections, the enrolment is still projected to increase at St. Alexander Catholic Elementary school to 129% by 2031-2032.

#### **Merritt Meadows and Hansler Heights Developments**

Two new subdivisions in the municipality of Thorold, on the boundary of Welland are in various stages of construction and development. There are projected to be 60 students from these developments who will attend Niagara Catholic District School Board schools. Currently, both developments are within the St. Alexander Catholic Elementary School catchment area.

The Merritt Meadows subdivision borders the Welland Fairgrounds, Merritt Road, Hansler Road and St. Lawrence Drive. The first phase of the development has been sold out; the second phase is 75% sold out and will be built by 2019, and phase 3 is planned to be completed by 2020. There are currently four elementary and seven secondary Niagara Catholic students living in the Merritt Meadows development. There are currently no elementary students in the area attending St. Alexander Catholic Elementary School. All seven secondary students are attending Notre Dame College School.

The Hansler Heights subdivision is bounded by Merritt Road, Grisdale Road, Towpath Road and Hansler Road. Development has been finalized and building permits are being issued.

### **Terms of Reference**

It is recommended that the Terms of Reference for the Notre Dame College School Ad Hoc Attendance Area Review Committee be to:

- Align student enrolment to facility capacity at St. Kevin Catholic Elementary School.
- Align student enrolment to facility capacity at St. Alexander Catholic Elementary School.
- Adjust attendance area boundaries for St. Alexander Catholic Elementary and St. Kevin Catholic Elementary School following Board approval.

### **Committee**

As approved by the Board on January 30, 2018, the Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee will be comprised of Trustee Fr. Paul MacNeil, Trustee Ted O’Leary and Trustee Dino Sicoli. Resources to the Committee will include Ted Farrell, Superintendent of Education, Kathy Levinski, Administrator of Facilities Services, Scott Whitwell, Controller of Facilities Services and Mary Gallardi, Recording Secretary.

## **RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the following Terms of Reference for the Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Ad Hoc Attendance Area Review Committee for St. Alexander Catholic Elementary School and St. Kevin Catholic Elementary School:

Align student enrolment to facility capacity at St. Kevin Catholic Elementary School.

Align student enrolment to facility capacity at St. Alexander Catholic Elementary School.

Adjust attendance area boundaries for St. Alexander Catholic Elementary School and St. Kevin Catholic Elementary School following approval of the Niagara Catholic District School Board.

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Prepared by: Ted Farrell, Superintendent of Education  
Kathy Levinski, Administrator of Facilities Services  
Scott Whitwell, Controller of Facilities Services

Presented by: Ted Farrell, Superintendent of Education  
Kathy Levinski, Administrator of Facilities Services  
Scott Whitwell, Controller of Facilities Services

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

Date: March 6, 2018



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MARCH 6, 2018**

***PUBLIC SESSION***

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

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

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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: March 6, 2018



**REPORT TO THE COMMITTEE OF THE WHOLE  
MARCH 6, 2018**

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

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**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.

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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: March 6, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
MARCH 6, 2018**

*PUBLIC SESSION*

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – FEBRUARY 27, 2018**

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**February 27, 2018**

### **Trustees Approve Policies**

Trustees approved five policies during the February 27 Board meeting.

*The Records and Information Policy (600.2), Niagara Catholic Education Award of Distinction Policy (100.7), Assignment of Principals and Vice-Principals Policy (202.1), Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9) and Nutrition Policy (302.7) are available to the public [here](#).*

### **Trustees Approve 2018-2019 School Year Calendar**

During the February 27 Board Meeting, trustees approved a draft copy of the 2018-2019 School Year Calendar. The consultation process provided elementary and secondary principals, vice-principals and Catholic School Council Chairs with a copy of the draft calendar, as well as the Niagara Catholic Parent Involvement Committee (NCPIC), the Special Education Advisory Committee (SEAC), OCETA Elementary and Secondary Units, the CUPE local president and the Student Achievement Department.

Key dates in the draft calendar are:

First day of school: Monday, September 3

Christmas Break – December 24 – January 4

March Break – March 11-15

The Board-approved calendar will be sent to the Ministry of Education for final approval, and will be posted on the Board website for families to review. It will be replaced by the Ministry-approved calendar later this spring.

## School Excellence Program – St. Denis Catholic Elementary School



St. Denis Catholic Elementary School was in the spotlight at the February 27 Board Meeting. During the meeting, students treated Senior Staff and trustees with a ukulele performance, Principal Kevin Lamb spoke about how important St. Denis Catholic is to the community, teacher Stephanie MacSporran spoke about the school's investment in new technology and 21<sup>st</sup> century learning and students presented trustees and Senior Staff with bookmarks made from pressed flowers from the school's garden club.

## Niagara Catholic, DSBN, Explore Joint-Use School in Wainfleet

Niagara Catholic is exploring the option of supporting a joint-use elementary school, which would bring together St. Elizabeth Catholic Elementary School, Winger Public School and William E. Brown Public School in Wainfleet.

The request to explore the possibility of a single, joint-use school was made by the District School Board of Niagara, as both boards have schools in Wainfleet which are facing declining enrolment and low capacity. St. Elizabeth Catholic currently has 96 students, far below its projected enrolment of 120 students, which would be about 64 per cent of its capacity of 187 pupils. Current capacity is 51 per cent.

The operations and maintenance cost at St. Elizabeth Catholic was \$192,000 in 2016-2017, a cost of \$1,815 per student, nearly double the average of per-student cost for operations and maintenance throughout the Board. Utilities cost \$50,000 in the same year, with a per-student cost of \$503, more than double the cost of \$213 across the Board.

Overall, the cost of operating the surplus spaces at St. Elizabeth Catholic cost \$64,000 last year. That figure is expected to rise to \$88,000 this year, based on 91 surplus pupil spaces.

Parents in the St. Elizabeth Catholic Elementary School community were invited to a community consultation meeting at St. Elizabeth on February 15, and were given until February 21 to provide input.

Comments made during the February 15 meeting – and the responses – are available in section C1 of the [February 27 agenda](#).

### **OCSTA Recognizes Trustee Burtnik**



OCSTA President Pat Daly (right) attended the February 27 Board Meeting to speak about the importance of the issues surrounding Catholic education and the importance of preserving Catholic school boards. While there, Mr. Daly presented former President Kathy Burtnik with a token of appreciation for her many years of service to the organization.

### **Good News!**

Have you checked out our Good News page, or the In the News section of the Board website? If you haven't, you're missing lots of good news about our students and staff and the things they are doing at home and in the community.

**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  
MARCH 6, 2018**

*PUBLIC SESSION*

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

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# MARCH 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 NCPIC Meeting	2	3
4	5	6 Technology Skills Competition SAL Meeting Speak Out! Showcase CW Meeting	7 Technology Skills Competition SEAC Meeting	8	9	10
11	12	13	14	15	16	17 St. Patrick's Day
Have a safe and fun March Break!						
18	19	20 Policy Committee Board Meeting	21	22	23	24
25 Palm Sunday	26	27	28 Holy Week	29 Holy Thursday	30 Good Friday	31 Holy Saturday