



*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*

## **BOARD MEETING**

**TUESDAY, MARCH 20, 2018  
7:00 P.M.**



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

### **A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Nieuwesteeg -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of February 27, 2018 A5
6. Consent Agenda Items
  - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of March 6, 2018 and Consideration of Recommendations A6.1
    - 6.1.1 Trustee Code of Conduct Policy (100.12) A6.1.1
    - 6.1.2 Student Trustee Policy (100.4) A6.1.2
    - 6.1.3 Trustee Determination and Distribution 2018 A6.1.3
    - 6.1.4 Attendance Area Review – Holy Cross Catholic Secondary School and Saint Francis Catholic Secondary School A6.1.4
    - 6.1.5 Attendance Area Review – St. Alexander Catholic Elementary School and St. Kevin Catholic Elementary School A6.1.5
  - 6.2 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of January 10, 2018 A6.2
  - 6.3 In-Camera Agenda Items F1, F2, F4, F5, F6 and F7

### **B. DELEGATIONS/PRESENTATIONS**

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

1. School Excellence Program St. Ann Catholic Elementary School, St. Catharines C1
2. Niagara Catholic Education Award of Distinction Policy (100.7) C2
3. Niagara Catholic Education Award of Distinction 2018 C3
4. Ministry of Education Pupil Accommodation Review Guideline – Draft – Submission C4
5. Financial Reports as at February 28, 2018 C5

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

- |     |  |      |
|-----|--|------|
| 1.  | Correspondence   | -    |
| 1.1 | February 21, 2018 Letter from Holy Childhood Association   | D1.1 |
| 1.2 | March 1, 2018 Letter to Parents/Guardians of St. Elizabeth Catholic Elementary School  | D1.2 |
| 2.  | Report on Trustee Conferences Attended   | -    |
| 3.  | General Discussion to Plan for Future Action   | -    |
| 4.  | Trustee Information  |      |
| 4.1 | Spotlight on Niagara Catholic – March 6, 2018  | D4.1 |
| 4.2 | Calendar of Events – April 2018  | D4.2 |
| 4.3 | Ontario Legislative Highlights – March 9, 2018   | D4.3 |
| 4.4 | OCSTA 2018 AGM & Conference – April 26-28, 2018  | D4.4 |
| 4.5 | St. Martin Catholic Elementary School Official Blessing & Opening<br>May 29, 2018 – 6:00 p.m.  | -    |
| 5.  | Open Question Period<br><i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> |      |

**E. NOTICES OF MOTION****F. BUSINESS IN CAMERA****G. REPORT ON IN CAMERA SESSION****H. FUTURE MEETINGS AND EVENTS****I. MOMENT OF SILENT REFLECTION FOR LIFE****J. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE BOARD MEETING OF  
FEBRUARY 27, 2018**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of February 27, 2018, as presented.



# MINUTES OF THE BOARD MEETING

## TUESDAY, FEBRUARY 27, 2018

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, February 27, 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 Chair MacNeil.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Fera

2. Roll Call

Chair MacNeil noted that Trustee Sicoli was 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 Charbonneau  
Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of February 27, 2018, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

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

**5. Approval of Minutes of the Board Meeting of January 30, 2018**

Moved by Trustee Vernal  
Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of January 30, 2018, as presented.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Unapproved Minutes of the Committee of the Whole Meeting of February 13, 2018 and Consideration of Recommendations**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole of February 13, 2018 as presented.

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

**THAT** the Niagara Catholic District School Board approve the Records and Information Management Policy (600.2), as presented.

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

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

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

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

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

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

**6.1.5 Nutrition Policy (302.7)**

**THAT** the Niagara Catholic District School Board approve the Nutrition Policy (302.7), as presented.

**6.1.6 Elementary and Secondary School Year Calendars 2018-2019**

**THAT** the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2018-2019 school year, as presented.

**6.2 Approved Minutes of the Staff Wellness Committee Meeting of October 31, 2017**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of October 31, 2017, as presented.

**6.3 In-Camera Items F1, F2, F4, F5, F6 and F7**

Moved by Trustee O'Leary  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board adopt the consent agenda items.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

**1. Patrick Daly, President of Ontario Catholic School Trustee Association – 8:00 Timed Item**

Chair MacNeil welcomed Patrick Daly, President of Ontario Catholic School Trustee Association and Nick Milanetti, Executive Director.

Mr. Daly recognized the leadership of Chair MacNeil and Director Crocco. He then presented information on the issues and the importance of advocating strongly for Catholic School Boards.

Mr. Daly expressed his appreciation to Trustee Burtnik for her leadership and dedication to Catholic Education and presented Trustee Burtnik with a token of appreciation on behalf of the Ontario Catholic Trustee Association.

Chair MacNeil along with Trustee Burtnik thanked Mr. Daly and Mr. Milanetti for their support, leadership and commitment to catholic education.

Mr. Daly answered questions of Trustees.

**C. COMMITTEE AND STAFF REPORTS**

**1. School Excellence Program - St. Denis Catholic Elementary School**

Lee Ann Forsyth-Sells, Superintendent of Education provided background information on the monthly School Excellence Program and introduced Kevin Lamb, Principal at St. Denis Catholic Elementary School.

Principal Lamb, with the assistance of students and staff showcased St. Denis Catholic Elementary School as part of the School Excellence Program.

Chair MacNeil along with Trustees Charbonneau, Burtnik and Student Trustee Tripodi thanked Principal Lamb, the staff and students for their presentation and performance.

**2. Proposed Joint Use School Wainfleet – Initial Staff Report**

Ted Farrell, Superintendent of Education, Kathy Levinski, Administrator of Facilities Services and Scott Whitwell, Controller of Facilities Services presented the Proposed Joint Use School Wainfleet – Initial Staff Report.

Chair MacNeil expressed his appreciation for the thorough report.

Superintendent Farrell and Ms. Levinski answered questions of Trustees.

Moved by Trustee Vernal

Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board receive the Proposed Joint Use School Wainfleet – Initial Staff Report for information.

**CARRIED**

Moved by Trustee Charbonneau

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board make an application to the Ministry of Education Joint-Use Seed Funding Program with the District School Board of Niagara, and if successful, steps will be taken to further develop the joint-use school project and report back to the Board for further approvals as required.

**CARRIED**

**3. Financial Report as at January 31, 2018**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Financial Report for information.

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

**1. Correspondence**

Director Crocco, highlighted information contained in;

**1.1 Letter to Minister Naidoo-Harris from the Niagara Catholic District School Board**

**2. Report on Trustee Conferences Attended**

Student Trustee Tripodi reported on the Board Council Conference which took place February 15-18, 2018 and noted that a two page summary was sent out to school councils.

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

Director Crocco noted that;

Senior Administrative Council continues to gather input and recommendations for presentation at the May Committee of the Whole meeting on the System Priorities and Balanced Budget 2018-2019.

With the approval of the Proposed Joint-School Process, staff will engage our co-terminous board and provide updated reports to the Board.

At the March Committee of the Whole meeting a report on the determination and distribution of Trustee representation for 2018-2022 as required by the Education Act will be presented for consideration.

Director Crocco reminded Trustees to submit any comments regarding the Revised PARG revisions to Anna Pisano by Tuesday, March 6, 2018. A report will be presented at the March Board Meeting.

#### **4. Trustee Information**

##### **4.1 Spotlight on Niagara Catholic – February 13, 2018**

Director Crocco highlighted the February 13, 2018 Spotlight on Niagara Catholic.

##### **4.2 Calendar of Events – March 2018**

Director Crocco reviewed the Calendar of Events – March 2018 for Trustees information

##### **4.3 Ontario Legislative Highlights – February 16, 2018 & February 23, 2018**

Director Crocco presented the Ontario Legislative Highlights of February 16, 2018 and February 23, 2018.

##### **4.4 2018 Technological Skills Competition – March 6, 2018**

Director Crocco highlighted the invitation to the 2018 Technological Skills Competition being held on March 6, 2018.

##### **4.5 Speak Out – March 6, 2018**

Director Crocco highlighted the invitation to the Speak Out being held on March 6, 2018 and noted that the finalists will be presenting later that evening at the Committee of the Whole Meeting.

##### **4.6 CCSTA 2018 AGM & Conference – June 7-9, 2018**

Director Crocco reminded Trustees of the CCSTA 2018 AGM & Conference in June, 2018 and asked Trustees to confirm their attendance and travel arrangements with Anna Pisano.

#### **5. Open Question Period**

Chair MacNeil noted that he was in receipt of three questions. Chair MacNeil read the questions and provided responses to the questions submitted.

## **E. NOTICES OF MOTION**

## **F. BUSINESS IN CAMERA**

Moved by Trustee Charbonneau  
Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board move into the In Camera Session.

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:39 p.m. and reconvened at 10:24 p.m.

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

Moved by Trustee Charbonneau  
Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of February 27, 2018.

**CARRIED**

### **SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee O'Leary  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of January 30, 2018, as presented.

**CARRIED (Item F1)**

Moved by Trustee O'Leary  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of February 13, 2018, as presented.

**CARRIED (Item F2)**

### **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee O'Leary  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of January 30, 2018, as presented.

**CARRIED (Item F4)**

Moved by Trustee O'Leary  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of February 13, 2018, as presented.

**CARRIED (Item F5)**

## **H. FUTURE MEETINGS AND EVENTS**

Director Crocco highlighted upcoming meetings.

## **I. MOMENT OF SILENT REFLECTION FOR LIFE**

## **J. ADJOURNMENT**

Moved by Trustee Vernal

Seconded by Trustee Nieuwesteeg

**THAT** the February 27, 2018 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 10:24 p.m.

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Minutes of the Meeting of the Niagara Catholic District School Board held on **February 27, 2018.**

Approved on **March 20, 2018.**

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Fr. Paul MacNeil  
Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF MARCH 6, 2018**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of March 6, 2018, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of March 6, 2018:

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

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

**6.1.2 Student Trustee Policy (100.4)**

**THAT** the Niagara Catholic District School Board approve the Student Trustee Policy (100.4), as presented.

**6.1.3 Trustee Determination and Distribution 2018**

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

**THAT** the Niagara Catholic District School Board confirm that it has decided not to designate and low population areas in the 2018 Elections.

**THAT** 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

**THAT** the Niagara Catholic District School Board in 2019-2020 conduct an in depth consultation study of Electoral Boundaries for the 2022-2026 Term of Office of Trustees.

**6.1.4 Attendance Area Review – Holy Cross Catholic Secondary School and Saint Francis Catholic Secondary School**

**THAT** the Niagara Catholic District School Board approve 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.

**6.1.5 Attendance Area Review – St. Alexander Catholic Elementary School and St. Kevin Catholic Elementary School**

**THAT** the Niagara Catholic District School Board approve 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.





## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, MARCH 6, 2018

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, March 6, 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 7:10 p.m. by Vice-Chair Vernal.

#### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee MacNeil

2. Roll Call

Vice-Chair Vernal noted that Trustees Sicoli and Charbonneau 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 Burtnik

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of March 6, 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 February 13, 2018**

Moved by Trustee O'Leary

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

**CARRIED**

**6. Consent Agenda Items**

**6.1 Unapproved Minutes of the Policy Committee Meeting of February 27, 2018**

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

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

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Trustee Code of Conduct Policy (100.12), as presented.

**6.3 Student Trustee Policy (100.4)**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Student Trustee Policy (100.4), as presented.

**6.4 Staff Development Department Professional Development Opportunities**

Presented for information.

**6.5 Capital Projects Update**

Presented for information.

**6.6 In Camera Items F1 and F3**

Moved by Trustee Nieuwesteeg

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

**CARRIED**

## **B. PRESENTATIONS**

### **1. Speak Out! 2018 Showcase Finalists**

Director Crocco presented background information on Speak Out! 2018 Showcase.

Yolanda Baldasaro, Superintendent of Education, welcomed Speak Out Committee Co-Chairs, Lisa Incaviglia Principal at St. Joseph Catholic Elementary School, Grimsby and Christine Battagli Consultant for Research, Assessment, Evaluation and Reporting.

Lisa and Christine introduced the speakers who presented their award winning speeches to the Committee of the Whole.

Team 1: Colter Naphin, Monsignor Clancy Catholic Elementary School  
Topic: *Omar Khadr*

Team 2: Victoria Tudorache, Loretto Catholic Elementary School  
Topic: *Today's Innovators & Disruptors*

Team 3: Danny Langelaan, St. Alexander Catholic Elementary School  
Topic: *Perspective*

Vice-Chair Vernal congratulated the students on their award winning speeches and along with Chair MacNeil and Director Crocco presented them with Niagara Catholic "Excellence in Academics" Pins.

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

### **1. Niagara Catholic French as a Second Language Program**

Yolanda Baldasaro, Superintendent of Education presented the Niagara Catholic French as a Second Language Program for Trustee information.

Superintendent Baldasaro answered questions of Trustees.

### **2. Trustee Determination and Distribution 2018**

John Crocco, Director of Education presented the Trustee Determination and Distribution 2018 report.

Moved by Trustee MacNeil

**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.

Moved by Trustee O'Leary

**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.

Moved by Trustee Nieuwesteeg

**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

**CARRIED**

Following discussions, the following motion was presented;

Moved by Trustee Burtnik

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board that in 2019-2020 it conduct an in depth consultation study of Electoral Boundaries for the 2022-2026 Term of Office of Trustees.

**CARRIED**

3. **Attendance Area Review – Holy Cross Catholic Secondary School and Saint Francis Catholic Secondary School**

Ted Farrell, Superintendent of Education along with Kathy Levinski, Manager of Facilities Services presented the Attendance Area Review – Holy Cross Catholic Secondary School and Saint Francis Catholic Secondary School report.

Moved by Trustee Burtnik

**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.

**CARRIED**

4. **Attendance Area Review – St. Alexander Catholic Elementary School and St. Kevin Catholic Elementary School**

Superintendent Farrell and Ms. Levinski presented the Attendance Area Review – St. Alexander Catholic Elementary School and St. Kevin Catholic Elementary School report.

Superintendent Farrell and Ms. Levinski answered questions of Trustees.

Moved by Trustee O'Leary

**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.

**CARRIED**

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

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

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

**6. Monthly Updates**

**6.1 Student Trustees' Update**

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

**6.2 Senior Staff Good News Update**

Senior Staff highlights included:

**Superintendent Farrell**

- On October 12, 2017 Niagara Catholic welcomed Premier Kathleen Wynne to celebrate the grand opening of Niagara Launch Centre located at the Seaway Mall. During her visit students presented the Premier with a desk made from a 350 year old white oak tree. On February 21, 2018 staff and students were invited to deliver the desk to Premier Wynne's office at Queen's Park. This desk is a permanent fixture in the office and will remain for years to come. Premier Wynne invited Niagara Catholic's staff and students as her guests during question period.
- On February 26, 2018 Aaron Parry, Blessed Trinity Catholic Secondary School student class of 2017 received one of three Lincoln M. Alexander Awards for youth leadership in eliminating racial discrimination. Aaron received a beautiful frame and a \$5,000.00 scholarship from Her Honour the Honourable Elizabeth Dowdsell Lieutenant Governor of Ontario.
- Blessed Trinity Catholic Secondary School student Daniela Lozano was presented with a nomination certificate from the Ontario Community Newspaper Association for the Juniro Citizen Award Program. Daniela was nominated by her teacher and was presented with the certificate for her extensive volunteer work and involvement in the Grimsby community.

**Superintendent Rocco**

- Ethan Zahn, a Grade 8 student at St. Vincent de Paul Catholic Elementary School, was recently named McMaster Children's Hospital Foundation's Patient Ambassador for 2018.

**Superintendent Forsyth-Sells**

- Mrs. Martinelli and her Grade 4 class at St. James Catholic Elementary School placed second in an all Ontario video competition, entitled, "Together We Are Better" sponsored by Community Living, Ontario. Their second place video promoted awareness about inclusive education, and depicted the love, acceptance, and inclusivity in their classroom every day with students and staff. In addition, Grade 4 student Emma McDonald placed third in the individual submission category with an inspiring poem on togetherness. A copy of Emma's poem was provided to the Trustees.

**D. INFORMATION**

**1. Trustee Information**

**1.1 Spotlight on Niagara Catholic – February 27, 2018**

Director Crocco highlighted the Spotlight on Niagara Catholic – February 27, 2018 issue for Trustees information.

**1.2 Calendar of Events – March 2018**

Director Crocco presented the March 2018 Calendar of Events for Trustees information.

**1.3 Ontario Legislative Highlights – March 2, 2018**

Director Crocco highlighted the Ontario Legislative Highlights of March 2, 2018.

**1.4 March Break – March 12-16, 2018**

Director Crocco reminded Trustees that the week of March 12-16, 2018 is March Break and that the Catholic Education Centre will follow summer hours and will be open Monday to Thursday from 8:30 a.m. to 4:00 p.m. and closed on Friday March 16, 2018. The Catholic Education Centre will implement the Board's coverage planning for members of Senior Staff that will be on vacation during the break.

Director Crocco announced a number of secondary students travelled to Italy Saturday March 3, 2018 for the Board's Travel Credit Course and the Blessed Trinity Catholic Secondary School Boy's Varsity Rugby team will be heading to New Zealand on Thursday March 8, 2018.

**1.5 Holy Week 2018**

Director Crocco reminded Trustees of the long standing tradition that the Board does not hold any evening meetings during Holy Week. The March Board meeting will be held on March 20, 2018.

### **1.6 Bishops Gala – April 20, 2018**

Director Crocco reminded Trustees of the Bishops Gala that will be held on April 20, 2018 at Club Roma and asked Trustees to confirm their attendance with Anna Pisano.

## **E. OTHER BUSINESS**

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

Director Crocco informed the Board of the continued implementation of this year's system Priorities and the design of the 2018-2019 System Priorities and Budget.

Director Crocco noted the feedback on the revised draft of the Pupil Accommodations Guidelines will be presented at the March Board Meeting and asked Trustees to supply any feedback to Anna Pisano by noon Wednesday March 7, 2018.

Director Crocco also noted that with the Board's approval of the Attendance Area Reviews we will engage the communities in Welland and St. Catharines.

## **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 9:14 p.m. and reconvened at 9:40 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 March 6, 2018.

**CARRIED**

### **SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee Nieuwesteeg

**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 February 13, 2018, as presented.

**CARRIED (Item F1)**

### **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Nieuwesteeg

**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 February 13, 2018, as presented.

**CARRIED (Item F3)**

## H. ADJOURNMENT

Moved by Trustee O'Leary

**THAT** the March 6, 2018 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 9:41 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **March 6, 2018.**

Approved on **April 10, 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  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
TRUSTEE CODE OF CONDUCT POLICY (100.12)**

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**RECOMMENDATION**

**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: Committee of the Whole

Date: March 20, 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 among 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\*\*\*](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
STUDENT TRUSTEE POLICY (100.4)**

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**RECOMMENDATION**

**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: Committee of the Whole

Date: March 20, 2018



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 term from August 1 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.

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 Roman Catholic.
- The pupil must be enrolled as a resident, full-time, senior division student at the time of their term in one of the Board's Catholic Secondary Schools.
- 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 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 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 \(100.6.1 and 100.6.2\)\*](#)



## 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 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 they have a direct, indirect or deemed pecuniary interest is considered, 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 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 of the Student Senate.
- 3.2 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, 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 elect two (2) elementary students to serve as Co-Chairs of their Secondary Family of Schools' Student Council and Senators on the next year's Elementary Student Senate. The elementary students elected will be an intermediate student for the next school year. 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 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 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  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TITLE: TRUSTEE DETERMINATION AND DISTRIBUTION 2018**

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**RECOMMENDATION**

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

**THAT** the Niagara Catholic District School Board confirm that it has decided not to designate and low population areas in the 2018 Elections.

**THAT** 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

**THAT** the Niagara Catholic District School Board in 2019-2020 conduct an in depth consultation study of Electoral Boundaries for the 2022-2026 Term of Office of Trustees.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Giancarlo Vetrone, Superintendent of Business & Financial Services  
Joyce Mercier, Coordinator-Secretarial Support Services

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

Recommended by: Committee of the Whole

Date: March 20, 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  
                          Giancarlo Vetrone, Superintendent of Business & Financial Services  
                          Joyce Mercier, Coordinator-Secretarial Support Services

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  
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Toronto ON M7A 1L2  
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Tél. : 416-325-0450  
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**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.

---

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
	Total (Figure C)	Total (Figure D)	

### Chart 2 – Remaining Municipalities

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

**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>1. Boards <b>may</b> pass resolutions determining the number of their trustees and <b>must</b> pass resolutions determining their trustee distribution.</li> <li>2. 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>3. 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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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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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  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

**THAT** Niagara Catholic District School Board approve 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: Committee of the Whole

Date: March 20, 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  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

**THAT** Niagara Catholic District School Board approve 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: Committee of the Whole

Date: March 20, 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  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
JANUARY 10, 2018**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of January 10, 2018 as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, JANUARY 10, 2018

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, January 10, 2018, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Superintendent Rocca.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Superintendent Rocca.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Bill Helmeczi	Pathstone Mental Health	✓		
Andrew Howcroft	Community Living Welland Pelham	✓		
Karen Murphy	Autism Ontario Niagara Region	✓		
Dorothy Harvey	Niagara Children's Centre		✓	
Rita Smith	Community Living Port Colborne/Wainfleet	✓		
Brittani Ali	Learning Disabilities Association Niagara Region	✓		
<b>Trustees</b>				
Pat Vernal		✓		
Maurice Charbonneau			✓	
<b>Student Senate Representative</b>				
Justine Bourak			✓	



The following staff were in attendance:

**Pat Rocca**, Superintendent of Education; **Jim Di Gioia**, Coordinator – Special Education  
**Denice Robertson**, Principal, Secondary; **Tina DiFrancesco**, Recording Secretary

**3. Election of Chairperson**

Moved by Rob Lavorato  
Seconded by Trustee Vernal

**THAT** Anna Racine be nominated for the position of Chairperson of the Special Education Advisory Committee.

Superintendent Rocca asked Anna Racine if she wished to stand for the position of Chairperson of the Special Education Advisory Committee. Anna Racine accepted the nomination.

Superintendent Rocca asked if there were any more nominations.

There were no further nominations forthcoming.

Anna Racine was acclaimed as the Chairperson of the Special Education Advisory Committee.

**Election of Vice-Chairperson**

Moved by Rita Smith  
Seconded by Rob Lavorato

**THAT** Karen Murphy be nominated for the position of Vice-Chairperson of the Special Education Advisory Committee.

Superintendent Rocca asked Karen Murphy if she wished to stand for the position of Vice-Chairperson of the Special Education Advisory Committee. Karen Murphy accepted the nomination.

There were no further nominations forthcoming.

Karen Murphy was acclaimed as the Vice-Chairperson of the Special Education Advisory Committee.

Superintendent Rocca turned over the Chairship of the Special Education Advisory Committee to Chair Racine.

Superintendent Rocca thanked Rob Lavorato for his years of service as Vice-Chair of the SEAC.

**4. Approval of the Agenda**

Moved by Rob Lavorato  
Seconded by Andrew Howcroft

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of January 10, 2018.

**CARRIED**

**5. Disclosure of Interest**

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

**6. Approval of Minutes of the Special Education Advisory Committee Meeting of December 6, 2017**

Moved by Rob Lavorato

Seconded by Karen Murphy

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of December 6, 2017 as presented.

**CARRIED**

**B. PRESENTATIONS**

**C. VISIONING**

**1. Goals and Vision for 2017-2018**

**1.1 Goals and Vision for the 2017-2018 School Year**

Chair Racine reviewed the current status of the goals for this school year.

- Have a SEAC meeting at a school to promote parent engagement.
- SEAC members to visit a school – look at best practices regarding inclusion.
- Review of the new Special Education Ministry document, *Draft Special Education In Ontario – K to Grade 12 Policy and Resource Guide 2017*; to aid with the review of the Special Education Plan. Special Education staff to provide presentations on related topics.

A discussion was held about having a SEAC meeting at Denis Morris Catholic High School. More information to follow at the February meeting.

Chair Racine created a list outlining the SEAC member and the school that they selected to visit. Arrangements will be made with Principals to decide on a date that is suitable.

A discussion was held regarding the review of the Special Education Plan and having Special Education staff come in to do presentations to help educate SEAC members. A presentation on the Individual Education Plan is scheduled for the February meeting.

**1.2 Support in the Classroom**

A discussion was held regarding support in the classroom relating to the absence of an Educational Assistant. Superintendent Rocca informed the SEAC members that a relationship has been established with Niagara College regarding the students in the Educational Assistant program in order to build up the supply list. A relationship has also been established between Niagara Catholic and George Brown College regarding the hiring of interpreters and intervenors.

Superintendent Rocca presented an article entitled, *Student Independence, Planning with the End in Mind*. A discussion was held regarding more communication to parents about the role of the Educational Assistant and the students' progression to work towards independence.

## **D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF DECEMBER 6, 2017**

1. *Learner Advocacy*
2. *Parent Outreach*
3. *Program and Service Recommendations*
4. *Special Education Budget*
5. *Annual Review, Special Education Plan*
6. *Other Related Items*
7. *Policy Review*

- 7.1 *Assignment of Principals and Vice-Principals Policy (202.1)*  
*Employee Attendance During Inclement Weather and Workplace Closure Policy (201.9)*  
*Niagara Catholic Education Award of Distinction Policy (100.7)*  
*Nutrition Policy (302.7)*  
*Records and Information Management Policy (600.2)*

*Feedback is to be submitted to Jennifer Pellegrini by January 12, 2018.*

*Student Trustees Policy (100.4)*

*Feedback is to be submitted to Jennifer Pellegrini by February 8, 2018.*

## **E. SEAC REPORT**

1. **Review and Approval of SEAC Insert for Catholic School Council Agenda**
  - A discussion was held regarding the next SEAC insert. Ideas were brought forward. More information to follow at the February meeting.
2. **Review and Approval of SEAC Insert for School Newsletters**
  - Same as noted above.

## F. AGENCY REPORTS

1. **Down Syndrome Caring Parents (Niagara) – Rob Lavorato**

- The DSCP Children’s Christmas party held in December was successful.
- The Down Syndrome Annual General Meeting is forthcoming.
- March – Trivia Night, World Down Syndrome Day
- June - Poker Night fundraiser

2. **The Tourette Syndrome Association of Ontario – Anna Racine**

- Nil Report

3. **Pathstone Mental Health – Bill Helmeczi**

- Nil Report

4. **Community Living Welland Pelham – Andrew Howcroft**

- The following links show a broader view of the community such as the work done by Dr. Richard Villa, Dr. Al Condeluci, or Dr. David Pitonyak to name a few.  
<http://www.ravillabayridge.com/>  
<http://www.alcondeluci.com/>  
<http://www.dimagine.com/>
- The following work done by Autism Ontario provides support to families around transition planning.  
<https://connectability.ca/2017/10/03/transition-planning-milestones-for-youth-with-autism/>

5. **Autism Ontario Niagara Region – Karen Murphy**

- Winter Session registration is open so you can register online or in person. It is on a first come first serve basis. All winter programs run from February – April.
- On January 27 Adult Social Club will be attending a Comedy Night Out.
- Tech Club will be starting back on January 11.
- 2018 Calendars are still on sale at the Chapter office if interested. Calendars feature watercolour paintings by children, youths and adults on the spectrum. They sell for \$10.00 each.
- Annual Trivia Night is coming up March 3 at the Armenian Centre in St. Catharines. Tickets will be available for \$25.00/person by calling the chapter office to reserve.
- World Autism Day falls on Easter Monday this year, therefore celebration to raise the flag will take place Tuesday, April 3. It’s early but they want me to get all schools on board this year.

6. **Niagara Children’s Centre – Dorothy Harvey**

- Nil Report

7. **Community Living Port Colborne/Wainfleet – Rita Smith**

- Community Living Port Colborne/Wainfleet is very busy with many intakes happening.

8. **Learning Disabilities Association Niagara Region – Brittani Ali**

- Busy planning winter programs, all programs are full with the exception of Fort Erie Let's Read and Reading Rocks Jr. and Port Colborne Let's Read.
- Programs will begin January 29.

## **G. STAFF REPORTS**

1. **Lisa Selman – Principal, Elementary**  
**Report Submitted**

*Happening in Elementary Schools*

- Elementary students and staff experienced a smooth transition back to school this week.
- Many intermediate students are preparing for Speak Out/Public Speaking opportunities which have a revised format, similar to a TED Talk this year.
- Various schools are preparing for spring performances by hosting auditions, rehearsals during this month.
- Handball and Basketball Teams are in progress.
- Various elementary schools have Grade 6, 7, 8 students attending a day trip to the Launch Centre in Welland.
- Transition meetings between elementary and high school staff are in progress.
- Elementary students involved in the Gifted Modules are invited to attend a session "Growing together to Serve" at Our Lady of Grace Spiritual Centre this month.

2. **Denice Robertson – Principal, Secondary**

- Nil Report

3. **Pat Rocca – Superintendent of Education**

- Online registration for the French Immersion program is on January 9, 2018.
- **Elementary PA Day** - January 19, 2018
- **2018-2019 School year Calendar** - Superintendent Rocca presented the proposed 2018-2019 School Year Calendar for review. Any comments can be submitted to *Jennifer Pellegrini* by January 26, 2018.
- **Award of Distinction** - Deadline for submission is March 2, 2018. The award will be presented at the Annual Bishop's Gala being held on Friday, April 20, 2018.
- **Distinguished Alumni Award** - Deadline for submission is March 2, 2018.

**4. Jim DiGioia – Coordinator Special Education**

- Preschool transition meetings are happening.
- January ERT meetings will be held at the Family of Schools Secondary school.
- Student support staff are providing Safe Management Group (SMG) and Behaviour Management Systems (BMS) training.
- Gifted Modules are happening this week at Our Lady of Grace Spiritual Centre.

**H. TRUSTEE REPORTS**

**1. Pat Vernal – Trustee**

- Working on the budget for 2018-2019.
- Trustee Vernal is preparing to Chair her first meeting as Vice-Chair of the Board.

**2. Maurice Charbonneau – Trustee**

- Nil Report

**I. STUDENT REPORT**

**1. Justine Bourak– Student Senate Representative  
Report Submitted**

- Christmas break came and went in a flash and it is great to be back.
- At our last meeting senate brought back some discussions about the awareness of what student senate is. We talked about making a separate social media platform just for senate to really zone in on who we are and what we do. Not all students are familiar with senate and it is our goal to be recognized and open to being approached with new ideas, or concerns at any time. In the future we hope to have more senators giving speeches at events (e.g. grade eight open houses). We also hope to have a designated place where schools could see who their senators are (pictures/names).
- Senate is also working towards something really exciting... a secondary school social media policy!! The idea of our policy has been proposed and discussed at our meetings. We are hoping to figure out all the details. As senate we have recognized that comfort levels will vary. In the idea of our policy we also mention outlining different procedures and how the social media will communicate in a respectful tone. We are working towards a policy like this to ensure that there are set standards for the person on council posting this content to social media.

**J. NCPIC REPORT**

- The next NCPIC meeting will be held on Thursday, January 11, 2018.

**K. ALLIANCE COMMITTEE REPORT**

## **L. NEW BUSINESS**

1. *Learner Advocacy*
2. *Parent Outreach*
3. *Program and Service Recommendation*
4. *Special Education Budget*
5. *Annual Review, Special Education Plan*
6. *Other Related Items*
7. *Policy Review*

## **M. CORRESPONDENCE**

## **N. QUESTION PERIOD**

## **O. NOTICES OF MOTION**

## **P. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS**

1. System Priorities and Budget Presentation – Director Crocco and Superintendent Vetrone
2. IEP Presentation – Special Education Coordinators

## **Q. INFORMATION ITEMS**

## **R. NEXT MEETING:**

*Wednesday, February 7, 2018 at 7:00p.m. at the Catholic Education Centre*

## **S. ADJOURNMENT**

Moved by Trustee Vernal

Seconded by Andrew Howcroft

**THAT** the January 10, 2018 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

This meeting was adjourned at 9:00p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TITLE: SCHOOL EXCELLENCE PROGRAM  
ST. ANN CATHOLIC ELEMENTARY SCHOOL, ST.  
CATHARINES**

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The School Excellence Program report is presented for information.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

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

Date: March 20, 2018



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## SCHOOL EXCELLENCE PROGRAM ST. ANN CATHOLIC ELEMENTARY SCHOOL, ST. CATHARINES

### Contact Info

218 Main St.  
St. Catharines, ON  
L2N 4W1  
Ph: 905.934.1755  
Fx: 905.934.6870  
st.ann@ncdsb.com

### Grades

K – 8

### Enrolment

336 as of October 2017

### Principal

Scott Root

### Superintendent

Lee Ann Forsyth-Sells

### Catholic School Council

Chair: Rebecca Bodnar

### Parish

Star of the Sea



In September 1993, St. Ann Catholic Elementary School opened its doors and welcomed the children in the Port Dalhousie ward of St. Catharines. St. Ann Catholic Elementary School was named in honour of St. Ann, the Mother of the most Holy Virgin Mary.

This vibrant, rejuvenated community has enjoyed a steady influx of new families moving in the area over the last 20 years with expectations for continued growth for the foreseeable future. St. Ann Catholic Elementary School is a part of the [Saint Francis Catholic Secondary School](#) Family of Schools.

### School Mission Statement

*Experience the integration of God's truth and His life, as revealed in Christ through the Holy Spirit, in the entire curriculum and life of the school.*

### School Motto

*"The Spirit of Excellence"*

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

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

Date: March 20, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic Education Award of Distinction Policy (100.7), 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 20, 2018



Niagara Catholic District School Board

**NIAGARA CATHOLIC  
EDUCATION AWARD OF DISTINCTION POLICY**

STATEMENT OF POLICY

100 - Board

Policy No 100.7

Adopted Date: October 26, 2004

Latest Reviewed/Revised Date: February 27, 2018

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

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

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

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



**NIAGARA CATHOLIC  
EDUCATION AWARD OF DISTINCTION POLICY**

ADMINISTRATIVE PROCEDURES

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

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

## ELIGIBILITY

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

## CRITERIA

Nominees must have:

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

## NOMINATION PROCESS

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

5. Nominations must be received by the Communications Officer at the Catholic Education Centre as announced on the Nomination Form.

## SELECTION COMMITTEE

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

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

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

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

## PRESENTATION OF THE AWARD

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



# THE NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION NOMINATION FORM

FOR THE YEAR \_\_\_\_\_

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

## NOMINEE

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

## NOMINATED BY

FULL NAME	PHONE NUMBER
ADDRESS	SIGNATURE

See Contribution to Catholic Education form to be completed on reverse

## ENDORSED BY

FULL NAME	PHONE NUMBER
<b>1</b> ADDRESS	SIGNATURE
FULL NAME	PHONE NUMBER
<b>2</b> ADDRESS	SIGNATURE
FULL NAME	PHONE NUMBER
<b>3</b> ADDRESS	SIGNATURE

DATE OF SUBMISSION \_\_\_\_\_

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

**CONTRIBUTION TO CATHOLIC EDUCATION FORM**

*(not to exceed one page)*

DATE RECEIVED: -----

RECEIVED BY : -----





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 20, 2018

### NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION 2018

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#### **BACKGROUND INFORMATION**

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

In honour of these contributions the Niagara Catholic District School Board established an award known as the “Niagara Catholic Education Award of Distinction” to annually recognize individuals or groups with this prestigious honour. Annually, these individuals or groups may be recognized with this prestigious honour.

The Policy and Administrative Procedures provide the Eligibility, Criteria, Nomination Process, Selection Committee and Presentation of the Award expectations as follows:

#### **Eligibility**

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

#### **Criteria**

Nominees must have:

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

#### **Nomination Process**

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

3. Each nomination will require the signed endorsement of three individuals.
4. Nominations must be sent to the Communications Officer who will forward them to the designated Superintendent of Education.
5. Nominations must be received by the Communications Officer at the Catholic Education Centre as announced on the Nomination Form.

### **Selection Committee**

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

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

### **Niagara Catholic Education Award of Distinction Recipients**

- 2005** The Sisters of Saint Joseph  
The Loretto Sisters of the Institute of the Blessed Virgin Mary  
The School Sisters of Notre Dame  
The Felician Sisters  
The Vincentian Sisters of Charity  
The Sisters of Saint Martha  
The Sisters of Holy Cross  
The Holy Cross Community
- 2006** Reverend Monsignor Vincent J. Ferrando, P.H.  
Frank Durante  
Don Lefebvre  
Fr. Ken Burns, C.S.C.
- 2007** Dr. Angelo Albanese
- 2008** Father Patrick H. Fogarty C.S.C.
- 2009** The Sisters of the Sacred Heart
- 2010** Reverend James T. Mulligan C.S.C.  
Les Soeurs du Sacré Coeur de Jésus de St. Jacut
- 2011** Father Stanley Puchniak, O.M.I.
- 2012** Rev. Monsignor Clement Schwalm  
Father Denis Warburton, C.S.C.
- 2013** Mary Hendriks
- 2014** Reverend Monsignor Matthew J. Clifford
- 2015** Anna Racine  
Joseph Noonan

**Presentation of the Award**

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

**Niagara Catholic Award of Distinction 2018**

For 2018, the Selection Committee met on Thursday, March 8, 2018. The Committee members consisted of:

Kathy Burtnik	Designate for the Chair of the Board
Pat Vernal	Vice-Chair of the Board
John Crocco	Director of Education
Sister Mary Kay Camp	Designate for the Bishop
Frank Iannantuono	Superintendent of Education
Blaine MacDougall	Niagara Catholic Principals' Association
Kate Hingston	Parent Member, Niagara Catholic Parent Involvement Committee (NCPIC)
Anna Racine	Parent member, Special Education Advisory Committee (SEAC)
Krista Wood	Board Chaplaincy Leader
Unable to Attend	Student Senate

The Selection Committee reviewed and evaluated nominations received by the March 2, 2018 deadline. The selection was conducted in accordance with the criteria outlined in the Niagara Catholic Education Award of Distinction Policy (100.7) and Guidelines.

The Selection Committee is to be commended for its dedication and commitment to upholding the prestige and honour of the award.

At the March 20, 2018 Committee of the Whole Meeting, we will publically announce the recipient(s) of the Niagara Catholic Education Award of Distinction 2018 through a communications notice, media release and publication on the Board website and social media accounts.

The recipient, as well as the nominators, will be informed of the selection for this year's award and invited to attend the Bishop's Gala on April 20, 2018.

<p>The Niagara Catholic Education Award of Distinction 2018 report is presented for information.</p>
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Prepared by: Frank Iannantuono, Superintendent of Education

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

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

Date: March 20, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TITLE: NIAGARA CATHOLIC EDUCATION AWARD OF  
DISTINCTION 2018**

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The Niagara Catholic Education Award of Distinction 2018 report is presented for information.

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

Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Frank Iannantuono, Superintendent of Education/Human Resources

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

Date: March 20, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TITLE: MINISTRY OF EDUCATION PUPIL ACCOMMODATION  
REVIEW GUIDELINE – DRAFT – SUBMISSION**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board endorse the report from Senior Staff on proposed revisions to the Ministry of Education Draft Pupil Accommodations Review Guideline – January 2018 for submission to the Ministry of Education, as presented.

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

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

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

Date: March 20, 2018



## **REPORT TO THE BOARD MARCH 20, 2018**

### **MINISTRY OF EDUCATION PUPIL ACCOMMODATION REVIEW GUIDELINE – DRAFT – SUBMISSION**

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#### **BACKGROUND INFORMATION**

As part of the province's *Plan to Strengthen Rural and Northern Education* the Ministry of Education has requested school boards provide input into potential changes to the Pupil Accommodation Review Guidelines, March 2015. As part of the process, the Ministry is also seeking input into how to support improved co-ordination of community infrastructure planning, which includes revising the Community Planning and Partnerships Guidelines.

The government engaged rural communities in spring 2017 in response to feedback it received on rural school closures and the impact on the quality of education these students receive. In June 2017, the Ministry requested a moratorium on new accommodation reviews.

Based on the community consultations conducted, the Ministry of Education released a draft of proposed changes to the pupil accommodation review process in October 2017. Boards were requested to provide feedback on the updates to the Ministry of Education by December 6, 2017.

At the December 5<sup>th</sup>, 2017 Committee of the Whole Meeting, of the Niagara Catholic District School Board, Trustees provided feedback to board staff to be incorporated into the Board's response to the Ministry of Education. This response was sent to the Ministry on December 6<sup>th</sup>, 2017. A copy of the feedback provided, by the Niagara Catholic District School Board to the Ministry of Education, was emailed to Trustees by Director Crocco, on December 11<sup>th</sup>, 2017. (Appendix A)

In February 9<sup>th</sup>, 2018 the Ministry of Education released a second iteration of Pupil Accommodation Review Guidelines which incorporated feedback received from throughout the province in the fall. (Appendix B)

School boards have again been requested to provide feedback on the most recent version.

A chart summarizing the differences between the major changes to the Pupil Accommodation Review Guideline, from 2015 to 2018 has been provided in Appendix C. Staff feedback has been provided within the table.

As discussed at the March 6, 2018 Committee of the Whole Meeting, Senior Staff with responsibilities for planning and capital would incorporate Trustee feedback received and prepare a draft response on the Ministry of Education Draft Pupil Accommodations Review Guideline – January 2018 to review with Trustees at the March 20<sup>th</sup>, 2018 Niagara Catholic District School Board Meeting for consideration and input prior to submission to the Ministry of Education on March 23<sup>rd</sup>, 2018.

Attached:

Appendix A – Niagara Catholic District School Board Response to the Ministry of Education on the Pupil Accommodations Review Guidelines and Community Planning and Partnership Guidelines – sent to the Ministry of Education on December 6, 2017

Appendix B – Ministry of Education Draft Pupil Accommodation Review Guidelines – January 2018

Appendix C – Summary of Proposed PARG Reforms and Feedback – March 2018

### RECOMMENDATION

**THAT** the Niagara Catholic District School Board endorse the report from Senior Staff to the Ministry of Education’s proposed revisions to the Ministry of Education Draft Pupil Accommodations Review Guideline – January 2018 for submission to the Ministry of Education, as presented.

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

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

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

Date: March 20, 2018

**Niagara Catholic District School Board**  
**Response to the Ministry of Education on the Pupil Accommodations Review**  
**Guidelines and Community Planning and Partnership Guidelines**

1. Do you think the Ministry's proposed revisions to the Pupil Accommodation Review Guidelines will create a stronger, more collaborative process?

*Current process works well. Staff take lead in accessing data, collecting public input, presenting to public and Trustees, and providing a recommended option at the start of the process.*

a) If not, why? Are there other elements the Ministry should consider?

- *School closures should continue to be school board decisions based on consultation, not municipal decisions.*
- *Caution to extending process beyond one school year. The current process takes approximately 150 days. A longer process will cause additional angst to students and communities awaiting the decision.*
- *The longer process may conflict with Capital Priorities Business Case Submission timelines.*
- *Extending timeframes under specific circumstances if new information arises will be considered within the school year.*
- *Locally elected Trustees are aware of the impact on their communities and will give due consideration.*
- *Revise the Municipal Act to ensure reciprocity for municipal/education interests. The Municipality engagement in the process should not slow the process down. There is the potential that school closures under the proposed changes could become more political at the municipal level.*
- *While school boards are responsible for ensuring the consultation requirements of the Ministry of Education have been satisfied, municipalities must be held accountable for coming to the table in timely manner.*
- *Require that municipalities are not able to support administrative reviews if they do not participate in the Pupil Accommodation Review process nor provide input/feedback. Municipalities should not be able to stall the process. They should be expected to respect the accommodation review process timelines.*
- *It should be the decision of the local Board as to the level of involvement of duly elected local Trustees.*

b) If yes, do you have suggested improvements or comments on the elements being proposed?

- *Recognize and acknowledge the financial pressures on school boards by providing financial support to school boards that, under the proposed changes, may need to keep underutilized schools open for a longer period of time and are already required to hold on to the property for a longer period of time due to Ontario Regulation 444/98 - Disposition of Surplus Real Property.*
- *Providing a Pupil Accommodation Review Toolkit is a good idea provided it includes exemplars and suggested sources of data.*
- *Provide a template that was publicly available for use by community partners to engage school boards. Again, exemplars would be useful.*
- *New support for review and validation of the information contained in the Initial Staff Report and community proposals by independent 3<sup>rd</sup> parties is a good idea and should help instil confidence in the information shared by school boards.*



2. Do you think the above measures to support improved coordination of community infrastructure planning will work to promote sustainable use of school space in communities?

*The expertise of school boards is in all aspects of education and planning for schools.*

*It is becoming increasingly difficult to manage construction, renovation and cleaning around community groups who are paying fees that in most cases are not covering operating costs.*

*Improved information sharing will help with the coordination of community infrastructure.*

- a) If not, why? Are there other elements the ministry should consider?
- The Ministry of Education should require data from municipalities, and across other Ministries, to create more localized information for community partners and school boards that can be used on the Community Hubs Mapper tool.*
  - The Ministry should publicly provide feedback on the Community Outreach Reports that Board's have historically provided and identified best practices.*
  - Review subsidy model for community use of schools.*
  - The Ministry of Education must subsidize school boards to provide appropriate human resources needed to administer hubs.*
  - Provide financial support to school boards to support community use of schools program and communicate cost recovery message. School boards currently absorb the costs associated with community use and child care groups.*
- b) If yes, do you have suggested improvements or comments on the elements being proposed?
- Provide training for school board staff related to the use of the Community Hubs Mapper. Incorporate into the tool spaces that are available for school boards to access for their use. The tool is a good starting point to providing information to agencies on schools with space for community use/hubs.*
  - Add registered not-for-profit and child care centres as a layer to the Community Hubs Mapper tool.*
  - Establish a mentoring model, based on the Knowledge Exchange, to link existing hub leaders and organizations with school board staff.*
  - Continue with Community Planning and Partnership Annual Meetings as a forum for community partners to meet school board staff and investigate available space.*
  - Continue to provide subsidies to school boards for hub conversion/creation and to meet accessibility requirements and usability standards by community partners.*
3. When making decisions about school infrastructure within communities, what measures could be helpful to fostering collaboration and cooperation between municipalities and school boards?
- Collaboration with municipalities is welcome. An open flow of information will potentially result in potentially better planning and coordination.*
  - School boards, governed by Trustees are responsible for decisions on school closures. If there is a legislated role for Municipalities in the process a dispute resolution process is required.*
  - Acknowledge the financial pressures on school boards and provide financial supports to prospective community partners as an incentive to enter into arrangements with school boards.*
  - Acknowledge the financial pressures on school boards and provide financial support to boards for staff to manage the leasing aspect of community partnerships.*

- *Link educators/leaders with community organizations to identify needs, supports, and services available.*

School boards should be held harmless for the decisions that they make on school consolidations that have followed due process, Ministry Guidelines and Board policy.



**MINISTRY OF EDUCATION**

**DRAFT PUPIL ACCOMMODATION REVIEW  
GUIDELINE**

March 2015

January 2018

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## PREAMBLE

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

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

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

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

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

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



use a closed school for other school board purposes, or hold the property as a strategic long-term asset of the school board due to a projected need for the facility in the future. Each school board decides when it is appropriate to review its strategic property holdings to determine if these properties are still required to be held or should be considered surplus to the school board's needs and considered for a future sale disposition.

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

## I. PURPOSE

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

This *Guideline* is effective upon release and replaces the previous *Guideline* of ~~June 2009~~March 2015.

## II. INTRODUCTION

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

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

## III. GUIDING PRINCIPLES

The *Guideline* has been established to align with the Ministry of Education's vision and as such, focuses on student achieving excellence, ensuring equity,

promoting well-being; ~~academic achievement;~~ and ~~school board financial viability/sustainability~~enhancing public confidence.

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

#### IV. SCHOOL BOARD ACCOMMODATION REVIEW POLICIES

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

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

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

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

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

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

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



## V. SCHOOL BOARD PLANNING PRIOR TO AN ACCOMMODATION REVIEW

As described in the *Community Planning and Partnerships Guideline*, school boards must undertake long-term capital and accommodation planning, informed by any relevant information obtained from local municipal governments and other community partners, which takes into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in all area schools.

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

## VI. ESTABLISHING AN ACCOMMODATION REVIEW

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

### Initial Staff Report

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

Boards must use the ministry-approved template<sup>1</sup> to write their initial staff reports.

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

- Impact on student programming:

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<sup>1</sup> An initial staff report template is under development.

<sup>2</sup> An economic impact assessment template is under development.



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

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

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

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

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

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

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

Each recommended accommodation option must also include a timeline for implementation.

The initial staff report and School Information Profiles (SIPs) (see Section VIII) will be made available to the public, as determined in the school board's policy,

and posted on the school board's website following the decision to proceed with a pupil accommodation review by the Board of Trustees.

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

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

## **VII. THE ACCOMMODATION REVIEW COMMITTEE**

### Role

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

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

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

### Membership

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

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

### Formation

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

### Terms of Reference

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

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

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

### Meetings of the Accommodation Review Committee

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

## **VIII. SCHOOL INFORMATION PROFILE**

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

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

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



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

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

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

- Describe the course and program offerings at the school.
  - Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
  - Current grade configuration of the school (e.g., junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
  - Current grade organization of the school (e.g., number of combined grades, etc.).
  - Number of out of area students.
  - Utilization factor/classroom usage.
  - Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
  - Current extracurricular activities.
- Other School Use Profile:
    - Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
    - Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
    - Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
    - Availability of before and after school programs or services (e.g., child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
    - Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
    - Description of the school's suitability for facility partnerships.

School boards may introduce additional items that could be used to reflect local circumstances and priorities which may help to further understand the school(s) under review.

Each school under review will have a SIP completed at the same point-in-time for comparison purposes. The Ministry of Education expects school boards to prepare SIPs that are complete and accurate, to the best of the school board's ability, prior to the commencement of a pupil accommodation review.

While the ARC may request clarification about information provided in the SIP, it is not the role of the ARC to approve the SIP.

## **IX. CONSULTATION WITH LOCAL MUNICIPAL GOVERNMENTS**

Following the Board of Trustees' approval to undertake a pupil accommodation review, school boards must invite affected single and upper-tier municipalities as well as other community partners that expressed an interest prior to the pupil



accommodation review to discuss and comment on the ~~recommended option(s)~~options in the school board's initial staff report.

~~The invitation~~Invitations for this meeting will be ~~provided through a written notice, and will be directed through~~sent to the ~~Clerks Department (elected Mayor, Chair, Warden, Reeve or equivalent), and to the Chief Administrative Officer, City Manager or equivalent~~ for the affected single and upper-tier municipalities.

The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the ~~recommended option(s)~~options in the school board's initial staff report before the final public meeting. School boards must provide them with advance notice of when the final public meeting is scheduled to take place.

School boards must document their efforts to meet with the affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the final staff report to the Board of Trustees (see Section XI).

## **X. PUBLIC MEETINGS**

Once a school board has received an initial staff report and has approved the initiation of a pupil accommodation review, the school board must arrange to hold a minimum of ~~two~~three public meetings for broader community consultation on the initial staff report. School board staff are expected to facilitate the public meetings to solicit broader community feedback on the recommended and alternative option(s) contained in the initial staff report.<sup>2</sup>

The public meetings are to be announced and advertised publicly by the school board through an appropriate range of media as determined by the school board.

At a minimum, the first public meeting must include the following:

- an overview of the ARC orientation session;
- the initial staff report with recommended ~~option(s)~~and alternative options; and
- a presentation of the SIPs.

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<sup>2</sup> A template is under development for initial staff reports, which will have the intention of providing guidance on how options should be presented in order to ensure community understanding of the impacts on student programming, well being, school board resources, and the broader community.

## XI. COMPLETING THE ACCOMMODATION REVIEW

### Final Staff Report

At the conclusion of the pupil accommodation review process, school board staff will submit a final staff report to the Board of Trustees which must be available to the public as determined in the school board's policy, and posted on the school board's website.

The final staff report must include ~~a~~:

- A Community Consultation section that contains feedback from the ARC and **anyall** public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.<sup>3</sup>
- A section that summarizes secondary school student feedback for pupil accommodation reviews involving one or more secondary schools. School boards will determine how best to involve secondary school students in the pupil accommodation review process, to promote their voice and ensure their well-being. Potential options could include a dedicated meeting for students or an online tool for students to submit anonymous feedback.

School board staff may choose to amend their proposed option(s) included in the initial staff report. However, if a new school closure is introduced as part of any option in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.

The recommended option(s) must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.

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<sup>3</sup> A template is under development for community partners to engage boards with proposed alternatives to closures and proposals for community use of schools.



### Delegations to the Board of Trustees Meeting

Once school board staff submits the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback on the final staff report through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on school board policy.

After the public delegations, school board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

### Decision of the Board of Trustees

The Board of Trustees will be provided with the final staff report, including the compiled feedback from the public delegations, when making its final decision regarding the pupil accommodation review.

The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

The Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

## **XII. TRANSITION PLANNING**

The transition of students should be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the school board is expected to establish a separate committee to address the transition for students and staff.

## **XIII. TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS**

The pupil accommodation review process must comply with the following minimum timelines:

- Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the elected Mayors, Chairs, Wardens, Reeves or equivalent and to the Chief Administrative Officers, City Managers, or equivalent of the affected single and upper-tier municipalities ~~through the Clerks Department (or equivalent)~~, other community partners that expressed an interest prior to



the pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) options in the school board's initial staff report. School boards must also notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy Capital and Business Support Division.

- The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) options in the school board's initial staff report before the final public meeting.
- Beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 30 business days before the first public meeting is held.
- There must be a minimum period of 4060 business days between the first and final public meetings.
- The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- If a new school closure is introduced as part of any option in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.
- If there is an additional public meeting, there must be no fewer than 10 business days before the public delegations.
- There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

#### **XIV. MODIFIED ACCOMMODATION REVIEW PROCESS**

In certain circumstances, where the potential pupil accommodation options available are deemed by the school board to be less complex, and do not include one or more schools eligible to receive support from the ministry's Rural and Northern Education Fund (RNEF), school boards may find it appropriate to undertake a modified pupil accommodation review process. The *Guideline* permits a school board to include an optional modified pupil accommodation review process in its pupil accommodation review policy.

A school board's pupil accommodation review policy must clearly outline the conditions where a modified pupil accommodation review process could be initiated by explicitly defining the factors that would allow the school board the option to conduct a modified pupil accommodation review process. The

conditions for conducting a modified pupil accommodation review process ~~need to be based on~~ are satisfying condition one and two or more of ~~the following factors~~ conditions two to five:

1. exclusion of any RNEF-eligible school in the pupil accommodation review; and, either
- 2. distance to the nearest available accommodation; or
- 3. utilization rate of the facility; or
- 4. number of students enrolled at the school; or
- 5. when a school board is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years).

School boards may consider additional factors that are defined in their pupil accommodation review policy to qualify for the modified pupil accommodation review process. Multiple factors may be developed by the school board to appropriately reflect varying conditions across the board (e.g., urban, rural, elementary panel, secondary panel, etc.). The Board of Trustees must approve these explicitly defined factors, after community consultation, in order to adopt a modified pupil accommodation review process as part of their school board's pupil accommodation review policy.

The guiding principles of this *Guideline* apply to the modified pupil accommodation review process.

Even when the criteria for a modified pupil accommodation review are met, a school board may choose to use the standard pupil accommodation review process.

#### Implementing the Modified Accommodation Review Process

The initial staff report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process, in accordance with the school board's pupil accommodation review policy.

The initial staff report and SIPs must be made available to the public, as determined in the school board's policy, and posted on the school board's website.

A public meeting will be announced and advertised through an appropriate range of media as determined by the school board.

Following the public meeting, school board staff will submit a final staff report to the Board of Trustees which must be available to the public as determined in the school board's policy, and posted on the school board's website. However, if a



new school closure is introduced as part of any option in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.

The final staff report must include **a**:

- A Community Consultation section that contains feedback from **anyall** public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review.
- A section that summarizes secondary school student feedback for pupil accommodation reviews involving one or more secondary schools. School boards will determine how best to involve secondary school students in the pupil accommodation review process, to promote their voice and ensure their well-being. Options could include a dedicated meeting for students or an online tool for students to submit anonymous feedback.

Once school board staff submit the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on school board policy.

After the public delegations, school board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

The Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

A transition plan will be put in place following the decision to consolidate and/or close a school.

#### Timelines for the Modified Accommodation Review Process

The modified pupil accommodation review process must comply with the following minimum timelines:

- Following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the elected Mayors, Chairs, Wardens, Reeves or equivalent and to the Chief Administrative Officers, City Managers, or equivalent of the

affected single and upper-tier municipalities ~~through the Clerks Department (or equivalent)~~, other community partners that expressed an interest prior to the modified pupil accommodation review; and include an invitation for a meeting to discuss and comment on the **recommended** option(s) in the school board's initial staff report. School boards must also notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the **Financial Policy** **Capital** and Business **Support** Division.

- The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, must provide their response on the recommended option(s) in the school board's initial staff report before the final public meeting.
- The school board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than 30 business days before this public meeting is held.
- The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- If a new school closure is introduced as part of any option in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.
- If there is an additional public meeting, there must be no fewer than 10 business days before the public delegations.
- There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

## **XV.XV. ADMINISTRATIVE REVIEW PROCESS**

### What is an Administrative Review?

The Ministry of Education encourages students, parents and community members to get involved in the accommodation review process.

If during the course of the pupil accommodation review process, you become concerned that the board is not following its pupil accommodation review policy, you may want to consult the board's policy and advise the Accommodation Review Committee (ARC) of your concerns.

You can find a copy of the board's policy on its website, or you can request it from the board.



If at the end of the process, you believe that the board did not follow its pupil accommodation review policy, then you can request an Administrative Review from the ministry.

### Steps to Request an Administrative Review

Once the trustees have made their final decision, there are 30 calendar days to submit a petition to the ministry. The ministry will notify the contact person when the petition has been received. Within 60 calendar days, the ministry will decide whether to appoint a facilitator to undertake an Administrative Review.

A review of a school board's accommodation review process may be sought if the following conditions are met.

An individual or individuals must:

#### Step 1

• Review the board's policy governing pupil accommodation reviews and identify areas where you believe the board did not follow its policy. Submit a copy of the board's pupil accommodation review policy highlighting how the pupil accommodation review process was not compliant with the school board's pupil accommodation review policy. Some examples could include:

o The board policy may require that public meetings be held over a 90 day period, but the meetings were held over a 70 day period.

o The board policy may require board staff to analyze a certain number of accommodation options developed by the ARC, and the board staff may not have done so.

#### Step 2

• Collect signatures of people who also believe the board did not follow its policy and who support a request for an Administrative Review. Demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters equal to at least 30% of the affected school's student headcount (e.g., if the headcount is 150, then 45 signatures would be required). Parents/guardians of students and/or other individuals that formally participated in the accommodation review process are eligible to sign the petition.

• Eligible signatures are from:

o parents or guardians of students who attend the school

o other individuals who formally participated in the accommodation review process by attending a meeting, presenting a submission in person or in writing (including by email), or as ARC members.

- The petition<sup>4</sup> should clearly provide a space for individuals to print and sign their name or provide an e-signature<sup>5</sup>; address (street name and postal code); and to indicate whether they are a parent/guardian of a student attending the school subject to the accommodation review, or an individual who has formally participated in the review process.

### **Step 3**

- Write a letter or email to the Minister of Education to accompany your petition. You may want to follow the format provided in Appendix A. Your letter or email must explain in detail how you think the board did not follow its accommodation review policy.
- Submit the petition, letter, and justification to the school board and the Minister of Education within thirty (30) calendar days of the board's closure resolution. Your letter or email must identify one person as the contact person. One copy of your letter or email is to be sent to the Ministry and another copy is to be sent to the board.

The school board is then required to:

- Confirm to the Minister of Education that the names on the petition are parents/guardians of students enrolled at the affected school and/or individuals who formally participated in the review process.
- Prepare a response to the individual's or individuals' submission regarding the process and forward the board's response to the Minister of Education within thirty (30) calendar days of receiving the petition.

If the conditions set out above have been met, the Ministry is then required to:

- Undertake a review by appointing a facilitator to determine whether the school board accommodation review process was undertaken in a manner consistent with the board's accommodation review policy within thirty (30) calendar days of receiving the school board's response.

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<sup>4</sup> Information contained in the petition is subject to the *Freedom of Information and Protection of Privacy Act, 1990*.

<sup>5</sup> Guidelines regarding the use of e-signatures are under development.



## **XVI. EXEMPTIONS**

This *Guideline* applies to schools offering elementary or secondary programs. However, there are specific circumstances where school boards are not obligated to undertake a pupil accommodation review. These include:

- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary, as identified through the school board's policy;
- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified through the school board's policy;
- when a lease for the school is terminated;
- when a school board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- when a school board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
- where there are no students enrolled at the school at any time throughout the school year.

In the above circumstances, a school board is expected to inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees. The school board will also provide written notice to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and their coterminous school boards in the areas of the affected school(s) through the Director of Education, and to the Ministry of Education through the Assistant Deputy Minister of the **Financial Policy****Capital** and Business **Support** Division no fewer than 5 business days after the decision to proceed with an exemption.

A transition plan will be put in place following the Board of Trustees' decision to consolidate, close or move a school or students in accordance with this section.

## **XVIXVII. DEFINITIONS**

**Accommodation review:** A process, as defined in a school board pupil accommodation review policy, undertaken by a school board to determine the future of a school or group of schools.

**Accommodation Review Committee (ARC):** A committee, established by a school board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the school board and the affected school communities.

**ARC working meeting:** A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

**Business day:** A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

**Consultation:** The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

**Facility Condition Index (FCI):** A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

**On-the-ground (OTG) capacity:** The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

**Public delegation:** A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

**Public meeting:** An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.

**School Information Profile (SIP):** An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.



**Space template:** A Ministry of Education template used by a school board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.

## APPENDIX A – ADMINISTRATIVE REVIEW PETITION TEMPLATE

Dear Minister,

I am writing to request an Administrative Review of the accommodation review process undertaken by the [name of the school board] for the following school(s): [school name], [school name], [school name].

On [date], the Board of Trustees voted to [describe board resolution to close school/s, move students, keep school/s open and/or build new school/s].

Attached please find our petition. The petitioners believe that the board did not follow its accommodation review policy in the following ways:

1) The board's policy states: [describe relevant section of the board's policy]

Instead, the board [describe how actual events differed]

2) The board's policy states: [describe relevant section of the board's policy]

Instead, the board [describe how actual events differed]

3) The board's policy states: [describe relevant section of the board's policy]

Instead, the board [describe how actual events differed]

[other examples as appropriate]

We believe the board did not follow its accommodation review policy, we hope that you will appoint an independent facilitator to review the board's accommodation review process.

Sincerely,

[Contact person for the petitioners]

Contact information

## Summary of Proposed PARG Reforms and Feedback

Reform	2018 Draft PARG	2015 PARG	Rationale
<b>Key Criteria / Considerations</b>	<p><b>Student</b> programming &amp; well – being.</p> <p><b>School board</b> resources.</p> <p>Local <b>community</b>, including First Nation communities on-reserve.</p>	<p>Value to the <b>student</b> – student achievement &amp; well-being.</p> <p>Value to the <b>school board</b> – financial viability / sustainability.</p> <p>Local <b>community</b> not a key consideration, but information required in initial staff report and school information profiles.</p>	<p>To ensure that the potential impact on <b>students</b> continues to be a primary consideration.</p> <p>To ensure that the potential impact on <b>school board</b> resources continues to be considered.</p> <p>To promote inclusion of local <b>community</b> impact, including First Nation communities on-reserve alongside the focus on student programming and well-being and school board resources.</p>
<b>Comments:</b>			
<p><i>The focus on student well-being is important to focus on throughout the process. There will be a difference in how this is determined from the perspective of the school board vs. the parents’/students’ perception. If it is to be included it should be able to be measured.</i></p>			
<b>Economic Impact</b>	Impact on local <b>economy</b> required in staff reports, if RNEF-eligible school included.	No such requirement.	To ensure that the potential economic impact of each accommodation option on communities with RNEF-eligible schools considered.
<b>Comments:</b>			
<p>Ministry approved templates will be provided for Initial Staff Reports and another to determine the impact on the local community of accommodation options. These will be helpful. <i>Exemplars of completed templates and suggested sources of data to used in the economic assessment would be helpful, as well.</i></p> <p><i>Refer to the “Impact on the local community” as the “<b>Economic Impact on the local community</b>”</i></p> <p>School Information Profiles continue to be required. <i>Exemplars using data from actual accommodation reviews would be helpful.</i></p>			
<b>No. of Accommodation Options</b>	At least three.	At least one.	To allow the community to compare the viability, or lack thereof, of alternatives to a recommended option.
<b>Comments:</b>			
<p><i>There is <b>no need</b> to provide a status quo option. The fact that an accommodation review has been initiated means that the existing accommodation option is no longer viable and alternatives need to be explored.</i></p> <p><i>Provide a minimum of two options: 1. Recommended Option and 2. Alternative Option.</i></p>			

<b>Public Meetings (standard PARs only)</b>	At least three meetings.  At least 60 business days between first and last.	At least two meetings.  At least 40 business days between first and last.	To improve communication between school boards and their communities.
<b>Comments:</b>  <i>Two meetings are sufficient and additional meetings can be added as required. Consultation meetings such as meetings at the outset with staff, students and School Councils minimize the need to mandate three meetings.</i>			
<b>Public Meetings (standard &amp; modified PARs)</b>	An additional public meeting required if new school closure is introduced in the final staff report, no fewer than 20 business days from the posting of the final staff report.	No such requirement	To give the community an opportunity to discuss any new school closure options.
<b>Comment:</b>  <i>Support this additional consultation given the major shift in strategy.  The Ministry is specific in identifying the positions of those required to receive notification of accommodation reviews. This is helpful for both school boards and municipalities so that communication does not get lost.</i>			
<b>Final Staff Report (PARs involving secondary schools)</b>	Final staff report must include summary of secondary school student feedback.	No such requirement.	To ensure that students' views are considered in PARs that involve secondary schools.
<b>Comment:</b>  <i>A separate section, for <b>secondary</b> student feedback is required for pupil accommodation reviews involving secondary schools. Student voice is important to consider in accommodation reviews involving elementary schools, as well, and should be provided.</i>			
<b>Modified PARs</b>	Should not include RNEF-eligible schools.	No such requirement	To maintain but limit the modified PAR option.
<b>Comment:</b>  <i>Support this recommendation.</i>			
<b>Administrative Reviews</b>	Incorporated into PARG and will include use of e-signatures.	Stand alone document and no use of e-signatures.	To expedite the petition process, facilitate signature collection and ease the administrative burden on the community.

**Comment:**

*Dates referred to in this section become calendar dates and are consistently referred to as such. Although an Administrative Review will slow the process down the shift to calendar days, from business, does help by not bogging the process down as much. For example, 30 calendar days (~4 weeks) vs 30 business days (6 weeks).*

*In determining the number of signatures to collect, it refers to the “affected school’s headcount.” An accommodation review affects students of all schools involved and the percentage identified should reflect the overall current student populations of the schools included.*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TITLE: FINANCIAL REPORT AS AT FEBRUARY 28, 2018**

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The Financial Report as at February 28, 2018 report is presented for information.

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Prepared by: Giancarlo Vetrone, Superintendent of Business and Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business and Financial Services

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

Date: March 20, 2018



**REPORT TO THE BOARD  
MARCH 20, 2018**

**FINANCIAL REPORT AS AT FEBRUARY 28, 2018**

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**BACKGROUND INFORMATION**

Financial Report is presented in Appendix A

Also attached;

Appendix B – Financial Report as at February 28, 2018

The Financial Report as at February 28, 2018 report is presented for information.

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Prepared by: Giancarlo Vetrone, Superintendent of Business and Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business and Financial Services

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

Date: March 20, 2018





## EXECUTIVE SUMMARY

### YEAR TO DATE FEBRUARY 28, 2018

Niagara Catholic District School Board continues to put into action the 2017-2018 risk management plan to offset in-year unanticipated costs. Niagara Catholic is working in partnership with the Ministry of Education and the team within the Accountability Branch to ensure our strategies to mitigate a \$2.2M year-end deficit is curtailed. With some of the 2017-2018 strategies put in place the District is now forecasting an in-year deficit of approximately \$320,000. As you know, the first six months of operations have identified increased costs pressures in comparison to the 2016-2017 fiscal year cost structure. These cost pressures are as follows:

The number of illnesses are trending substantially higher in the first six months of the calendar school year. The number of average sick days for all staff is approximately 10.6 for 2017-2018. This has resulted in an increase of almost 8% more sick days than the 2016-2017 fiscal year. Strategies to reduce the average number of sick days with associated replacement costs will be put in place for the 2018-2019 school year.

	2016-2017 YTD Actual	2017-2018 YTD Actual	Diff 2017-2018 vs 2016-2017	Average Sick Days 2017-2018
<b>TOTAL STAFF</b>				
Number of Illnesses	12,420	13,400	 +980	10.6
CUPE	5,219	5,513	 +294	12.9
OECTA	6,670	7,380	 +710	9.4
Non Union*	530	444	 (86)	4.0

*\*All Non Union personnel are not replaced when ill, except for the Principal/Vice Principal group.*

The next phase of the Provincial Employee Life and Health Trust solution for CUPE will now commence for April 1, 2018. This group includes, but not limited to, Caretakers, E.A.s, Child & Youth Workers and Secretaries. The final phase of the ELHT will include all Non Union staff, this transition is expected to occur one month later. Our current benefit provider will continue to provide coverage until the transition to the trust for all staff is completed. It should be noted that NCDSB's original estimates had an increase of approximately 7.0% in benefit costs that was effective for October 1, 2017 and these additional costs will continue until all staff is removed from our current provider.

Niagara Catholic continues to monitor the impact of the January 1, 2018 provincial minimum wage increase to our current service providers. Initial cost pressures in transportation and cafeteria services have been identified. Mid-year strategies to cope with these rising expenditures will need to be addressed through potential service changes or reduction in revenue expectations for 2017-2018. Niagara Catholic with the continued support of the Ministry of Education will be initiating a multi-year plan to ensure specific financial targets are achieved by August 31, 2019.

**Niagara Catholic DSB  
2017-18 Interim Financial Report**

**For the Month Ending February 28, 2018**

**Summary of Financial Results**

(\$Thousands)	Estimates	Revised Estimates	Forecast	In-Year Change	
				\$	%
<b>Revenue</b>					
Operating Grants	228,732	231,831	232,620	789	0.3%
Capital Grants	25,234	22,338	22,338	-	0.0%
Other	14,800	13,272	13,272	-	0.0%
<b>Total Revenue</b>	<b>268,766</b>	<b>267,441</b>	<b>268,230</b>	<b>789</b>	<b>0.3%</b>
<b>Expenditures</b>					
Classroom	204,036	204,583	204,508	(75)	(0.0%)
Other Operating	7,889	7,871	7,551	(320)	(4.1%)
Transportation	9,829	9,829	9,806	(23)	(0.2%)
Pupil Accomodation	37,820	39,098	38,567	(531)	(1.4%)
Other	8,180	7,112	7,112	-	0.0%
PSAB Adjustments	1,005	1,005	1,005	-	0.0%
<b>Total Expenditures</b>	<b>268,759</b>	<b>269,498</b>	<b>268,549</b>	<b>(949)</b>	<b>(0.4%)</b>
<b>In-Year Surplus (Deficit)</b>	<b>7</b>	<b>(2,057)</b>	<b>(319)</b>	<b>1,738</b>	<b>n/a</b>
Prior Year Accumulated Surplus (Deficit)	10,894	10,894	10,894	-	0.0%
<b>Accumulated Surplus (Deficit) for Compliance</b>	<b>10,901</b>	<b>8,837</b>	<b>10,575</b>	<b>1,738</b>	<b>19.7%</b>

**Changes in Revenue**

- Updated to reflect revised estimates

**Change in Expenditures**

- Updated to reflect in-year savings strategies

**Change in Reserve**

- N/A

**Change in Surplus/Deficit**

- Updated to reflect in-year savings strategies

**Risks & Recommendations**

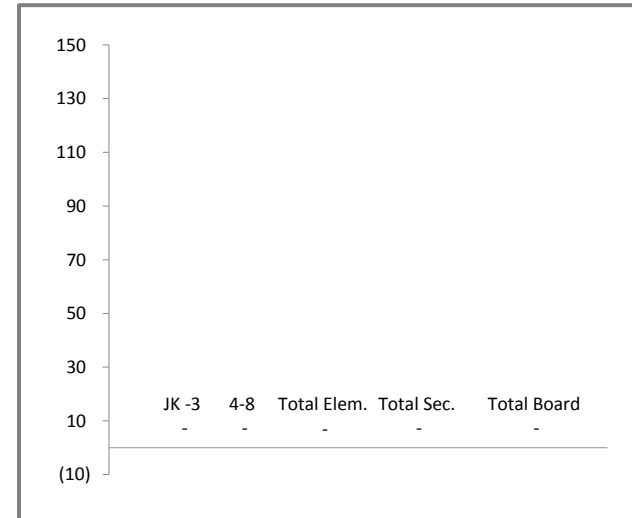
- N/A

**Summary of Enrolment**

ADE	Revised Estimates	Forecast	In-Year Change	
			#	%
<b>Elementary</b>				
JK -3	6,817	6,817	-	0.0%
4-8	7,636	7,636	-	0.0%
<b>Total Elementary</b>	<b>14,453</b>	<b>14,453</b>	<b>-</b>	<b>0.0%</b>
<b>Secondary &lt;21</b>				
Pupils of the Board	6,672	6,672	-	0.0%
Other Pupils	96	96	-	0.0%
<b>Total Secondary</b>	<b>6,768</b>	<b>6,768</b>	<b>-</b>	<b>0.0%</b>
<b>Total</b>	<b>21,221</b>	<b>21,221</b>	<b>-</b>	<b>0.0%</b>

*Note: Forecast will be based on October 31st count date*

**Changes in Enrolment: Budget v. Forecast**



**Highlights of Changes in Enrolment:**

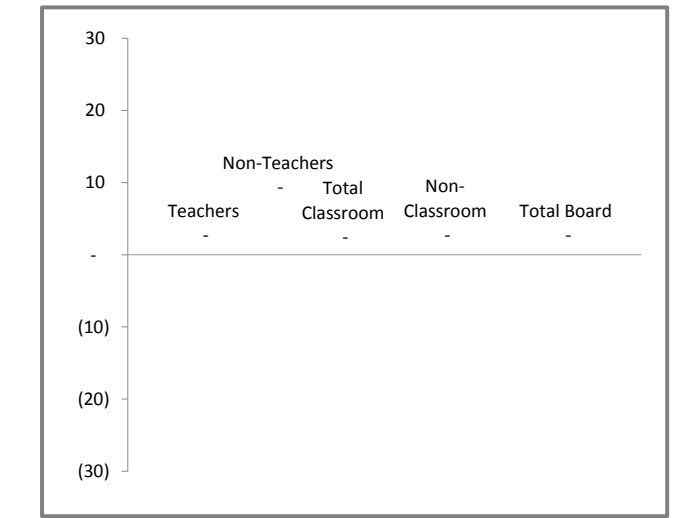
- Forecast is projected to be the same as revised estimates at this stage

\*

**Summary of Staffing**

FTE	Revised Estimates	Forecast	In-Year Change	
			#	%
<b>Classroom</b>				
Teachers	1,287	1,287	-	0.0%
Non-Teachers	749	749	-	0.0%
<b>Total Classroom</b>	<b>2,036</b>	<b>2,036</b>	<b>-</b>	<b>0.0%</b>
<b>Non-Classroom</b>	<b>254</b>	<b>254</b>	<b>-</b>	<b>0.0%</b>
<b>Total</b>	<b>2,290</b>	<b>2,290</b>	<b>-</b>	<b>0.0%</b>

**Changes in Staffing: Budget v. Forecast**



**Highlights of Changes in Staffing:**

- Forecast is projected to be the same as revised estimates at this stage

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TOPIC: CORRESPONDENCE  
FEBRUARY 21, 2018 LETTER FROM HOLY CHILDHOOD  
ASSOCIATION**

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# Holy Childhood Association



Niagara Catholic District School Board  
Attn: Mr. John Crocco  
Director of Education  
427 Rice Rd.  
WELLAND, ON  
L3C 7C1

21 February 2018

Dear Friends of Holy Childhood,

What a delight it is to write this letter of thanks to you and all who participated in the 2017 **Niagara Catholic District School Board** Walk-a-thon for the Holy Childhood Association. I know that such an event requires a lot of work and I thank those who took the time to assist in its organization. The total amount donated to the Holy Childhood Association through the Niagara Walk-a-thon was **\$11,341.12!**

Recently our office received a letter of thanks from a Nursery and Pre-School in Kenya that the Canadian Holy Childhood Association is assisting. In his letter Sr. Musimire wrote: "The school is situated in a rural setting where the poverty margin is very high. Most of the children cannot afford even to pay fees (\$15) per term not to talk of getting educational materials. As a school we thank most sincerely the children of Holy Childhood in Canada, their parents and all people of good will for their generous contribution to the school."

Bishop Damiano Guzzetti also wrote "the help received will allow our children to grow more committed in the church and establishing good foundation for their growth in Christ."

This is but one example of projects that are funded by Holy Childhood Association. The efforts that your school made on behalf of children throughout the world are deeply appreciated.

Congratulations to you all.

Sincerely yours,

*Alex Osei CSSp*

Fr. Alex Osei CSSp.  
National Director

cc.

Mrs. Yolanda Baldasaro — Superintendent of Education  
Mrs. Carolyn Forster — Administrative Assistant

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TOPIC: CORRESPONDENCE  
MARCH 1, 2018 LETTER TO PARENTS/GUARDIANS OF ST.  
ELIZABETH CATHOLIC ELEMENTARY SCHOOL**

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**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

Thursday, March 1<sup>st</sup>, 2018

Dear Parents / Guardians of St. Elizabeth Catholic Elementary School:

As you are aware, on November 29<sup>th</sup>, 2017, the Board of Trustees of the Niagara Catholic District School Board received a letter from the Trustees of the District School Board of Niagara to consider supporting a proposed joint-use elementary school between St. Elizabeth Catholic, Winger and William E. Brown Public Schools.

Parents were informed of the letter and invited to attend a Community Consultation Meeting at St. Elizabeth Catholic Elementary School on Thursday, February 15<sup>th</sup>, 2018 or to provide feedback online using a form from the Board's website

All feedback received on the proposed joint-use elementary school was provided to Trustees at the Niagara Catholic District School Board Meeting held on Tuesday, February 27<sup>th</sup>, 2018. The staff report is available on the Board's website, [www.niagaracatholic.ca](http://www.niagaracatholic.ca) under Board, Meetings, Agendas – February 27, 2018.

Trustees accepted the report and also approved the following motion:

*THAT the Niagara Catholic District School Board make an application to the Ministry of Education Joint-Use Seed Funding Program with the District School Board of Niagara, and if successful, steps will be taken to further develop the joint-use school project and report back to the Board for further approvals as required*

At their March 26<sup>th</sup>, 2018 Board meeting, Trustees of the District School Board of Niagara will consider a similar motion and a joint-application for seed funding may be submitted shortly thereafter.

Application for seed funding allows each board to investigate the option further and does not commit either board to a joint-school.

As we work through this process, we will continue to keep students, staff and families of St. Elizabeth Catholic Elementary School informed.

Sincerely,

Ted Farrell  
Superintendent of Education - Planning

Yolanda Baldasaro  
Family of Schools Superintendent

cc. Board of Trustees, Niagara Catholic District School Board  
John Crocco, Director of Education, Niagara Catholic District School Board

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – MARCH 6, 2018**

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March 6, 2018

### SpeakOut! Showcase at Committee of the Whole



*Elementary students from across Niagara Catholic delivered their SpeakOut! Speeches to trustees, Senior Staff and guests before the March 6 Committee of the Whole Meeting.*

### **Speak Out!**

For the past two months, elementary students from across Niagara Catholic have been hard at work researching, crafting and refining their SpeakOut! speeches.

Before the Committee of the Whole Meeting, the winning presented their speeches at the SpeakOut! Showcase. Speeches have come a long way in the past decade, with many focusing on very topical issues of the day. The students delivered their speeches at the classroom, school and district level to be selected for the SpeakOut! Showcase. The list of winners is below:



**First Place:**

- Colter Naphin, Gr. 8, Monsignor Clancy Catholic Elementary School
- ***Omar Khadr***
- Victoria Tudorache, Gr. 8, Loretto Catholic Elementary School
- ***Today's Innovators & Disruptors***
- Danny Langelaan, Gr. 7, St. Alexander Catholic Elementary School
- ***Perspective***

**Second Place:**

- Ciara Wood, Gr. 7, Our Lady of Fatima Catholic Elementary School, Grimsby
- ***#MeToo***
- Owen Yazaroglu, Gr. 8, Mary Ward Catholic Elementary School
- ***The Challenges of Growing Up in 2018***
- Ella Robert, Gr. 8, St. Ann Catholic Elementary School, Fenwick
- ***Leadership***

**Third Place:**

- Adrienne Rosete, Gr. 8, St. Denis Catholic Elementary School
- ***Plastic Pollution***
- Nabaa Alzobedy, Gr. 7, Our Lady of Fatima Catholic Elementary School
- ***Labels in Society***
- Bianca Lariccia, Gr. 8, St. Therese Catholic Elementary School
- ***Appearance and Judgement***

**Committee of the Whole Recommends Policies to Board**

During the March 6 Committee of the Whole Meeting, Trustees recommended two policies be sent to the Board for approval.

The *Trustee Code of Conduct Policy (100.12)* and *Student Trustee Policy (100.4)* will be considered at the March 20 Board Meeting.

**French as a Second Language Program - Update**

All students in Ontario's publicly funded English-language schools learn French as a Second Language, including students with special needs and students who are also learning English.

There are three options for students to study French in Niagara Catholic schools:

- **Core French**, which students study as a subject, accumulating 600 hours of French instruction by the end of Grade 8;
- **Extended French**, which students learn as a subject and where French is the language of instruction in at least one other subject, with at least 25 per cent of all classroom instruction provided in French at the elementary level. At the

secondary level, students may take academic-level French in Grades 9 and 10, and then take the university preparation courses in Grades 11 and 12. In the Extended French program, students accumulate a total of seven credits in French – four FSL and the other three are the other subjects for which French was the language of instruction; and

- **French Immersion**, where students learn French as a subject; and French is the language of instruction for two or more subjects. At the elementary level, 50 per cent of all instruction is provided in French. At the secondary level, applied and academic courses are offered for Grades 9 and 10, and university preparation and open courses are offered for Grades 11 and 12. In the French Immersion program, students accumulate 10 credits in French – four FSL credits and the remainder for the other subject which are taught in French.

Find out more about Niagara Catholic's French as a Second Language Program by reading report C1 in the [March 6 Committee of the Whole agenda](#), and by reviewing our [French Immersion](#) page.

### **Trustee Determination and Distribution for the 2018 Municipal Election**

There are currently eight elected trustees from across the region, who govern the operations of the Niagara Catholic District School Board. During the March 6 meeting, Committee of the Whole has recommended a slight change to the boundaries for trustees heading into the 2018 Municipal Election in October.

Currently, there is one trustee who represents Fort Erie, Port Colborne and Wainfleet, one for Grimsby, Lincoln, Pelham and West Lincoln, one for Thorold (including Merritton), one for Welland, and two trustees each for Niagara Falls/Niagara-on-the-Lake and St. Catharines.

If approved by the Board, the trustee elected to represent Grimsby/Lincoln and West Lincoln will no longer represent Pelham. The Pelham area will be represented by the Welland trustee.

This was made based on the Population of Electoral Group Reports. Review the details in the report, found in Section C2 of the [March 6 Committee of the Whole agenda](#).

### **Attendance Area Reviews**

During the March 6 Committee of the Whole Meeting, trustees recommended two reports which would align boundaries in St. Catharines and Welland.

If approved, the Attendance Area Review for the Holy Cross Catholic Secondary School and Saint Francis Catholic Secondary School families of schools would see the entire St. James Catholic Elementary School boundary fall within the Saint Francis Catholic Elementary School boundary. It is currently shared between both Holy Cross and Saint Francis Catholic Secondary Schools.

In Welland, the recommendation is to align the boundary adjust capacity at both St. Alexander Catholic Elementary School in Pelham, and St. Kevin Catholic Elementary School in Welland, both of which are part of the Notre Dame College Family of Schools.

Review the complete reports in sections C3 and C5 of the [March 6 Committee of the Whole agenda](#).

### **Good News!**

It's March – can you believe it! Don't forget to check our [Good News](#) section of this website to see great stories on the programs and events taking place in our schools. Check out the story from our annual Technology Skills Competition, and read about Aaron Parry, who recently won a very prestigious provincial award. While you're there, check out our In the News section for YourTV Niagara's coverage of our Technology Skills Competition. If you're looking for good news, this is the place to go!

### **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  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – APRIL 2018**

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# APRIL 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Easter Sunday	2 Easter Monday	3	4 SEAC	5	6	7
8	9	10 SAL Meeting CW Meeting	11	12	13	14
15	16 Volunteer Appreciation Breakfast	17	18	19	20 Bishop's Gala Club Roma 5:30 p.m.	21
Volunteer Appreciation Week						
22	23	24 Policy Committee Meeting Board Meeting	25	26	27	28
29	30					

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
ONTARIO LEGISLATIVE HIGHLIGHTS  
MARCH 9, 2018**

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# ENTERPRISE

## ONTARIO LEGISLATIVE HIGHLIGHTS

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 [enterprisecanada.com/ontario-legislative-highlights-march-9](http://enterprisecanada.com/ontario-legislative-highlights-march-9)

**March 9, 2018**

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*Elections Ontario has launched a voter registration drive throughout March, promoting e-Registration across the province to improve the accuracy of the Voters List. We encourage all of our readers – even if you are already registered to vote – to go online to confirm, update or add information, at [elections.on.ca](http://elections.on.ca).*

## WEEKLY ROUNDUP

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**DO THE MATH** – March 28 has been circled on calendars around Queen’s Park, thanks to Finance Minister **Charles Sousa** announcing it as the date for this year’s provincial Budget. Odd that it’s a Wednesday – traditionally Budgets are Thursday affairs – but Sousa had to factor in the Easter weekend and the upcoming election in his calculations. Back-timing from the June 7 vote, the writ drop will be in the first week of May, leaving a little over one month for the Liberals to shepherd the Budget through legislative requirements, use their majority to pass it and springboard into the campaign. Aside from the date, Sousa dropped a bigger bombshell when he told the Toronto Economic Club that the pre-election Budget will not be balanced. Sousa said the deficit will be less than 1% of the province’s GDP – which could still be close to \$8 billion, a prospect that sent fiscal conservatives into paroxysms – and that the Budget will set out a path to return to the black. Liberal strategists must have public opinion research showing that balanced budgets are not the touchstone for voters that right-wing economists make it out to be, emboldening Sousa to spend more. “We are making a choice,” he intoned. “We are committing to more support for social and developmental services. More supports for mental health and healthcare programs. More supports for students.” (Read: election goodies to entice votes and resuscitate Liberal re-election hopes.)

**WHO’S THE BOSS?** – Ontario’s Tories can collectively exhale tomorrow, as the bedlam of their precipitous leadership race reaches the finish line. Of course, they’ll have to immediately take another deep breath with a provincial election on the near horizon, but at least they’ll know who they’re panting for. At this point it’s impossible to project who will wear the crown,

given the vagaries of the leadership balloting process – a one-member-one-vote, weighted-by-riding system in which *who* votes will ultimately determine the winner. With such a relatively small pool of voters, a well-organized, motivated bloc (say, social conservatives) could prevail over a campaign with broader-based appeal. Compounding the unpredictability is the multi-step voting apparatus, which entailed online registration, mailed-out PIN numbers and uploading of scanned identification. Designed to thwart manipulation – like the bogus memberships exiled leader **Patrick Brown** is accused of engineering – the system has been criticized as too complicated for many members. Indeed, organizers extended both the registration and voting deadlines to give members more time to figure it all out – so those organizers are in for a long night counting, weighting and assigning votes in time to announce the winner on schedule tomorrow. They will also surely face fallout from the losing camps; leadership hopeful **Doug Ford** laid the foundation for that this week, calling for an extra week of voting and a paper ballot option in light of the “hundreds of calls each day from people who are struggling just to cast a ballot.” Two other candidates, **Caroline Mulroney** and **Tanya Granic Allen**, agreed that extra time might be a good idea, but the party executive nixed any extensions beyond today, citing the end date as enshrined in their constitution. There is still one more card to play, however. A court challenge seeking an injunction has been launched on behalf of a handful of party members, none directly affiliated with any candidate, with a decision expected before the noon cut-off.

**FORD, TOUGH** – If Ford does want to file post-facto complaints, apparently that would be just fine with a large segment of moderates within the party because it means he lost. As expected from the outset, an Anybody But Ford movement has emerged, with supporters of Mulroney and **Christine Elliott** reportedly strategizing to a) discredit Ford; and b) ensure second choices on the ranked ballot don't go his way. There is a real fear among Red Tories that Ford, if he's leader, will take the party on a steep rightward slope – a path they worry is doomed in centrist Ontario. Those concerns were amplified this week when Ford deliberately kicked the third rail of politics, reopening the abortion debate by musing that girls under 16 should require parental permission for an abortion (which is currently not the law – the decision is between the teenager and her physician). Liberal MPP and campaign co-chair **Deb Matthews** exacerbated those moderate Tories' anxieties when she blasted Ford for pandering to SoCons, chiding, “He wants to win the leadership, so just like Patrick Brown did he is appealing to that particular group of members and not thinking about the entire province of Ontario. I think it's despicable what he's doing.” Liberals will no doubt provide many such reviews of Ford but, given the populist mindset he is targeting, those words might ironically work in his favour. Think of U.S. presidential candidate **Hillary Clinton**'s characterization of **Donald Trump** supporters as “deplorables,” which only served to galvanize them, paving his way into the White House.

**AFFRONT LOADED** – Regardless of who wins the leadership, one of the biggest obstacles facing the new captain will be lingering ill-will from a campaign that, while short, has been decidedly unfriendly. All of the losing candidates will, as tradition dictates, pledge unity (although the bumptious Ford is a wildcard in that regard) in the aftermath of the vote announcement. But some things have been said during the campaign that might prove hard to walk back. For example, in one of her speeches Mulroney quipped that she is ready to



“send **Kathleen Wynne** to her well-earned political retirement ... and I may even make her my next Patient Ombudsman” – a snide jab at Elliott, who held that very post before jumping into the leadership race. Ford is on the record as calling Elliott’s ombudsman appointment “patronage” and challenging her effectiveness in the role. Elliott’s team countered, through her campaign co-chair, MPP **Todd Smith**, that “with his erratic and out-of-control behaviour, I worry that if Doug was to lead our party, he would lead us to certain defeat.”

**LET’S GO TO THE EX** – Brown may be out of sight again but he is not out of mind, as his legacy continues to generate salacious storylines. This week it was emails obtained by the *Globe and Mail*, suggesting decisions around at least one nomination were influenced by Brown’s personal relationships. In this case it was the Ottawa West-Nepean nomination of **Karma Macgregor** – whose daughter worked in Brown’s office and was known to have dated him. Macgregor’s nomination was one of the results tainted by allegations of ballot stuffing, but according to internal correspondence there was reluctance to overturn the outcome lest the younger Macgregor take offence. “I think you are underestimating Tamara’s reaction,” read one memo from a party lawyer to senior PC staff. “We have beaten her up before and she has always taken it like a loyal soldier. But don’t assume that past practice will repeat itself.” More damning: “Tamara has 3 years of texts from PB [Patrick Brown] and the rest of the team. She is also the lead for the story that none of us wants to deal with: the relationship with every female staffer in his office. ... If we go down this path [of overturning the nomination], we need to be ready for ... the wrath of jilted ex GF/ex staffer.” With Brown now out of the picture, the nomination has indeed been nullified. Macgregor initially declined to run again, opening the door for **Jeremy Roberts** – the jilted candidate who spearheaded the accusations of cheating – to be acclaimed this week. But the saga isn’t over yet. Macgregor has challenged the validity of Roberts’ acclamation, arguing she was never formally notified that her candidacy had been revoked.

**WOMEN’S LIBS (AND TORIES)** – As the MeToo movement partly responsible for Brown’s downfall continues, International Women’s Day took on added import this week. Premier Wynne went all-in, but it was PC MPP **Lisa MacLeod** grabbing much of the glory. MacLeod was given the 2018 EVE Award by Equal Voice – the top honour for the organization dedicated to boosting women in politics – alongside Prime Minister **Justin Trudeau**, who was feted as male Catalyst for Change. Wynne applauded both awards while setting out to make her own IWD noise, including presiding over a town hall on women’s issues – the latest in a series of such unscripted, and sometimes hostile, events she has been conducting across the province. She also timed legislation to close the gender pay gap for this week, and spoke of “economic empowerment” repeatedly. Insiders say this thrust will continue into the spring election campaign, as a key plank in Wynne’s “fairness” theme. On a more tactical level, it’s no secret that the Liberals covet female voters, seeing them as a winnable constituency, especially in the wake of the Tories’ sexual misconduct woes.

## IN THE HOUSE

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- Labour Minister **Kevin Flynn** introduced Bill 203, the *Pay Transparency Act*, to address

pay inequities, including requiring large employers to track and report compensation gaps based on gender and diversity and mandating that all publicly advertised job postings include a salary rate or range.

- In a flurry of bill passing, four government bills were legislated into the books this week: Bill 175, overhauling police oversight; Bill 193, improving concussion safety for amateur and school athletes; Bill 194, responding to discriminatory procurement policies in the U.S.; and Bill 196, the routine *Supply Act*. All passed Third Reading and received Royal Assent, making them law.

## FOR THE RECORD

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“Given everything I know, there’s nothing I would have done differently in the past 40 days ... While there will always be more work to be done, today I can confidently give our party a clean bill of health.”

- Interim PC Leader **Vic Fedeli**, after addressing his caucus for the last time before the election of a new leader this weekend, declaring that he has been successful in “rooting out the rot” in his short stint at the party helm.

“That’s goofy stuff. I had no political experience and look what happened: I won the two largest back to back majorities since Sir John A. MacDonald.”

- Former Prime Minister **Brian Mulroney**, wading into the PC leadership race on behalf of his candidate daughter, dismissing criticism that **Caroline Mulroney** is a political neophyte.

“When we were approaching an election a little over a year ago in the United States, some people said, ‘What would happen if Donald Trump wins?’ And a lot of people said, ‘Well, it might not be so bad.’ Oh yeah? It’s worse than anybody thought it would be. I do know this: Ontario is moving forward; Ontario is making progress; Ontario is setting the standard for provincial and regional governments around the world.”

- Former U.S. Vice President and climate change crusader **Al Gore**, endorsing the Wynne government at a campaign-style event in Toronto.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 20, 2018**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA 2018 AGM & CONFERENCE – APRIL 26-28, 2018**

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Ontario Catholic School  
Trustees' Association

# STEWARDS OF THE PROMISE

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

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

THURSDAY, APRIL 26	
5:30 pm Grand Ballroom Foyer	Registration
5:30 pm Crystal Ballroom, The Walper Hotel 20 Queen St S Kitchener, ON N2G 1V6	Meet & Greet Reception – Heavy Hors d'oeuvres ( <i>Cash Bar</i> )
7:00 pm Grand Ballroom	Opening Liturgy <b>Waterloo CDSB</b>
7:20 pm Grand Ballroom	Welcoming Remarks <b>Todd Lalonde</b> , <i>Conference Chair, OCSTA</i> <b>Patrick Daly</b> , <i>President, OCSTA</i>
7:30 pm Grand Ballroom	Keynote Plenary: "Stewards of the Promise – The Role of Catholic Trustees" <b>Rev. John Comiskey</b>
8:30 pm Kitchener Suite	Opening Reception ( <i>Cash Bar</i> )
FRIDAY, APRIL 27	
7:30 am Grand Ballroom Foyer	Registration
7:30 am Grand Ballroom	Buffet Breakfast ( <i>Delegates Only</i> )
8:30 am Grand Ballroom	Morning Praise <b>Fr. Patrick Fitzpatrick</b> , <i>Chaplain, OCSTA</i>
8:45 am Grand Ballroom	OCSTA President's Report
9:15 am Grand Ballroom	Nominations Report & Introduction of Candidates
9:25 am Grand Ballroom	Presentation of Financial Report
9:30 am Grand Ballroom	Break
9:45 am Red Maple	Student Trustees Workshop: "Students as Global Citizens" <b>Kate Jamieson &amp; Meghan Nemeth</b> , <i>Waterloo CDSB Student Trustees</i>
9:45 am Grand Ballroom	Resolutions Session
11:30 am Grand Ballroom	<b>The Hon. Indira Naidoo-Harris</b> <i>Minister of Education</i>
12:15 pm Trillium Suite	Elections
12:15 pm Grand Ballroom	Buffet Lunch ( <i>Delegates Only</i> )
12:15 pm Red Maple	Student Trustees Lunch
1:15 pm	<b>Concurrent workshops:</b>
Kitchener Suite 1	#1 "An Interactive Exploration of the Religious Education Program 'Growing in Faith, Growing in Christ'" ( <i>Note: Participant laptops or tablets are required for this session.</i> ) <b>Carol Bryden</b> , <i>Trustee, St. Clair CDSB</i>

FRIDAY, APRIL 27 (CONT'D)	
Kitchener Suite 2	#2 "Connecting Child Welfare and Education: A System Transformation" <b>Christina Campbell</b> , <i>Ontario Association of Children's Aid Societies</i>
Kitchener Suite 3	#3 "Maximizing the Board Agenda for Strong Stewardship" <b>Presenters TBC (Waterloo CDSB Trustees)</b>
Kitchener Suite 4	#4 "School Board Services and Trustee Resources Provided by the Ontario Education Services Corporation" <b>Ted Doherty</b> , <i>Executive Director, OESC</i>
2:30 pm	Working Break
2:40 pm Grand Ballroom	"Demographic Trends Affecting Education in Ontario" <b>Jack Ammendolia</b> , <i>Director, Watson &amp; Associates Economists</i>
3:10 pm Grand Ballroom	Report of the Returning Officer
3:15 pm – 4:15 pm	<b>Regional Meetings:</b>
Kitchener Suite 1	West
Kitchener Suite 2	Central
Kitchener Suite 3	Northeast
Kitchener Suite 4	Northwest
New Viking B & C	East
5:00 pm – 5:15 pm	Board buses (departure at 5:15 pm sharp)
5:30 pm	Mass, Commissioning Ceremony, & Special Presentations <b>His Eminence Thomas Cardinal Collins</b> , <i>Archbishop of Toronto, Celebrant</i> St. Mary Our Lady of the Seven Sorrows Roman Catholic Church / 56 Duke St W, Kitchener, ON N2H 3W7
7:00 pm Grand Ballroom Foyer	Reception ( <i>Cash Bar</i> )
7:00 pm Grand Ballroom	Silent Auction (7:00 pm – 8:30 pm)
7:30 pm Grand Ballroom	Annual Dinner & Award Presentations
SATURDAY, APRIL 28	
7:45 am Grand Ballroom	Buffet Breakfast ( <i>Delegates Only</i> )
8:45 am Grand Ballroom	Morning Praise <b>Waterloo CDSB</b>
9:00 am Grand Ballroom	<b>Marc Kielburger</b> , <i>Co-founder, WE Movement</i>
10:00 am Grand Ballroom	Closing, Grand Prize Draw, & Adjournment

