

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 22, 2022**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF MARCH 8, 2022**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of March 8, 2022, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of March 8, 2022:

7.1.1 Trustee Determination and Distribution

THAT the Niagara Catholic District School Board approve the proposed Trustee redistribution to align with Niagara Catholic family of schools, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, MARCH 8, 2022

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, March 8, 2022 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 6:30 p.m. by Vice-Chair Moody.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Prince.

2. Roll Call

Vice-Chair Moody noted that Trustee's Fera and Turner joined electronically.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera		✓		
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner		✓		
Student Trustees				
Sydney Yott	✓			
Steffen Zylstra	✓			

The following staff were in attendance:

Camillo Cipriano, Director of Education; **Lee Ann Forsyth-Sells, Kimberly Kinney, Gino Pizzoferrato, Pat Rocca**, Superintendents of Education; **Domenic Massi, Joseph Zaroda**, Associate Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Clark Euale**, Controller of Facilities Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

3. **Approval of the Agenda**

Moved by Trustee Prince

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of March 8, 2022, 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 8, 2022**

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 8, 2022, as presented.

CARRIED

6. **Consent Agenda Items**

6.1 **Staff Development Department Professional Development Opportunities**

Presented for information.

6.2 **Capital Projects Progress Report Update**

Presented for information.

Moved by Trustee Huibers

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. **Committee of the Whole Strategic Plan-System Priorities 2020-2021 Update**

Director Cipriano presented the Committee of the Whole Strategic Plan-System Priorities 2020-2021 Update.

2. Trustee Determination and Distribution

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Trustee Determination and Distribution report.

Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the proposed Trustee redistribution to align with Niagara Catholic family of schools, as presented.

CARRIED

3. Capital Priorities Program Submissions 2022-2023

Clark Euale, Controller of Facilities Services presented the Capital Priorities Program Submissions 2022-2023.

Controller Euale answered questions of Trustees.

4. Monthly Updates

4.1 Student Trustees' Update

Sydney Yott, and Steffen Zylstra, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

4.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Pizzoferrato

- The 24th Annual Kids Helping Kids Fundraiser 2022 raised approximately \$33,428.00. The Funds raised jointly support the Niagara Children's Centre and the Niagara Foundation for Catholic Education.
- Knowledgehook is a formative assessment tool for grades 1-10 mathematics. Knowledgehook continues to support educator learning by highlighting inspiring stories of teachers who put research into practice. To date, three Niagara Catholic educators have been recognized provincially. Most recently, this includes Rachel Cha, a teacher at St. Patrick Catholic Elementary School in Niagara Falls.

D. INFORMATION

1. Trustee Information

1.1 Celebrating Excellence Award Ceremony 2022 – May 5, 2022

Director Cipriano extended an invitation to the May 5, 2022 Celebrating Excellence Award Ceremony and asked Trustees to confirm their attendance with Anna Pisano.

1.2 Niagara Foundation for Catholic Education Annual Benefit Gala – May 20, 2022

Director Cipriano highlighted the Niagara Foundation for Catholic Education's Annual Benefit Gala scheduled for May 20, 2022.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Cipriano and Controller Euale provided an update on the flood situation at Holy Cross Catholic Secondary School.

F. BUSINESS IN CAMERA

Nil

G. REPORT ON THE IN-CAMERA SESSION

Nil

H. ADJOURNMENT

Moved by Trustee Prince

THAT the March 8, 2022 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 7:39 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **March 8, 2022.**

Approved on **April 5, 2022.**

Daniel Moody
Vice-Chair of the Board

Camillo Cipriano
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 22, 2022**

PUBLIC SESSION

TITLE: TRUSTEE DETERMINATION AND DISTRIBUTION

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the proposed Trustee redistribution to align with Niagara Catholic family of schools, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Lee Ann Forsyth-Sells, Superintendent of Education
Joyce Mercier, Coordinator System Information Support

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

Recommended by: Committee of the Whole

Date: March 22, 2022



REPORT TO THE COMMITTEE OF THE WHOLE MARCH 8, 2022

TRUSTEE DETERMINATION AND DISTRIBUTION

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.

Trustee Distribution 2022-2026 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. 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.

$$A \times B = C$$

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

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.

Feedback Survey March 1, 2022

Following the direction of the Board of Trustees, Niagara Catholic staff conducted a survey via the Catholic School Councils to provide the Board of Trustees additional feedback from communities that would be affected outside the family of schools (NOTL and Pelham). This was completed to determine if there is support for a Trustee redistribution to align with Niagara Catholic family of schools.

The Board of Trustees requested a representation of two jurisdictions through our Catholic School Councils. This representation would be comprised of one elementary and one secondary from each jurisdiction.

Niagara-on-the-Lake proposal involved feedback from schools in St. Catharines and Niagara Falls.

Pelham proposal involved feedback from schools in Welland and Grimsby.

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

- APPENDIX A Calculation of the Current and Proposed Trustee Distribution 2022 - 2026
- APPENDIX B Trustee Determination and Distribution Guide 2022
- APPENDIX C Feedback Survey – Trustee Distribution March 1, 2022

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the proposed Trustee redistribution to align with Niagara Catholic family of schools, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Lee Ann Forsyth-Sells, Superintendent of Education
Joyce Mercier, Coordinator System Information Support

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

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: March 8, 2022

CALCULATION OF TRUSTEE DISTRIBUTION FOR THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 2014 - 2022
CURRENT

Box #	#	Municipality	2014 Electors of the Board	2018 Electors of the Board	2022 Electors of the Board	Electoral Quotient based on 8	Electoral Quotients Grouped by Area	# of Trustees Distributed Area
1	2602	West Lincoln	1,819	1,734	1,933	0.187		
2	2615	Grimsby	5,011	5,040	4,882	0.472	1.295	1
3	2622	Lincoln	3,385	3,272	3,441	0.333		
4	2732	Pelham	3,380	3,183	3,136	0.303		
5	2629	St. Catharines	21,006	19,044	18,334	1.774	1.720	2
6	Ward 1	St. Catharines (Merritton)	3,836	3,613	3,479	0.337	0.822	1
7	2731	Thorold	5,202	4,822	5,014	0.485		
8	2703	Fort Erie	5,438	4,998	4,800	0.464		
9	2711	Port Colborne	4,260	4,022	3,659	0.354	0.898	1
10	2714	Wainfleet	920	853	823	0.080		
11	2719	Welland	11,694	10,633	10,156	0.982	0.980	1
12	2725	Niagara Falls	21,844	21,072	20,954	2.027	2.229	2
13	2627	N-O-T-L	2,198	2,137	2,089	0.202		
TOTALS			89,993	84,423	82,700	8	8	8

PROPOSAL

CALCULATION OF TRUSTEE DISTRIBUTION FOR THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 2014 - 2022

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TOTALS			89,993	84,423	82,700	8	8	8

**Trustee Determination and
Distribution Guide
for Ontario District School Boards
2022**

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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.

INTRODUCTION

Before each general election, every board of trustees determines the number of trustee positions on their board¹ 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 Minister 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 2022 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 4, 2022.

What Do You Need to Get Started?

1. 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 by **February 15, 2022**.

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, 2022**:

- 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, 2022**. 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 2022 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.

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 10 to 14. 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, 2022**.
6. Prepare your D&D Report and send it, by **April 4, 2022**, 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 14.

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 2022 PEG Report. Enter this figure in Box 1 of the Trustee Determination Template found on page 9 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 2021-22 Estimates data, 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	Box 1:
2. Board area	Table 1, O. Reg. 412/00	Box 2:
3. Board density	Population/area	Box 3:
4. Dispersal factor	Table 5, O. Reg. 412/00	Box 4:
5. Number of population-based trustees	Table 2, O. Reg. 412/00	Box 5:
6. Number of density-based trustees	Refer to Table 3, O. Reg. 412/00 using board density figure	Box 6:
7. Number of density-based (area adjusted) trustees	Refer to Table 4, O. Reg. 412/00, using board area figure	Box 7:
8. Lesser of Box 6 and Box 7	Refer to rules set out in O. Reg. 412/00, s.3	Box 8:
9. Number of additional trustees based on dispersal	Refer to rules set out in O. Reg. 412/00, s.3, using dispersal factor	Box 9:
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	Box 10:
11. Number of population-based trustees plus additional trustees	Refer to rules set out in O. Reg. 412/00, s.3	Box 11:
12. Minimum number of enrolment-based trustees	Refer to rules set out in O. Reg. 412/00, s.3	Box 12:

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	COLUMN 2	COLUMN 3
Name of Municipality/Ward	Electoral Group Population	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 No Low Population Municipalities)

Population of electoral group = _____ (Figure A)

Total number of elected trustees = _____ (Figure B)

CHART 1 – LOW POPULATION MUNICIPALITIES

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Name of Low Population Area	Electoral Group Population	Electoral Quotient	Alternative Quotient
	Total (Figure C)	Total (Figure D)	

CHART 2 – REMAINING MUNICIPALITIES

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

Example**Trustee Distribution – Forming Geographic Areas**

Number of trustees = 5

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Name of Municipality/ Ward	Electoral Quotient	Sum of Electoral Quotient	Geographic Area
Municipality 1 (Ward 1)	0.30	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	1.0	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	0.97	Area 5 (1 trustee)
Municipality 8	0.97		

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 Education Equity Secretariat at the Ministry of Education by email at lcgb@ontario.ca.

SECTION II

Key Dates for 2022 Elections

ACTIVITY	DATE
MPAC data (PEG Reports) sent to boards	By February 15, 2022
<ol style="list-style-type: none">1. Boards may pass resolutions determining the number of their trustees and must pass resolutions determining their trustee distribution.2. Boards whose area of jurisdiction includes more than one municipality must pass a resolution establishing, or not establishing, low population areas.3. Last day for resolution to reduce trustee numbers	By March 31, 2022
D&D Reports sent to the Minister, school board election clerks and secretaries of other school boards in the board's jurisdiction	By April 4, 2022
Deadline for appeals by municipality regarding trustee distribution	April 21, 2022
Notices of appeal sent by secretary of the board (i.e., the Director of Education) to the Ontario Land Tribunal (OLT)	By April 25, 2022
Beginning of nomination and campaign period	May 1, 2022
Deadline for OLT decision regarding appeal of trustee distribution calculations	June 10, 2022
Nomination day: last day for <ul style="list-style-type: none">• filing nomination, and• withdrawal of candidacy	August 19, 2022, 2:00 pm
Compliance audit committee established	Before October 1, 2022
Voting day	October 24, 2022
Board of Trustees' term of office begins	November 15, 2022
Campaign period ends	January 3, 2023
Financial filing deadline for candidates	March 31, 2023, 2:00 pm

SECTION III

Questions and Answers

Note: For more detailed information about the election process, visit the website of the Ministry of Municipal Affairs and Housing 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 and its regulations 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:

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

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, 2022. 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 Education Equity Secretariat at the Ministry of Education at lcgb@ontario.ca.

APPENDIX A

TABLES FROM ONTARIO REGULATION 412/00

TABLE 1
BOARD AREAS

Item	Name of Board	Area (km ²)
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 ²)
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 public 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

Item	Name of Board	Area (km ²)
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	8.6
3.	Keewatin-Patricia District School Board	47.1
4.	Lakehead District School Board	8.7
5.	Superior-Greenstone District School Board	50.0
6.	Northeastern Catholic District School Board	25.0
7.	Huron-Superior Catholic District School Board	31.3
8.	Northwest Catholic District School Board	20.0
9.	Kenora Catholic District School Board	20.0
10.	Algonquin and Lakeshore Catholic District School Board	3.0
11.	Conseil scolaire public du Nord-Est de l'Ontario	50.0
12.	Conseil scolaire public du Grand Nord de l'Ontario	20.0
13.	Conseil scolaire Viamonde	8.9
14.	Conseil des écoles publiques de l'Est de l'Ontario	5.4
15.	Conseil scolaire de district catholique des Grandes Rivières	21.4
16.	Conseil scolaire de district catholique du Nouvel-Ontario	20.7
17.	Conseil scolaire de district catholique des Aurores boréales	80.0
18.	Conseil scolaire catholique Providence	10.7
19.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	1.8
20.	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 ESTABLISHED FOR THE PURPOSE OF THE 2006 GENERAL ELECTION AND ADDITIONAL TRUSTEE POSITIONS ORDERED BY THE MINISTER IN 2010

#	Board Name	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	-
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	-

#	Board Name	2006 Positions	Additional Positions Ordered by the Minister
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	-

#	Board Name	2006 Positions	Additional Positions Ordered by the Minister
59.	Renfrew County Catholic District School Board	6	-
60.	Algonquin and Lakeshore Catholic District School Board	10	-
61.	Conseil scolaire public 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	-

	As a Catholic School Council, is there any interest in reviewing the Trustee representation for your area?	If "Yes", please provide a maximum of three reasons for the interest and any comments below:		If "No", please provide a maximum of three reasons and any comments below:		
	<i>Response</i>	<i>Comment 1:</i>	<i>Comment 2:</i>	<i>Comment 1:</i>	<i>Comment 2:</i>	<i>Comment 3:</i>
1	Yes	We feel that the trustee should be within the same area as the school	More in tune with area needs and interests			
2	Yes	Differences in allocation of trustees	Role of trustees, e.g. value add of more than one trustee			
3	Yes					
4	Yes	If they are Representing us, then without communication how are they know what our needs are?	Without knowledge of our representative how can we affectiy contact or communicate with them.			
5	No			I feel the trustee representation reflects the populations they represent		
6	No			They are functioning as they should	They are now familiar with the school	They should be given the rest to the year before making any decisions
7	No					
8	No					
9	No					
10	No					

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 22, 2022**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF MARCH 8, 2022**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Policy Committee Meeting of March 8, 2022, as presented.

The following recommendations are being presented for the Board's consideration from the Policy Committee Meeting of March 8, 2022;

7.2.1 Accessibility Standards Policy (800.8)

THAT the Niagara Catholic District School Board approve the Accessibility Standards Policy (800.8), as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, MARCH 8, 2022

Minutes of the Policy Committee Meeting held on Tuesday, March 8, 2022 at 4:00 p.m. 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 4:00 p.m. by Policy Committee Chair Prince.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Burkholder.

2. Election of Chair of the Policy Committee 2022

Director Cipriano asked for nominations for the position of Chair of the Policy Committee 2022. Trustee Sicoli nominated Trustee Burkholder.

Director Cipriano asked Trustee Burkholder if they wished to stand for the position of chair of the Policy Committee. Trustee Burkholder declined the nomination and nominated Trustee Prince.

Director Cipriano asked Trustee Prince if they wished to stand for the position of chair of the Policy Committee. Trustee Prince accepted the nomination.

There were no further nominations forthcoming.

Moved by Trustee Burkholder

That nominations for the position of Chair of the Policy Committee be closed.

CARRIED

Moved by Trustee Burkholder

THAT Trustee Prince be acclaimed to the position of Chair of the Policy Committee 2022.

3. Attendance

Committee Members	Present	Present Electronically	Absent	Excused
Leanne Prince (Committee Chair)	✓			
Rhianon Burkholder	✓			
Dino Sicoli	✓			

Trustees:

Larry Huibers

Staff:

Camillo Cipriano, Director of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Domenic Massi, Associate Superintendent of Education
Gino Pizzoferrato, Superintendent of Education
Pat Rocca, Superintendent of Education

Anna Pisano, Administrative Assistant, Corporate Services/Recording Secretary

4. Approval of Agenda

Moved by Trustee Burkholder

THAT the March 8, 2022 Policy Committee Agenda be approved, as presented.

APPROVED

5. Declaration of Conflict of Interest

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

6. Minutes of the Policy Committee Meeting of January 11, 2022

Moved by Trustee Burkholder

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 11, 2022, as presented.

APPROVED

7. Governance Policies

ACTION REQUIRED

GOVERNANCE POLICIES - FOR RECOMMENDATION TO THE BOARD

7.1 Accessibility Standards Policy (800.8)

Gino Pizzoferrato, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Accessibility Standards Policy (800.8), following the vetting process.

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

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the March 22, 2022 Board Meeting to approve the revisions to the Accessibility Standards Policy (800.8), as presented.

APPROVED

GOVERNANCE POLICIES - PRIOR TO VETTING

7.2 Employee Workplace Harassment Policy (201.7)

Pat Rocca, Superintendent of Education/Human Resources, presented the Employee Workplace Harassment Policy (201.7).

The Policy Committee suggested the following amendments:

- Page 1, Paragraph 10 – Replace last two sentences with “*and any breach of confidentiality will result in appropriate action.*”

The Policy Committee requested that the Employee Workplace Harassment Policy (201.7), be vetted from March 9, 2022 to April 20, 2022 with a recommended deadline for presentation to the Policy Committee in May 2022, for consideration to the Board in May 2022.

7.3 Employee Workplace Violence Policy (201.11)

Superintendent Rocca, presented the Employee Workplace Violence Policy (201.11).

The Policy Committee suggested the following amendments:

- No amendment

The Policy Committee requested that the Employee Workplace Violence Policy (201.11), be vetted from March 9, 2022 to April 20, 2022 with a recommended deadline for presentation to the Policy Committee in May 2022, for consideration to the Board in May 2022.

7.4 Occupational Health and Safety Policy (201.6)

Superintendent Rocca, presented the Occupational Health and Safety Policy (201.6).

The Policy Committee suggested the following amendments:

- No amendment

The Policy Committee requested that the Occupational Health and Safety Policy (201.6), be vetted from March 9, 2022 to April 20, 2022 with a recommended deadline for presentation to the Policy Committee in May 2022, for consideration to the Board in May 2022.

7.5 Attendance Support Program Policy (201.16)

Superintendent Rocca, presented the Attendance Support Program Policy (201.16).

The Policy Committee suggested the following amendments:

- Page 1, last paragraph – add “*The Niagara Catholic Wellness Committee and the Employee and Family Assistance Program provide supports and services to achieve the goals of this policy.*”
- Page 1, add extra bullet “*All employees of the Niagara Catholic District School Board (the “Board”) have the responsibility of contributing to the success of the organization in fulfilling its Mission, Vision, and Values for students and families it serves, fostering a workplace founded upon Faith and the teachings of Jesus Christ.*”

The Policy Committee requested that the Occupational Health and Safety Policy (201.6), be vetted from March 9, 2022 to April 20, 2022 with a recommended deadline for presentation to the Policy Committee in May 2022, for consideration to the Board in May 2022.

7.6 Religious Accommodation Policy (100.10.1)

Director Cipriano on behalf of Joseph Zaroda, Associate Superintendent of Education, presented the Religious Accommodation Policy (100.10.1).

The Policy Committee suggested the following amendments:

- No amendment

The Policy Committee requested that the Religious Accommodation Policy (100.10.1), be vetted from March 9, 2022 to April 20, 2022 with a recommended deadline for presentation to the Policy Committee in May 2022, for consideration to the Board in May 2022.

7.7 Bullying Prevention and Intervention Policy (302.6.8)

Domenic Massi, Associate Superintendent of Education, presented the Bullying Prevention and Intervention Policy (302.6.8).

The Policy Committee suggested the following amendments:

- No amendment

The Policy Committee requested that the Bullying Prevention and Intervention Policy (302.6.8), be vetted from March 9, 2022 to April 20, 2022 with a recommended deadline for presentation to the Policy Committee in May 2022, for consideration to the Board in May 2022.

INFORMATION

7.8 Governance Policy Review 2021-2022 Schedule

Director Cipriano presented the Governance Policy Review 2021-2022 Schedule.

The Policy Committee requested the Board By-Laws be distributed at the March 22, 2022 Board meeting to all Trustees.

7. **Date of Next Meeting**

April 5, 2022 at 4:30 p.m.

8. **Adjournment**

The meeting adjourned at 5:09 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 22, 2022**

PUBLIC SESSION

TITLE: ACCESSIBILITY STANDARDS POLICY (800.8)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Accessibility Standards Policy (800.8), as presented

Prepared by: Gino Pizzoferrato, Superintendent of Education

Presented by: Policy Committee

Recommended by: Policy Committee

Date: March 22, 2022



ACCESSIBILITY STANDARDS POLICY

STATEMENT OF GOVERNANCE POLICY

In keeping with its Mission, Vision and Values, the Niagara Catholic District School Board is committed to providing services to students, parents/guardians, staff, and members of the public in an environment that is free of barriers and biases and which fosters independence, dignity and respect in all system facilities.

The Board strives to ensure that the principle of equity of opportunity is reflected and valued in our Catholic learning and working environments.

The Accessibility Standards Policy recognizes the uniqueness and gifts of all individuals and acknowledges a respect for self and others by ensuring that all individuals have the same opportunity of access to Board services in order to actively and equitably participate fully in the Catholic learning environment.

The Board is committed to meeting, in a timely manner and without undue hardship, the accessibility needs of individuals who are marginalized due to ability, race, culture, gender, language and other marginalized groups in our community including those related to:

1. Information and communication;
2. Employment;
3. Design of public spaces;
4. Student transportation;
5. Academic and social opportunities within their neighbourhood school.

The Director of Education will issue [*Administrative Operational Procedures*](#) for the implementation of this Policy.

References

- [*Accessibility for Ontarians with Disabilities Act \(AODA\)*](#)
- [*Ontario Human Rights Code*](#)
- [*Ontario Regulation 191/11: Integrated Accessibility Standards*](#)
- [*Ontarians with Disabilities Act, 2001*](#)
- [*Workplace Safety and Insurance Act*](#)
- [*Highway Traffic Act*](#)
- [*Niagara Catholic District School Board Policies/Procedures/Documents*](#)
 - [*Accessibility Customer Service Policy \(800.8.1\)*](#)
 - [*Equity and Inclusive Education Policy \(100.10\)*](#)
 - [*Student Transportation Policy \(500.2\)*](#)

Adopted Date: December 18, 2012

Revision History: February 26, 2013
March 28, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 22, 2022**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
FEBRUARY 2, 2022**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of February 2, 2022, as presented for information.



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, FEBRUARY 2, 2022

Minutes of the Meeting of the Special Education Advisory Committee held on **Wednesday, February 2, 2022** at 6:30 pm. Electronic Meeting in Compliance with Education Act Section 207 and Ontario Regulation 463/97 Section 5.1 (2) Public Access Phone Number: 1-647-749-124 (Tolls), Conference ID # 745 739 256.

Co-Chair Cipriano called the meeting to order at 6:30 pm.

A. ROUTINE MATTERS

1. Land Acknowledgement

- Jim Di Gioia, Student Support Coordinator read the Land Acknowledgement.

2. Opening Prayers

- Chair Cipriano read an opening prayer.

3. Roll Call

Members	Affiliations	Yes	Excused
Cipriano, Madeline	Learning Disabilities Association of Niagara Region	✓	
Harvey, Dorothy	Niagara Children's Centre		✓
Kelly, Tara	Pathstone Mental Health	✓	
Murphy, Karen	Autism Ontario Niagara Region Chapter	✓	
Palombo, Pina	Down Syndrome Niagara		✓
Racine, Anna	Community Member		✓
Shawano, Willow	Indigenous Representative		✓
Smith, Lorraine	Mainstream	✓	
Smith, Rita	Community Living (Port Colborne/Wainfleet)	✓	
Somma, Monique	Community Living (Welland/Pelham)	✓	
Burtnik, Kathy	<ul style="list-style-type: none"> • Trustee of the Board 	✓	
Sicoli, Dino	<ul style="list-style-type: none"> • Trustee of the Board 	✓	
Butera, Serena	<ul style="list-style-type: none"> • Student Senate Representative 	✓	
Filice, Adele	<ul style="list-style-type: none"> • Principal, Secondary 		✓
Walsh, Susy	<ul style="list-style-type: none"> • Principal, Elementary 	✓	

Christalla (Chris) Kouroushis was an observer from NCPIC that evening. The following staff members were in attendance: **Gino Pizzoferrato**, Superintendent of Education, **Jim Di Gioia**, Coordinator of Student Support, **Vincent Mancuso**, Behaviour Resource Teacher and **Jennifer Lanese**, Recording Secretary/Administrative Assistant to Superintendent Pizzoferrato. Director of Education Cipriano sent his regrets.

4. Election of Co-Chair

- Monique Somma was acclaimed as Co-Chair.

5. Approval of the Agenda

- Moved by Karen Murphy
- Seconded by Serena Butera

THAT THE Special Education Advisory Committee approves the Agenda of the Special Education Advisory Committee Meeting of **February 2, 2022**.

CARRIED

6. Declaration of Conflict of Interest

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

7. Approval of Minutes of the Special Education Advisory Committee of January 12, 2022.

- Moved by Karen Murphy
- Seconded by Rita Smith

THAT THE Special Education Advisory Committee approves the Minutes of the Special Education Advisory Committee Meeting of **January 12, 2022**, as presented.

CARRIED

B. PRESENTATION

1. Virtual Presentation

- Keynote Speaker: Dave Peirce, from the Niagara FASD Coalition
- Topic of Discussion: FASD in the Classroom: Working Together for Success
- The presentation took place at 7:00 pm after the February meeting was adjourned.

C. AGENDA ITEMS

1. Review of PPM #81

- Chair Cipriano opened the floor for discussion.
- Due to the complexity of this item, it was decided to continue the discussion of this topic next month.
- To access the Policy/Program Memorandum #81 from the Ministry of Education, please click [here](#).

2. Annual Review of the Special Education Plan

- Jim DiGioia provided the Committee Members with information to explain the process.
 - **The Historical context of School Board Special Education Plans:**
 - Regulation 306 of the Ontario Education Act requires every School Board to maintain a

Special Education Plan. Special Education Plans are meant to ensure greater accountability in the area of special education, as well as describing province-wide standards that School Boards must meet when developing their Special Education Plans. Annually, School Boards are required to make their plan available to the ministry as well as make it publically accessible. Niagara Catholic's most recent Special Education Plan is available, please click [here](#).

- For further information on the purpose of the Special Education Plans and School Boards' requirements for compliance with plan standards, please click [here](#).
- Special Education Plan Standards that directly relate to SEAC include the following:

➤ **The Board's Special Education Advisory Committee:**

The Board's Special Education Advisory Committee provides details of the operation of the Board's SEAC to the ministry and gives members of the public information to which they are entitled regarding names and affiliations of members, meeting times and location, a contact address, telephone number and/or e-mail address for each member, procedures for selecting members, and where applicable, a note that a School Board has a membership to represent the interests of First Nations, Métis, and Inuit students.

- The plan must provide a description of ways in which the Board's SEAC fulfilled its roles and responsibilities during the school year in which the plan was developed. The roles and responsibilities of the SEAC are as follows:
 - i. making recommendations to the Board with respect to any matter affecting the establishment, development, and delivery of special education programs and services for exceptional students within the Board
 - ii. participating in the Board's annual review of its Special Education Plan
 - iii. participating in the development of the Board's annual budget for special education
 - iv. reviewing the financial statements of the Board as they relate to special education
- The plan must also include a description of ways in which parents and other members of the public can make their views known to the SEAC.

➤ **The Board's Consultation Process:**

In developing and modifying their Special Education Plan, Boards must take into consideration issues and feedback from members of the community such as parents, members of school councils, community organizations, and students. This public consultation, which takes place with the assistance of the Board's Special Education Advisory Committee (SEAC), must be maintained on a continuous basis throughout the year.

➤ **Guiding questions for SEAC input regarding annual review of the Special Education Plan:**

- i. Does the Special Education Plan answer questions that parents have? Is it easy to understand?
- ii. Is it handed out annually to every parent of a child with Special Education Learning needs?
- iii. Is the plan and supporting resources readily accessible?

3. **SEAC Sub-Committee Updates**

a) Communication Committee

- No update to report.

b) Survey Committee

- No update to report.

c) Ministry Reports Committee

- No update to report.

d) Policy Committee

- Monique Somma created a template using Google Docs for Committee Members to submit feedback on any Policy that was up for review.
- Superintendent Pizzoferrato thanked Monique for creating and sharing the template for all Committee Members to access.
- Jennifer Lanese emailed to the Committee Members the link for the Google Docs template.
- The Committee Members were reminded via the Chat that the deadline to update the template was **February 15th**.

e) Policy Review

- The following Policies and Administrative Guidelines are currently being reviewed as part of the [Establishment and Cyclical Review of Policies Policy, Policy No. 100.5](#) review process.
- To be considered, all submissions must identify the specific policy and include your name, phone number, address and affiliation with Niagara Catholic.
- Anonymous or pseudonymous submissions will not be considered.
 - [Accessibility Standards Policy 800.8](#)
- Please submit your feedback to [Monique Somma](#) by **February 15, 2022**, before 12:00 pm.

D. NCPIC REPORT

- Chair Cipriano read the NCPIC Report provided by Yvonne Anderson.
- At the NCPIC meeting of **January 13th**, the Behaviour Resource Teachers from Student Support Services presented the "Tier One Behaviour Resource Guide: "Who do you say I am?"
- The presentation was well received by all members of the NCPIC for their commitment to Niagara Catholic students, their evangelization, and sharing what it means to be Catholic and Christian.
- Superintendent Forsyth-Sells reported that Niagara Catholic has a new Mission Statement focusing on our Catholic identity: "*We are a Christ-centered Catholic faith community that celebrates diversity and fosters spiritual growth, inspiring all to reach their full potential in mind, body and spirit*" and the new Vision Statement, "*Encountering souls and opening minds so that all*

students succeed,” clearly defines what we do as Catholic educators to support all students.

- Director of Education Cipriano reviewed the Niagara Catholic Strategic Plan 2021-2026 and System Priorities and thanked the NCPIC for their participation in the process.
- The 2022-2023 School Year Calendar Consultation Process and feedback template were provided to NCPIC members. Members were encouraged to submit their feedback/comments on the proposed draft elementary and secondary calendars no later than 4:00 pm on **Tuesday, February 1st**, to Yvonne Anderson. All feedback received will be submitted to Jennifer Pellegrini on **Wednesday, February 2nd**, on behalf of the Niagara Catholic Parent Involvement Committee for consideration by members of the Niagara Catholic School Year Calendar Committee.
- Faith Formation and Goals/Parent Engagement Events Subcommittee Meetings have been scheduled for **January 27th** at 6:00 pm.
- Upcoming Presentations at NCPIC Meetings:
 - o **March 3, 2022**
 - The “unlearn” organization will present bias, stereotypes, prejudice and discrimination, in order to support safe, caring and inclusive learning environments.
 - o **May 5, 2022**
 - PRO Life Speaker, Father Thomas Lynch, National President of Priests for Life Canada has been booked for a virtual presentation and Q&A.
- We are still appealing for a Committee Member to represent SEAC at the NCPIC meetings. If you’re interested in volunteering, please email Jennifer Lanese.
- Yvonne Anderson will be providing the group with an update until a Committee Member volunteers to represent SEAC at the NCPIC’s meetings.

E. NOTICES OF MOTION

- There were no Notices of Motion.

F. INFORMATION ITEMS

- The LDANR has begun its Winter program season. They have postponed both SOAR programs to the Spring to allow more time for program promotion. Applications for these Spring programs, as well as our Reading Rocks Spring site. will open in March. They will be opening their SLAM Summer Camp applications on February 28th at 6:00 am and are hoping to be able to offer one in-person site in Niagara Falls and one in-person site in St. Catharines. They are offering a webinar on February 9th at 6:00 pm discussing various tax credits related to their learning disability and special education community such as the Disability Tax Credit. To register for this webinar, and to stay informed with future webinars, please register and subscribe on their Eventbrite page using this link [here](#).

- Congratulations go to Julian Caverley, a student from Denis Morris CHS, (i.e., DM) who has been accepted into the CICE Program at Niagara College in September. Julian has been a student at DM for seven years and he will be missed. He has also joined the newly formed Niagara Sledge Hockey League. He travels throughout the Niagara region representing the St. Catharines' team. Isabella Taraba and Cloe Calder, (also DM students) have really enjoyed taking the Hairstyling course at the Launch Center in Welland this semester. They are gaining important life skills. Many of the students in the class are looking forward to taking the Fashion Design class second semester as well as a new Horticulture class that is being run out of the Niagara Parks location. They also have students who will be going to Sobey's for a co-op placement to gain work skills experience.
- Superintendent Pizzoferrato will provide the group with an update next month on **the format of our** future meetings.

G. MOMENT OF SILENCE / REFLECTION OF LIFE

- Chair Cipriano offered a moment of silence and reflection.

H. NEXT MEETING

- **Wednesday, March 9, 2022 at 6:30 pm** – Format to be determined.
- Superintendent Pizzoferrato will provide more information closer to the meeting.

I. ADJOURNMENT

- Moved by Monique Somma
- Seconded by Lorraine Smith

THAT the **February 2, 2022** meeting of the Special Education Advisory Committee be adjourned.

CARRIED

- The meeting was adjourned at 6:58 pm.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 22, 2022**

PUBLIC SESSION

**TITLE: MINUTES OF THE NIAGARA CATHOLIC PARENT
INVOLVEMENT COMMITTEE (NCPIC) MEETING OF
JANUARY 13, 2022**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of January 13, 2022 as presented for information.



**MINUTES OF THE
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING
JANUARY 13, 2022**

Minutes of the Meeting of the Niagara Catholic Parent Involvement Committee, held virtually on Thursday, January 13, 2022 at 6:30 p.m.

Co-Chair Vernelli called the meeting to order at 6:30 p.m.

A. ROUTINE MATTERS

1. Opening Prayer

Fr. Paul MacNeil led the Land Acknowledgement and the opening prayer.

2. Roll Call:

Parent Members	Geographical Area	Present In-person	Present Electronically	Excused	Absent
Chris Kouroushis	Fort Erie/Port Colborne/Wainfleet		√		
Diana Zlomislic	Fort Erie/Port Colborne/Wainfleet		√		
Lindsey Spanik	Grimsby/Lincoln/West Lincoln/Pelham		√		
Todd Ulbinas	Grimsby/Lincoln/West Lincoln/Pelham		√		
Alexandria Attree	Merritton/Thorold		√		
Mary-Kate O'Hara Skubel	Merritton/Thorold		√		
Rita Colling	Niagara Falls/Niagara-on-the-Lake		√		
Marilyn Fabiano	Niagara Falls/Niagara-on-the-Lake		√		
Olivia O'Reilly-Romanoff	Niagara Falls/Niagara-on-the-Lake		√		
Luciano Robazza	Niagara Falls/Niagara-on-the-Lake		√		
Jeremy Harb	St. Catharines		√		
George Roussos	St. Catharines		√		
Melanie Oakes-Flegg	Welland		√		
Carrie Vernelli	Welland		√		
Shelley Gilbert	Society of St. Vincent de Paul		√		
Fr. Paul MacNeil	Bishop/Diocesan Representative		√		
Allan Buri	Secondary Student Senate Representative		√		
Trustees					
Leanne Prince	Trustee		√		
Dino Sicoli	Trustee			√	

The following staff attended:

Camillo Cipriano, Director of Education, **Lee Ann Forsyth-Sells**, Superintendent of Education, **Joe Tornabuono**, Elementary Principal, **Kevin Timmins**, Secondary Vice-

Principal, **Jane Farah-Smith**, Teacher Representative, **Josie Rocca**, Support Staff, and **Yvonne Anderson**, Recording Secretary/Administrative Assistant.

Staff Guests in attendance: **Gino Pizzoferrato**, Superintendent of Education, Student Support Services, and Behaviour Resource Teachers: **Anthony Di Toro**, **Maria Kish**, **Vincent Mancuso** and **Alfonso Monachino**

Regrets: Dino Sicoli

3. Approval of the Agenda

Moved by: Co-Chair Kouroushis

THAT the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of January 13, 2022 as amended.

CARRIED

4. Declaration of Conflict of Interest

No disclosures of conflict of interest were declared with any items on the agenda.

5. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of November 4, 2021

Moved by: Rita Colling

THAT the Niagara Catholic Parent Involvement Committee approve the minutes of the Niagara Catholic Parent Involvement Committee Meeting of November 4, 2021 as presented.

CARRIED

B. PRESENTATION

1. Student Support Services-Special Education:

- Tier One Behaviour Resource Guide: “Who do you say I am?”

Behaviour Resource Teachers, Anthony Di Toro, Maria Kish, Vincent Mancuso and Alfonso Monachino presented “Who do you say I am”. The presentation was well received and the presenters were congratulated on their commitment to Niagara Catholic students, their evangelization, and sharing what it means to be Catholic and Christian. A request was made by the members to have the presentation shared with Catholic School Councils, and to be posted on the school websites as the message was informative and inspiring. Superintendent Pizzoferrato thanked the parents for their kind words and request, and will meet with Student Support Services to further discuss this request.

C. SUBCOMMITTEE REPORTS

1. Faith Formation

A subcommittee meeting will be held on January 27, 2022 to 7:00p.m. to further discuss a proposal of presenting Synod sessions for Catholic School Councils and parents/guardians.

2. Goals/Parent Engagement Events

A subcommittee meeting will be held on January 27, 2022 to 6:00p.m. to further discuss parent engagement events and the proposed Math sessions for parents/guardians.

D. POLICY FEEDBACK

Co-Chair Vernelli reported that the Accessibility Standards Policy (800.8) is current being vetted.

- Feedback to be submitted on behalf of the NCPIC is to be sent to Yvonne Anderson, no later than 12:00 p.m. on Monday, February 21, 2022.
- Feedback submitted as an individual is to be sent directly to Jennifer Pellegrini at jennifer.pellegrini@ncdsb.com no later than 12:00 p.m. on Tuesday, February 22, 2022.

E. CO-CHAIR REPORTS

- Nil Report

F. REPORT FROM THE DIRECTOR'S DESIGNATE SUPERINTENDENT OF EDUCATION

1. Niagara Catholic Mission, Vision and Values, Strategic Plan 2021-2026 and System Priorities
Superintendent Forsyth-Sells invited Director Cipriano to make a report on the Mission, Vision and Values of the Niagara Catholic District School Board and the System Priorities 2021-2026.

Director Cipriano provided background information on the process and development of the the Niagara Catholic Strategic Plan 2021-2026 and System Priorities. NCPIC members and the Multi-Year Strategic Plan committee were thanked for their hard work and commitment to this important process over the past year, and to the many stakeholders who provided their feedback during the creation of the Multi-Year Strategic Plan. Director Cipriano was pleased to report that Niagara Catholic has a new Mission Statement focusing on our Catholic identity: *"We are a Christ-centered Catholic faith community that celebrates diversity and fosters spiritual growth, inspiring all to reach their full potential in mind, body and spirit' and the new Vision Statement, "Encountering souls and opening minds so that all students succeed,"* clearly defines what we do as Catholic educators to support all students.

2. Communication to Parents/Guardians-Return to School
Superintendent Forsyth-Sells reported that parents/guardians received letters from the Director's Office regarding the process for returning to in-person learning, safety measures and protocols, HEPA filters, daily screening, anti-rapid testing kits, isolation requirement and reporting practices, vaccination clinics and the mandatory wearing of masks for Kindergarten students. Superintendent Forsyth-Sells reported that Niagara Catholic has received masks from the Ministry Education and that the masks will be provided to teachers and students as required. Superintendent Forsyth-Sells also reported that parents/guardians will have the option to continue remote learning for a limited time and this learning will be asynchronous. All students attending in-person learning are expected to return to school no later than January 31, 2022.
3. PRO Life Guest Speaker Update
Superintendent Forsyth-Sells reported that in consultation with Krista Olivieri, Board Chaplaincy Lead that Fr. Thomas Lynch, National President of Priests For Life Canada has been booked for a virtual presentation and Q&A at the NCPIC Meeting of May 5, 2022. Members were encouraged to prepare and submit questions prior to the meeting.

- 4. Catholic School Councils Contact Information Update**
As a follow-up to the request to provide NCPIC members with Catholic School Council contact information, Superintendent Forsyth-Sells reported that a consent form indicating the purpose of sharing their information would have to be obtained from each Catholic School Council Chair and/or Co-Chair. Superintendent Forsyth-Sells proposed that with consent, the contact information for NCPIC parent members could be added to the NCPIC membership listed on the Board website for Catholic School Councils and parents/guardians. Further discussion will take place at the subcommittee meetings.
- 5. Catholic School Councils and the NCPIC Annual Reports 2020-2021**
Superintendent Forsyth-Sells reported that in compliance with the *Education Act and Regulations*, every Catholic School Council and the Niagara Catholic Parent Involvement Committee of the Board shall annually submit a written report on its activities, including fundraising activities to the Board. The NCPIC annual report was prepared by Chair, Vernelli and Co-Chair, Kouroushis on behalf of the NCPIC and was provided to all members for review.

The Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2020-2021 were presented for information at the November 9, 2021 Committee of the Whole Meeting. The full report is available for public review on the Board website, under Board, Meetings-Committee of the Whole, November 9, 2021.
- 6. PRO Grant Funds 2021-2022**
Superintendent Forsyth-Sells reported that NCPIC members were provided with the PRO Grant: Quick Facts, FAQ and the Final Reporting Template for information. In alignment with the PRO Grant guidelines, and to utilize the 2021-2022 PRO Grant funding to support parent engagement, Superintendent Forsyth-Sells proposed Mathematics sessions for parents with Dr. Marian Small and the Program and Innovation Team. Further discussion will take place at the subcommittee meeting.
- 7. School Year Calendar 2022-2023**
Superintendent Forsyth-Sells reported that the 2022-2023 School Year Calendar Consultation Process and feedback template were provided to NCPIC members. Members were encouraged to submit their feedback/comments on the proposed draft elementary and secondary calendars no later than 4:00 p.m. on Tuesday, February 1, 2022 to Yvonne Anderson. All feedback received will be submitted to Jennifer Pellegrini on Wednesday, February 2, 2022 on behalf of the Niagara Catholic Parent Involvement Committee for consideration by members of the Niagara Catholic School Year Calendar Committee.
- 8. NCPIC Financial Report**
Superintendent Forsyth-Sells reported on the finances of the NCPIC.

G. COMMUNITY REPORTS

Society of St. Vincent de Paul-Shelley Gilbert

Shelley reported that:

- Many elementary and secondary schools implemented Christmas food drives in support of the St. Vincent de Paul Christmas Hampers Campaign. With their support, St. Vincent de Paul had a successful Christmas, handing out many Christmas hampers, toys, socks and hygiene items to ensure that everyone had a good Christmas.
- A Niagara Catholic elementary student has a successful comfortable clothing (tie dying sweatshirts) and accessories (toques, baseball hats) company called Home Body. Before Christmas the student sold items at a couple of vendor/ craft sales and \$2.00 from every item she sold would go to a charity. Donations were given to the Ozanam Centre in St. Catharines). The student collected \$200.00 to donate to the Ozanam Center but took it one-step further and challenged the realtors in the city to match her donation. To date the student has collected \$2,100.00 in donations and wants her brand to make a difference in the community.
- St. Vincent de Paul has seen an increase in the number of people needing food and a new manager was hired to oversee the soup kitchen.

H. SPECIAL EDUCATION ADVISORY COMMITTEE REPORT

- At the Special Education Advisory Committee meeting of January 12, 2022 elections were held for the Chair and Co-Chair. Madeline Cipriano was acclaimed as the Chair. The election for a Co-Chair was deferred as no nominations were forthcoming.
- On behalf of the SEAC, the Student Support Coordinators made arrangements for a guest speaker, David Pierce, Niagara FASD Coalition, to discuss Fetal Alcohol Spectrum Disorder (FASD) at the SEAC Meeting of Wednesday, February 2, 2022. This will be a virtual presentation and all Niagara Catholic families and staff are invited to attend. Further details to follow.
- Next month, SEAC members will commence reviewing the Special Education Plan in consultation with, and the guidance and assistance from the Student Support Coordinators.
- SEAC members were asked for input and feedback on the proposed 2022-2023 elementary and secondary school year calendars. Jennifer Lanese will submit the feedback received on behalf of the SEAC to the School Year Calendar Committee for consideration.

I. BISHOP/DIOCESAN REPORT-Fr. Paul MacNeil

Fr. Paul MacNeil reported:

- Synod on Synodality: At the last meeting Fr. Paul spoke about the upcoming 2023 “Synod on Synodality.” A “SYNOD” is a gathering of Bishops in Rome to discuss a particular contemporary theme of the church, so that Rome has a clear sense of where the Holy Spirit is calling the universal church. The Synod of Bishops in 2023 is about the idea of synodality itself and is entitled “For a Synodal Church: Communion, Participation, and Mission.”
- In preparation for the 2023 synod of Bishops, the Vatican has asked each diocese to conduct a kind of synod of its own, where we break each parish into a few smaller groups to discuss and report on a series of questions about our own sense of synodality and community. As Pope Francis writes, “It is precisely this path of synodality which God expects of the Church of the third millennium.” According to the preparatory document on Synod 2023,

“This journey, which follows in the wake of the Church’s “renewal” proposed by the Second Vatican Council, is both a gift and a task: by journeying together and reflecting together on the journey that has been made, the Church will be able to learn through Her experience which processes can help Her to live communion, to achieve participation, to open Herself to mission.”

- There are tight timelines involved in the synodal process, which have been hampered severely by covid-19 and the coronavirus. The original plan was to train facilitators in January and discuss parish listening sessions in February and March. The plan is to go ahead with the facilitator training and access in February. As a supplement, there is planning to release a written survey if necessary, however, the preference is to continue with small groups.
- Parish attendance has not been affected by the current Coronavirus restrictions. We are still able to operate as before, with 50% occupancy. Funerals, weddings, baptisms, Masses and other liturgies can still take place as long as physical distancing and the mask mandate are followed. Proof of vaccination is not required.

J. STUDENT SENATE REPORT-Allan Buri

Allan Buri reported that:

- The Niagara Catholic Lead Out Loud Conference for elementary school senators was held on November 25, 2021 and featured a keynote presentation by *unlearn*, followed by interactive breakout sessions among the families of schools. The elementary students were highly engaged even over Google Meet!
- The Student Senate is planning for a Mental Health Week in the spring, which will include activities and presentations surrounding coping mechanisms, healthy work habits, important resources, and how to help those struggling.

K. STAFF REPORTS-Joe Tornabuono and Kevin Timmins

Elementary Principal, Tornabuono and Secondary Vice-Principal, Kevin Timmins provided elementary and secondary school updates for information.

L. TRUSTEE REPORTS

Trustee Prince reported:

- On behalf of Chair Huibers, Vice-Chair Moody and the Board of Trustees Happy 2022!
- At the December Organizational Meeting of the Board, Trustee Larry Huibers of St. Catharines was re-elected as Chair and Trustee Dan Moody of Niagara Falls/Niagara-on-the-Lake was re-elected as Vice-Chair of the Board for the coming year.
- Pending Board approval at our January 25 2022 meeting, at the next NCPIC meeting in March, I am excited to be joined by Vice-Chair Moody as the Trustee Representatives.
- Thank you to Trustee Sicoli for his dedication to NCPIC.
- The Strategic Plan was approved at the December 2022 Board Meeting. The Board is grateful for the voices and opinions shared by our parents and students in developing the plan.
- On December 15, I was joined by Chair Huibers, Director Cipriano, Superintendent

Pizzoferrato and Controller Euale to announce a new school in Beamsville. The school will be located on Greenlane and will be a huge benefit for the existing and growing community of Lincoln.

- As announced at the end of December by the government, the start of school was delayed until January 5 and then further announcements on January 3 delayed the return to in person learning until January 17. This announcement really only affected Niagara Catholic for one week as we were scheduled to return January 10. Thank you to our principals, staff and our senior team for their hard work and attention to detail as they worked out the details big and small for families.
- Niagara Catholic received the first shipment of fitted N95 masks that under the leadership of Director Cipriano was placed the week before Christmas. We are also awaiting an additional shipment of HEPA filters.

M. NEW BUSINESS/AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

N. NEXT MEETING: Thursday, March 3, 2022

O. CLOSING PRAYER: Fr. Paul MacNeil led the closing prayer.

P. ADJOURNMENT

Moved by: Co-Chair Kouroushis

THAT the January 13, 2021 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

CARRIED

This meeting was adjourned at 9:02 p.m.
