

**REGULAR BOARD MEETING
REVISED AGENDA**

Date: Tuesday, February 20, 2018
Time: 7:30 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

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13. Open Question Period
14. In Camera
15. Resolution re Absentees
16. Adjournment and Closing Prayer (S. Trites)

Blessing for a Lenten Meeting



This joyous season of Lent reminds us that God loves us enough to die for us enough to die for us. Let us bless the Lord for the great gifts of his passion, death, and resurrection that have brought our salvation.

A reading from the second book of Corinthians, chapter 5 verse 17-21.

Brothers and sisters:

Whoever is in Christ is a new creation: the old things have passed away; behold, new things have come. And all this is from God, who has reconciled us to himself through

Christ and given us the ministry of reconciliation, namely, God was reconciling the world to himself in Christ, not counting their trespasses against them, and entrusting to us the message of reconciliation.

So we are ambassadors for Christ, as if God were appealing through us. We implore you on behalf of Christ as if God.

The response is: We bless you, Lord.

Bless the Lord for making all things new.

All: We bless you, Lord.

Bless the Lord for the gift of reconciliation.

All: We bless you, Lord.

Bless the Lord for the Lord's trust in us to be ambassadors of the good news.

All: We bless you, Lord.

Bless the Lord for making us people who can be peacemakers.

All: We bless you, Lord.

Bless the lord for the chance to reconcile with one another and grow in God's love.

All: We bless you, Lord.

Let us share a sign of peace as our commitment to work for the peace and justice that our redemption requires. Let us pray to keep the cross ever before us as we seek to do God's will.

Amen.

PRESENTATION REPORT

4.1

CAMP SUMMERLAND LITERACY AND NUMERACY DEVELOPMENT FOR STUDENTS

PURPOSE:

"Camp Summerland" is a Summer Learning Program and a CODE (Council of Ontario Directors of Education) funded project offered to Grade 1 to 5 students within the Halton Catholic District School Board (HCDSB). The program accommodates a maximum of 160 students, and operates daily at three (3) different school sites (Milton, Oakville and Burlington) for three (3) weeks in July. The program is led by a school principal in collaboration with the Curriculum department and is staffed by HCDSB teachers.

BACKGROUND:

All students participate in pre and post camp assessment in the areas of Literacy and Numeracy that provide data to inform program development and instructional delivery. It is an inquiry-based learning program focused upon numeracy, literacy and healthy lifestyles within a Catholic context. Students experience a variety of hands on learning activities with their peers, from classroom activities to outdoor day trips.

Teachers use student profiles to create learning opportunities that address specific needs of the camper. Report cards are given at the end of the program that assess general curriculum expectations.

Parents are invited in weekly to participate in a celebration of the learning.
Teachers tweet out learning moments to keep parents informed of the daily activities.

Camp Summerland is monitored and managed by a CODE regional team.

CONCLUSION:

The HCDSB is committed to providing the educational experiences and supporting actions to ensure that all of our students reach their full God-given potential. Camp Summerland invites our students to experience three fun-filled weeks of learning together and building a strong foundation in literacy and numeracy in a Catholic learning community dedicated to student well-being and academic excellence.

REPORT PREPARED & SUBMITTED BY:

A. PRKACIN
SUPERINTENDENT OF EDUCATION, CURRICULUM SERVICES

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

MINUTES OF THE REGULAR BOARD MEETING

Date: February 6, 2018
Time: 7:12 pm
Location: Catholic Education Centre
802 Drury Lane, Burlington, ON

Members Present:	A. Danko A. Iantomasi H. Karabela P. Marai, Vice-Chair of the Board J. Michael	D. Rabenda, Chair of the Board J.M. Rowe A. Quinn S. Trites
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Student Trustees:	C. Atrach A. Barbul	I. Schwecht
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Senior Staff:	B. Browne C. Cipriano P. Dawson, Secretary of the Board C. McGillicuddy R. Merrick	R. Nego J. O'Hara T. Overholt A. Prkacin
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Also Present: J. Chanthavong, Manager, Accounting/Budgeting, Business Services
L. Collimore, Chief Officer, Research and Development
A. Lofts, Senior Administrator, Financial Services
N. March, President, Halton OECTA Elementary
T. McKinnon, Manager, Privacy and Records Information
E. Roher, Legal Counsel, Borden Ladner Gervais
A. Swinden, Administrator, Strategic Communications
F. Thibeault, Administrator, Planning Services
D. Tkalcic, Manager, Purchasing Services

Recording Secretary: R. Di Pietro

1. Call to Order

The Chair called the meeting to order at 7:12 p.m. as In-Camera Action item – Executive Compensation was moved to public session.

Chair Rabenda shared a discussion she had with individual from a Toronto School Board regarding their Executive Compensation Committee. They have no participation with an outside firm and work with own needs in system and measure goals related to their strategic plan.

Legal counsel, Eric Roher provided an overview of the session provided a week prior to Trustees regarding the Executive Compensation program. The program is:

- Mandated by province.
- Applies to the entire public sector and is a Treasury Board initiative.

- Addresses inequity and assists in attracting talent and maintaining consistent leadership.

The Board submitted a proposed Executive Compensation Program of 2.6% of the 2016-2017 pay envelope back in September 2017. The Ministry of Education has indicated a willingness to approve up to 5% which almost all other Boards have applied and been approved for. Public feedback of the Halton Catholic District School Boards submission indicates concerns with inequity. Trustees through the regulation now have opportunity to resubmit to the Ministry of Education and advised to submit 5% in order support and create strong leadership and remain competitive with neighbouring Boards.

#35/18

Moved by: A. Iantomasi

Seconded by: J.M. Rowe

WHEREAS, the September 26th 2017 Executive Compensation Program submission was 2.6% of the 2016-17 pay envelope;

WHEREAS, stakeholder feedback was not in support of the Board's proposed Executive Compensation Program;

BE IT RESOLVED, that the Halton Catholic District School Board rescind in-camera motion IC#106/17 (dated September 26th 2017) which submitted the proposed HCDSB Executive Compensation Program to the Ministry of Education using the 2016-17 pay envelope with a maximum rate of increase of 2.6%.

BE IT FURTHER RESOLVED, that the Halton Catholic District School Board authorize staff to inform the Ministry of Education of the results of the Executive Compensation Stakeholder Feedback Process.

BE IT FURTHER RESOLVED, that the Halton Catholic District School Board submit to the Ministry of Education a revised Executive Compensation Program of 5% of the 2016-2017 pay envelope.

BE IT RESOLVED, that the Halton Catholic District School Board approve Superintendents and Director of Education salary grids based on the Mercer/Ministry approved Executive Compensation Framework at Level 4 as presented.

Trustee Danko proposed the following amendment:

#35/18 (AMENDMENT)

Moved by: A. Danko

Seconded by: A. Iantomasi

BE IT FURTHER RESOLVED, that the Executive Compensation Program designate a certain portion of its funding envelope for the purpose of awarding executives who achieve specific measurable strategic objectives as prescribed by the Boards Strategic Plan.

Trustee Danko explained that the percentage of envelope set aside for performance based compensation can be debated at Policy.

Trustee Quinn voiced he did not find stakeholder feedback compelling and therefore could not support the motion.

Trustee Iantomasi noted that although stakeholder feedback was minimal there was no support for the increase of 2.6% and that she would be in favour of the motion in order to maintain and attract exceptional leaders.

Trustee Marai expressed the following prior to the vote:

- Public participation was inaccurate.
- Wrong to increase the executive compensation envelope by 5% vs the private public sector increase of 2.6%.
- Risk in increasing the envelope when the Ministry may decide that Boards need to find the money.
- Even though mandated to provide an increase, not mandated to increase to 5%.
- Opposing the motion does not mean the Board cannot develop merit based pay.

The Chair called for a vote on **#35/18 (AMENDMENT):**

IN FAVOUR	OPPOSED	ABSTAIN
A. Danko	P. Marai	C. Atrach (non-binding)
A. Iantomasi		A. Barbul (non-binding)
H. Karabela		I. Schwecht (non-binding)
J. Michael		
A. Quinn		
J.M. Rowe		
S. Trites		

The motion **CARRIED.**

#35/18 (AS AMENDED)

Moved by: A. Iantomasi

Seconded by: J.M. Rowe

WHEREAS, the September 26th 2017 Executive Compensation Program submission was 2.6% of the 2016-17 pay envelope;

WHEREAS, stakeholder feedback was not in support of the Board's proposed Executive Compensation Program;

BE IT RESOLVED, that the Halton Catholic District School Board rescind in-camera motion IC#106/17 (dated September 26th 2017) which submitted the proposed HCDSB Executive Compensation Program to the Ministry of Education using the 2016-17 pay envelope with a maximum rate of increase of 2.6%.

BE IT RESOLVED, that the Halton Catholic District School Board authorize staff to inform the Ministry of Education of the results of the Executive Compensation Stakeholder Feedback Process.

BE IT RESOLVED, that the Halton Catholic District School Board submit to the Ministry of Education a revised Executive Compensation Program of 5% of the 2016-2017 pay envelope.

BE IT RESOLVED, that the Halton Catholic District School Board approve Superintendents and Director of Education salary grids based on the Mercer/Ministry approved Executive Compensation Framework at Level 4 as presented.

BE IT FURTHER RESOLVED, that the Executive Compensation Program designate a certain portion of its funding envelope for the purpose of awarding executives who achieve specific measurable strategic objectives as prescribed by the Boards Strategic Plan.

Trustees were reminded that in order for the motion to pass a 2/3 vote would be required.

The Chair called for a vote on **#35/18 (AS AMENDED)**:

IN FAVOUR	OPPOSED	ABSTAIN
C. Atrach (non-binding)	H. Karabela	I. Schwecht (non-binding)
A. Barbul (non-binding)	P. Marai	
A. Danko	J. Michael	
A. Iantomasi	A. Quinn	
J.M. Rowe		
S. Trites		

The motion was **DEFEATED**.

1.1 Opening Prayer, National Anthem and Oath of Citizenship (C. Atrach)

Student Trustee Atrach led the opening prayer.

1.2 Motions Adopted In-Camera

A motion regarding Secondary School Renewal work was adopted in-camera.

1.3 Information Received In-Camera

The following information was received in-camera:

Curriculum Consultant Experiential Learning Appointment

John Dietrich appointed as Curriculum Consultant Experiential Learning effective February 2, 2018 for a period of up to three (3) years with the possibility of a one (1) year extension.

Hiring

Steven Nobili hired as a probationary teacher effective January 22, 2018.

Retirements

Victoria Goodwin-Duncan, Marcia Kumagai and Tricia Swimm retiring effective June 30, 2018.

2. Approval of the Agenda

The following additions were made to the agenda:

10.6 Notice of Motion - Rescinding the Decision to Close Holy Family Catholic Elementary School

10.7 Notice of Motion - Salary Grid for Senior Officers

10.8 Notice of Motion - To Reconsider Resolution #29/18 – Upholding the Sanctity of Life through Donations to Charities and Non-Profits (J.M. Rowe)

#36/18

Moved by: P. Marai

Seconded by: J.M. Rowe

RESOLVED, that the agenda be approved as amended.

The Chair called for a vote on **#36/18** and it **UNANIMOUSLY CARRIED**.

3. Declarations of Conflict of Interest

There were no conflicts on interest declared.

4. Presentations

There were no presentations.

5. Delegations

There were no delegations.

6. Approval of Minutes**6.1 Minutes of the January 16, 2018 Regular Board Meeting****#37/18**

Moved by: S. Trites

Seconded by: J. Michael

RESOLVED, that the minutes of the January 16, 2018 Regular Board Meeting be approved.

The Chair called for a vote on **#37/18** and it **UNANIMOUSLY CARRIED**.

7. Business Arising from Previous Meetings**7.1 Summary of Outstanding Items from Previous Meetings**

The Summary of Outstanding Items from Previous Meetings was received as information.

8. Action Items**8.1 Policy I-11 International Students (P. Marai)****#38/18****Moved by:** P. Marai**Seconded by:** J. Michael

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy I-11 International Students name be changed to Policy I-11 International Student Admission Requirements (Fee Paying Students), and be approved as amended.

The Chair called for a vote on **#38/18** and it **UNANIMOUSLY CARRIED**.

8.2 Policy I-36 Trustee Code of Conduct (P. Marai)**#39/18****Moved by:** P. Marai**Seconded by:** A. Iantomasi

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee and approve Policy I-36 Trustee Code of Conduct, as amended.

The Chair called for a vote on **#39/18** and it **UNANIMOUSLY CARRIED**.

8.3 Policy II-05 Reporting Student Achievement to Parents/Guardians (P. Marai)**#40/18****Moved by:** P. Marai**Seconded by:** S. Trites

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy II-05 Reporting to Parents name be changed to Policy II-05 Reporting Student Achievement to Parents/Guardians, and be approved as amended.

The Chair called for a vote on **#40/18** and it **UNANIMOUSLY CARRIED**.

8.4 Policy II-41 School Uniform Dress Code - School Dress Code (P. Marai)**#41/18****Moved by:** P. Marai**Seconded by:** A. Iantomasi

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy II-05 Reporting to Parents name be changed to Policy II-05 Reporting Student Achievement to Parents/Guardians, and be approved as amended.

The Chair called for a vote on **#41/18**:

IN FAVOUR	OPPOSED
C. Atrach (non-binding)	A. Quinn
A. Barbul (non-binding)	
A. Danko	
A. Iantomasi	
H. Karabela	
P. Marai	
J. Michael	
J.M. Rowe	
I. Schwecht (non-binding)	
S. Trites	

The motion **CARRIED**.

8.5 Policy V-05 School Accidents - Prevention and Safety (P. Marai) #42/18

Moved by: P. Marai

Seconded by: H. Karabela

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy V-05 School Accidents - Safety, name be changed to Policy V-05 School Accidents – Prevention and Safety, and be approved as amended.

The Chair called for a vote on **#42/18** and it **UNANIMOUSLY CARRIED**.

8.6 Proposed Assumption Renewal Works – Phase 1 (R. Merrick) #43/18

Moved by: S. Trites

Seconded by: J. Michael

RESOLVED, that the Halton Catholic District School Board authorize staff to proceed with the proposed Assumption Catholic Secondary School renewal project, with the reduced scope encompassing the addition of air-conditioning to the gymnasiums and the refresh of the existing science laboratories.

Trustee Iantomasi proposed the following amendment:

#43/18 (AMENDMENT)

Moved by: A. Iantomasi

Seconded by: A. Quinn

RESOLVED, that the Halton Catholic District School Board authorize staff to proceed with the proposed Assumption Catholic Secondary School renewal project, to the fullest extent possible commencing with the addition of air-conditioning to the gymnasiums and the refresh of the existing science laboratories.

The Chair called for a vote on **#43/18 (AMENDMENT)** and it **UNANIMOUSLY CARRIED**.

#44/18**Moved by:** S. Trites**Seconded by:** J. Michael

RESOLVED, that the Halton Catholic District School Board authorize staff to expense funds from available capital funding and the capital reserve for the proposed Assumption Catholic Secondary School renewal project, with the reduced scope encompassing the addition of air-conditioning to the gymnasium and the refresh of the existing science laboratories, and that the expenditures will not exceed \$1,100,000.

Trustee Iantomasi proposed the following amendment:

#44/18 (AMENDMENT)**Moved by:** A. Iantomasi**Seconded by:** A. Quinn

RESOLVED, that the Halton Catholic District School Board authorize staff to expense funds from available capital funding and the capital reserve for the proposed Assumption Catholic Secondary School renewal project, to the fullest extent possible commencing with the addition of air-conditioning to the gymnasium and the refresh of the existing science laboratories, and that the expenditures will not exceed \$1,100,000.

The Chair called for a vote on **#44/18 (AMENDMENT)** and it **UNANIMOUSLY CARRIED**.

8.7 St. Mark Catholic Elementary School Addition Sketch Plan Design and Preliminary Budget (R. Merrick)

#45/18**Moved by:** A. Iantomasi**Seconded by:** S. Trites

RESOLVED, that the Halton Catholic District School Board authorize staff to proceed with the construction of the St. Mark Catholic Elementary School addition, childcare centre and EarlyON child and family centre as outlined in the Board Action Report dated February 6, 2018.

The Chair called for a vote on **#45/18** and it **UNANIMOUSLY CARRIED**.

9. Staff Reports

9.1 2018-19 Budget Estimates - Schedule, Objectives and Consultation (R. Negoi)

Information regarding the Ministry's 2018 - 2019 Grants for Student Needs (GSN) Regional Symposia and the 2018 – 2019 Budget Estimates schedule, objectives and consultation approach was provided.

Staff confirmed that a Town Hall regarding the budget would be organized

9.2 Bishop Reding Catholic Secondary School Addition Approval to Proceed with School Capital Planning (R. Merrick)

Staff will be requesting authorization for staff to select an architect, commence the school capital planning process and approve the preliminary project budget for the Bishop P.F. Reding Catholic Secondary School addition.

9.3 Response to December 19, 2017 Delegation (C. Cipriano)

Staff provided uniform information for all the Ontario Catholic School Boards.

10. Information Items**10.1 Student Trustees Update (C. Atrach)**

Student Senate is focusing on the plans for the balance of initiatives for the year.

Student Trustees will be attending the OSTA - AECO AGM in Ottawa from February 15 - 18, 2018.

C. Atrach attended the OCSTA seminar. Trustee Iantomasi expressed her appreciation of Student Trustees presence at OCSTA events.

The pillars of Achieving, Believing and Belonging were shared.

10.2 School Educational Field Trips (T. Overholt)

School trips were provided as information.

Staff explained that the variance in price for end of year trips to same city is due to locations visited and types of activities organized.

10.3 School Naming Committee - Oakville South (T. Overholt)

The South Oakville Transition committee has recommended that the School Name Selection process be initiated for the new consolidated school, which requires the establishment of a board committee in February 2018.

10.4 2017 Capital Priorities Grant Preliminary Ministry Funding Announcement (R. Negoi)

Minister of Education, Indira Naidoo-Harris made an announcement confirming two (2) of the Board's eight (8) projects submitted as part of Ministry Memorandum 2017: B07. The status of the remaining six (6) projects remains unknown at the present time.

10.5 Director's Annual Report 2016 - 2017 (P. Dawson)

The Director of Education shared highlights of the report which reflect strategic priorities.

10.6 Notice of Motion - Rescinding the Decision to Close Holy Family Catholic Elementary School (P. Marai)

WHEREAS, the Halton Catholic District School Board approved the consolidation of Holy Family Catholic Elementary with St. Marguerite d'Youville Catholic Elementary on March 7, 2017 with the following motion:

"#68/17

Moved by: S. Trites

Seconded by: A. Iantomasi

BE IT RESOLVED THAT, in the event the Ministry of Education does not approve funding for Option 1A through the 2017 School Consolidation Capital submission, that the Halton Catholic District School Board adopt and implement Part 2 of Option 12B (the alternate plan) as the preferred accommodation plan for the Oakville Northeast Pupil Accommodation Review Area, specifically:

THAT, the Halton Catholic District School Board consolidate Holy Family Catholic Elementary School into St. Marguerite d'Youville Catholic Elementary School, effective the 2020/2021 school year; and

THAT, the Halton Catholic District School Board approve the construction of a permanent classroom addition to St. Marguerite d'Youville Catholic Elementary School that will effectively accommodate the sustainable projected student enrolment."

WHEREAS, the Ministry of Education provided no funding for this initiative.

WHEREAS, a moratorium on school closures was enacted by the provincial government, just three months later in June 2017.

BE IT RESOLVED, that the Halton Catholic District School Board rescind the above motion **#68/17** and keep Holy Family Catholic Elementary School open.

10.7 Notice of Motion – Salary Grid for Senior Officers (A. Quinn)

WHEREAS, the Halton Catholic District School Board (HCDSB) received ongoing funding from the Ministry of Education in relation to the commensurate salary grid movement of senior staff, but did not make payments according to the contracts signed in good faith with board superintendents;

WHEREAS, other Ontario School boards have recently been obliged to repay those previously withheld amounts as required by the provincially mandated salary freeze, following legal proceedings on behalf of the Superintendents; and our board wishes to avoid similar proceedings;

WHEREAS, the HCDSB wishes to reiterate our commitment to adhere to all contractual commitments made in good faith,

BE IT RESOLVED, the HCDSB retroactively repay all contractual obligations of salary grid compensation increases that were withheld to the Senior Officers of the HCDSB, with interest, of no greater than 5% per annum.

10.8 Notice of Motion - To Reconsider Resolution # 29/18 – Upholding the Sanctity of Life through Donations to Charities and Non-Profits (J.M. Rowe)

RESOLVED, that the Halton Catholic District School Board reconsider Resolution # 29/18 – Upholding the Sanctity of Life Through Donations to Charities and Non-Profits.

11. Miscellaneous Information

11.1 Minutes of the November 20, 2017 SEAC Meeting

The minutes of the November 20, 2017 SEAC meeting were provided as information.

11.2 Minutes of the December 4, 2017 CPIC Meeting

The minutes of the December 4, 2017 CPIC meeting were provided as information.

11.3 Minutes of the December 12, 2017 Policy Committee Meeting

The minutes of the December 12, 2017 Policy Committee meeting were shared as information.

12. Correspondence**12.1 Ontario English Catholic Teachers Association**

Correspondence from the Ontario English Catholic Teachers Association was shared.

13. Open Question Period

No questions were submitted.

The Director of Education requested that Trustees save the date of April 11, 2018, as the Board will be hosting a Celebration of Career in Catholic Education for the late Giacomo Corbacio, Superintendent of Education, Facility Management Services. Mass will begin at 5:00 p.m. at St. Thomas Aquinas Catholic Secondary School.

14. In Camera

#46/18

Moved by: P. Marai

Seconded by: J.M. Rowe

RESOLVED, that the meeting move in-camera

The Chair called for a vote on **#46/18** and it **UNANIMOUSLY CARRIED**.

The meeting moved in-camera at 8:32 p.m.

15. Resolution re Absentees

There were no absentees.

16. Adjournment and Closing Prayer (J.M. Rowe)

#47/18

Moved by: J. Michael

Seconded by: H. Karabela

RESOLVED, that the meeting adjourn.

The Chair called for a vote on **#47/18** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 8:49 p.m. with a prayer led by J.M. Rowe.

Secretary of the Board

Chair

BUSINESS ARISING FROM PREVIOUS MEETINGS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS

OUTSTANDING POLICY ITEMS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
June 6, 2017	Policy I-26 Student Trustees on the Halton Catholic District School Board	Approval, as amended	T. Overholt	Spring 2018

ACTION REPORT

ITEM 8.1

RESCINDING THE DECISION TO CLOSE HOLY FAMILY CATHOLIC ELEMENTARY SCHOOL

RESOLUTION

Moved by: P. Marai
Seconded by:

WHEREAS, the Halton Catholic District School Board approved the consolidation of Holy Family Catholic Elementary with St. Marguerite d'Youville Catholic Elementary on March 7, 2017 with the following motion:

"#68/17

Moved by: S. Trites

Seconded by: A. Iantomasi

BE IT RESOLVED THAT, in the event the Ministry of Education does not approve funding for Option 1A through the 2017 School Consolidation Capital submission, that the Halton Catholic District School Board adopt and implement Part 2 of Option 12B (the alternate plan) as the preferred accommodation plan for the Oakville Northeast Pupil Accommodation Review Area, specifically:

THAT, the Halton Catholic District School Board consolidate Holy Family Catholic Elementary School into St. Marguerite d'Youville Catholic Elementary School, effective the 2020/2021 school year; and

THAT, the Halton Catholic District School Board approve the construction of a permanent classroom addition to St. Marguerite d'Youville Catholic Elementary School that will effectively accommodate the sustainable projected student enrolment."

WHEREAS, the Ministry of Education provided no funding for this initiative.

WHEREAS, a moratorium on school closures was enacted by the provincial government, just three months later in June 2017.

BE IT RESOLVED, that the Halton Catholic District School Board rescind the above motion **#68/17** and keep Holy Family Catholic Elementary School open.

TRUSTEE P. MARAI

ACTION REPORT

ITEM 8.2

SALARY GRID FOR SENIOR OFFICERS

RESOLUTION

Moved by: A. Quinn
Seconded by:

WHEREAS, the Halton Catholic District School Board (HCDSB) received ongoing funding from the Ministry of Education in relation to the commensurate salary grid movement of senior staff, but did not make payments according to the contracts signed in good faith with board superintendents;

WHEREAS, other Ontario School boards have recently been obliged to repay those previously withheld amounts as required by the provincially mandated salary freeze, following legal proceedings on behalf of the Superintendents; and our board wishes to avoid similar proceedings;

WHEREAS, the HCDSB wishes to reiterate our commitment to adhere to all contractual commitments made in good faith,

BE IT RESOLVED, the HCDSB retroactively repay all contractual obligations of salary grid compensation increases that were withheld to the Senior Officers of the HCDSB, with interest, of no greater than 5% per annum.

TRUSTEE A. QUINN

ACTION REPORT

ITEM 8.3

**TO RECONSIDER RESOLUTION #29/18
UPHOLDING THE SANCTITY OF LIFE THROUGH DONATIONS TO
CHARITIES AND NON-PROFITS**

RESOLUTION

Moved by: J.M. Rowe
Seconded by:

RESOLVED, that the Halton Catholic District School Board Reconsider Resolution
29/18 – Upholding the Sanctity of Life Through Donations to Charities and Non-Profits.

TRUSTEE J.M. ROWE

ACTION REPORT

ITEM 8.4

CORPORATE DONATIONS TO SCHOOLS

PURPOSE:

The purpose of this report, per Operating Policy I-21 Corporate and Community Investment in Education (attached), is to seek Board approval for an in-kind donation in the value of \$14,969.89 for hard maple treads from Shipway Stairs.

BACKGROUND INFORMATION:

On December 7, 2017, Kevin Forde, Sales and Purchasing Manager at Shipway Stairs, contacted Corpus Christi Catholic Secondary School offering approximately 350 hard maple treads in exchange for a tax receipt. On January 31, 2018, an evaluation was received from Eastwood Wood Specialties, which determined the market value of the hard maple treads as \$14,969.89.

COMMENTS:

Currently three secondary schools have shown strong interest in this donation to support its programing (Corpus Christi Catholic Secondary School, St. Ignatius of Loyola Catholic Secondary School and Holy Trinity Catholic Secondary School).

RECOMMENDATION:

RECOMMENDATION

Moved by:

Seconded by:

BE IT RESOLVED THAT, the Halton Catholic District School Board approve the donation from Shipway Stairs for hard maple treads valued at \$14,969.89.

REPORT PREPARED BY:

A. LOFTS
SENIOR ADMINISTRATOR, FINANCIAL SERVICES

SUBMITTED BY:

R. NEGOTI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PURPOSE

To define the parameters within which corporate and community investment in education shall occur and to ensure consistency in approach.

APPLICATION AND SCOPE

This Policy applies to all corporate and community investment in education outside businesses or other agencies and any school, department or other group within the Halton Catholic District School Board ("the Board")

REFERENCES

[Administrative Procedure VI-85 Corporate and Community Investment in Education](#)

DEFINITIONS

"Donation" is support offered by a community group or business, in cash or equivalent, to a school or to the system that may or may not involve a public statement of appreciation or recognition.

"Sponsorship" is financial support or the equivalent offered by a community group or a business to a school or to the system that includes an agreement to give public recognition and /or preferential treatment to the sponsor.

"Agreements" will vary in nature depending on the situation. Normally, in exchange for access to schools or the Board for referrals, advertising or sales, the sponsor agrees to provide the school or system with goods or services at a preferential rate or at no cost to the Board.

PRINCIPLES

- The Board believes that corporate and community partners can expand limited resources and positively impact the education of students.
- The Board believes that business and community agencies have a desire to enhance the quality of life in the community through investment in educational endeavours.
- The Board believes that it has a responsibility to ensure fair and equitable dealings with all members of the community.

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****CORPORATE AND COMMUNITY INVESTMENT IN
EDUCATION****POLICY No.: I-21****DATE : NOVEMBER 28, 1995****AMENDED: SEPTEMBER 5, 2006****AMENDED: FEBRUARY 21, 2017****REQUIREMENTS**

The procedures under this policy shall ensure that the arrangements with corporate and community partners comply with the following:

1. Congruency with the Board and school governing values and mission statements.
2. Appropriate authorization for corporate and community support or sponsorship as established in the procedures.
3. All agreements are recorded and reported to the appropriate level of administration.
4. Any activity involving system personnel or students shall be authorized by the principal or administration of the Board as outlined in the procedures.
5. Agreements that provide exclusive arrangement and extend beyond one year require board approval.
6. Corporate and Community Donations and Sponsorships with the value of \$10,000.00 or greater must be approved by the Board of Trustees

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____

Chair of the Board

ACTION REPORT

ITEM 8.5

**BISHOP P.F. REDING CATHOLIC SECONDARY SCHOOL ADDITION
APPROVAL TO PROCEED WITH SCHOOL CAPITAL PLANNING**

PURPOSE:

To obtain Board authorization for staff to select an architect, commence the school capital planning process and approve the preliminary project budget for the Bishop P.F. Reding Catholic Secondary School addition.

BACKGROUND:

On June 12, 2017, the Ministry issued Memorandum 2017:B7 Request for Capital Priorities Project Funding Submissions, directing school boards to submit their 2017 Capital Priorities funding requests for consideration by the Ministry no later than September 8, 2017. Ministry Memorandum 2017:B7 is attached for Trustee reference (Appendix "A").

Staff prepared a priority ranking of the proposed 2017 Capital Priorities Business Cases and Request of Early Year Capital Program (EYCP) Submissions projects and presented Action Report 8.17 for Trustee approval at the June 20, 2017, Regular Meeting of the Board. A copy of Action Report 8.17 is attached for Trustee reference (Appendix "B").

Subsequently, staff submitted to the Ministry the Board's 2017 Capital Priorities funding requests and the associated business cases for the top 8 projects as approved by the Board.

COMMENTS:

On January 19, 2018, the Board was informed of the Ministry's approval of Capital Priorities funding for the new Bishop P.F. Reding CSS building addition. The Minister of Education, Indira Naidoo-Harris, made the announcement that the Province of Ontario will fund the new addition to Bishop P.F. Reding CSS, as proposed by the Board. The Ministry approved a total funding allocation of approximately \$20,171,150 for the project.

The supported funding allocation is comprised of two sources, including approximately \$18.1 million in new Capital Priorities funding for a school addition and approximately \$2.1 million in child care funding.

A number of activities are required to be initiated for the new Bishop P.F. Reding CSS addition capital planning process. One of the first steps in the school capital planning process is to select and appoint an architect for the project. The Board initiated a Request for Proposal (RFP) to solicit Architectural Services candidates. As such, staff is requesting approval to proceed with the selection of an architect for the project.

The commencement of the above noted school capital planning steps would greatly assist the Board to begin construction of the project in August 2018 and achieve a September 2019 opening date for the Bishop P.F. Reding CSS building addition.

The below recommendations will be submitted for trustee consideration and approval at a future meeting of the Board, once the Board receives the official funding commitment letter from the Ministry.

RESOLUTION:

Moved By:
Seconded By:

RESOLVED, that the Halton Catholic District School Board approve the Preliminary Estimated Project Budget not to exceed **Twenty million, one hundred seventy-one thousand, one hundred and fifty dollars (\$20,171,150)** for the Bishop P.F. Reding Catholic Secondary School addition project in the Town of Milton.

RESOLUTION:

Moved By:
Seconded By

RESOLVED, that the Halton Catholic District School Board approve **Borrowing By-law No. 2018 F01** in the amount of **Eighteen million, seventy-two thousand, nine hundred and ninety-four dollars (\$18,072,994)** to finance the construction of the Bishop P.F. Reding Catholic Secondary School addition in the Town of Milton.

RESOLUTION:

Moved By:
Seconded By

RESOLVED, that the Halton Catholic District School Board approve **Borrowing By-law No. 2018 F02** in the amount of **Two million, ninety-eight thousand, one hundred and fifty-six dollars (\$2,098,156)** to finance the construction of the Bishop P.F. Reding Catholic Secondary School child care centre addition in the Town of Milton.

CONCLUSION:

The Board is very appreciative of the Ministry's recognition of the Board's pupil accommodation plan for secondary students in North Milton with its announcement of funding for the new addition at Bishop P.F. Reding CSS. It is recommended that staff be authorized to proceed with the school capital planning for the new Bishop P.F. Reding CSS addition.

The following recommendation is respectfully submitted for Trustee consideration and approval.

RESOLUTION:

Moved By:
Seconded By:

RESOLVED, that the Halton Catholic District School Board authorize staff to proceed with the selection of an architect and the school capital planning process for the Bishop P.F. Reding Catholic Secondary School addition project in the Town of Milton.

REPORT PREPARED BY:

J. DUFFIELD
MANAGER, SCHOOL CAPITAL AND RENEWAL

R. MERRICK
SUPERINTENDENT, FACILITY MANAGEMENT SERVICES

REPORT SUBMITTED BY:

R. MERRICK
SUPERINTENDENT, FACILITY MANAGEMENT SERVICES

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Ministry of Education**Office of the ADM**

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

Ministère de l'Éducation**Bureau du sous-ministre adjoint**

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

**2017: B7**

MEMORANDUM TO: Directors of Education
Children's Service Leads, Consolidated Municipal Service
Managers (CMSMs) and District Social Service
Administration Boards (DSSABs)

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

DATE: June 12, 2017

SUBJECT: Request for Capital Priorities Project Funding
Submissions

On behalf of the ministry team, I am writing to announce the launch of the 2017 Capital Priorities program. The Capital Priorities program provides school boards with an opportunity to identify their most urgent and pressing pupil accommodation needs. The ministry has allocated just over \$3 billion in capital funding through the Capital Priorities program since it began in 2011. The Capital Priorities program serves as the primary means for funding capital projects that address school boards' pupil accommodation needs including enrolment pressures, supporting the consolidation of underutilized facilities, providing facilities for French-language rights holders in under-served areas, and replacing facilities in poor repair.

Highlights/Summary Points

- The submission deadline for all capital funding requests is **September 8, 2017**.
- The 2017 Capital Priorities projects are required to open no later than the 2020-2021 school year.
- School boards may apply for capital funding support for the creation of new or renovated licensed child care spaces and child and family program in schools as part of a larger school capital project.
- The ministry will include joint-use school participation among its criteria in reviewing all project submissions.

- The ministry has capital funding to support the replacement of existing space for community partners in situations where the space will be lost due to the board's pupil accommodation activities.

Project Submissions

Capital Priorities

As with previous rounds of the Capital Priorities program, funding for Capital Priorities projects will be allocated on a business case basis for new schools, retrofits, and additions that need to be completed by the 2020-2021 school year. School boards are required to identify their ten highest and most urgent Capital Priorities and submit the associated business cases through the School Facilities Inventory System (SFIS) in order to be considered for funding approval.

With this spring's announcements of School Consolidation Capital funding approvals, the ministry completes its commitment to invest \$750 million to support improved utilization of school space through the reduction of surplus capacity. The ministry will continue to support consolidation projects through its annual Capital Priorities program.

The ministry is increasing its submission limit to ten projects to compensate for the completion of the School Consolidation Capital program which will have no further intakes.

School boards are required to submit their completed Capital Priorities business cases by **September 8, 2017**. The ministry **will not** accept business cases after this date.

Child Care Centres in Schools

In Memo **2017:B06 Request for Early Years Capital Program Funding Submissions**, the ministry announced details of the 2017-18 Early Years Capital Program (EYCP) in support of the government's Renewed Early Years and Child Care Policy Framework. The Framework aims to ensure that all children and families have access to a range of high-quality, inclusive, and affordable early years and child care programs and services that are responsive to the needs of families. This plan will create access to licensed child care for 100,000 more children aged 0 to 4 years old over the next five years. To support this commitment, the government is investing up to \$1.6 billion in capital funding for child care capital builds and retrofits to support the creation of licensed child care spaces in schools, the broader public sector, and community locations for children aged 0-4 years.

With support from their local Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSAABs), school boards have an opportunity to request capital funding support for the creation of new child care spaces or child and family program projects that are associated with a larger school capital project through this round of the Capital Priorities program.

For child care spaces and child and family programs associated with a Capital Priorities project request, school boards must submit a request for capital funding support for these projects by completing and attaching a *Joint Submission - Capital Funding for Child Care and Child and Family Programs* to their Capital Priorities business case. Please see memo **2017:B06 Request for Early Years Capital Program Funding Submissions** for additional details.

School boards are required to submit their completed Early Years Joint Submissions by **September 8, 2017**. The ministry **will not** accept Early Years Joint Submissions after this date.

Joint-Use Capital Projects

The ministry encourages all school boards to consider collaborative capital project arrangements between school boards. This includes maximizing the opportunities of co-location, particularly in rural, northern and small communities.

In the current 2016-17 school year, the ministry has committed dedicated funding to assist school boards in pursuing joint-use school opportunities between boards. This funding is being allocated:

- to support boards with facilitation and joint planning towards the potential development of joint-use school proposals (the Joint-Use Schools Seed Funding Program), and
- on studies being commissioned by the ministry to highlight joint-use experiences and develop a joint-use toolkit that can be used to assist boards in developing joint-use schools. The ministry expects to receive these studies this Fall.

Since 2013, the ministry has prioritized joint-use projects as part of the Capital Priorities program, however, while there are approximately 4,900 schools in Ontario, only 37 are currently joint-use arrangements.

Therefore, going forward, the ministry will be reviewing all capital proposals submitted by boards for ministry funding for new schools, additions or consolidation projects to ensure joint-use opportunities between boards have been explored before funding is granted.

School boards seeking Capital Priorities funding approval must:

- Document efforts made to explore joint-use opportunities for each capital project funding request as part of the business case submissions;
- Demonstrate a willingness to participate with co-terminous school boards in joint-use school opportunities;
- For joint-use school proposals, both boards must include the project as part of their Capital Priorities submission; and
- For joint-use school proposals, explain the role of the joint-use school on expected improvements to student programming and operational efficiency.

Joint-Use Seed Funding Program

The Joint-Use Schools Seed Funding program is available to school boards to encourage the development of more joint-use schools between two or more school boards. Successful applicants will receive \$20,000 in operating funding, per school board, to support the development of a joint-use school project. The ministry will accept applications at any time throughout the year.

Community Hub Projects

In addition to partnerships with other school boards, the ministry also encourages school boards to consider collaborative capital project arrangements between school boards and community partners. New community partners must provide any required capital funding for the project, and the project must not result in any additional operating costs for the school board.

The Replacement Space Funding is available to fund the capital costs of relocating an existing community hub from one school (operating or non-operating) to another school in circumstances where the original school is:

- To be closed or sold, or
- Facing accommodation pressure.

In situations where the original school is facing accommodation pressure, Replacement Space Funding will be restricted to schools where the footprint of the original school cannot be expanded.

Funding will be allocated on a business case basis, jointly submitted by both the school board and the community partner. Boards are to submit supplemental documents with their Capital Priorities Business Case including a description of the community partner and their services, an explanation of the capital requirements and capital cost estimate, and a commitment from the community partner to provide operating funding for the space (include amount).

Community partners that align with the priorities and goals of the ministry (e.g. child and family programs, child mental health, French language services, post-secondary programs, etc.) will be prioritized. Any community partner that provides competing educational services is not eligible for Replacement Space Funding.

Eligibility and Evaluation Criteria

As in previous rounds of Capital Priorities, school boards are to submit business cases through the School Facilities Inventory System (SFIS) system. School boards will be able to access the Capital Priorities submission templates in SFIS beginning June 22, 2017. School boards can save their work in progress; however, once school boards submit their business cases, their submissions will be locked from further editing. School boards will only be able to modify their business cases by requesting that their Capital Analyst (Appendix A) unlock the submission.

Eligible Project Categories

Projects eligible for funding consideration for this round of the Capital Priorities program must meet one or more of the following category descriptions:

- 1) Enrolment Pressure: Projects will accommodate pupils where enrolment is currently or is projected to persistently exceed capacity at a school or within a group of schools, and students are currently housed in non-permanent space (e.g., portables).
- 2) School Consolidations: Projects that support the reduction of excess capacity in order to decrease operating and renewal costs and address renewal need backlogs. These projects may also provide other benefits such as improved program offerings, accessibility or energy efficiency. Projects linked to an accommodation review must have a final trustee decisions on the outcome of the pupil accommodation review by **September 29, 2017**.
- 3) Facility Condition: Projects will replace schools that have higher renewal needs than the cost of constructing an appropriately sized new facility.
- 4) French-language Accommodation: Projects will provide access to French-language facilities where demographics warrant. Such projects will only be considered eligible if the school board can demonstrate that there is a sufficient French-language population not being served by an existing French-language school facility.

Projects matching the following descriptions should not be submitted as Capital Priorities:

- Projects related to only addressing an accommodation pressure of a specialized or alternative program such as French Immersion;
- Projects for additional child care or child and family program space that is not associated with a priority school project;
- Projects for new, non-replacement space to support a community partner;
- Projects that have been previously funded by either the ministry or the school board; and
- Projects that should be funded through renewal funding, including program enhancements and projects related to only addressing current and/or proposed changes to the *Accessibility for Ontarians with Disabilities Act* (AODA).

If a school board has previously submitted a project for Capital Priorities or School Consolidation Capital funding and did not receive ministry funding, please refer to the ministry's comments when considering whether or not to re-submit the project. Please contact your Capital Analyst (Appendix A) for further clarification.

Project Evaluation

The ministry will assess all proposed projects using project-specific quantitative and qualitative measures depending upon the category of project.

For Accommodation Pressures and French-Language Accommodation projects:

- Assessments will be based on school-level capacity ratings, historical enrolment trends, enrolment forecasts, and geographic distribution of students; and
- Primary consideration will be given to projects in areas where accommodation needs are currently high with secondary consideration to projects in areas where accommodation needs are expected to be high in the next five to ten years.

For Facility Condition and School Consolidation projects:

- Assessments will be based on the projected operating and renewal savings and the removal of renewal backlog needs relative to the project cost; and
- Priorities will be given to projects with the highest expected Internal Rate of Return. This will be calculated using the expected cost of the project compared to the expected savings resulting from the project.

In addition to project specific assessments, the following school board performance measures will also be considered for all Capital Priorities project categories:

- School board's demonstrated willingness to participate with co-terminous school boards in joint-use school opportunities;
- School board's ability to build to ministry benchmark costs as evidenced by past projects;
- School board's ability to deliver projects within target timeframes as evidenced by past projects;
- School board's history of meeting the ministry's capital accountability measures (Appendix B);
- Enrolment and utilization trends for projects of the school board which have previously been funded; and
- Number of projects the school board currently has underway and the status of these projects in relation to approved funding and opening dates.

The ministry will expect that school boards will explore various options before submitting their business cases for a specific option. School boards must be able to identify the cost differentiation and considerations of various options.

Capital Analysis and Planning Template

The Capital Analysis and Planning Template (CAPT) is an essential tool for understanding school boards' capital financial position. An approved CAPT is necessary before the ministry is able to sufficiently assess the existing capital activity of a school board. As a result, school boards will not be considered for new capital project funding approval if the ministry does not have an approved CAPT consistent with the school board's 2015-16 Financial Statement.

Ministry Contact

Capital Priorities Program

If you have any Capital Priorities program questions, or require additional information, please contact the Capital Analyst assigned to your school board (Appendix A) or:

Paul Bloye, Manager, Capital Policy and Programs Branch at 416-325-8589 or at Paul.Bloye@Ontario.ca

or

Mathew Thomas, Manager, Capital Policy and Programs Branch at 416-326-9920 or at Mathew.P.Thomas@ontario.ca.

Child Care and Child and Family Program

If you have any child care and child and family program questions, or require additional information, please contact Jeff O'Grady, Acting Manager, Capital Policy and Programs Branch at 416-325-2027 or at Jeff.OGrady@ontario.ca.

Communications Protocol

School boards are reminded to follow the ministry's communications protocol requirements for all ministry funded major capital construction projects as outlined in Appendix C.

Should you have any questions related to the communication requirements, please contact:

Dylan Franks, Senior Information Officer, Communications Branch at 416-325-2947 or Dylan.Franks@ontario.ca.

We look forward to working with you to identify and develop your future capital projects.

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Appendices:

Appendix A: List of Ministry Capital Analysts
Appendix B: Capital Approval Process Chart
Appendix C: Communications Protocol Requirements

c.c. Senior Business Officials
Superintendents and Managers of Facilities
Managers of Planning
Early Years Leads
CAOs of Consolidated Municipal Service Managers
CAOs of District Social Service Administration Boards
Steven Reid, Director, Field Services Branch, Ministry of Education

Appendix A: List of Ministry Capital Analysts

DSB	District School Board	Capital Analyst	Email	Phone
1	DSB Ontario North East	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
2	Algoma DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
3	Rainbow DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
4	Near North DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
5.1	Keewatin-Patricia DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
5.2	Rainy River DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.1	Lakehead DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.2	Superior Greenstone DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
7	Bluewater DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
8	Avon Maitland DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
9	Greater Essex County DSB	Kristin Grunenko	Kristin.Grunenko@ontario.ca	416-326-9959
10	Lambton Kent DSB	Kristin Grunenko	Kristin.Grunenko@ontario.ca	416-326-9959
11	Thames Valley DSB	Kristin Grunenko	Kristin.Grunenko@ontario.ca	416-326-9959
12	Toronto DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
13	Durham DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
14	Kawartha Pine Ridge DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
15	Trillium Lakelands DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
16	York Region DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
17	Simcoe County DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
18	Upper Grand DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
19	Peel DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
20	Halton DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
21	Hamilton-Wentworth DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
22	DSB Niagara	Kristin Grunenko	Kristin.Grunenko@ontario.ca	416-326-9959
23	Grand Erie DSB	Kristin Grunenko	Kristin.Grunenko@ontario.ca	416-326-9959
24	Waterloo Region DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
25	Ottawa-Carleton DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
26	Upper Canada DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
27	Limestone DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
28	Renfrew County DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
29	Hastings & Prince Edward DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
30.1	Northeastern CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
30.2	Nipissing-Parry Sound CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
31	Huron Superior CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
32	Sudbury CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.1	Northwest CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.2	Kenora CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.1	Thunder Bay CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297

DSB	District School Board	Capital Analyst	Email	Phone
34.2	Superior North CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
35	Bruce-Grey CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
36	Huron Perth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
37	Windsor-Essex CDSB	Kristin Grunencko	Kristin.Grunencko@ontario.ca	416-326-9959
38	London DCSB	Kristin Grunencko	Kristin.Grunencko@ontario.ca	416-326-9959
39	St. Clair CDSB	Kristin Grunencko	Kristin.Grunencko@ontario.ca	416-326-9959
40	Toronto CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
41	Peterborough VNCCDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
42	York CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
43	Dufferin Peel CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
44	Simcoe Muskoka CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
45	Durham CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
46	Halton CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
47	Hamilton-Wentworth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
48	Wellington CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
49	Waterloo CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
50	Niagara CDSB	Kristin Grunencko	Kristin.Grunencko@ontario.ca	416-326-9959
51	Brant Haldimand Norfolk CDSB	Kristin Grunencko	Kristin.Grunencko@ontario.ca	416-326-9959
52	CDSB of Eastern Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
53	Ottawa CSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
54	Renfrew County CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
55	Algonquin & Lakeshore CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
56	CSP du Nord-Est	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
57	CSP du Grand Nord de l'Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
58	CS Viamonde	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
59	CÉP de l'Est de l'Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
60.1	CSCD des Grandes Rivières	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
60.2	CSC Franco-Nord	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
61	CSC du Nouvel-Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
62	CSDC des Aurores boréales	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
63	CSC Providence	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
64	CSDC Centre Sud	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
65	CSDC de l'Est ontarien	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
66	CÉC du Centre-Est	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018

Appendix B: Capital Approval Process Chart

Capital Construction Approval Process Updated May 11, 2017		New Schools*		Additions*		Major Retrofits*		Early Years** (Child Care, Child & Family, FDK)
		Repeat Design	New Design	>50% or >\$3.0M	<50% and <\$3.0M	>50% or >\$3.0M	<50% and <\$3.0M	Individual Projects <\$250K
Pre-Design	Facility Space Template	Complete template with most recent adaptation (<5 years)	Board to submit template before hiring architect	Board to submit template before hiring architect	Not Required	Board to submit template before hiring architect	Not Required	Not Required
	Project Manager	Board to appoint a Project Manager (either internal staff or external resource). Board to notify Ministry of name and contact info.						
	Ministry Approval	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Not Required	Ministry must approve scope of project based upon submitted Space Template	Not Required	Not Required
	GOAL	Board to retain an architect.						
Pre-Tender	Independent Cost Consultant Report	Board to submit final cost of recent adaptation (<5 years)	Board to submit an Independent Cost Consultant Report before issuing tender	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Not Required
	Approval to Proceed (ATP) Request	Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding, including a floor plan approval letter for the child care component.						Not Required
	Capital Analysis & Planning Tool (CAPT)	Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.						Not Required
	Ministry Approval	Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.						Not Required
	GOAL	Board to proceed to tender.						
Post-Tender	Tender exceed approved funding amount	Board to either identify additional funding available or make design changes to reduce the project cost. In either case, the board must demonstrate to the Ministry that sufficient funding is available to complete the project.						
	Tender meet approved funding amount	Board to accept tender bid. Important to ensure all project costs are identified and considered.						
Notes:	<ul style="list-style-type: none">Ministry approvals are not required for retrofits that are 100% funded through School Condition Improvement and Early Years Funding less than \$250K.Consultant to review the design, provide costing analysis and advice, and report on options to ensure cost containment. To be based on drawings that are at least 80% complete.50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility). <p>* If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education must be submitted as part of the ATP request.</p> <p>** If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education is still required.</p>							
Definitions:	Addition: Expansion of the gross floor area of a facility, including child care and child and family program rooms. Major Retrofit: Major structural renovation or reconstruction of the existing building envelop, including child care and child and family program rooms. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, but is funded with Ministry funds or >\$1M in Accumulated Surplus is treated as a Major Retrofit.							

Appendix C: Communications Protocol Requirements: Public Communications and Events

All public announcements regarding capital investments in child care, child and family program and/or the publicly funded education system are joint communications opportunities for the provincial government, the school board, the Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB), and community partners.

Public Communications

School boards, CMSMs/DSSABs, and community partners should not issue a news release or any other media-focussed public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards, CMSMs/DSSABs, and community partners should contact the Ministry of Education to receive additional content for the media-focussed public communications, such as quotes from the minister(s).

The Ministry of Education may also choose to issue its own news release about various project milestones in addition to those prepared by school boards, CMSMs/DSSABs, and community partners. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and community partners will be contacted to get quotes, as appropriate.

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, we hope to help promote the role of all involved, including the Ministry of Education, school boards, CMSM/DSSABs, and community partners in bringing exciting new capital projects to benefit local communities.

Major Announcements and Events

Important: For all new school openings, or openings of major additions which includes child care and/or child and family programs and/or community hubs, the Minister of Education and the Minister Responsible for Early Years and Child Care must be invited as early as possible to the event. Invitations should be sent to information.met@ontario.ca. Where appropriate, the ministry's Regional Manager, Field Services Branch, in your area should be copied.

School boards, CMSMs/DSSABs, and community partners are not to proceed with their public events until they have received a response from the office of the Minister of Education or the office of the Minister Responsible for Early Years and Child Care regarding the invitation. School boards, CMSMs/DSSABs, and community partners will be notified within 15 business days of their opening event as to the ministers' attendance. Please note that if the date of your event changes at any time after the ministers have received the invitation, please advise us of the change at the same email address above.

If the Minister of Education or the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will contact your school board, CMSM/DSSAB, and/or community partner to coordinate the details (e.g., a joint announcement).

Note: School boards, CMSMs/DSSABs, and community partners are not expected to delay their announcements to accommodate the ministers or a Member of Provincial Parliament (MPP). The primary goal is to make sure that the ministers are aware of the announcement opportunity.

Other Events

For all other media-focussed public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education and the Minister Responsible for Early Years and Child Care by email (see above) with at least three weeks' notice. Again, please send a copy to the ministry's Regional Manager, Field Services Branch, in your area, where appropriate. Please note that if the date of your event changes at any time after the ministers have received the invitation, please confirm the change at the same email address above.

School boards, CMSMs/DSSABs, and community partners are not expected to delay these "other" events to accommodate the ministers. Only an invitation needs to be sent; a response is not mandatory to proceed.

This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance with existing processes.

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focussed communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

Signage

For all capital construction projects that exceed \$100,000, school boards will be required to display signage at the site of construction that identifies the support of the Government of Ontario. Signage will be provided to school boards by the Ministry of Education. School boards are then responsible for posting the signage in a prominent location. This should be done in a timely manner following the receipt of the signage. All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards.

ACTION REPORT**ITEM 8.17**

UPDATED

**2017 CAPITAL PRIORITIES BUSINESS CASES AND
REQUEST FOR EARLY YEARS CAPITAL PROGRAM (EYCP) SUBMISSIONS**

PURPOSE:

The purpose of this report is to seek Board approval on a proposed list and priority ranking of capital projects for the anticipated 2017 Ministry request for Capital Priorities Business Cases Submission, and provide a further update to Trustees following the June 19, 2017 Ministry Announcement made at St. Joseph Catholic Elementary School.

BACKGROUND INFORMATION:

- 1) Staff Report Item 9.2, "2017 Capital Priorities Business Cases Submission" from the June 6, 2017, Regular Board Meeting.
- 2) Information Report Item 10.3, "2017 Annual Facility Accommodation Report" from the March 7, 2017, Regular Board Meeting.
- 3) Action Report Item 8.8, "2017 School Consolidation Capital Funding Business Case Submissions", from the January 17, 2017 Regular Board Meeting.
- 4) Information Report Item 11.5, "Ministry Response to 2016 Capital Priorities Business Case Submission" from the December 6, 2016 Regular Board Meeting.
- 5) Information Report Item 10.3, "Upcoming Growth and School Consolidation Projects" from the September 6, 2016 Regular Board Meeting.
- 6) Action Report Item 8.6, "2016 Capital Priorities Business Cases Submission" from the June 21, 2016 Regular Board Meeting.

BACKGROUND:

On July 15, 2016, the Board submitted a total of five (5) capital priority projects in response to Ministry Memorandum 2016: B11 Request for Capital Project Funding Submissions (detailed in Figure 1). On November 21, 2016 the Halton Catholic District School Board was notified by the Ministry of Education that Priority #3 Business Case for the proposed Milton #8 Catholic Elementary School was approved for funding.

The remaining four (4) priorities were not granted funding. Staff summarized the details of the Ministry's response by priority project as part of Information Item 11.5, Ministry Response to 2016 Capital Priorities Business Case Submission at the December 6, 2016 Regular Board Meeting.

The Ministry in its response was also more direct in stating that it is not supportive of replacing Holy Cross Catholic Elementary School as per the 2016 Modified Pupil Accommodation Review (MPAR) for Georgetown, based on the facility's condition, or a rebuild project as predicated in past Capital Priorities submissions.

The projects identified through the 2016 Modified Pupil Accommodation Review for Oakville South Central, proposing the consolidation of St. James and St. Joseph's Catholic Elementary Schools into a new facility and the partial rebuild of St. Dominic Catholic Elementary School were also unsuccessful in obtaining funding approvals, based on a lack of immediate need from the Ministry's perspective.

The Ministry did request a more cost effective solution to the consolidation and re-build of St. Joseph Catholic Elementary School, which was re-submitted as part of the 2017 School Consolidation Capital (SCC) Submission. The five (5) capital priorities submitted in 2016 Capital Priorities Submission included:

Figure 1: 2016 Capital Priorities Business Cases Submission (July 15, 2016)

RANK	2016 CAPITAL PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR	FUNDED
1	North Georgetown Catholic Elementary School (MPAR Approved on April 19, 2016)	2016-17	2018-19	No
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild (MPAR Approved on April 19, 2016)	2016-17	2018-19	No
3	Boyne Secondary Plan Milton #8 'Ford' Catholic Elementary School	2016-17	2018-19	Yes
4	Boyne Milton Secondary #3 Catholic Secondary School	2017-18	2019-20	No
5	Oakville South Central Catholic Elementary School – St. Dominic Partial Rebuild (MPAR Approved on April 19, 2016)	2018-19	2019-20	No

On January 27, 2017, the Board submitted a total of four (4) School Consolidation Capital (SCC) priority projects in response to Ministry Memorandum 2016: B19 Request for School Consolidation Capital Funding Submissions (detailed in Figure 2), circulated on December 1, 2016.

Three (3) projects submitted to the Ministry were previously included in the prior capital priorities and school closure and consolidation submission. The St. Mark Catholic Elementary School partial demolition, and classroom and daycare addition was a new business case. The four (4) capital priorities submitted in the 2017 School Consolidation Capital Submission included:

Figure 2: 2017 School Consolidation Capital Business Case Submissions (January 27, 2017)

RANK	2017 CONSOLIDATION PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR	FUNDED
1	Oakville Northeast Elementary School – St. Michael Site Rebuild	2016-17	2018-19	No
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild	2016-17	2018-19	Yes
3	St. Mark Catholic Elementary School – Rightsizing Demolition and Classroom Addition, with Child Care/HUB/OEYCFC	2016-17	2017-18	Yes
4	North Georgetown Catholic Elementary School	2016-17	2018-19	No

On June 19, 2017, the Minister of Education Mitzie Hunter in collaboration with MPP Flynn and MPP Naidoo-Harris made the announcement that the Province of Ontario will:

- 1) Be partially funding Priority #2: Oakville South Central Catholic Elementary School (under the alternate funding strategy); and,
- 2) Funding Priority #3: St. Mark Catholic Elementary School Rightsizing Demolition with five (5) Classroom Addition, a three (3) room Child Care, and an Ontario Early Years Centre and Family Centre (OEYCFC).

Please note that staff has also introduced **Information Item 10.5, 'Preliminary Ministry Funding Announcement for School Consolidation Capital grants, and 2017 – 2018 Action Plan'**, which should be read in conjunction with this report as it details the next steps on these approved projects, beginning on June 21, 2017.

With this new announcement, two (2) projects that were initially part of the priority listing can now be removed as they were funded. The total number of priorities is now amended to eight (8).

COMMENTARY:

On June 6, 2017, Board staff presented its recommend capital priority list, comprised of eight (8) projects, to the Board of Trustees for their review and consideration. It was noted in that report that the tentative priority list could change once the Ministry circulated the capital priorities and potentially the child care memorandum, and whether certain projects may have been funded under the 2017 School Consolidation Capital submission. Accordingly, the proposed priority ranking for the 2017 Capital Priorities funding program also assumes that none of the four (4) projects submitted through the 2017 School Consolidation Capital funding program will have received funding approvals.

On that same day, the Ministry of Education circulated Ministry Memorandum 2017: B06 Request for Early Years Capital Programs (EYCP) Funding Submission, attached as Appendix A for your information. This funding stream are for school-based stand-alone child care and/or child and family program projects that can be completed for the **2019-20 school year**. Board are to submit their projects for **August 4, 2017**.

This has the effect of removing St. Peter Catholic Elementary School – Child Care/HUB/OEYCFC project as Priority #5 of the Capital Priorities Grant project, and therefore moving up all subsequent projects by one.

At the meeting, Trustee Rowe strongly urged that staff retain a Georgetown Catholic Elementary School project on the list, to continue demonstrating the need for a facility in the area given the condition of Holy Cross and the ongoing enrolment pressures that are being felt in the area, further exacerbated by ongoing development growth in Georgetown. With the news of the Early Years Capital Program memorandum, a slot is now available for the project. Staff recommend that the Georgetown project be the stand-alone Holy Cross Catholic Elementary School replacement school on the Berton Boulevard site with a child-care and OEYCFC Room (continues to be supported by the CMSM), as the consolidation plan for Georgetown North was not supported by the Ministry. This message was relayed to the community following the announcement. Staff advised the Board that it would adjust the list to reflect these changes.

As was discussed at the June 6, 2017 Regular Meeting of the Board, the total number of proposed permanent classroom additions to Bishop P.F. Reding Catholic Secondary School was increased to 28-30 classrooms to reflect the current portable situation, as well as the future outlook of the school's enrolment, which shows stability and ongoing growth. There are currently 25 portable classrooms on site, which is expected to increase to more than 33 portable classrooms for October 2017, and 38 portable classrooms in October 2018. Staff is proposing to construct a 28-30 permanent classroom addition. This would add

approximately 588-630 pupil places to the existing 933 permanent On-the-Ground (OTG) capacity, resulting in a total facility OTG capacity of 1,521-1,563 pupil places (an increase from the initial estimate).

The proposed concept would require the relocation of an existing childcare space. Accordingly, staff is proposing to relocate the existing three (3) room Child Care Centre located at Bishop P.F. Reding to St. Peter Catholic Elementary School, and increase the size of the facility to a four (4) to five (5) room Child Care Centre, with the addition of an Ontario Early Years Centre and Family Centre (OEYCFC). St. Peter is in close proximity to Bishop Reding Catholic Secondary School, approximately 350 metre walk, therefore there should be little impact on current users.

On June 12, 2017, the Ministry of Education released Memorandum 2017: B7 Request for Capital Priorities Project Funding Submission, which is attached as Appendix B. To summarize, the following are the highlights of this year's Capital Priorities memorandum:

- 1) Submission Date is for **September 8, 2017**.
- 2) Only projects with an opening date of no later than the **2020-21 school year** will be accepted.
- 3) There will be no further School Consolidation Capital (SCC) funding available to Boards, as the Ministry has spent its \$750M as of the last round, submitted in January 27, 2017.
 - a. Notwithstanding the above, the Board can continue to submit their SCC projects as part of the Capital Priorities submission for this year, and in subsequent years.
 - b. Acknowledging that the SCC grant program is completed, the Ministry will increase the maximum number of projects permitted in the Capital Priorities submission to **10 projects**.
- 4) A much greater value will be placed on joint-use projects between co-terminous boards and other community partners, whereby all business cases must now demonstrate what efforts were made to establish partnerships.
- 5) The memo states on page 5, that projects that are renewal based may not be eligible
 - a. Note: this may mean that the minor renewal needs that were part of the St. Micheal Catholic Elementary School may not be eligible. If required, the Board has renewal reserves to undertake renewal projects under its annual allocation.

With additional room in the priority listings, staff is now recommending that the Board also submit to the Ministry preliminary business cases speaking to the next two (2) growth related elementary schools that we anticipate to open by the 2020-21 school year. This includes the next Milton and North Oakville Catholic Elementary Schools, and are now reflected in the updated priority listing.

On June 13, 2017, staff met the Consolidated Municipal Service Manager (CMSM) from the Region of Halton to discuss all projects that had a potential Child Care or Ontario Early Years Centre and Family Centre. These would include stand-alone projects as stipulated in Ministry Memorandum 2017: B06 and Combined Capital and Ontario Early Years projects as stipulated in Ministry Memorandum 2017: B07. During the meeting, one (1) stand-alone project and four (4) capital projects were discussed.

The stand-alone project discussed was the Bishop P.F. Reding Catholic Secondary School Child Care relocation to St. Peter Catholic Elementary School. This area has been identified as an area of need by the CMSM for the Region of Halton in the past, and will support the Board in submitting this project as a priority project under the Early Years Capital Program submission. During the meeting, it was determined that the request to the Ministry should be comprised of a four (4) to five (5) room Child Care Centre with a two (2) room Ontario Early Year Centre and Family Centre. The CMSM will be reviewing this proposal with the current daycare provider, the current OEYCFC provider in the immediate geographic area, and the current YMCA before and after care operator, and will confirm the composition of the capital request prior to the submission date of August 4, 2017.

The CMSM will review in the coming weeks the potential of adding a Child Care Centre at the St. Michael Catholic Elementary School to complement the renewal works being proposed at the school. Confirmation of demand will be provided after the June 20, 2017 Regular Meeting of the Board.

Lastly, the CMSM is also supportive of two (2) new growth related Child Care Centres in the Town of Milton as part of the Milton #10 Catholic Elementary School project, and the Town of Halton Hills as part of the Georgetown North Catholic Elementary School Project. Both will be comprised of three (3) to (5) Child Care rooms and one (1) to two (2) OEYCFC rooms, dependent on municipal needs.

Information and feedback received from Trustees; information presented in ministry memorandum; capital projects listed in the 2017 Annual Facility Accommodation Report (Appendix C); discussions with the Regional CMSM; discussions with senior administrative staff; and the latest funding announcement were relied on to develop the priority listing. Accordingly, the following priorities for the 2017 Capital Priorities Business Case Submission (Figure 3) and the Early Years Capital Program Submission (Figure 4) are proposed:

Figure 3: 2017 Capital Priorities Business Case Submission (September 8, 2017)

TENTATIVE RANKING	2016 CAPITAL PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR
1	Bishop P.F. Reding Catholic Secondary School Permanent Classroom Addition	2017-18	2018-19
2	Boyne Milton Secondary #3 Catholic Secondary School	2017-18	2020-21
3	St. Michael Catholic Elementary School, Renovation and classroom retrofit (PAR Approved March 7, 2017), with potential Child Care/HUB/OEYCFC (TBC)	2017-18	2018-19
4	Oakville South Central Catholic Elementary School – St. Dominic Partial Rebuild (MPAR Approved on April 19, 2016)	2018-19	2019-20
5	Georgetown Catholic Elementary School – Holy Cross Rebuilt project, with Child Care/HUB/OEYCFC	2018-19	2020-21
6	St. Marguerite Catholic Elementary School 6 Classroom Addition (PAR Approved March 7, 2017)	2019-20	2020-21
7	Boyne Secondary Plan Milton #10 ‘Cobben’ Catholic Elementary School, with Child Care/HUB/OEYCFC	2019-20	2020-21
8	North Oakville CE#4 or CE#5 Catholic Elementary School (preferred site to be determined)	2019-20	2020-21

Figure 4: 2017 Early Years Capital Program Submission (August 4, 2017)

TENTATIVE RANKING	2016 EARLY YEARS CAPITAL PROGRAM	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR
1	St. Peter Catholic Elementary School – Child Care/HUB/OEYCFC	2017-18	2018-19

Ministry approvals related to the four SCC projects submitted in January 2017 have been communicated to the Board and the priority ranking has been adjusted accordingly. Board staff will seek to meet with the Ministry in the summer months to discuss the above projects prior to their submission on September 8, 2017.

CONCLUSION:

Staff have identified eight (8) priorities for the Capital Priorities Business Case Submission, and one (1) priority for the Early Years Capital Program. Once business cases are drafted, staff will request a meeting with the Ministry of Education to review business cases prior to the submission deadline.

Staff is now requesting Board approval to proceed with the priority rankings for the Capital Priorities Projects and the Early Years Capital Program submissions.

RECOMMENDATION:

RESOLUTION:

Moved By:

Seconded By:

RESOLVED, that the Board approve the proposed ranking of the 2017 Capital Priorities Business Case Submission as follows:

RANKING	2017 CAPITAL PRIORITIES PROJECT DESCRIPTION
1.	Bishop P.F. Reding Catholic Secondary School – Permanent Classroom Addition
2.	Boyne Milton Secondary #3 Catholic Secondary School
3.	St. Michael Catholic Elementary School – Renewal and Renovation Projects (PAR Approved on March 7, 2017), with potential Child Care/HUB/OEYCFC (reliant on CMSM sign-off)
4.	Oakville South Central Catholic Elementary School – St. Dominic Partial Rebuild (MPAR Approved on April 19, 2016)
5.	North Georgetown Catholic Elementary School – Holy Cross Rebuild
6.	St. Marguerite Catholic Elementary School 6 Classroom Addition (PAR Approved March 7, 2017)
7.	Boyne Secondary Plan Milton #10 ‘Cobben’ Catholic Elementary School, with Child Care/HUB/OEYCFC
8.	North Oakville CE#4 or CE#5 Catholic Elementary School

RESOLVED, that the Board approve the proposed Child Care projects associated to the 2017 Capital Priorities submission as follows:

- 1.** St. Michael Catholic Elementary School – Child Care/HUB/OEYCFC
- 2.** North Georgetown Catholic Elementary School – Child Care/HUB/OEYCFC
- 3.** Milton #10 ‘Cobben’ Catholic Elementary School – Child Care/HUB/OEYCFC

RESOLVED, that the Board approve the proposed project for the 2017 Early Years Capital Program Submission as follows:

RANKING	2017 EARLY YEARS CAPITAL PROGRAM PROJECT DESCRIPTION
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- | | |
|-----------|--|
| 1. | St. Peter Catholic Elementary School – Child Care/HUB/OEYCFC |
|-----------|--|

RESOLVED, that the Board authorize staff to submit the Board's 2017 Capital Priorities Business Case Submission to the Ministry of Education for funding consideration as outlined in the Ministry memorandums 2017: B06 Request for Early Years Capital Programs (EYCP) Funding Submission and 2017: B07 Request for Capital Priorities Project Funding Submission.

REPORT PREPARED BY:

F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

SUBMITTED BY:

R. NEGOT
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Ministry of Education**Office of the ADM**

Capital and Business Support Division
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Toronto ON M7A 1L2

Ministère de l'Éducation**Bureau du sous-ministre adjoint**

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

**2017: B7**

MEMORANDUM TO: Directors of Education
Children's Service Leads, Consolidated Municipal Service
Managers (CMSMs) and District Social Service
Administration Boards (DSSABs)

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

DATE: June 12, 2017

SUBJECT: Request for Capital Priorities Project Funding
Submissions

On behalf of the ministry team, I am writing to announce the launch of the 2017 Capital Priorities program. The Capital Priorities program provides school boards with an opportunity to identify their most urgent and pressing pupil accommodation needs. The ministry has allocated just over \$3 billion in capital funding through the Capital Priorities program since it began in 2011. The Capital Priorities program serves as the primary means for funding capital projects that address school boards' pupil accommodation needs including enrolment pressures, supporting the consolidation of underutilized facilities, providing facilities for French-language rights holders in under-served areas, and replacing facilities in poor repair.

Highlights/Summary Points

- The submission deadline for all capital funding requests is **September 8, 2017**.
- The 2017 Capital Priorities projects are required to open no later than the 2020-2021 school year.
- School boards may apply for capital funding support for the creation of new or renovated licensed child care spaces and child and family program in schools as part of a larger school capital project.
- The ministry will include joint-use school participation among its criteria in reviewing all project submissions.

- The ministry has capital funding to support the replacement of existing space for community partners in situations where the space will be lost due to the board's pupil accommodation activities.

Project Submissions

Capital Priorities

As with previous rounds of the Capital Priorities program, funding for Capital Priorities projects will be allocated on a business case basis for new schools, retrofits, and additions that need to be completed by the 2020-2021 school year. School boards are required to identify their ten highest and most urgent Capital Priorities and submit the associated business cases through the School Facilities Inventory System (SFIS) in order to be considered for funding approval.

With this spring's announcements of School Consolidation Capital funding approvals, the ministry completes its commitment to invest \$750 million to support improved utilization of school space through the reduction of surplus capacity. The ministry will continue to support consolidation projects through its annual Capital Priorities program.

The ministry is increasing its submission limit to ten projects to compensate for the completion of the School Consolidation Capital program which will have no further intakes.

School boards are required to submit their completed Capital Priorities business cases by **September 8, 2017**. The ministry **will not** accept business cases after this date.

Child Care Centres in Schools

In Memo **2017:B06 Request for Early Years Capital Program Funding Submissions**, the ministry announced details of the 2017-18 Early Years Capital Program (EYCP) in support of the government's Renewed Early Years and Child Care Policy Framework. The Framework aims to ensure that all children and families have access to a range of high-quality, inclusive, and affordable early years and child care programs and services that are responsive to the needs of families. This plan will create access to licensed child care for 100,000 more children aged 0 to 4 years old over the next five years. To support this commitment, the government is investing up to \$1.6 billion in capital funding for child care capital builds and retrofits to support the creation of licensed child care spaces in schools, the broader public sector, and community locations for children aged 0-4 years.

With support from their local Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSAABs), school boards have an opportunity to request capital funding support for the creation of new child care spaces or child and family program projects that are associated with a larger school capital project through this round of the Capital Priorities program.

For child care spaces and child and family programs associated with a Capital Priorities project request, school boards must submit a request for capital funding support for these projects by completing and attaching a *Joint Submission - Capital Funding for Child Care and Child and Family Programs* to their Capital Priorities business case. Please see memo **2017:B06 Request for Early Years Capital Program Funding Submissions** for additional details.

School boards are required to submit their completed Early Years Joint Submissions by **September 8, 2017**. The ministry **will not** accept Early Years Joint Submissions after this date.

Joint-Use Capital Projects

The ministry encourages all school boards to consider collaborative capital project arrangements between school boards. This includes maximizing the opportunities of co-location, particularly in rural, northern and small communities.

In the current 2016-17 school year, the ministry has committed dedicated funding to assist school boards in pursuing joint-use school opportunities between boards. This funding is being allocated:

- to support boards with facilitation and joint planning towards the potential development of joint-use school proposals (the Joint-Use Schools Seed Funding Program), and
- on studies being commissioned by the ministry to highlight joint-use experiences and develop a joint-use toolkit that can be used to assist boards in developing joint-use schools. The ministry expects to receive these studies this Fall.

Since 2013, the ministry has prioritized joint-use projects as part of the Capital Priorities program, however, while there are approximately 4,900 schools in Ontario, only 37 are currently joint-use arrangements.

Therefore, going forward, the ministry will be reviewing all capital proposals submitted by boards for ministry funding for new schools, additions or consolidation projects to ensure joint-use opportunities between boards have been explored before funding is granted.

School boards seeking Capital Priorities funding approval must:

- Document efforts made to explore joint-use opportunities for each capital project funding request as part of the business case submissions;
- Demonstrate a willingness to participate with co-terminous school boards in joint-use school opportunities;
- For joint-use school proposals, both boards must include the project as part of their Capital Priorities submission; and
- For joint-use school proposals, explain the role of the joint-use school on expected improvements to student programming and operational efficiency.

Joint-Use Seed Funding Program

The Joint-Use Schools Seed Funding program is available to school boards to encourage the development of more joint-use schools between two or more school boards. Successful applicants will receive \$20,000 in operating funding, per school board, to support the development of a joint-use school project. The ministry will accept applications at any time throughout the year.

Community Hub Projects

In addition to partnerships with other school boards, the ministry also encourages school boards to consider collaborative capital project arrangements between school boards and community partners. New community partners must provide any required capital funding for the project, and the project must not result in any additional operating costs for the school board.

The Replacement Space Funding is available to fund the capital costs of relocating an existing community hub from one school (operating or non-operating) to another school in circumstances where the original school is:

- To be closed or sold, or
- Facing accommodation pressure.

In situations where the original school is facing accommodation pressure, Replacement Space Funding will be restricted to schools where the footprint of the original school cannot be expanded.

Funding will be allocated on a business case basis, jointly submitted by both the school board and the community partner. Boards are to submit supplemental documents with their Capital Priorities Business Case including a description of the community partner and their services, an explanation of the capital requirements and capital cost estimate, and a commitment from the community partner to provide operating funding for the space (include amount).

Community partners that align with the priorities and goals of the ministry (e.g. child and family programs, child mental health, French language services, post-secondary programs, etc.) will be prioritized. Any community partner that provides competing educational services is not eligible for Replacement Space Funding.

Eligibility and Evaluation Criteria

As in previous rounds of Capital Priorities, school boards are to submit business cases through the School Facilities Inventory System (SFIS) system. School boards will be able to access the Capital Priorities submission templates in SFIS beginning June 22, 2017. School boards can save their work in progress; however, once school boards submit their business cases, their submissions will be locked from further editing. School boards will only be able to modify their business cases by requesting that their Capital Analyst (Appendix A) unlock the submission.

Eligible Project Categories

Projects eligible for funding consideration for this round of the Capital Priorities program must meet one or more of the following category descriptions:

- 1) Enrolment Pressure: Projects will accommodate pupils where enrolment is currently or is projected to persistently exceed capacity at a school or within a group of schools, and students are currently housed in non-permanent space (e.g., portables).
- 2) School Consolidations: Projects that support the reduction of excess capacity in order to decrease operating and renewal costs and address renewal need backlogs. These projects may also provide other benefits such as improved program offerings, accessibility or energy efficiency. Projects linked to an accommodation review must have a final trustee decisions on the outcome of the pupil accommodation review by **September 29, 2017**.
- 3) Facility Condition: Projects will replace schools that have higher renewal needs than the cost of constructing an appropriately sized new facility.
- 4) French-language Accommodation: Projects will provide access to French-language facilities where demographics warrant. Such projects will only be considered eligible if the school board can demonstrate that there is a sufficient French-language population not being served by an existing French-language school facility.

Projects matching the following descriptions should not be submitted as Capital Priorities:

- Projects related to only addressing an accommodation pressure of a specialized or alternative program such as French Immersion;
- Projects for additional child care or child and family program space that is not associated with a priority school project;
- Projects for new, non-replacement space to support a community partner;
- Projects that have been previously funded by either the ministry or the school board; and
- Projects that should be funded through renewal funding, including program enhancements and projects related to only addressing current and/or proposed changes to the *Accessibility for Ontarians with Disabilities Act* (AODA).

If a school board has previously submitted a project for Capital Priorities or School Consolidation Capital funding and did not receive ministry funding, please refer to the ministry's comments when considering whether or not to re-submit the project. Please contact your Capital Analyst (Appendix A) for further clarification.

Project Evaluation

The ministry will assess all proposed projects using project-specific quantitative and qualitative measures depending upon the category of project.

For Accommodation Pressures and French-Language Accommodation projects:

- Assessments will be based on school-level capacity ratings, historical enrolment trends, enrolment forecasts, and geographic distribution of students; and
- Primary consideration will be given to projects in areas where accommodation needs are currently high with secondary consideration to projects in areas where accommodation needs are expected to be high in the next five to ten years.

For Facility Condition and School Consolidation projects:

- Assessments will be based on the projected operating and renewal savings and the removal of renewal backlog needs relative to the project cost; and
- Priorities will be given to projects with the highest expected Internal Rate of Return. This will be calculated using the expected cost of the project compared to the expected savings resulting from the project.

In addition to project specific assessments, the following school board performance measures will also be considered for all Capital Priorities project categories:

- School board's demonstrated willingness to participate with co-terminous school boards in joint-use school opportunities;
- School board's ability to build to ministry benchmark costs as evidenced by past projects;
- School board's ability to deliver projects within target timeframes as evidenced by past projects;
- School board's history of meeting the ministry's capital accountability measures (Appendix B);
- Enrolment and utilization trends for projects of the school board which have previously been funded; and
- Number of projects the school board currently has underway and the status of these projects in relation to approved funding and opening dates.

The ministry will expect that school boards will explore various options before submitting their business cases for a specific option. School boards must be able to identify the cost differentiation and considerations of various options.

Capital Analysis and Planning Template

The Capital Analysis and Planning Template (CAPT) is an essential tool for understanding school boards' capital financial position. An approved CAPT is necessary before the ministry is able to sufficiently assess the existing capital activity of a school board. As a result, school boards will not be considered for new capital project funding approval if the ministry does not have an approved CAPT consistent with the school board's 2015-16 Financial Statement.

Ministry Contact

Capital Priorities Program

If you have any Capital Priorities program questions, or require additional information, please contact the Capital Analyst assigned to your school board (Appendix A) or:

Paul Bloye, Manager, Capital Policy and Programs Branch at 416-325-8589 or at Paul.Bloye@Ontario.ca

or

Mathew Thomas, Manager, Capital Policy and Programs Branch at 416-326-9920 or at Mathew.P.Thomas@ontario.ca.

Child Care and Child and Family Program

If you have any child care and child and family program questions, or require additional information, please contact Jeff O'Grady, Acting Manager, Capital Policy and Programs Branch at 416-325-2027 or at Jeff.OGrady@ontario.ca.

Communications Protocol

School boards are reminded to follow the ministry's communications protocol requirements for all ministry funded major capital construction projects as outlined in Appendix C.

Should you have any questions related to the communication requirements, please contact:

Dylan Franks, Senior Information Officer, Communications Branch at 416-325-2947 or Dylan.Franks@ontario.ca.

We look forward to working with you to identify and develop your future capital projects.

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Appendices:

Appendix A: List of Ministry Capital Analysts
Appendix B: Capital Approval Process Chart
Appendix C: Communications Protocol Requirements

c.c. Senior Business Officials
Superintendents and Managers of Facilities
Managers of Planning
Early Years Leads
CAOs of Consolidated Municipal Service Managers
CAOs of District Social Service Administration Boards
Steven Reid, Director, Field Services Branch, Ministry of Education

Appendix A: List of Ministry Capital Analysts

DSB	District School Board	Capital Analyst	Email	Phone
1	DSB Ontario North East	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
2	Algoma DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
3	Rainbow DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
4	Near North DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
5.1	Keewatin-Patricia DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
5.2	Rainy River DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.1	Lakehead DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.2	Superior Greenstone DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
7	Bluewater DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
8	Avon Maitland DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
9	Greater Essex County DSB	Kristin Grunenko	Kristin.Grunenko@ontario.ca	416-326-9959
10	Lambton Kent DSB	Kristin Grunenko	Kristin.Grunenko@ontario.ca	416-326-9959
11	Thames Valley DSB	Kristin Grunenko	Kristin.Grunenko@ontario.ca	416-326-9959
12	Toronto DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
13	Durham DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
14	Kawartha Pine Ridge DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
15	Trillium Lakelands DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
16	York Region DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
17	Simcoe County DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
18	Upper Grand DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
19	Peel DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
20	Halton DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
21	Hamilton-Wentworth DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
22	DSB Niagara	Kristin Grunenko	Kristin.Grunenko@ontario.ca	416-326-9959
23	Grand Erie DSB	Kristin Grunenko	Kristin.Grunenko@ontario.ca	416-326-9959
24	Waterloo Region DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
25	Ottawa-Carleton DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
26	Upper Canada DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
27	Limestone DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
28	Renfrew County DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
29	Hastings & Prince Edward DSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
30.1	Northeastern CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
30.2	Nipissing-Parry Sound CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
31	Huron Superior CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
32	Sudbury CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.1	Northwest CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.2	Kenora CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.1	Thunder Bay CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297

DSB	District School Board	Capital Analyst	Email	Phone
34.2	Superior North CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
35	Bruce-Grey CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
36	Huron Perth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
37	Windsor-Essex CDSB	Kristin Grunencko	Kristin.Grunencko@ontario.ca	416-326-9959
38	London DCSB	Kristin Grunencko	Kristin.Grunencko@ontario.ca	416-326-9959
39	St. Clair CDSB	Kristin Grunencko	Kristin.Grunencko@ontario.ca	416-326-9959
40	Toronto CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
41	Peterborough VNCCDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
42	York CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
43	Dufferin Peel CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
44	Simcoe Muskoka CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
45	Durham CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
46	Halton CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
47	Hamilton-Wentworth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
48	Wellington CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
49	Waterloo CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
50	Niagara CDSB	Kristin Grunencko	Kristin.Grunencko@ontario.ca	416-326-9959
51	Brant Haldimand Norfolk CDSB	Kristin Grunencko	Kristin.Grunencko@ontario.ca	416-326-9959
52	CDSB of Eastern Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
53	Ottawa CSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
54	Renfrew County CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
55	Algonquin & Lakeshore CDSB	Shakufe Virani	Shakufe.Virani@onatario.ca	416-325-2805
56	CSP du Nord-Est	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
57	CSP du Grand Nord de l'Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
58	CS Viamonde	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
59	CÉP de l'Est de l'Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
60.1	CSCD des Grandes Rivières	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
60.2	CSC Franco-Nord	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
61	CSC du Nouvel-Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
62	CSDC des Aurores boréales	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
63	CSC Providence	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
64	CSDC Centre Sud	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
65	CSDC de l'Est ontarien	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
66	CÉC du Centre-Est	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018

Appendix B: Capital Approval Process Chart

Capital Construction Approval Process Updated May 11, 2017		New Schools*		Additions*		Major Retrofits*		Early Years** (Child Care, Child & Family, FDK)
		Repeat Design	New Design	>50% or >\$3.0M	<50% and <\$3.0M	>50% or >\$3.0M	<50% and <\$3.0M	Individual Projects <\$250K
Pre-Design	Facility Space Template	Complete template with most recent adaptation (<5 years)	Board to submit template before hiring architect	Board to submit template before hiring architect	Not Required	Board to submit template before hiring architect	Not Required	Not Required
	Project Manager	Board to appoint a Project Manager (either internal staff or external resource). Board to notify Ministry of name and contact info.						
	Ministry Approval	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Not Required	Ministry must approve scope of project based upon submitted Space Template	Not Required	Not Required
	GOAL	Board to retain an architect.						
Pre-Tender	Independent Cost Consultant Report	Board to submit final cost of recent adaptation (<5 years)	Board to submit an Independent Cost Consultant Report before issuing tender	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Not Required
	Approval to Proceed (ATP) Request	Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding, including a floor plan approval letter for the child care component.						Not Required
	Capital Analysis & Planning Tool (CAPT)	Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.						Not Required
	Ministry Approval	Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.						Not Required
	GOAL	Board to proceed to tender.						
Post-Tender	Tender exceed approved funding amount	Board to either identify additional funding available or make design changes to reduce the project cost. In either case, the board must demonstrate to the Ministry that sufficient funding is available to complete the project.						
	Tender meet approved funding amount	Board to accept tender bid. Important to ensure all project costs are identified and considered.						
Notes:	<ul style="list-style-type: none">Ministry approvals are not required for retrofits that are 100% funded through School Condition Improvement and Early Years Funding less than \$250K.Consultant to review the design, provide costing analysis and advice, and report on options to ensure cost containment. To be based on drawings that are at least 80% complete.50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility). <p>* If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education must be submitted as part of the ATP request.</p> <p>** If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education is still required.</p>							
Definitions:	Addition: Expansion of the gross floor area of a facility, including child care and child and family program rooms. Major Retrofit: Major structural renovation or reconstruction of the existing building envelop, including child care and child and family program rooms. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, but is funded with Ministry funds or >\$1M in Accumulated Surplus is treated as a Major Retrofit.							

Appendix C: Communications Protocol Requirements: Public Communications and Events

All public announcements regarding capital investments in child care, child and family program and/or the publicly funded education system are joint communications opportunities for the provincial government, the school board, the Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB), and community partners.

Public Communications

School boards, CMSMs/DSSABs, and community partners should not issue a news release or any other media-focussed public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards, CMSMs/DSSABs, and community partners should contact the Ministry of Education to receive additional content for the media-focussed public communications, such as quotes from the minister(s).

The Ministry of Education may also choose to issue its own news release about various project milestones in addition to those prepared by school boards, CMSMs/DSSABs, and community partners. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and community partners will be contacted to get quotes, as appropriate.

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, we hope to help promote the role of all involved, including the Ministry of Education, school boards, CMSM/DSSABs, and community partners in bringing exciting new capital projects to benefit local communities.

Major Announcements and Events

Important: For all new school openings, or openings of major additions which includes child care and/or child and family programs and/or community hubs, the Minister of Education and the Minister Responsible for Early Years and Child Care must be invited as early as possible to the event. Invitations should be sent to information.met@ontario.ca. Where appropriate, the ministry's Regional Manager, Field Services Branch, in your area should be copied.

School boards, CMSMs/DSSABs, and community partners are not to proceed with their public events until they have received a response from the office of the Minister of Education or the office of the Minister Responsible for Early Years and Child Care regarding the invitation. School boards, CMSMs/DSSABs, and community partners will be notified within 15 business days of their opening event as to the ministers' attendance. Please note that if the date of your event changes at any time after the ministers have received the invitation, please advise us of the change at the same email address above.

If the Minister of Education or the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will contact your school board, CMSM/DSSAB, and/or community partner to coordinate the details (e.g., a joint announcement).

Note: School boards, CMSMs/DSSABs, and community partners are not expected to delay their announcements to accommodate the ministers or a Member of Provincial Parliament (MPP). The primary goal is to make sure that the ministers are aware of the announcement opportunity.

Other Events

For all other media-focussed public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education and the Minister Responsible for Early Years and Child Care by email (see above) with at least three weeks' notice. Again, please send a copy to the ministry's Regional Manager, Field Services Branch, in your area, where appropriate. Please note that if the date of your event changes at any time after the ministers have received the invitation, please confirm the change at the same email address above.

School boards, CMSMs/DSSABs, and community partners are not expected to delay these "other" events to accommodate the ministers. Only an invitation needs to be sent; a response is not mandatory to proceed.

This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance with existing processes.

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focussed communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

Signage

For all capital construction projects that exceed \$100,000, school boards will be required to display signage at the site of construction that identifies the support of the Government of Ontario. Signage will be provided to school boards by the Ministry of Education. School boards are then responsible for posting the signage in a prominent location. This should be done in a timely manner following the receipt of the signage. All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards.

Ministry of Education

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2

**2017: B06****MEMORANDUM TO:** Directors of Education

Children's Service Leads, Consolidated Municipal Service
Managers (CMSMs) and District Social Services
Administration Boards (DSSABs)

FROM:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Shannon Fuller
Assistant Deputy Minister
Early Years and Child Care Division

DATE:

June 6, 2017

SUBJECT:

**Request for Early Years Capital Program (EYCP)
Funding Submissions**

We are writing to announce details of the 2017-18 Early Years Capital Program (EYCP) in support of the government's Renewed Early Years and Child Care Policy Framework which aims to ensure that all children and families have access to a range of high-quality, inclusive, and affordable early years and child care programs and services that are responsive to the needs of families. This plan will create access to licensed child care for 100,000 more children aged 0 to 4 years old over the next five years. To support this commitment the government is investing up to \$1.6 billion in capital funding for child care capital builds and retrofits to support the creation of licensed child care spaces in schools, the broader public sector, and community locations for children aged 0 to 4 years.

In response to this investment in early years and child care capital, the Ministry is launching a new capital funding program called the EYCP. This memo provides the details, eligibility criteria, and submission requirements for this program that focuses on school-based "stand-alone" child care and/or child and family program capital funding requests (i.e., child care and/or child and family capital projects that are not part of a school capital project).

The EYCP will serve as the primary means for capital funding requests associated with school-based stand-alone child care and/or child and family program capital projects that address school boards' and CMSMs'/DSSABs' accommodation needs, and support a "Schools-First" approach through additions and/or renovations. School boards and CMSMs'/DSSABs are invited to submit requests for child care and/or child and family program capital funding to support the capital costs associated with these projects.

The Capital Priorities (CP) program will continue to accept capital funding requests for child care and/or child and family capital projects that are associated with a school capital project (i.e., new school build).

The Ministry has established an Expert Panel on Early Years Capital Standards in Schools with membership from school boards, CMSMs'/DSSABs, and early years providers to provide advice and recommendations to the Ministry on child care and child and family program capital requirements, benchmarks, and funding methodology in schools as well as best practices for child care and child and family program capital design, planning, and construction in schools across Ontario. A Working Group on Early Years Accommodations Costs in Schools has also been established with membership from school boards, CMSMs'/DSSABs, and early years providers to provide advice and recommendations to the Ministry on child care and child and family program accommodation cost transparency and methodology in schools as well as best practices related to sustainability for early years providers in schools. The outcomes of these groups are anticipated in 2018.

Highlights/Summary Points

- Ongoing, multi-year operating funding will be made available to CMSMs'/DSSABs for licensed child care to support new school-based capital builds announced and approved in 2017-18, once the capital space is operational.
- The 2017-18 EYCP projects are required to open no later than the 2019-20 school year.
- School boards and CMSMs'/DSSABs may apply for capital funding support for school-based stand-alone child care and/or child and family program projects. Child care and/or child and family program projects that are associated with a school capital project must be submitted through the CP program for consideration.
- School boards who will not fully expend their Schools-First Child Care Capital Retrofit Policy (SFCCCRP) funding by August 31, 2017 are expected to utilize their uncommitted SFCCCRP allocation towards approved child care capital projects supporting additions and renovations that have been submitted for capital funding consideration under the EYCP.
- School boards and CMSMs'/DSSABs are no longer required to provide a priority ranking for each child care and/or child and family program capital funding

request being submitted for consideration. School boards and CMSMs/DSSABs may choose to continue submitting priority rankings if they choose to do so.

- As of September 1, 2017, a new licensed age group called “family age grouping” for children 0 to 12 years will be introduced to all licensed child care centres (Schedule 4 in Ontario Regulation 137/15 of the *Child Care and Early Years Act, 2014* (CCEYA)). School boards and CMSMs/DSSABs may apply for a family age grouping room. The new group allows the placement of children of different ages in the same group in the same play activity room, subject to regulations. The family age grouping can have up to a maximum of 15 children, and no more than six children under two years of age. For more information on Schedule 4 visit: <http://www.edu.gov.on.ca/childcare/FamilyAgeGroupings.pdf>
- School boards and CMSMs/DSSABs are required to provide the Ministry with a floor plan approval letter issued by the Ministry of Education’s Child Care Quality Assurance and Licensing Branch as part of their ATP request. (See Appendix F for the Capital Approval Process Chart.)
- Child care and/or child and family program requests for capital funding must be submitted through the Ministry’s School Facility Information System (SFIS). The Early Years Joint Submission template should be downloaded, completed, signed by both the school board and the CMSM/DSSAB and uploaded into SFIS as well as submitted to the school board’s Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) and Capital Analyst.
- School boards and CMSMs/DSSABs are encouraged to consider regional system-wide planning across co-terminus school boards and multi-CMSM/DSSAB areas, where appropriate, to ensure operational viability, and prioritization.
- As capital funding for child and family programs is limited in 2017, the Ministry may approve the child care component of a capital funding request without approving capital funding for the child and family program component, where there are requests for integrated capital projects which include both child care and child and family programs.
- The submission deadline for all EYCP capital funding requests is **August 4, 2017**.

Project Submissions

The Ministry will be accepting capital funding requests for school-based stand-alone child care and/or child and family program projects.

As with previous rounds of the CP program, school boards, in conjunction with their CMSMs/DSSABs, have an opportunity to request capital funding for school-based stand-alone child care and/or child and family program capital projects. The 2017 EYCP

projects are required to open no later than the 2019-20 school year. (See Appendix A for details on child care capital project submission requirements, and Appendix B for details on child and family program capital project submission requirements.)

School boards and CMSMs/DSSABs are required to complete an *Early Years Joint Submission - Capital Funding for Child Care and Child and Family Programs* template to request EYCP funding. The Early Years Joint Submission is to be downloaded, completed, and uploaded into SFIS as well as submitted to school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) and Capital Analyst.

School boards are required to submit their completed Early Years Joint Submission template by **August 4, 2017**. The Ministry **will not** accept Early Years Joint Submission templates after this date. Following this submission window, it is anticipated that there will be future opportunities to submit EYCP capital funding requests later in 2017.

Communications Protocol Requirements for Public Communications and Events

All public announcements regarding capital investments in child care, child and family programs, and/or the publicly funded education system are joint communications opportunities for the provincial government and organizations involved in the projects. Please follow the protocol outlined in Appendix C related to these opportunities.

Ministry Contacts

Child Care and Child and Family Program

If you have any child care and child and family program questions, or require additional information, please contact the Early Years Education Officer or Child Care Advisor assigned to your school board (Appendix D) or:

Jeff O'Grady, Manager, Capital Policy and Programs Branch at 416-325-2027 or at Jeff.OGrady@ontario.ca.

Capital

If you have any capital program questions, or require additional information, please contact the Capital Analyst assigned to your school board (Appendix E).

Communications Protocol

Should you have any questions related to the communications protocol or other requirements, please contact:

Dylan Franks, Senior Information Officer, Communications Branch at 416-325-2947 or Dylan.Franks@ontario.ca.

We look forward to working with you to identify and develop your future child care and child and family program capital projects.

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Original signed by:

Shannon Fuller
Assistant Deputy Minister
Early Years and Child Care Division

Appendices:

Appendix A: Child Care Capital Projects Submission Requirements
Appendix B: Child and Family Program Capital Projects Submission Requirements
Appendix C: Communications Protocol Requirements for Public Communications and Events
Appendix D: List of Ministry Early Years Education Officers and Child Care Advisors
Appendix E: List of Ministry Capital Analysts
Appendix F: Capital Approval Process Chart

c.c. Senior Business Officials
Superintendents and Managers of Facilities
Managers of Planning
Early Years Leads
CAOs of Consolidated Municipal Service Managers
CAOs of District Social Services Administration Boards
Steven Reid, Director, Field Services Branch, Ministry of Education

Appendix A: Child Care Capital Project Submission Requirements

Child Care Eligibility

The Ministry will consider funding capital projects in schools where there is a need for new child care construction and/or renovations to existing child care spaces for children 0 to 3.8 years of age. School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child care rooms in the identified school.

When selecting a school for child care, school boards and CMSMs/DSSABs should consider available operating funding (multi-year operating funding will be made available for child care capital projects approved in 2017-18), school capacity, location, long-term viability, cost effectiveness, age groups, accommodation pressures/service gaps, demand, local child care plan, etc. prior to signing the Early Years Joint Submission. When considering long-term school viability, school board planners and CMSMs/DSSABs must consider at least the next five years and use population projections as well as other local data to inform submission decisions including an assessment of:

- Existing empty space within the school.
- Whether or not the school is in an accommodation review, and could potentially close, consolidate or remain open.
- Whether or not the child care and/or the child and family program could potentially be part of a joint use capital project, especially in rural, northern, and small communities.
- Whether the school has existing child care and/or child and family program space.
- The average daily enrollment and the on-the-ground capacity of the school.
- Current utilization rates, and historical/forward trend analysis.
- Number of existing empty classrooms.

Joint Planning and Local Prioritization of Child Care Capital Projects

The Ministry expects school boards and CMSMs/DSSABs to work together to identify the need for dedicated child care space to support children ages 0 to 3.8 years in schools.

School boards and CMSMs/DSSABs are no longer required to separately provide a priority ranking for each child care capital funding request being submitted for

consideration. However, if the school board chooses to provide a priority ranking, they should rank against its other child care capital projects on the Early Years Joint Submission.

If the CMSM/DSSAB chooses to prioritize the child care capital projects they are being asked to sign-off on, they have the two choices for priority ranking:

- 1) By all school boards (e.g., if the English public school board, the English catholic school board, and the French catholic school board all request CMSM/DSSAB approval on their Early Years Joint Submission, the CMSM/DSSAB must prioritize them all together).

This option will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care capital projects being submitted by all school boards in the service area of the CMSM/DSSAB.

- 2) By individual school board.

Ministry Prioritization of Eligible Child Care Capital Projects

As originally communicated in the 2015:B11, 2016:B11, and 2016:B19 memorandums, the Ministry will continue to use the following factors to prioritize child care capital projects under this policy should the number of eligible submissions surpass available funding:

- child care replacement due to school closure/accommodation review;
- age groupings (programs serving infants are a priority);
- accommodation pressures/service gaps;
- cost effectiveness and school viability; and
- equitable geographic disbursement of new child care spaces.

Child Care Operational and Accountability Requirements

Approved new construction of child care rooms must meet the following operational and accountability requirements:

- The child care rooms will not result in an operating pressure for the CMSM/DSSAB (multi-year operating funding will be made available to support child care capital projects approved in 2017-18).
- The physical space will be owned by the school board and leased to the child care operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.

- School boards will operate on a cost-recovery basis and recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance, and repair costs) directly from child care operators and/or CMSMs/DSSABs as per the school board's usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through Ministry funding, such as the School Facility Operations or Renewal Grant. School boards are not expected to take on additional costs to support facility partnerships, although school boards will continue to use their discretion in supporting partnerships based on their student achievement strategy.
- School boards are required to follow the capital construction approval process for the new construction and/or renovations of child care rooms. As per the Ministry's Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable. School boards will require an ATP before the project can be tendered.
- School boards and CMSMs/DSSABs should contact their child care licensing representative as soon as possible as all child care capital projects require a floor plan approval letter issued by the Ministry of Education's Child Care Quality Assurance and Licensing Branch prior to receiving an ATP or starting construction. In order to streamline the floor plan approval process, school boards and CMSMs/DSSABs should note to their child care licensing representative if the child care floor plan has been used in the past (i.e., a repeat child care floor plan design) or if the child care floor plan will be used for multiple child care sites in the near future.
- Child care space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child care space under the section "Community Use Rooms."
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child care capital projects are within the approved project funding and do not exceed the Ministry's benchmarks.
- Rooms must be built in accordance with the *Child Care and Early Years Act, 2014* (CCEYA).
- It is expected that all new child care rooms funded under this policy will be built to accommodate a maximum group size for each age grouping for children 0 to 3.8 years (e.g., 10 infant spaces, 15 toddler spaces, 24 preschool spaces, and 15 family age grouping spaces), and that child care rooms will be for exclusive use during the core school day. Although unobstructed space requirements are per child, infant, and toddler group sizes require additional space for separate sleep areas, change area, etc. These should be considered when developing child care floor plans. Considerations should also include the long-term use of the room,

including the ability to convert to other child care age groups or for classroom use.

- Please note, a new optional approach to age groupings, ratios, and staff qualifications will be implemented starting September 1, 2017 as part of the recent regulatory announcements under the CCEYA. Under the new approach, licensees will have the option of operating under the current requirements for age groupings, ratios, and qualifications (Schedule 1) or applying to adopt the new option (Schedule 4). Licensees and new applicants will have the opportunity to apply for a license under Schedule 4, which would be approved based on set criteria. For more information on Schedule 4 visit:
<http://www.edu.gov.on.ca/childcare/FamilyAgeGroupings.pdf>
 - The new Schedule 4 licensed age group called “family age grouping” for children 0 to 12 years allows the placement of children of different ages in the same group in the same play activity room, subject to regulations. The family age grouping (Schedule 4 in Ontario Regulation 137/15 of the CCEYA) may be an option for licensees as follows:
 - A centre that has 15 or fewer children where the family age grouping is the only age category in the centre.
 - A separate child care program that runs outside of a centre’s standard operating hours (i.e., evenings, overnight, and weekends).
 - A centre that wishes to license a family age grouping alongside other age groups licensed under Schedule 1 of Ontario Regulation 137/15.
- It is important that school boards and CMSMs/DSSABs are taking into consideration licensed child care operator viability, and flexibility where appropriate, when determining appropriate mix of age groupings. Programs created will support continuity of services for children and families in order to accommodate children as they age out of programs. For example, if a toddler room is included in the child care capital project proposal a preschool room must also be available, unless a family age grouping room is in place.
- For the purpose of this policy, an eligible child care operator:
 - is a not-for-profit operator or municipal operator; or
 - has a purchase of service agreement with the CMSM/DSSAB; or
 - is a licensed child care centre that is eligible to receive fee subsidy payments from the CMSM/DSSAB; or
 - is a for-profit operator who:

- already located in a school as a result of an agreement and has a purchase of service agreement, both of which were in place as of July 10, 2012 when the 2012: EL3 Memo was issued; and
- has not changed ownership or has not terminated the agreement since the 2012: EL3 Memo was issued on July 10, 2012.
- Capital funding for child care cannot be used to address other school board capital needs. Funding will not be provided for school-age child care spaces as the Ministry will not fund exclusive space for before and after school child care programs.

Child Care Capital Funding Calculation and Eligible Expenses

The construction of child care rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room regardless of age groupings (e.g., infant, toddler, preschool, and family age grouping rooms will all be funded based on 26 pupil places per room). This approach allows school boards to build child care rooms at maximum group size and allow flexibility to address potential changes under the CCEYA. This funding formula will apply to all new construction of child care, including the replacement of existing child care due to school closure or accommodation review.

$$\begin{array}{l} \text{Capital Funding for} \\ \text{New Construction of} \\ \text{Child Care Rooms} \end{array} = \begin{array}{l} 26 \\ \text{Pupil} \\ \text{Places} \end{array} \times \begin{array}{l} \text{Elementary} \\ \text{Construction} \\ \text{Cost} \\ \text{Benchmark} \end{array} \times \begin{array}{l} \text{Elementary} \\ \text{Area} \\ \text{Benchmark} \end{array} \times \begin{array}{l} \text{Site} \\ \text{Specific} \\ \text{GAF} \end{array}$$

Note: The capital funding for renovation projects for child care will be a maximum of 50 percent of the capital funding for new construction projects.

Eligible expenses include:

- first-time equipping; and
- expenses incurred to meet CCEYA and Building Code standards, which qualify under the Tangible Capital Assets Guideline (TCA), revised April 2015.

Application Process – Early Years Joint Submission

The Early Years Joint Submission includes project details and confirms that the child care program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child care rooms, school boards must work with their CMSM/DSSAB to submit a jointly signed

Early Years Joint Submission. School boards must submit an Early Years Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System, the school board Early Years Lead, Capital Lead, and Director of Education.

The Early Years Joint Submission is to be downloaded, completed, and uploaded into the School Facility Information System (SFIS) as well as submitted to school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) and Capital Analyst.

Early Years Joint Submissions must be received by the Ministry by **August 4, 2017**.

The Ministry may request supporting documentation following a review of the Early Years Joint Submission.

Appendix B: Child and Family Program Capital Project Submission Requirements

Child and Family Program Eligibility

The Ministry will consider funding capital projects in schools where there is a need for new child and family program construction and/or renovation to existing school space. Child and family program renovation projects must result in new child and family program space (i.e., not a retrofit to an existing child and family program space). School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate space for a new child and family programs in the identified school.

When selecting a school for a child and family program, school boards and CMSMs/DSSABs should consider available operating funding (multi-year operating funding will be made available for child and family program capital projects approved in 2017-18), school capacity, location, long-term viability, cost effectiveness, accommodation pressures/service gaps, demand, local child care plan, etc. prior to signing the Early Years Joint Submission. When considering long-term school viability, school board planners and CMSMs/DSSABs must consider at least the next five years and use population projections as well as other local data to inform submission decisions including an assessment of:

- Existing empty space within the school.
- Whether or not the school is in an accommodation review, and could potentially close, consolidate or remain open.
- Whether or not the child care and/or the child and family program could potentially be part of a joint use capital project, especially in rural, northern, and small communities.
- Whether the school has existing child care and/or child and family program space.
- The average daily enrollment and the on-the-ground capacity of the school.
- Current utilization rates, and historical/forward trend analysis.
- Number of existing empty classrooms.

Child and family programs refer to the following Ministry supported programs: Ontario Early Years Centres (OEYCs), Parenting and Family Literacy Centres (PFLCs), Child Care Resource Centres (CCRCs), and Better Beginnings, Better Futures (BBBFs). As part of Ontario's early years modernization plan, these four programs will be integrated and transformed to establish Ontario Early Years Child and Family Centres

(OEYCFCs). While the expectation is that the key features of OEYCFCs are implemented by 2018, it is understood that system integration will take time and adjustments may need to be made in the future. CMSMs/DSSABs will be responsible for the local management of OEYCFCs as part of their existing service system management responsibilities for child care and other human services.

Joint Planning and Local Prioritization of Child and Family Program Capital Projects

The Ministry expects school boards and CMSMs/DSSABs to work together to identify the need for dedicated child and family program space in schools.

School boards and CMSMs/DSSABs are no longer required to separately provide a priority ranking for each child and family program capital funding request being submitted for consideration. However, if the school board chooses to provide a priority ranking, they should rank against its other child and family program capital projects on the Early Years Joint Submission.

If the CMSM/DSSAB chooses to prioritize the child and family program capital projects they are being asked to sign-off on, they have the two choices for priority ranking:

- 1) By all school boards (e.g., if the English public school board, the English catholic school board, and the French catholic school board all request CMSM approval on their Early Years Joint Submission, the CMSM must prioritize them all together).

This option will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child and family program capital projects being submitted by all school boards in the service area of the CMSM/DSSAB.

- 2) By individual school board.

Ministry Prioritization of Eligible Child and Family Program Capital Projects

As originally communicated in the 2016:B11 and 2016:B19 memorandums, the Ministry will continue to use the following factors to prioritize child and family program capital projects under this policy should the number of eligible submission surpass available funding:

- Projects are “ready-to-go” and the community has already made plans to relocate, replace or build new child and family program space in a school.
- Child and family programs are in locations that are well-positioned to meet local needs and fill identified service gaps, and will align with future OEYCFC planning completed by CMSMs/DSSABs.

- Projects in communities where CMSMs/DSSABs already have familiarity and/or responsibility for child and family programs, and where strong partnerships between the school board and CMSM/DSSAB already exist.

Child and Family Program Operational and Accountability Requirements

Approved new construction of child and family program rooms must meet the following operational and accountability requirements:

- The child and family program rooms will not result in an operating pressure for the CMSM/DSSAB (multi-year operating funding will be made available for child and family program capital projects approved in 2017-18).
- The physical space will be owned by the school board and leased to the child and family program operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards will operate on a cost-recovery basis and recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance, and repair costs) directly from child and family program operators and/or CMSMs/DSSABs as per the school board's usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through Ministry funding, such as the School Facility Operations or Renewal Grant. School boards are not expected to take on additional costs to support facility partnerships, although school boards will continue to use their discretion in supporting partnerships based on their student achievement strategy.
- School boards are required to follow the capital construction approval process for the new construction and/or renovations of child and family program rooms. As per the Ministry's Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable. School boards will require an ATP before the project can be tendered.
- Child and family program space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child and family program space under the section "Community Use Rooms".
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child and family program capital projects are within the approved project funding and do not exceed the Ministry's benchmarks.
- It is expected that all Ministry funded child and family programs spaces (until January 2018 when CMSMs/DSSABs will assume responsibility for funding child and family programs) built or renovated under this policy:

- are built to the specifications of a kindergarten classroom;
 - have separate and sufficient washroom space for parents and children using the centre;
 - are located in close proximity to the kindergarten classrooms where possible to support early years transitions;
 - have a separate sink for parents/caregivers and children using the centre; and
 - have appropriate covered space for stroller parking on school property or within the school on the lower level.
- For the purpose of this policy, an eligible child and family program operator:
 - is a not-for-profit operator or municipal operator; and
 - receives support from the Ministry or CMSM/DSSAB to operate a child and family program.
 - Capital funding for child and family programs cannot be used to address other school board capital needs.

Child and Family Program Capital Funding Calculation and Eligible Expenses

The construction of child and family program rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room. This approach allows school boards to build child and family program rooms that can be converted for classroom use in the future, if necessary. This funding formula will apply to all new construction of child and family programs, including the replacement of existing child and family programs due to school closure or accommodation review.

$$\begin{array}{l}
 \text{Capital Funding for} \\
 \text{New Construction of} \\
 \text{Child and Family} \\
 \text{Program Rooms}
 \end{array}
 =
 \begin{array}{l}
 26 \\
 \text{Pupil} \\
 \text{Places}
 \end{array}
 \times
 \begin{array}{l}
 \text{Elementary} \\
 \text{Construction} \\
 \text{Cost} \\
 \text{Benchmark}
 \end{array}
 \times
 \begin{array}{l}
 \text{Elementary} \\
 \text{Area} \\
 \text{Benchmark}
 \end{array}
 \times
 \begin{array}{l}
 \text{Site} \\
 \text{Specific} \\
 \text{GAF}
 \end{array}$$

Note: The capital funding for renovation projects for child and family programs will be a maximum of 50 percent of the capital funding for new construction projects.

Eligible expenses include:

- first-time equipping; and

- expenses incurred to meet Building Code standards, which qualify under the Tangible Capital Assets Guide (TCA), revised April 2015.

Application Process – Early Years Joint Submission

The Early Years Joint Submission includes project details and confirms that the child and family program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child and family program rooms, school boards must work with their CMSM/DSSAB to submit a jointly signed Early Years Joint Submission. School boards must submit an Early Years Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System, the school board Early Years Lead, Capital Lead, and Director of Education.

The Early Years Joint Submission is to be downloaded, completed, and uploaded into the School Facility Information System (SFIS) as well as submitted to school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) and Capital Analyst.

Early Years Joint Submissions must be received by the Ministry by **August 4, 2017**.

The Ministry may request supporting documentation following a review of the Early Years Joint Submission.

Appendix C: Communications Protocol Requirements for Public Communications and Events

Public Communications

School boards, Consolidated Municipal Service Managers/District Social Services Administration Boards (CMSMs/DSSABs), and/or community partners should not issue a news release or any other media-focused public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards, CMSMs/DSSABs, and/or community partners should contact the Ministry of Education to receive additional content for the media-focused public communications, such as quotes from the Minister(s).

The Ministry of Education may also choose to issue its own news release about various project milestones in addition to those prepared by school boards, CMSMs/DSSABs, and/or community partners. If the Ministry chooses to do so, school boards, CMSMs/DSSABs, and/or community partners will be contacted to get quotes, as appropriate.

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, it will help promote the role of all involved including the Ministry of Education, school boards, CMSM/DSSABs, and/or community partners in bringing exciting new capital projects to benefit local communities.

Major Announcements and Events

Important: For all new school openings, or openings of major additions which includes child care and/or child and family programs and/or community hubs, the Minister of Education and the Minister Responsible for Early Years and Child Care must be invited as early as possible to the event. Invitations should be sent to information.met@ontario.ca. Where appropriate, the Ministry's Regional Manager, Field Services Branch, in your area should be copied.

School boards, CMSMs/DSSABs, and/or community partners are not to proceed with their public events until they have received a response from the office of the Minister of Education or the office of the Minister Responsible for Early Years and Child Care regarding the invitation. School boards, CMSMs/DSSABs, and/or community partners will be notified within 15 business days of their opening event as to the Ministers' attendance. Please note that if the date of your event changes at any time after the Ministers have received the invitation, please advise us of the change at the same e-mail address above.

If the Minister of Education or the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will contact your school board, CMSM/DSSAB, and/or community partner to coordinate the details (e.g., a joint announcement).

Note: School boards, CMSMs/DSSABs, and/or community partners are not expected to delay their announcements to accommodate the Ministers or a Member of Provincial Parliament (MPP). The primary goal is to make sure that the Ministers are aware of the announcement opportunity.

Other Events

For all other media-focused public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education and the Minister Responsible for Early Years and Child Care by e-mail (see above) with at least three weeks' notice. Again, please send a copy to the Ministry's Regional Manager, Field Services Branch, in your area, where appropriate. Please note that if the date of your event changes at any time after the Ministers have received the invitation, please confirm the change at the same e-mail address above.

School boards, CMSMs/DSSABs, and/or community partners are not expected to delay these "other" events to accommodate the ministers. Only an invitation needs to be sent; a response is not mandatory to proceed.

This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance with existing processes.

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

Signage

For all capital construction projects that exceed \$100,000, school boards will be required to display signage at the site of construction that identifies the support of the Government of Ontario. Signage will be provided to school boards by the Ministry of Education. School boards are then responsible for posting the signage in a prominent location. This should be done in a timely manner following the receipt of the signage. All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards.

Appendix D: List of Ministry Early Years Education Officers and Child Care Advisors

REGION	EO/CCA	CMSM/ DSSAB	SCHOOL BOARD
TORONTO	<u>Education Officer:</u> Dolores Cascone Tel: 416-314-6300 Toll Free: 1-800-268-5755 Dolores.Cascone@ontario.ca <u>Senior Policy and Programs Advisor:</u> Jacinthe Leclerc Tel: 416-325-1224 Jacinthe.Leclerc@ontario.ca (French Language Boards) <u>Child Care Advisor:</u> Isilda Kucherenko Tel: 416-325-3244 Isilda.Kucherenko@ontario.ca	City of Toronto	CS Viamonde CSD Catholique Centre-Sud Toronto Catholic DSB Toronto DSB
		County of Dufferin	CS Viamonde CSD Catholique Centre-Sud Dufferin–Peel Catholic DSB Upper Grand DSB
		Regional Municipality of Halton	CS Viamonde CSD Catholique Centre-Sud Halton Catholic DSB Halton DSB
		Regional Municipality of Peel	CS Viamonde CSD Catholique Centre-Sud Dufferin–Peel Catholic DSB Peel DSB
		County of Wellington	CS Viamonde CSD Catholique Centre-Sud Upper Grand DSB Wellington Catholic DSB
LONDON	<u>Education Officer:</u> Sue Chanko Tel: 519-870-2187 Sue.Chanko@ontario.ca <u>Senior Policy and Programs Advisor:</u> Jacinthe Leclerc Tel: 416-325-1224 Jacinthe.Leclerc@ontario.ca (French Language Boards) <u>Child Care Advisor:</u> Karen Calligan Tel: 226-919-5832 Karen.Calligan@ontario.ca	Regional Municipality of Waterloo	CS Viamonde CSD Catholique Centre-Sud Waterloo Catholic DSB Waterloo Region DSB
		City of Brantford	Brant Haldimand Norfolk Catholic DSB CS Viamonde CSD Catholique Centre-Sud Grand Erie DSB
		County of Norfolk	Brant Haldimand Norfolk Catholic DSB CS Viamonde CSD Catholique Centre-Sud Grand Erie DSB
		City of Hamilton	CS Viamonde CSD Catholique Centre-Sud Hamilton-Wentworth DSB Hamilton-Wentworth Catholic DSB
		Regional Municipality of Niagara	CS Viamonde CSD Catholique Centre-Sud DSB of Niagara Niagara Catholic DSB
		County of Huron	Avon Maitland DSB CS Viamonde Conseil Scolaire Catholique Providence Huron-Perth Catholic DSB
		County of Lambton	CS Viamonde Conseil Scolaire Catholique Providence Lambton Kent DSB St. Clair Catholic DSB
		City of London	CS Viamonde Conseil Scolaire Catholique Providence London District Catholic SB Thames Valley DSB
		County of Oxford	CS Viamonde Conseil Scolaire Catholique Providence London District Catholic SB Thames Valley DSB

LONDON (cont.)		City of St. Thomas	CS Viamonde Conseil Scolaire Catholique Providence London District Catholic SB Thames Valley DSB
		City of Stratford	Avon Maitland DSB CS Viamonde Conseil Scolaire Catholique Providence Huron-Perth Catholic DSB
		City of Windsor	CS Viamonde Conseil Scolaire Catholique Providence Greater Essex County DSB Windsor-Essex Catholic DBS
		Municipality of Chatham-Kent	CS Viamonde Conseil Scolaire Catholique Providence Lambton-Kent DSB St. Clair Catholic DSB
NORTH BAY / SUDBURY	<u>Education Officer:</u> Renée Brouillette Tel: 705-497-6893 Renee.Brouillette@ontario.ca <u>Child Care Advisor:</u> Lina Davidson Tel: 705-564-4282 Lina.Davidson@ontario.ca Toll Free: 1-800-461-9570	Cochrane DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB
		Nipissing DSSAB	CSD catholique des Grandes Rivières CSD catholique Franco-Nord CSD du Nord-Est de l'Ontario DSB Ontario North East Near North DSB Nipissing-Parry Sound Catholic DSB
		Parry Sound DSSAB	Near North DSB Nipissing-Parry Sound Catholic DSB
		Timiskaming DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB
		City of Greater Sudbury	CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Rainbow DSB Sudbury Catholic DSB
		Algoma DSSAB	Algoma DSB CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Huron-Superior Catholic DSB
		Manitoulin-Sudbury DSSAB	Algoma DSB CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Huron-Superior Catholic DSB Rainbow DSB
		Sault Ste. Marie DSSAB	Algoma DSB CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Huron-Superior Catholic DSB
THUNDER BAY	<u>Education Officer:</u> Ana Marie Prokopich Tel: 705-725-6260 Toll Free: 1-888-999-9556 AnaMarie.Prokopich@ontario.ca Renée Brouillette Tel: 705-497-6893 Renee.Brouillette@ontario.ca	Rainy River DSSAB	CSD catholique des Aurores boréales Northwest Catholic DSB Rainy River DSB
		Kenora DSSAB	CSD catholique des Aurores boréales Keewatin-Patricia DSB Kenora Catholic DSB Northwest Catholic DSB Rainy River DSB
		Thunder Bay DSSAB	CSD catholique des Aurores boréales Keewatin-Patricia DSB Lakehead DSB Superior North Catholic DSB Superior-Greenstone DSB

THUNDER BAY (cont.)	<u>Child Care Advisor:</u> Kelly Massaro-Joblin Tel: 807-474-2982 Toll Free: 1-800-465-5020 Kelly.Massaro-Joblin@ontario.ca		Thunder Bay Catholic DSB
OTTAWA	<u>Education Officer:</u> Dolores Cascone Tel: 416-314-6300 Toll Free: 1-800-268-5755 Dolores.Cascone@ontario.ca <u>Senior Policy and Programs Advisor:</u> Jacinthe Leclerc Tel: 416-325-1224 Jacinthe.Leclerc@ontario.ca (French Language Boards) <u>Child Care Advisor:</u> Rachelle Blanchette Tel: 613-536-7331 Rachelle.Blanchette@ontario.ca	County of Hastings	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CS Viamonde CSD Catholique Centre-Sud CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		City of Kingston	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Limestone DSB
		County of Lanark	Catholic DSB of Eastern Ontario CSD catholique du Centre-Est de l'Ontario Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		County of Leeds and Grenville	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Upper Canada DSB
		County of Prince Edward, Lennox and Addington	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Limestone DSB
		City of Cornwall	Catholic DSB of Eastern Ontario CSD catholique de l'Est ontarien Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		City of Ottawa	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Ottawa Catholic DSB Ottawa-Carleton DSB
		United Counties of Prescott and Russell	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique de l'Est ontarien Upper Canada DSB
		County of Renfrew	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario

			l'Ontario Renfrew County Catholic DSB Renfrew County DSB
BARRIE	<u>Education Officer:</u> Ana Marie Prokopich Tel: 705-725-6260 Toll Free: 1-888-999-9556 AnaMarie.Prokopich@ontario.ca <u>Senior Policy and Programs Advisor:</u> Jacinthe Leclerc Tel: 416-325-1224 Jacinthe.Leclerc@ontario.ca (French Language Boards) <u>Child Care Advisor:</u> Maria Saunders Tel: 705-725-7629 Maria.Saunders@ontario.ca	County of Bruce	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde Conseil Scolaire Catholique Providence
		County of Grey	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde Conseil Scolaire Catholique Providence
		Regional Municipality of Durham	CS Viamonde CSD Catholique Centre-Sud Durham Catholic DSB Durham DSB Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		County of Northumberland	CS Viamonde CSD Catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		City of Peterborough	CS Viamonde CSD Catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		County of Simcoe	CS Viamonde CSD Catholique Centre-Sud Simcoe County DSB Simcoe Muskoka Catholic DSB
		City of Kawartha Lakes	CS Viamonde CSD Catholique Centre-Sud Peterborough Victoria Northumberland and Clarington Catholic DSB Trillium Lakelands DSB
		Regional Municipality of York	CS Viamonde CSD Catholique Centre-Sud York Catholic DSB York Region DSB
		District Municipality of Muskoka	CSD Catholique Centre-Sud Simcoe Muskoka Catholic DSB Trillium Lakelands DSB

Appendix E: List of Ministry Capital Analysts

DSB	District School Board	Capital Analyst	E-mail	Phone
1	DSB Ontario North East	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
2	Algoma DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
3	Rainbow DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
4	Near North DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
5.1	Keewatin-Patricia DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
5.2	Rainy River DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.1	Lakehead DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.2	Superior Greenstone DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
7	Bluewater DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
8	Avon Maitland DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
9	Greater Essex County DSB	Kristin Grunenken	Kristin.Grunenko@ontario.ca	416-326-9959
10	Lambton Kent DSB	Kristin Grunenken	Kristin.Grunenko@ontario.ca	416-326-9959
11	Thames Valley DSB	Kristin Grunenken	Kristin.Grunenko@ontario.ca	416-326-9959
12	Toronto DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
13	Durham DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
14	Kawartha Pine Ridge DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
15	Trillium Lakelands DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
16	York Region DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
17	Simcoe County DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
18	Upper Grand DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
19	Peel DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
20	Halton DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
21	Hamilton-Wentworth DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
22	DSB Niagara	Kristin Grunenken	Kristin.Grunenko@ontario.ca	416-326-9959
23	Grand Erie DSB	Kristin Grunenken	Kristin.Grunenko@ontario.ca	416-326-9959
24	Waterloo Region DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
25	Ottawa-Carleton DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
26	Upper Canada DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
27	Limestone DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
28	Renfrew County DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
29	Hastings and Prince Edward DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
30.1	Northeastern CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
30.2	Nipissing-Parry Sound CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
31	Huron Superior CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
32	Sudbury CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.1	Northwest CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.2	Kenora CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.1	Thunder Bay CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.2	Superior North CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297

DSB	District School Board	Capital Analyst	E-mail	Phone
35	Bruce-Grey CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
36	Huron Perth CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
37	Windsor-Essex CDSB	Kristin Grunenkeno	Kristin.Grunenko@ontario.ca	416-326-9959
38	London DCSB	Kristin Grunenkeno	Kristin.Grunenko@ontario.ca	416-326-9959
39	St. Clair CDSB	Kristin Grunenkeno	Kristin.Grunenko@ontario.ca	416-326-9959
40	Toronto CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
41	Peterborough Victoria Northumberland and Clarington Catholic DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
42	York CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
43	Dufferin Peel CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
44	Simcoe Muskoka CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
45	Durham CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
46	Halton CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
47	Hamilton-Wentworth CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
48	Wellington CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
49	Waterloo CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
50	Niagara CDSB	Kristin Grunenkeno	Kristin.Grunenko@ontario.ca	416-326-9959
51	Brant Haldimand Norfolk CDSB	Kristin Grunenkeno	Kristin.Grunenko@ontario.ca	416-326-9959
52	CDSB of Eastern Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
53	Ottawa CSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
54	Renfrew County CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
55	Algonquin and Lakeshore CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
56	CSP du Nord-Est	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
57	CSP du Grand Nord de l'Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
58	CS Viamonde	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
59	CÉP de l'Est de l'Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
60.1	CSCD des Grandes Rivières	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
60.2	CSC Franco-Nord	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
61	CSC du Nouvel-Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
62	CSDC des Aurores boréales	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
63	CSC Providence	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
64	CSD Catholique Centre-Sud	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
65	CSDC de l'Est ontarien	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
66	CÉC du Centre-Est	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018

Appendix F: Capital Approval Process Chart

Capital Construction Approval Process Updated May 11, 2017		New Schools*		Additions*		Major Retrofits*		Early Years** (Child Care, Child & Family, FDK)
		Repeat Design	New Design	>50% or >\$3.0M	<50% and <\$3.0M	>50% or >\$3.0M	<50% and <\$3.0M	Individual Projects <\$250K
Pre-Design	Facility Space Template	Complete template with most recent adaptation (<5 years)	Board to submit template before hiring architect	Board to submit template before hiring architect	Not Required	Board to submit template before hiring architect	Not Required	Not Required
	Project Manager	Board to appoint a Project Manager (either internal staff or external resource). Board to notify Ministry of name and contact info.						
	Ministry Approval	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Not Required	Ministry must approve scope of project based upon submitted Space Template	Not Required	Not Required
	GOAL	Board to retain an architect.						
Pre-Tender	Independent Cost Consultant Report	Board to submit final cost of recent adaptation (<5 years)	Board to submit an Independent Cost Consultant Report before issuing tender	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Not Required
	Approval to Proceed (ATP) Request	Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding, including a floor plan approval letter for the child care component.						Not Required
	Capital Analysis & Planning Tool (CAPT)	Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.						Not Required
	Ministry Approval	Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.						Not Required
	GOAL	Board to proceed to tender.						
Post-Tender	Tender exceed approved funding amount	Board to either identify additional funding available or make design changes to reduce the project cost. In either case, the board must demonstrate to the Ministry that sufficient funding is available to complete the project.						
	Tender meet approved funding amount	Board to accept tender bid. Important to ensure all project costs are identified and considered.						
Notes:	<ul style="list-style-type: none">Ministry approvals are not required for retrofits that are 100% funded through School Condition Improvement and Early Years Funding less than \$250K.Consultant to review the design, provide costing analysis and advice, and report on options to ensure cost containment. To be based on drawings that are at least 80% complete.50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility). <p>* If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education must be submitted as part of the ATP request.</p> <p>** If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education is still required.</p>							
Definitions:	Addition: Expansion of the gross floor area of a facility, including child care and child and family program rooms. Major Retrofit: Major structural renovation or reconstruction of the existing building envelop, including child care and child and family program rooms. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, but is funded with Ministry funds or >\$1M in Accumulated Surplus is treated as a Major Retrofit.							

2017 Annual Facility Accommodation Report Priority Projects

The Annual Facility Accommodation Report table identifies the Board's potential future capital needs to be submitted to the Ministry in response to funding program announcements – contingent on Board approval.

This list includes the priority projects identified below for the 2017 Capital Priorities funding program with the exception of St. Peter Catholic Elementary School stand-alone childcare hub project.

FUTURE CAPITAL PROJECT DESCRIPTION	EFFECTIVE SCHOOL YEAR	PROJECT TYPE	2017 Capital Priority #
Bishop P. F. Reding Major Addition – Right- size facility to 1400+ pupil places	2019-20	Growth	#1
Boyne Secondary Plan Milton #10 'Cobben' Catholic Elementary School	2020-21	Growth	#7
Boyne Secondary Plan Milton #9 'Walker' Catholic Elementary School	2022-23	Growth	
Boyne Secondary Plan Milton #11 'Bowes' Catholic Elementary School	2024-25	Growth	
Boyne Milton Secondary #3 Catholic Secondary School	2019-20	Growth	#2
Education Village Secondary Plan Milton #12 Catholic Elementary School	2025-26 ³	Growth	
CEO1: Oakville – South Central QEW ⁴	2018-19	PAR	FUNDED
CEO4 & CEO5: Oakville – Oakville Northeast	2019-20	PAR	#3, #6
St. Dominic Catholic Elementary School Partial Rebuild	2019-20	Renewal	#4
North Oakville CE#4 'Minto/Shieldbay' Catholic Elementary School	2020-21	Growth	#8
North Oakville CE#1 Catholic Elementary School	TBD ¹	Growth	
North Oakville CE#3 Catholic Elementary School	TBD ¹	Growth	
North Oakville CE#5 Catholic Elementary School	TBD ¹	Growth	
North Oakville CS#1 Catholic Secondary School	TBD ¹	Growth	
North Georgetown Catholic Elementary School ⁴	2018-19	PAR/Renewal	#5
Vision Georgetown Secondary Plan CE#1 Catholic Elementary School	2022-23	Growth	
Vision Georgetown Secondary Plan CE#2 Catholic Elementary School	2025-26	Growth	
Vision Georgetown Secondary Plan CS#1 Catholic Secondary Accommodations ²	2025-26 ^{2 & 3}	Growth	
CS01: Burlington Secondary Schools	2017-18	PAR	
CEB2: Burlington South of the QEW Review Areas	2018-19	PAR	
CEB4: Burlington – Mountainside, Palmer, Headon, Brant Hills	TBD	PAR	FUNDED

1. An update to the Long-Term Capital Plan projections is required to assess the year that future North Oakville schools will be required. Development phasing will need to be reviewed in collaboration with the Town of Oakville.
2. At this preliminary stage, it is unclear as to whether a second secondary school of 1,200 (typical construction size) is warranted. Accordingly, staff is reviewing alternatives to construct based on needs and within construction benchmarks.
3. A site has not been designated as part of the Municipal Plan at this time. Staff is working closely with the Town of Milton to acquire the site.
4. An Accommodation Plan has been approved by the Board, and is awaiting Ministry funding to implement the project.

ACTION REPORT

ITEM 8.6

EXECUTIVE COMPENSATION

PURPOSE:

To seek approval through Board motion to submit to the Ministry of Education, a summary of the feedback received through the Executive Compensation Stakeholder Feedback Process as well as a proposed Executive Compensation Program.

BACKGROUND INFORMATION:

In 2014, the Government of Ontario began the process of developing public sector compensation frameworks to ensure a transparent and consistent approach to executive compensation within the broader public sector. This approach applies to all Ontario public sector designated employers, such as school boards, universities, colleges and hospitals, including the Halton Catholic District School Board (HCDSB).

Regular updates were provided to Trustees through OCSTA memos forwarded by the Chair. Staff also provided an update and documentation during a session on June 6, 2017, as well as at the Special In-Camera Board meeting on September 26, 2017.

The initial submission of the Executive Compensation Program was approved by the Board of Trustees at its Special In-Camera Board meeting on September 26, 2017. The Board-approved plan of 2.6% on the 2016 - 2017 pay envelope was then submitted to the Ministry of Education for review and approval on September 29, 2017. The aforementioned two steps were conducted pursuant to the *Broader Public Sector Executive Compensation Act, 2014* (BPSECA) and its Ontario Regulation 304/16 – *Broader Public Sector Executive Compensation Framework*.

The Board's September 29, 2017 submission of the Executive Compensation Program was approved by the Ministry of Education on November 2, 2017. On November 6, 2017, the Board then provided the Ministry of Education with the required 48 hours notice that its Executive Compensation Program would be posted on the Board's website as of November 8, 2017.

The HCDSB Executive Compensation Program was posted on the Board's public-facing website for public consultation for a 30-day period. The information actually remained online for a total of 34 days, beginning on Wednesday, November 8, 2017, and ending on Tuesday, December 12, 2017.

The HCDSB Executive Compensation Program was featured prominently in the sliding news on the landing page of the Board's website, with a link to a dedicated webpage which included an FAQ and a link to provide input.

Webpage analytics indicated a total of 417 page views. At least 238 individuals (unique page views) visited the HCDSB Executive Compensation webpage, and spent on average just over two (2) minutes on the webpage.

All input from stakeholders went to a designated email address: Chair@hcdsb.org. A total of eight (8) pieces of correspondence offering feedback was received on the proposed HCDSB Executive Compensation Program.

Highlights of email submissions from stakeholders were as follows:

- With the proposed rate, HCDSB executives will be compensated at a lower rate/level than other school districts.
- HCDSB will have difficulty attracting and retaining executive talent because salaries will not be competitive.
- Other employee groups have had salary increases and yet executive salaries have been frozen for almost six (6) years.

By way of next steps, the Board was to consider and address the input received from the public feedback, make any changes to the proposed program and then submit a summary of public feedback plus the proposed program to the Ministry of Education for approval.

Due to requests for clarification by a number of Trustees about the Executive Compensation Program, the Director of Education and Chair of the Board arranged for legal counsel to provide an in-service which was arranged for January 25, 2018.

Following the January 25, 2018 Executive Compensation Program in-service led by lawyer, Eric Roher of Borden Ladner Gervais LLB, Trustees asked the Chair of the Board to develop a motion for the Board of Trustees for the February 6, 2018 Regular In-Camera Board meeting, to reflect an amendment to the maximum rate of increase from 2.6% to 5% of the pay envelope.

At the February 6, 2018 Regular Board meeting, an amended motion passed but the main motion failed because the language of the motion included the term 'rescind', which would require 2/3 majority vote.

COMMENTARY:

The motion that was presented on February 6, 2018 should not have been a motion to rescind the resolution adopted at the Special Board Meeting on September 26, 2017. According to section 10.24 of the Board by-laws, "a motion to rescind is not in order if the previous resolution has been acted upon and cannot be reversed."

The resolution that was passed on September 26, 2017 was that the Board submit the proposed HCDSB Executive Compensation Program to the Ministry of Education for approval. This action was taken on September 29, 2017, and therefore cannot be reversed.

The correct process is to amend the maximum rate of increase in the proposed HCDSB Executive Compensation Program, and submit the revised program to the Ministry of Education.

Further, the resolution presented to the Board of Trustees on February 6, 2018 included authorization for staff to submit the results of the Executive Compensation Stakeholder Feedback Process, as well as the proposed Executive Compensation Program to the Ministry of Education. By defeating the entire motion, this action could not take place and the requirements of the Directive are still outstanding.

CONCLUSION:

In order to meet Ministry of Education requirements and complete the Directive outlined in the Executive Compensation process, this matter is once again placed before the Board of Trustees for consideration.

RECOMMENDATION:

RESOLUTION:

Moved by:
Seconded by:

WHEREAS, on September 26, 2017 the Halton Catholic District School Board voted to submit the proposed HCDSB Executive Compensation Program to the Ministry of Education with a proposed maximum rate of increase of 2.6% of the 2016-17 pay envelope;

WHEREAS, on November 2, 2017, the Halton Catholic District School Board received approval from the Ministry of Education to post the proposed HCDSB Executive Compensation Program on the Board's public website;

WHEREAS, in accordance with the Broader Public Sector Executive Compensation Act, 2014, and Ontario Regulation 304/16, the Halton Catholic District School Board posted its proposed Executive Compensation Program on the public website for a period of one month (November 8 to December 12, 2017) and provided a mechanism to receive stakeholder feedback on the proposed Executive Compensation Program;

WHEREAS, stakeholder feedback was not in support of the Board's proposed Executive Compensation Program;

WHEREAS, the Ministry of Education directive provides in section 5.3 that after the public consultation, "the designated employer is responsible for addressing relevant feedback in its proposed executive compensation program";

WHEREAS, the Ministry of Education directive provides in section 5.4 that "the designated employer must submit its proposed executive compensation program to its overseeing Ministry along with the summaries of the public feedback received and any changes to the program since the government completed its review in step two."

BE IT RESOLVED, that the Halton Catholic District School Board authorize staff to provide the Ministry of Education with a summary of the feedback received through the Executive Compensation Stakeholder Feedback Process;

THAT, the Halton Catholic District School Board submit to the Ministry of Education a revised Executive Compensation Program reflecting an amendment to the proposed maximum rate of increase to 5% of the 2016-2017 pay envelope.

THAT, the Halton Catholic District School Board develop and approve salary grids for Superintendents and Director of Education based on the Mercer/Ministry of Education approved Executive Compensation Framework at Level 4.

THAT, the Executive Compensation Program designate a certain portion of its funding envelope for the purpose of awarding executives who achieve specific measurable strategic objectives as prescribed by the Board's Strategic Plan.

**REPORT SUBMITTED AND
APPROVED BY:**

DIANE RABENDA
CHAIR OF THE BOARD

STAFF REPORT

ITEM 9.1

2018 MUNICIPAL ELECTION: TRUSTEE DETERMINATION AND DISTRIBUTION

PURPOSE:

The purpose of this report is to present information regarding the 2018 Population Electoral Group (PEG) Report, to later seek approvals for the Determination and Distribution of Trustees in preparation for the 2018 Municipal Election.

BACKGROUND INFORMATION:

- 1) Information Report Item 10.3, "2018 Municipal Election: Trustee Determination and Distribution Update" from the January 16, 2018, Regular Board Meeting.
- 2) Action Report Item 8.4, "Trustee Determination and Distribution (October 2014)" from the March 18, 2014, Regular Board Meeting.

COMMENTS:

Ministry Memorandum "2018 School Board Elections" (Appendix A), provides school boards with information and resources to meet their responsibilities with respect to the 2018 School Board Elections. The Memorandum notes that there have been no changes to the Education Act of Ontario Regulation 412/00 – *Elections to and Representation on District School Boards* as it pertains to School Board Trustee Determination and Distribution. The Memorandum addresses the following items:

- A. 2018 Trustee Determination and Distribution Guide for Ontario District School Boards (Appendix B);
- B. Section 58.1 of the Education Act (Appendix C); and,
- C. Ontario Regulation (O. Reg.) 412/00 (Appendix D).

As stated on Page 3 of the Guide, Section 58.1(10.0.1) of the Act sets the number of elected trustee positions, and O. Reg. 412/00 allows boards to recalculate their number of elected trustees based on a defined criteria – see Figure 1. Further to that, the legislation also provides the Board with the following provisos:

- A. A board may, by resolution reduce its number of elected trustees to not fewer than five (5).
- B. Use the formula in O. Reg. 412/00 to recalculate its number of elected trustees.
- C. Whose areas of jurisdiction includes more than one (1) municipality, must pass a resolution either designating one or more municipalities as low population municipalities OR stating that the board has decided not to designate any municipality as a low density municipality.
- D. By March 31 of an election year (2018), School Boards:
 - a. may pass resolutions determining their number of trustees; and,
 - b. must pass resolutions determining their trustee distribution.

By April 3, 2018 (see date in memo), the Board must complete their Trustee Determination and Distribution (D&D) Report, and submit the report to the following parties:

- A. Minister of Education;
- B. School board election clerk in all municipalities within the board's jurisdiction; and,
- C. Secretary of all other school boards in the board's jurisdiction.

To complete the D&D report, the Board must utilize the **Population Electoral Group Report (PEG Report)** from the Municipal Property Assessment Corporation (MPAC), which was circulated to the Board on February 15, 2018, and is attached as Appendix E.

The PEG Report sets out the official counts required to calculate the number and distribution of school trustees by municipality and wards.

As indicated in Step 6 on page 7 of the Guide, the completed D&D Report should include:

- A. The determination and distribution results;
- B. If applicable, the identification of any lead municipality with the highest representation;
- C. A copy of the date and calculations by which the determination and distribution results were reached, and whether any lead municipality was identified; and
- D. Copies of all relevant Board resolutions.

As stated on Page 4 of the Guide, if a board has formed a geographic area that includes two (2) or more municipalities, then the board must identify the **lead municipality**. This is the municipality that has the largest population of the board's electoral group. 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.

As in previous elections, since it has the largest electoral population, the **Town of Oakville will continue to be designated as the lead municipality** for the 2018 Municipal Election.

Designation of Low Population Areas

Boards whose area of jurisdiction includes more than one municipality must pass a resolution either designating one (1) or more municipalities as low population municipalities or declaring that no such designation will be made.

This allows for greater representation to an area than would normally be provided by a strict representation-by-population approach. Designating areas 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 (1) or two (2).

There is no limit on the number of low population areas a board may designate; however, the number of designated low population areas has no effect on the total number of Board Trustees.

In the past, the Board has consistently passed a motion stating that it does not designate any low population. All areas in the Halton Region have adequate representation to warrant a full trustee at a minimum, therefore there is no need to identify a Low Population Area.

Accordingly, staff will recommend that no municipalities in the board's jurisdiction have been designated as a low population area.

Trustee Determination – Ontario Regulation 412/00: Section 3

As a result of amendments to the Education Act for the 2010 election, the number of elected trustees has not changed since the 2006 election, which continues to be a total of nine (9) English Separate school Trustees.

Below, in Figure 1 and attached as Appendix F, Board staff has used the parameters and the prescribed formulae in Section 3 of O. Reg. 412/00 to confirm the number of English Separate school Trustees. Changes that may have occurred since the last election in 2014 that would result in an increase of trustees would include:

- A) As per BOX 1 and BOX 5, an increase in the total Population Electoral Group advancing/regressing to a greater/lesser range
- B) As per BOX 12, an increase in the total Average Daily Enrolment of a board advances to a greater range

If there are changes in the demographics, the Board has the ability to pass a resolution by March 31 of an election year to determine their number of trustees if warranted. **As per the calculation below, the total number of trustees will remain at nine (9) for the 2018 Municipal Election.**

Figure 1: Trustee Determination Criteria and Calculation as per Section 3 of O. Reg. 412/00

	DATA	SOURCE	FIGURE
1	Population of electoral group	MPAC Population Report (Item for PEG)	BOX 1: 116,038
2	Board area	TABLE 1, O. Reg. 412/00	BOX 2: 970
3	Board density	Population/area	BOX 3: 119.63
4	Dispersal factor	TABLE 5, O. Reg. 412/00	BOX 4: 0
5	Number of population-based trustees	TABLE 2, O. Reg. 412/00, states that a board of 100,000 – 149,999 persons requires 9 Trustees.	BOX 5: 9
6	Number of density-based trustees	Refer to TABLE 3, O.Reg. 412/00 using board density figure in BOX 3, which states that a board with a density greater than 4.00 will not receive an additional Trustee.	BOX 6: 0
7	Number of density-based (area adjusted) trustees	Refer to TABLE 4, O.Reg. 412/00 using board density figure, states that a board of less than 8,000 square kilometres in area will not receive an additional Trustee	BOX 7: 0
8	Lesser of BOX 6 and BOX 7	Refer to rules set out in O.Reg. 412/00, s.3, neither provide an additional Trustee.	BOX 8: 0
9	Number of additional trustees based on dispersal	Refer to rules set out in O.Reg. 412/00, s.3, using dispersal factor, if the dispersal factor is 0, no additional Trustees are awarded	BOX 9: 0
10	Total number of additional trustees	Refer to rules set out in O.Reg. 412/00, s.3	BOX 10: 0
11	Number of population based trustees plus additional trustees	Refer to rules set out in O.Reg. 412/00, s.3	BOX 11: 9
12	Minimum number of enrolment-based trustees	Refer to rules set out in O.Reg. 412/00, s.3 (ADE= 34,116.86), states that a board of 30,000 – 44,999 persons requires 9 Trustees.	BOX 12: 9
Number of elected Trustee is equal to the greater of BOX 11 or BOX 12 = 9 School Trustees			

Trustee Distribution by Municipality Calculation – Ontario Regulation 412/00: Section 6

A school board is 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 D&D Report to the designated public authorities.

A school board is also able to designate some of its areas as low population areas to allow appropriate representation for such areas. As stated previously staff recommends not to designate any low population areas.

The distribution of Trustees by municipality needs to be calculated in accordance with Section 6 of O. Reg. 412/00, and will follow the steps outlined on Page 13-14 of the 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” used to determine the number of Trustee per Municipality and by Ward, the below formulae is utilized. Using the calculator, staff calculated the electoral quotients by Municipality and by Ward, attached as Appendix G. The results are also presented in Figure 2 below:

$\frac{A \times B}{C}$	A = the Population Electoral Group Representation in a Municipality/Ward
	B = the total number of Trustees allocated to the Board
	C = the total Population Electoral Group Representation in the jurisdiction of the Board

Figure 2: 2018 Trustee Distribution Calculation as per Section 6 of O. Reg. 412/00

Municipality	2018 PEG Representation	Trustee Count	Total PEG Population	Electoral quotients	Current Distribution	(+/-)
	A	B	C	$A \times B / C = D$	E	$D - E = F$
Halton Hills	14,096	9	116,038	1.093	1	-0.093
Milton	22,100			1.714	1	-0.714
Burlington	35,051			2.719	3	0.281
Oakville	44,791			3.474	4	0.526
TOTAL	116,038	9	116,038	9	9	-

In reviewing the above **Electoral quotients (D)** calculated using the PEG Report, the Town of Milton requires an additional Trustee in order to achieve adequate representation by population.

The Town of Milton has an electoral quotient of 1.714 and is represented by one (1) Trustee, producing a deficit of -0.714. Given the ongoing rate of growth projected for the Town of Milton over the next few years due to new residential developments coming online, the electoral quotients will continue to increase, further widening the Trustee underrepresentation in the Town of Milton.

Comparatively, when reviewing the preliminary 2018 counts, Board staff notes the following:

- The City of Burlington has three (3) Trustees and an Electoral quotient of 2.719, representing a surplus of +0.281;
- The Town of Oakville has four (4) Trustees and an Electoral quotient of 3.474, representing a surplus of +0.526; and,
- The Town of Milton has one (1) Trustee and an Electoral quotient of 1.714, representing a deficit of -0.714.

In reviewing future trends on representation (as shown in Appendix H), the Board will not be in a position within the next two (2) elections (by 2022) to add a tenth Trustee within the parameters outlined in O. Reg. 412/00 (see Figure 1).

Also note that by 2022, the Town of Milton will require a total of 1.902 Trustees, further rationalizing the need to redistribute between the four (4) municipalities of the Board's Jurisdiction.

Trustee Distribution by Geographic Areas

On January 16, 2018, at the Regular Meeting of the Board, Trustee Quinn inquired whether distribution of Trustees could be shared between two (2) or more municipalities. At the time, the Senior Administrator of Planning Services indicated that this may not be possible. Upon further review of the legislation and following a request for legal counsel on the matter, **it has been determined that the legislation does permit combining geographic areas between municipalities and wards.**

Note, it would not be possible to share Trustees between municipalities if a municipality continued to be represented 'at large' instead of 'by ward'.

The legislation directs Boards to distribute trustees among geographic areas such that the number of members that represent electors in each geographic area shall be, as nearly as practicable, equal to the total of the combined electoral quotient of the geographic area they represent.

Essentially, **school boards are required to place one (1) trustee for every whole electoral quotient**, and create geographic areas that are balanced overall. The Ministry Guide (Appendix A) provides further direction in Step 5, found on Page 14. The guide reads that:

- 1) The sum of the electoral quotients in each geographic area should be as close as possible to a whole number; and,
- 2) 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.

Taking the **Town of Oakville** as an example, the sum of the Electoral Quotients for this Geographic Area is **3.474**. The distribution rules requires the board to look at other possible combinations of municipalities and/or municipal wards that would result in an electoral quotient closer to a whole number.

In this instance, if there were an opportunity to combine wards from two (2) municipalities to reach a combined Electoral Quotient as close as possible to **4.0**, it should be pursued.

This is in accordance with Section 58.1(12) of the Act, a Geographic Area established by a board may:

- A) be the same as or less than the entire area of jurisdiction of the district school board;
- B) include areas within the area of jurisdiction of the district school board that do not adjoin one another; and
- C) consist of (i) all or part of one or more municipalities, or (ii) territory without municipal organization, or both.

In consideration of the above, Staff will be presenting options at the February 20, 2018, Regular Meeting of the Board that have the effect of combining municipal areas to balance electoral quotients as close to whole numbers as possible, while still having consideration to future growth.

Distribution Appeals

It should be noted that the results of the Board approved distribution are subject to appeal by the council of a municipality within the area of jurisdiction of a board to the Ontario Municipal Board (OMB).

The legislation speaking to this subject matter is found in Section 10 of O. Reg. 412/00, which reads:

10. (1) The council of a municipality within the area of jurisdiction of a board may appeal to the Ontario Municipal Board the results of the distribution under Section 6 or 7. O. Reg. 412/00, s. 10 (1).
10. (2) An appeal under subsection (1) may only be made if the distribution made under section 6 or 7 allots to a geographic area a number of members that is different from the sum of the applicable electoral quotients for the geographic area by an amount that **is greater than 0.05 times** the total number of members. O. Reg. 412/00, s. 10 (2).
10. (3) The appeal shall be commenced by filing with the secretary of the board a notice of appeal setting out the objection to the distribution and the reasons for the objection and be accompanied by the fee prescribed under the Ontario Municipal Board Act. O. Reg. 412/00, s. 10 (3); O. Reg. 45/03, s. 6 (1).

The trigger for the appeal is outlined in Section 10 (2), whereby if the variance between the combined electoral quotient of a geographic area and final distribution of trustees is greater than 0.05 times (5%) of the total number of trustees, the Board is subject to appeal on their distribution. **For the Board, 0.05 (5%) of nine (9) Trustees would equate to a threshold of +/- 0.45.**

Trustees should note that for the 2018 Municipal Election, **if the status quo distribution is maintained, the Board could be subject to an appeal under Section 10 of O. Reg. 412/00.**

As demonstrated in Figure 2 (on Page 4) the Town of Oakville would be overrepresented by 0.526 and the Town of Milton underrepresented by -0.714. Both surpass the threshold of 0.45 Trustees. Although the Town of Oakville could redistribute Trustees to avoid overrepresentation by geographic area, the underrepresentation in the Town of Milton cannot be avoided without some form of re-distribution.

To commence the appeal, the notice of appeal would need to be filed with the secretary of the school board by April 21, 2018. The notice of appeal must set out the objection to the distribution and the reason for the objection.

Note that if an appeal is not commenced, then the board will be deemed to be properly constituted even if there are defects in the distribution.

If an appeal proceeds at the OMB, the OMB may either dismiss the appeal or allow the appeal in whole or in part and make an order varying the distribution. The OMB must make a decision in respect of the appeal by June 10.

Given the above, **staff will proceed in recommending distribution solutions that are not subject to appeal, and ensure to the best extent possible that representation should not deviate unduly from the principle of representation by population.**

Trustee Distribution – O. Reg. 412/00: Section 4 & 7

In having consideration for the over and under representation present in the current distribution of Trustees in light of the 2018 PEG Report, proceeding with the current distribution of Trustees should not be pursued so as to avoid any chance of appeal.

This said, staff will propose distributions that are not subject to appeal, and that have regard to the following considerations as delineated in Section 4 (4) of O. Reg. 412/00:

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

Trustee Distribution by Municipality

Using the PEG Report and the formula described in pages 13-14 of the Guide (Appendix A), the Electoral Quotients of the four (4) municipalities of the Board were calculated, as demonstrated in Figure 3 below. Also shown below is the proposed trustee distribution by municipality, which provides a distribution that would reduce potential appeals, and meet the general intent of Section 4 (4).

Note however that Trustees could explore combining wards between municipalities to further enhance the level of equal representation, by reaching as close to possible whole numbers.

Figure 3: 2018 Trustee Distribution by Municipality

	Column 1	Column 2	Column 3	
Municipality	# Wards	2018 PEG Representation	2018 Electoral Quotient	Proposed 2018 Distribution
Town of Halton Hills	4	14,096	1.093	1.000
Town of Milton	4	22,100	1.714	2.000
City of Burlington	6	35,051	2.719	3.000
Town of Oakville	7	44,791	3.474	3.000
Total		116,038	9.000	9.000

Trustee Distribution by Wards

The next step in the process of trustee determination is to determine the electoral quotient of each municipal ward within the jurisdiction of the Board, and to determine how trustees will be distributed throughout the municipalities of the Board's jurisdiction, and any possible combination of geographic areas.

As Halton Hills has an electoral quotient of 1.093, and is very close to a whole number, consideration of representation by ward is not necessary.

Historically: the City of Burlington has been elected based 'by ward'; the Town of Oakville was elected 'at large'; and the Town of Milton only had one (1) trustee.

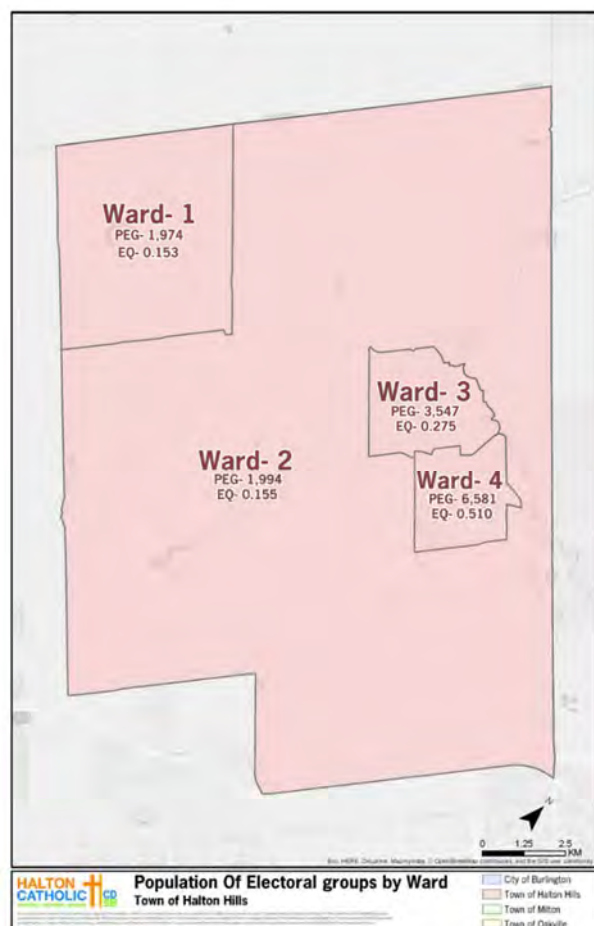
Today, the Town of Milton, The City of Burlington, and the Town of Oakville all have electoral quotients that would require more than one (1) Trustee. It is staff's recommendation that, for the 2018 Municipal Election, all three (3) municipalities now be elected 'by ward' and/or 'geographic area'. The following sections outline the electoral quotients of all four (4) municipalities of the Board's jurisdiction (Halton Hills for information only).

Town of Halton Hills by Ward Distribution – Map Appendix I:

Municipal Population Electoral Group Representation:	14,096
Jurisdiction Population Electoral Group Representation:	116,038
Total Number of Trustees:	9
Current Number of Trustees:	1
Electoral Quotient:	1.093
Variance (+/-):	+ 0.093

Figure 4: 2018 Trustee Distribution by Ward Town of Halton Hills

Municipality	Column 1 Wards	Column 2 2018 PEG Representation	Column 3 2018 Electoral Quotient
Town of Halton Hills	1	1,974	0.153
Town of Halton Hills	2	1,994	0.155
Town of Halton Hills	3	3,547	0.275
Town of Halton Hills	4	6,581	0.510
Town of Halton Hills Total		14,096	1.093
Halton Region		116,038	9.000



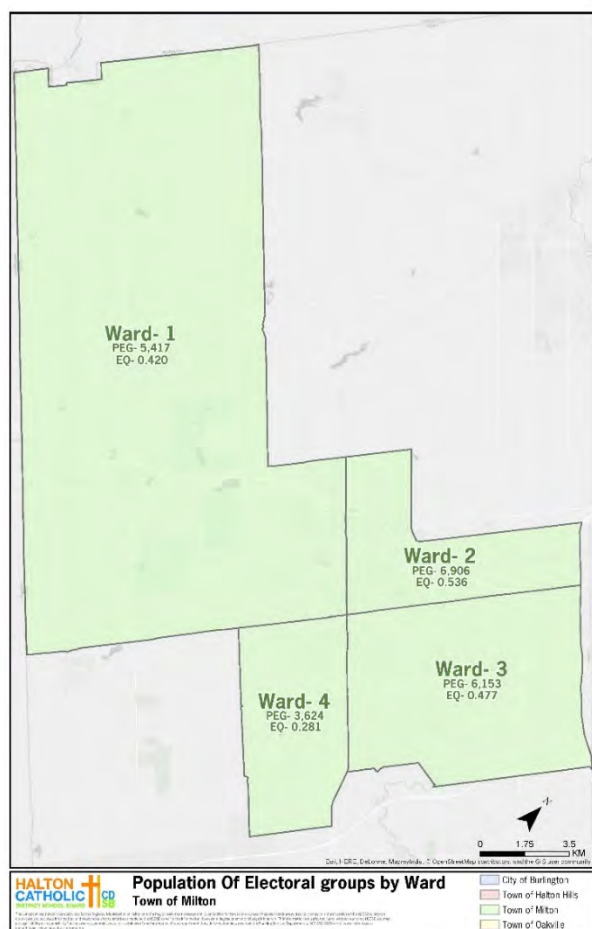
Given that the Electoral Quotient of the Town of Halton Hills is already close to a whole number and only requires one (1) Trustee, only one geographic area is necessary.

Town of Milton by Ward Distribution – Map Appendix J:

Municipal Population Electoral Group Representation:	22,100
Jurisdiction Population Electoral Group Representation:	116,038
Board Total Number of Trustees:	9
Current Number of Trustees:	1
Electoral Quotient:	1.714
Current Variance (+/-):	- 0.714

Figure 5: 2018 Trustee Distribution by Ward Town of Milton

Municipality	Column 1 Wards	Column 2 2018 PEG Representation	Column 3 2018 Electoral Quotient
Town of Milton	1	5,417	0.420
Town of Milton	2	6,906	0.536
Town of Milton	3	6,112	0.474
Town of Milton	4	3,583	0.278
Town of Milton*	7	82	0.006
Town of Milton Total		22,100	1.714
Halton Region		116,038	9.000



* Note that Ward 7 no longer exists, as the Town of Milton has since approved a reduction to four (4) wards as shown to the right.

The PEG report still contained data for Ward 7, which historically covered a portion of the newly designated Ward 4 and Ward 3.

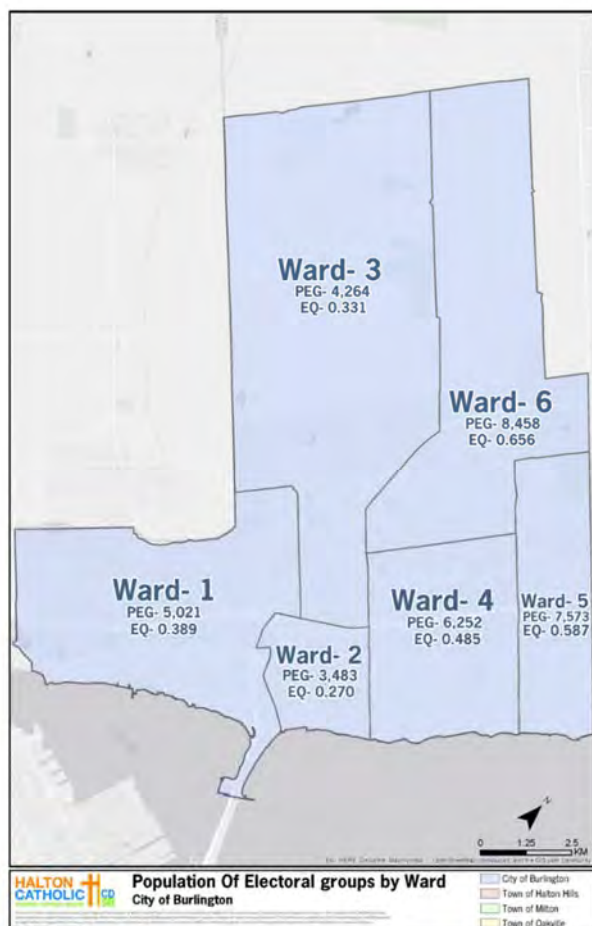
Accordingly, the 82 ratepayers were equally divided between these wards for display purposes.

City of Burlington by Ward Distribution – Map Appendix K:

Municipal Population Electoral Group Representation:	35,051
Jurisdiction Population Electoral Group Representation:	116,038
Board Total Number of Trustees:	9
Current Number of Trustees:	3
Electoral Quotient:	2.719
Variance (+/-):	+ 0.281

Figure 6: 2018 Trustee Distribution by Ward Town of City of Burlington

Municipality	Column 1 Wards	Column 2 2018 PEG Representation	Column 3 2018 Electoral Quotient
City of Burlington	1	5,021	0.389
City of Burlington	2	3,483	0.270
City of Burlington	3	4,264	0.331
City of Burlington	4	6,252	0.485
City of Burlington	5	7,573	0.587
City of Burlington	6	8,458	0.656
City of Burlington Total		35,051	2.719
Halton Region		116,038	9.000



Currently the City of Burlington is currently represented 'by ward'. The current distribution is as follows:

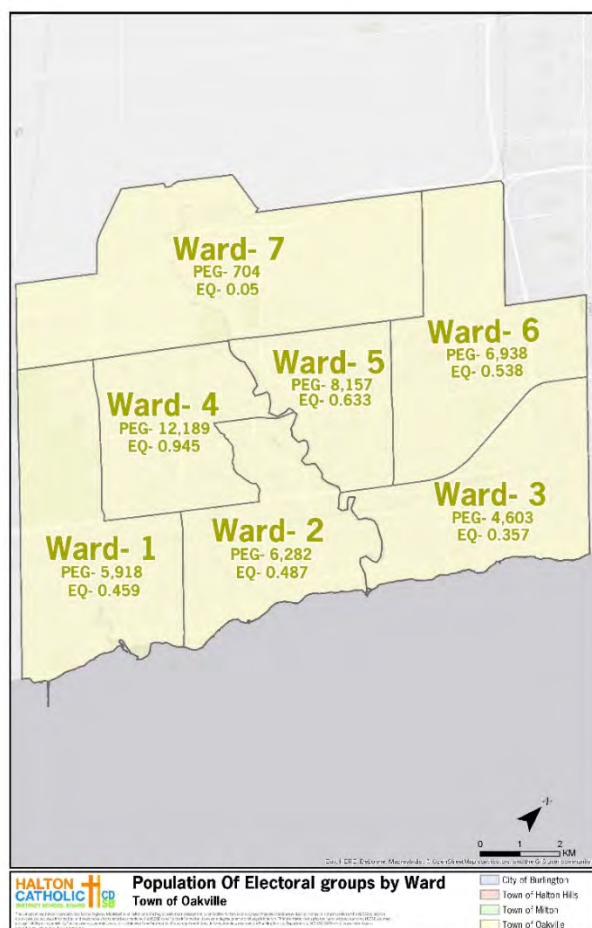
1. Wards 1 & 2
2. Wards 3 & 6
3. Wards 4 & 5

Town of Oakville by Ward Distribution – Map Appendix L:

Municipal Population Electoral Group Representation:	44,791
Jurisdiction Population Electoral Group Representation:	116,038
Board Total Number of Trustees:	9
Current Number of Trustees:	4
Electoral Quotient:	3.474
Variance (+/-):	+ 0.526

Figure 7: 2018 Trustee Distribution by Ward Town of Oakville

Municipality	Column 1 Wards	Column 2 2018 PEG Representation	Column 3 2018 Electoral Quotient
Town of Oakville	1	5,918	0.459
Town of Oakville	2	6,282	0.487
Town of Oakville	3	4,603	0.357
Town of Oakville	4	12,189	0.945
Town of Oakville	5	8,157	0.633
Town of Oakville	6	6,938	0.538
Town of Oakville	7	704	0.055
Town of Oakville Total		44,791	3.474
Halton		116,038	9.000



Staff understands that the Town of Oakville has historically adopted an 'at large' representation in wait for the new Municipal Ward Boundaries to be finalized.

As of 2017, the new Wards are now established, allowing the Board to proceed with a 'by ward' election for the Town of Oakville.

Furthermore, this will also allow for better opportunities in developing electoral quotients as close to a whole number.

CONCLUSION:

In reviewing the Population Electoral Group Report, Board staff have determined that the Board will not be in a position to add a tenth Trustee within the next two (2) elections within the parameters outlined in O. Reg. 412/00. As such, the number of Trustees is expected to remain at nine (9).

In reviewing the Trustee Distribution by municipality and by ward, the need redistribute a Trustee in favour of the Town of Milton continues to be a priority. The Town has an electoral quotient of 1.714, and is represented by one (1) Trustee, producing a deficit of -0.714.

Given that the Town of Oakville and the City of Burlington have significant surpluses, consideration to undertake a redistribution of Trustee by municipality and/or by ward should be a consideration to best meet the requirements of O. Reg. 412/00.

Given the timing as to when the PEG Report was received, variations of the potential geographic area groupings have not been fully completed. Accordingly, staff anticipates to bring forward options to Trustees on the night of the Board meeting for Trustee review and consideration for the next Regular Board meeting on March 6, 2018.

Board staff will be bringing forward an Action Report for the March 6, 2018, Regular Meeting of the Board recommending the following as part of its recommendation:

- 1) That the Board resolve not to designate a low population area for the 2018 Municipal Election;
- 2) One (1) trustee be redirected to the Town of Milton to reduce the current underrepresentation. The redistribution can be achieved either by: Re-directing a trustee from the Town of Oakville to the Town of Milton; or sharing wards between municipalities to create geographic areas that have combined electoral quotients close to a whole number; and,
- 3) That for the 2018 Municipal election, that the Town of Milton, the City of Burlington, and the Town of Oakville be represented by ward.

The possible recommendations to be presented to Board on March 6, 2018, will be as follows:

RECOMMENDATION:

RESOLUTION:

Moved by:
Seconded by:

WHEREAS, Trustee representation should not deviate unduly from the principle of representation by population;

BE IT RESOLVED THAT, the Halton Catholic District School Board confirms that the Town of Oakville shall be the lead municipality with respect to the October 2018 Municipal Elections, and;

THAT, the Halton Catholic District School Board hereby determines not to designate any of the geographic areas in its jurisdiction as low population areas, and;

THAT, the number of Trustees determined for the Halton Catholic District School Board for the 2018 English Catholic school Trustee elections in Halton is nine (9), and;

THAT, the number of Trustees by geographic distribution is established as one (1) for the Town of Halton Hills; two (2) for the Town of Milton; three (3) for the City of Burlington; and three (3) for the Town of Oakville, for the 2018 English Catholic school Trustee elections in Halton.

RESOLUTION:

Moved by:
Seconded by:

BE IT RESOLVED THAT, the distribution of Trustees for the Town of Milton for the 2018 English Catholic school Trustee elections in Halton is through the combination of the following wards:

- A. Geographic Area 1: Wards A and B
- B. Geographic Area 2: Wards M and N

RESOLUTION:

Moved by:
Seconded by:

BE IT RESOLVED THAT, the distribution of Trustees for the City of Burlington for the 2018 English Catholic school Trustee elections in Halton is through the combination of the following wards:

- C. Geographic Area 3: Wards A and B
- D. Geographic Area 4: Wards M and N
- E. Geographic Area 5: Wards X and Y

RESOLUTION:

Moved by:
Seconded by:

BE IT RESOLVED THAT, the distribution of Trustees for the Town of Oakville for the 2018 English Catholic school Trustee elections in Halton is through the combination of the following wards:

- F. Geographic Area 6: Wards A and B and C
- G. Geographic Area 7: Wards M and N
- H. Geographic Area 8: Wards X and Y

REPORT PREPARED BY:

F. THIBEAULT
SENIOR ADMINISTRATOR OF PLANNING SERVICES

SUBMITTED BY:

R. NEGOT
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Ministry of Education

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

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MEMORANDUM TO: Directors of Education

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

DATE: January 31, 2018

SUBJECT: 2018 School Board Elections

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

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

Trustee Determination and Distribution

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

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

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

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

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

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

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

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

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

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

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

Compliance Audit Committee

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

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

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

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

Schools as Polling Stations

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

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

Thank you,



Bruce Drewett

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

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

Key Dates for 2018 Elections

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

Trustee Determination and Distribution Guide for Ontario District School Boards 2018



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

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

This publication is available on the Ministry of Education's website, at www.ontario.ca/edu.

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

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

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

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

The guide has three sections:

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

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

Section I

Trustee Determination and Distribution: A Responsibility of District School Boards

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

Trustee Determination

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

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

Trustee Distribution

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

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

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

Determination and Distribution Report

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

The D&D Report must include:

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

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

What Do You Need to Get Started?

I. Population of Electoral Group Report

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

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

2. Board Resolution Regarding Low Population Municipalities

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

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

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

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

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

3. Board Resolution Regarding Voluntary Reduction of Board Members

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

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

Completing the Determination and Distribution Calculations

Summary of Steps: Completing Your D&D Report

1. Gather the following information:

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

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

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

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

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

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

Trustee Determination – Using the Online Calculator

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

You will be provided with two options for proceeding:

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

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

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

You will then be guided to the trustee distribution calculator.

Trustee Distribution – Using the Online Calculator

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

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

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

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

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

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

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

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

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

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

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

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

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

Trustee Determination – Manual Calculation Using Templates

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

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

Provide this number in your D&D Report.

Recalculating Your Board's Number of Trustees (Optional)

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

Step 1:

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

Step 2:

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

Step 3:

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

Step 4:

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

Step 5:

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

Step 6:

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

Step 7:

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

Step 8:

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

Step 9:

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

Step 10:

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

Step 11:

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

Step 12:

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

Step 13:

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

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

Trustee Determination Template – Manual Calculation

Data	Source	Figure
1. Population of electoral group	MPAC	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 Name of Municipality/Ward	Column 2 Electoral Group Population	Column 3 Electoral Quotient

Template B (Boards with Low Population Municipalities)

Step 1:

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

Step 2:

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

Step 3:

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

Step 4:

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

Step 5:

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

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

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

Step 6:

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

Using Chart 1 (low population municipalities):

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

Using Chart 2 (remaining municipalities):

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

Step 7:

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

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

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

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

Total population of electoral group = _____ (Figure A)

Total number of elected trustees = _____ (Figure B)

Chart 1 – Low Population Municipalities

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

Chart 2 – Remaining Municipalities

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

Example:
Trustee Distribution – Forming Geographic Areas

Number of trustees = 5

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

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

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

Need Help with D&D Calculations?

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

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

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

Section II

Key Dates for 2018 Elections

Activity	Date
MPAC data (PEG Reports) sent to boards	By February 15
<ol style="list-style-type: none">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
D&D Reports sent to the Minister; school board election clerks and secretaries of other school boards in the board's jurisdiction	By April 3
Deadline for appeals by municipality regarding trustee distribution	April 21
Notices of appeal sent by secretary of the board (i.e., the Director of Education) to the Ontario Municipal Board (OMB)	By April 25
Beginning of nomination and campaign period	May 1
Deadline for OMB decision regarding appeal of trustee distribution calculations	June 10
Nomination day: last day for <ul style="list-style-type: none">• filing nomination, and• withdrawal of candidacy	July 27, 2:00 p.m.
Compliance audit committee established	Before October 1
Voting day	October 22
Board of Trustees' term of office begins	December 1
Campaign period ends	December 31
Financial filing deadline for candidates	March 29, 2019

Section III

Questions and Answers

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

Trustee Determination and Distribution (D&D)

Q. What does trustee D&D mean?

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

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

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

Q. Why do school boards designate low population municipalities?

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

Q. What is dispersal?

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

Q. How is the dispersal factor calculated?

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

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

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

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

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

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

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

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

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

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

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 de district du Nord-Est de l'Ontario	46,499
62.	Conseil scolaire public du Grand Nord de l'Ontario	65,681
63.	Conseil scolaire Viamonde	68,014
64.	Conseil des écoles publiques de l'Est de l'Ontario	38,041
65.	Conseil scolaire de district catholique des Grandes Rivières	25,452
66.	Conseil scolaire de district catholique Franco-Nord	10,597
67.	Conseil scolaire de district catholique du Nouvel-Ontario	19,226
68.	Conseil scolaire de district catholique des Aurores boréales	38,587
69.	Conseil scolaire catholique Providence	28,980
70.	Conseil scolaire catholique MonAvenir	40,407
71.	Conseil scolaire de district catholique de l'Est ontarien	5,326
72.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	33,543

Table 2 – Number of Members Based on Electoral Group Population

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

Table 3 – Number of Additional Members Based on Board Density

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

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

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

Table 5 – Dispersal Factors

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

Table 6 – Minimum Number of Members Based on Board Enrolment

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

Appendix B

Dispersal Rules from Ontario Regulation 412/00

Subsection 3 (2), paragraph 4:

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

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

Appendix C

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

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

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

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

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PART II.2 DISTRICT SCHOOL BOARDS

Regulations: district school boards

[58.1 \(1\)](#) In this section,

“English-language instruction” means instruction in the English language or in American Sign Language and includes instruction provided under a program of the type described in paragraph 25 of subsection 8 (1); (“enseignement en anglais”)

“French-language instruction” means instruction in the French language or in Quebec Sign Language but does not include instruction provided under a program of the type described in paragraph 25 of subsection 8 (1); (“enseignement en français”)

“school” does not include a school under the jurisdiction of a school authority or an educational institution operated by the Government of Ontario. (“école”) 1997, c. 31, s. 32.

Same

[\(2\)](#) The Lieutenant Governor in Council may make regulations providing for,

- (a) the establishment of,
 - (i) English-language public district school boards, to govern the provision of elementary and secondary English-language instruction in schools other than Roman Catholic separate schools,
 - (ii) English-language separate district school boards, to govern the provision of elementary and secondary English-language instruction in Roman Catholic separate schools,
 - (iii) French-language public district school boards, to govern the provision of elementary and secondary French-language instruction in schools other than Roman Catholic separate schools, and
 - (iv) French-language separate district school boards, to govern the provision of elementary and secondary French-language instruction in Roman Catholic separate schools;
- (b) the establishment of the areas of jurisdiction of district school boards;
- (c) the assignment of names to district school boards;
- (d) the alteration of the area of jurisdiction of a district school board;
- (e) the dissolution of a district school board;
- (f) the dissolution of a school authority the area of jurisdiction of which is to be included in the area of jurisdiction of a district school board;
- (g), (h) Repealed: 2009, c. 25, s. 8 (1).

- (i) the amalgamation or merger of one or more school authorities with a district school board to continue as a district school board;
- (j) the amalgamation or merger of two or more district school boards to continue as a district school board;
- (k) representation on and elections to district school boards, including but not limited to regulations providing for,
 - (i) the determination of the number of members of each district school board,
 - (ii) the establishment, for electoral purposes, of geographic areas within the areas of jurisdiction of district school boards,
 - (iii) the distribution of the members of a district school board to the geographic areas referred to in subclause (ii),
 - (iv) appeals to any person or body relating to anything done under a regulation made under subclause (i), (ii) or (iii),
 - (v) nomination procedures for the election of members of district school boards,
 - (vi) the duties to be performed by municipal clerks, officials of district school boards and others in respect of any matter relating to representation on or elections to district school boards,
 - (vii) Repealed: 2009, c. 25, s. 8 (3).
 - (viii) the date in a regular election year before which a resolution under subsection (10.1) may be passed;
- (l) the holding in trust, transfer and vesting of assets, including but not limited to real and personal property, the transfer of liabilities and the transfer of employees among district school boards or school authorities or both, in connection with,
 - (i) the establishment, continuation or dissolution of a district school board,
 - (ii) the dissolution of a school authority the area of jurisdiction of which is to be included in the area of jurisdiction of a district school board, or
 - (iii) the merger or amalgamation of a school authority the area of jurisdiction of which is to be included in the area of jurisdiction of a district school board with the district school board;
- (m) the deeming, for any purpose, including but not limited to purposes related to elections and taxation, of any territory without municipal organization that is within the area of jurisdiction of a district school board,
 - (i) to be a district municipality, unless and until the territory becomes or is included in a municipality, or

- (ii) to be attached to a municipality, unless and until the territory becomes or is included in a municipality;
- (n) the recovery of some or all of the costs incurred by a district school board in meeting any requirements under this section relating to elections in territory without municipal organization or elections to a school authority;
- (o) the conduct of elections to a school authority the area of jurisdiction of which is entirely or partly the same as the area of jurisdiction of a district school board;
- (p), (q) Repealed: 2009, c. 25, s. 8 (4).
- (r) such other matters, including transitional matters, that the Lieutenant Governor in Council considers necessary or advisable in connection with the establishment, merger, amalgamation, continuation or dissolution of one or more boards under this section, or with the alteration of the area of jurisdiction of a board under this section, including but not limited to transitional matters relating to,
 - (i) representation, by election or appointment, on a board pending the next regular elections,
 - (ii) the rights of pupils to continue to attend schools that they were enrolled in and entitled to attend immediately before the establishment, merger, amalgamation, continuation, dissolution or alteration. 1997, c. 31, s. 32; 2002, c. 18, Sched. G, s. 6 (1); 2009, c. 25, s. 8 (1-4).

Provisions in regulations: effect for electoral purposes

(3) A regulation made under subsection (2) may provide that it shall be deemed to have come into force and taken effect on the day of filing or at such earlier or later time as is stated in the regulation, for any purpose related to representation on or elections to a district school board or school authority. 1997, c. 31, s. 32.

Same

(4) Subsection (3) applies only to the extent necessary to permit the next regular election after the regulation is made, or any by-election preceding that next regular election, to be held in a way that takes account of the provisions of the regulation. 1997, c. 31, s. 32.

Regulations: school outside jurisdiction of a board to be school of the board

(5) The Lieutenant Governor in Council may make regulations providing that a school described in subsection (6) that is outside the area of jurisdiction of a district school board is a school of the district school board. 1997, c. 31, s. 32.

Same

(6) Subsection (5) applies only to schools to which section 101 of this Act, as it read on December 31, 1997, applied. 1997, c. 31, s. 32.

Purpose of clauses (2) (d), (e)

[\(7\)](#) The purpose of clauses (2) (d) and (e) is to provide authority to the Lieutenant Governor in Council to make changes in the jurisdiction of boards on a case by case basis. 1997, c. 31, s. 32.

Limitation re clauses (2) (d), (e)

[\(8\)](#) A regulation shall not be made under clause (2) (d) or (e) if an area that, immediately before the regulation takes effect, was within the area of jurisdiction of a board would, immediately after the regulation takes effect, not be within the area of jurisdiction of a board. 1997, c. 31, s. 32.

Subdelegation

[\(9\)](#) In a regulation under subclauses (2) (k) (i) to (iii), the Lieutenant Governor in Council may delegate to a person or body the authority to provide for anything relating to the matters mentioned in subclauses (2) (k) (i) to (iii), subject to such conditions and restrictions as are specified in the regulation. 1997, c. 31, s. 32.

Number of members on a district school board

[\(10\)](#) A regulation under subclause (2) (k) (i) shall not provide for more than 22 or fewer than five members on any district school board. 1997, c. 31, s. 32.

Same

[\(10.0.1\)](#) Subject to subsections (10.0.2) to (10.1) and to the regulations, the number of members of a district school board, not including members appointed under subsection 188 (5), shall be the number of members determined for the board for the purposes of the regular election in 2006. 2009, c. 25, s. 8 (5).

Same

[\(10.0.2\)](#) A district school board whose area of jurisdiction was increased in 2009 may by resolution request the Minister to increase its number of members. 2009, c. 25, s. 8 (5).

Same

[\(10.0.3\)](#) In response to a request by a district school board under subsection (10.0.2), the Minister may by order increase the number of members of the board if, in the Minister's opinion, the increase is justified by,

- (a) a demographic change in the board's geographical area of jurisdiction;
- (b) the change in the size of the board's geographical area of jurisdiction; or
- (c) any other circumstances that the Minister considers relevant. 2009, c. 25, s. 8 (5).

Same

[\(10.0.4\)](#) A request under subsection (10.0.2) shall not be made after March 15, 2010. 2009, c. 25, s. 8 (5).

Same

[\(10.0.5\)](#) A Minister's order under subsection (10.0.3) shall not be made after April 15, 2010. 2009, c. 25, s. 8 (5).

Same

[\(10.0.6\)](#) An increase under subsection (10.0.3) may be smaller than that requested by the board under subsection (10.0.2). 2009, c. 25, s. 8 (5).

Same

[\(10.1\)](#) Subject to subsections (10.2) and (10.3), a district school board may by resolution reduce the number of members to be elected at the next regular election. 2002, c. 18, Sched. G, s. 6 (2); 2009, c. 25, s. 8 (6).

Same

[\(10.2\)](#) The resolution shall be passed before the prescribed date in the year of the regular election. 2002, c. 18, Sched. G, s. 6 (2).

Same

[\(10.3\)](#) The resolution shall not provide for fewer than five members. 2002, c. 18, Sched. G, s. 6 (2).

Same

[\(11\)](#) The numbers referred to in subsections (10) to (10.3) do not include any person elected or appointed to a district school board under section 188. 2002, c. 18, Sched. G, s. 6 (3).

Geographic areas

[\(12\)](#) A geographic area established under subclause (2) (k) (ii) for a district school board may,

- (a) be the same as or less than the entire area of jurisdiction of the district school board;
- (b) include areas within the area of jurisdiction of the district school board that do not adjoin one another; and
- (c) consist of,
 - (i) all or part of one or more municipalities, or
 - (ii) territory without municipal organization,or both. 1997, c. 31, s. 32.

Same

[\(13\)](#) A person who establishes a geographic area under a regulation made under subclause (2) (k) (ii) shall have regard to any relevant submissions made by any person. 1997, c. 31, s. 32.

[\(13.1\)](#) Repealed: 2009, c. 33, Sched. 2, s. 25 (1).

Purpose of clause (2) (l)

[\(14\)](#) The purpose of clause (2) (l) is to provide authority to the Lieutenant Governor in Council to resolve questions relating to assets, liabilities and employees that arise in connection with any changes in the jurisdiction of boards that may be made on a case by case basis. 1997, c. 31, s. 32.

Limitation

[\(15\)](#) The Lieutenant Governor in Council has no authority under clause (2) (l) to transfer employees of a public board to a Roman Catholic board or to transfer employees of a Roman Catholic board to a public board. 1997, c. 31, s. 32.

Exception

[\(16\)](#) The limitation provided in subsection (15) does not apply in relation to the transfer of an employee between two boards if,

- (a) both boards agree that the limitation should not apply in respect of the transfer; and
- (b) the Minister approves the agreement referred to in clause (a). 1997, c. 31, s. 32.

Transfers among district school boards and school authorities

[\(17\)](#) Without limiting the generality of clause (2) (l), a regulation under that clause may provide for,

- (a) processes to permit participation by classes of persons or bodies specified in the regulation in decision-making processes related to anything done under clause (2) (l);
- (b) processes for the resolution of disputes among classes of persons or bodies specified in the regulation;
- (c) the continuation of legal and other proceedings commenced by or against a district school board or school authority affected by anything done under clause (2) (l) and the enforcement of court orders and other orders or determinations relating to such a district school board or school authority;
- (d) deadlines for complying with any provision of the regulation; and
- (e) any other matter that the Lieutenant Governor in Council considers advisable in order to achieve an efficient and fair transfer of assets, liabilities and employees among the affected district school boards and school authorities. 1997, c. 31, s. 32.

Dispute

[\(18\)](#) Without limiting the generality of clause (17) (b), a regulation providing for a matter referred to in that clause may provide for disputes as to the disposition of property to be referred to an arbitrator selected by the Minister. 1997, c. 31, s. 32.

Same

[\(19\)](#) Where a dispute is referred to an arbitrator as described in subsection (18), the arbitrator shall determine the matters in dispute and the decision of the arbitrator is final. 1997, c. 31, s. 32.

Clause (17) (c)

[\(20\)](#) Without limiting the generality of clause (17) (c), a regulation providing for a matter referred to in that clause,

- (a) may substitute or add persons as parties to a proceeding continued under the clause; and
- (b) may substitute or add persons against which or by which an order or determination referred to in the clause may be enforced. 1997, c. 31, s. 32.

Employees

[\(21\)](#) The following rules apply where an employee is transferred under a regulation made under clause (2) (l):

- 1. A person who is an employee of a board on the day the regulation transferring the employee to another board is made and who would, but for that regulation, still be an employee of the transferor board on the day the regulation is to take effect is an employee of the transferee board referred to in the regulation on the day the regulation is to take effect.
- 2. A person's employment shall be deemed not to have been terminated for any purpose by anything done under this Part. 1997, c. 31, s. 32.

Tax exemption

[\(22\)](#) Taxes are not payable under the *Land Transfer Tax Act* or the *Retail Sales Tax Act* with respect to a holding in trust, transfer or vesting under clause (2) (l). 1997, c. 31, s. 32.

Transfer not a closing

[\(23\)](#) A transfer of a school under clause (2) (l) is not a closing of the school. 1997, c. 31, s. 32.

No compensation

[\(24\)](#) Except as provided in the regulations made under clause (2) (l), no compensation or damages are payable in connection with anything done under clause (2) (l). 1997, c. 31, s. 32.

Powers of board if regulation made under subclause (2) (m) (i)

[\(25\)](#) Where a board includes within its area of jurisdiction territory without municipal organization that is deemed under clause (2) (m) to be a district municipality for the purposes of elections, the officers appointed by the board have all the same powers and duties with respect to elections of members of the board in that territory as similar officers have in a municipality with respect to similar elections. 1997, c. 31, s. 32.

Powers of municipality if regulation made under subclause (2) (m) (ii)

[\(26\)](#) Where a board includes within its area of jurisdiction territory without municipal organization that is deemed under clause (2) (m) to be attached to a municipality for the purposes of elections, the officers of the municipality have all the same powers and duties with respect to elections of members of the board in that territory as with respect to such elections in any part of the area of jurisdiction of the board that is within the municipality. 1997, c. 31, s. 32.

Deemed district municipality

[\(27\)](#) In addition to any area prescribed under subclause (2) (m) (i), an area that satisfies the following conditions shall be deemed to be a district municipality for the purposes of clause 257.12 (3) (a) from January 1, 1998 until it becomes or is included in a municipality or is deemed to be a district municipality by a regulation made under clause (2) (m):

1. The area is without municipal organization.
2. As of December 31, 1997, the area was deemed to be a district municipality under subsection 54 (2), as it read on that day.
3. The area is under the jurisdiction of a district school board. 2002, c. 18, Sched. G, s. 6 (5).

Deemed separate district municipalities

[\(28\)](#) Despite subsection (27), the part, if any, of an area described in subsection (27) that is in a separate school zone shall be deemed to be a discrete district municipality. 2002, c. 18, Sched. G, s. 6 (5).

Français

Education Act**ONTARIO REGULATION 412/00****ELECTIONS TO AND REPRESENTATION ON DISTRICT SCHOOL BOARDS****Consolidation Period:** From December 16, 2013 to the [e-Laws currency date](#).

Last amendment: O. Reg. 345/13.

This is the English version of a bilingual regulation.

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INTERPRETATION

1. (1) In this Regulation,

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

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

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

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

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

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

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

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

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

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

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

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

1. A decision affecting a boundary that may be appealed shall not be taken into account if, on January 1 of the election year,
 - i. the period during which an appeal may be commenced has not expired, or
 - ii. an appeal has been commenced but has not been finally determined.
2. The municipality or ward shall be deemed not to include any area that is outside the area of jurisdiction of the board. O. Reg. 412/00, s. 1 (2); O. Reg. 74/06, s. 1; O. Reg. 211/06, s. 1.
- (3) For the purposes of this Regulation, territory without municipal organization that is within the area of jurisdiction of a board and that is deemed to be a district municipality under Ontario Regulation 468/97 is deemed to be a district municipality for purposes of board elections. O. Reg. 412/00, s. 1 (3).

POPULATION DATA

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

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

1. Each municipality that is not divided into wards.
2. Each ward of a municipality that is divided into wards. O. Reg. 412/00, s. 2 (2).

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

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

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

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

DETERMINATION OF NUMBER OF MEMBERS

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

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

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

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

1. Determine the total population of the board's electoral group by calculating the sum of the populations reported under subsection 2 (3) for all the areas referred to in subsection 2 (2).
2. Determine the number of members based on population set out in Table 2 for the total population of the board's electoral group determined under paragraph 1.
3. Determine the number of additional members based on density by taking the lesser of,
 - i. the number of additional members set out in Table 3 based on the density of the board, and
 - ii. the number of additional members set out in Table 4 based on the board area of the board.
4. Determine the number of additional members based on dispersal in accordance with the following rules:
 - i. If the dispersal factor set out for the board in Table 5 is 0, the number of additional members based on dispersal is 0.

- ii. If the dispersal factor set out for the board in Table 5 is greater than 0 and less than 10, the number of additional members based on dispersal is 1.
 - iii. If the dispersal factor set out for the board in Table 5 is 10 or more but less than 25, the number of additional members based on dispersal is 2.
 - iv. If the dispersal factor set out for the board in Table 5 is 25 or more but less than 50, the number of additional members based on dispersal is 3.
 - v. If the dispersal factor set out for the board in Table 5 is 50 or more, the number of additional members based on dispersal is 4.
5. Take the number of members based on population determined under paragraph 2, plus the number of additional members determined under paragraph 3 or 4, whichever is greater.
 6. Take the greater of,
 - i. the number determined under paragraph 5, and
 - ii. the number set out in Table 6 for the day school average daily enrolment of pupils of the board within the meaning of the most recent regulations made under section 234 of the Act, not counting pupils enrolled in junior kindergarten.
 7. The number of members of the board is the greater of the numbers determined under paragraph 6 and section 2.1, subject to any reduction in the number of members pursuant to a resolution passed under subsection 58.1 (10.1) of the Act. O. Reg. 412/00, s. 3 (2); O. Reg. 432/00, s. 1; O. Reg. 45/03, s. 2 (1); O. Reg. 42/10, s. 3 (2, 3).
- (3) REVOKED: O. Reg. 42/10, s. 3 (4).
- 3.1 The date before which a resolution may be passed under subsection 58.1 (10.1) of the Act is March 31 in an election year. O. Reg. 45/03, s. 3.

DISTRIBUTION OF MEMBERS TO GEOGRAPHIC AREAS

4. (1) A board that has jurisdiction in more than one municipality shall, not later than March 31 in each election year,
 - (a) pass a resolution designating one or more municipalities within the board's area of jurisdiction as low population municipalities and directing that an alternative distribution of members be done in respect of them for purposes of the election of board members; or
 - (b) pass a resolution stating that the board has decided not to designate any municipality within the board's area of jurisdiction as a low population municipality. O. Reg. 412/00, s. 4 (1).
- (2) A resolution under clause (1) (a) shall provide that the sum of the electoral quotients for the municipality or municipalities designated as low population municipalities shall be increased by one or two. O. Reg. 412/00, s. 4 (2).
- (3) A resolution under subsection (1) shall be effective only for the regular election of board members in that election year and for any by-election held during the term that commences immediately after that election. O. Reg. 412/00, s. 4 (3).
- (4) In carrying out its duties under this section, the board shall have regard to the following principles:
 1. Municipalities with low populations should receive reasonable representation.
 2. Evidence of historic, traditional or geographic communities should be taken into account.
 3. To the extent possible, the identification of low population municipalities should permit the establishment of geographic areas that coincide with school communities.
 4. Representation should not deviate unduly from the principle of representation by population. O. Reg. 412/00, s. 4 (4).
5. (1) Not later than March 31 in each election year, every board shall distribute the positions of the members to be elected to the board in accordance with section 6 or 7, whichever is applicable. O. Reg. 412/00, s. 5.
- (2) If a board requests the Minister to increase its number of members under subsection 58.1 (10.0.2) of the Act, the board shall, not later than May 3, 2010, distribute the positions of the members to be elected to the board at the 2010 regular election in accordance with section 6 or 7, whichever is applicable. O. Reg. 42/10, s. 4.
6. (1) If a board has jurisdiction in only one municipality or a resolution under clause 4 (1) (b) is in effect, a distribution of the positions of the members to be elected to the board shall be made according to the following rules:
 1. Calculate the electoral quotient for each municipality and ward using the following formula:

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

where,

a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),

b = the total number of members determined for the board under section 2.1,

c = the total population of the board's electoral group, as reported under subsection 2 (3).

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

(2) In carrying out its duties under subsection (1), the board shall, to the extent practicable, form geographic areas for which the sum of the electoral quotients of the constituent municipalities and wards is a whole number greater than zero. O. Reg. 412/00, s. 6 (2).

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

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

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

where,

a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),

b = the total number of members determined for the board under section 2.1,

c = the total population of the board's electoral group, as reported under subsection 2 (3).

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

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

where,

a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),

b = the number calculated under paragraph 4 or 5, as the case may be, and

c = the total population of the board's electoral group resident in the group of municipalities to which the municipality or ward belongs, as reported under subsection 2 (3).

7. Combine every municipality and every ward within each group of municipalities into a number of geographic areas which does not exceed the number determined for "b" in paragraph 1. No geographic area shall include municipalities or parts of municipalities in both the designated group and the remaining group of municipalities.
8. The number of members that represent the electors in each geographic area shall be, as nearly as practicable, the sum of the electoral quotients of the municipalities and wards that form the geographic area. O. Reg. 412/00, s. 7 (1); O. Reg. 45/03, s. 5; O. Reg. 42/10, s. 6.

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

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

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

REPORT ON DETERMINATION AND DISTRIBUTION

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

- (a) the results of the determination and distribution;
 - (b) where a geographic area consists of all or part of two or more municipalities, the identification made under section 8.1 of the municipality with the largest population of the board's electoral group; and
 - (c) a copy of the data and calculations by which the determination and distribution referred to in clause (a) were made and by which the identification referred to in clause (b) was made. O. Reg. 235/04, s. 2.
- (2) The board shall send a copy of the report to,
- (a) the Minister;
 - (b) the school board election clerks for all the municipalities within the area of jurisdiction of the board; and
 - (c) the secretary of every other board, the area of jurisdiction of which is wholly or partially within the area of jurisdiction of the board. O. Reg. 412/00, s. 9 (2); O. Reg. 42/10, s. 8 (1).
- (3) The copy of the report referred to in subsection (2) shall be sent by,
- (a) May 3, 2010, for the purposes of the 2010 regular election, if a board requests the Minister to increase its number of members under subsection 58.1 (10.0.2) of the Act; or
 - (b) April 3 in the election year, in all other cases. O. Reg. 42/10, s. 8 (2).

APPEALS ON DISTRIBUTION

10. (1) The council of a municipality within the area of jurisdiction of a board may appeal to the Ontario Municipal Board the results of the distribution under section 6 or 7. O. Reg. 412/00, s. 10 (1).

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

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

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

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

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

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

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

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

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

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

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

- (8) The Board is not required to hold a hearing on the appeal. O. Reg. 412/00, s. 10 (8).
- (9) The Board may,
- (a) dismiss the appeal; or
- (b) allow the appeal, in whole or in part, and make an order varying the distribution. O. Reg. 412/00, s. 10 (9).
- (10) The Board shall determine the appeal not later than June 10 in the election year. O. Reg. 412/00, s. 10 (10).

CONDUCT OF ELECTIONS

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

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

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

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

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

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

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

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

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

TABLE 1
BOARD AREAS

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

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

TABLE 2
NUMBER OF MEMBERS BASED ON ELECTORAL GROUP POPULATION

Item	Total Population of Electoral Group	Number of Members
1.	Less than 30,000 persons	5
2.	30,000 to 44,999 persons	6
3.	45,000 to 59,999 persons	7

4.	60,000 to 99,999 persons	8
5.	100,000 to 149,999 persons	9
6.	150,000 to 249,999 persons	10
7.	250,000 to 399,999 persons	11
8.	400,000 to 999,999 persons	12
9.	1,000,000 to 1,499,999 persons	17
10.	1,500,000 persons or more	22

O. Reg. 412/00, Table 2.

TABLE 3
NUMBER OF ADDITIONAL MEMBERS BASED ON BOARD DENSITY

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

O. Reg. 412/00, Table 3.

TABLE 4
MAXIMUM NUMBER OF ADDITIONAL MEMBERS BASED ON BOARD DENSITY

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

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

TABLE 5
DISPERSAL FACTORS

Item	Name of Board	Dispersal Factor
1.	District School Board Ontario North East	18.5
2.	Algoma District School Board	15.4
3.	Rainbow District School Board	2.6
4.	Keewatin-Patricia District School Board	41.2
5.	Lakehead District School Board	7.7
6.	Superior-Greenstone District School Board	41.7
7.	Northeastern Catholic District School Board	23.1

8.	Huron-Superior Catholic District School Board	34.8
9.	Northwest Catholic District School Board	16.7
10.	Kenora Catholic District School Board	20.0
11.	Superior North Catholic District School Board	33.3
12.	Algonquin and Lakeshore Catholic District School Board	2.8
13.	Conseil scolaire de district du Nord-Est de l'Ontario	66.7
14.	Conseil scolaire de district du Grand Nord de l'Ontario	7.2
15.	Conseil scolaire de district du Centre Sud-Ouest	7.9
16.	Conseil des écoles publiques de l'Est de l'Ontario	6.3
17.	Conseil scolaire de district catholique des Grandes Rivières	23.5
18.	Conseil scolaire de district catholique du Nouvel-Ontario	16.7
19.	Conseil scolaire de district catholique des Aurores boréales	80.0
20.	Conseil scolaire catholique Providence	11.5
21.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	2.0
22.	All other boards	0.0

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

TABLE 6
MINIMUM NUMBER OF MEMBERS BASED ON BOARD ENROLMENT

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

O. Reg. 412/00, Table 6.

Français

[Back to top](#)

Population of Electoral Groups Report

School Board ID: 46 - HALTON CATHOLIC DISTRICT SCHOOL BOARD

County/Mun: 2401 - OAKVILLE TOWN

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	5,918	0	0	0
02	0	0	6,282	0	0	0
03	0	0	4,603	0	0	0
04	0	0	12,189	0	0	0
05	0	0	8,157	0	0	0
06	0	0	6,938	0	0	0
07	0	0	704	0	0	0
33	0	0	0	0	0	0
2401 - Total:	0	0	44,791	0	0	0

County/Mun: 2402 - BURLINGTON CITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	5,021	0	0	0
02	0	0	3,483	0	0	0
03	0	0	4,264	0	0	0
04	0	0	6,252	0	0	0
05	0	0	7,573	0	0	0
06	0	0	8,458	0	0	0
33	0	0	0	0	0	0
2402 - Total:	0	0	35,051	0	0	0

County/Mun: 2409 - MILTON TOWN

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	5,417	0	0	0
02	0	0	6,906	0	0	0
03	0	0	6,112	0	0	0
04	0	0	3,583	0	0	0
05	0	0	0	0	0	0
06	0	0	0	0	0	0
07	0	0	82	0	0	0
08	0	0	0	0	0	0
33	0	0	0	0	0	0
2409 - Total:	0	0	22,100	0	0	0

Population of Electoral Groups Report

School Board ID: 46 - HALTON CATHOLIC DISTRICT SCHOOL BOARD

County/Mun: 2415 - HALTON HILLS TOWN

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	1,974	0	0	0
02	0	0	1,994	0	0	0
03	0	0	3,547	0	0	0
04	0	0	6,581	0	0	0
2415 - Total:	0	0	14,096	0	0	0

Population of Electoral Groups Report

School Board ID: 46 - HALTON CATHOLIC DISTRICT SCHOOL BOARD

Summary Total

County/Mun	English Public	French Public	English Separate	French Separate	Prot-Sep	Other	Total
2401	0	0	44,791	0	0	0	44,791
2402	0	0	35,051	0	0	0	35,051
2409	0	0	22,100	0	0	0	22,100
2415	0	0	14,096	0	0	0	14,096
Total	0	0	116,038	0	0	0	116,038

Population of Electoral Groups Report

School Board ID: 46 - HALTON CATHOLIC DISTRICT SCHOOL BOARD

Summary Total

School Board - Grand Totals

School Board ID	English Public	French Public	English Separate	French Separate	Prot-Sep	Other	Total
46	0	0	116,038	0	0	0	116,038
Total	0	0	116,038	0	0	0	116,038

Trustee Determination & Distribution Calculator

Trustee Determination

Submitted Data

District School Board	Halton Catholic District School Board
Population of Board's Electoral Group	116,038
Final day school average daily enrollment from your board's 2016-2017 Financial Statement	31,050

Result

Data	Source	Figure
1. Population of electoral group	MPAC (PEG Report)	BOX 1 116,038
2. Board area	TABLE 1, O. Reg. 412/00	BOX 2 970
3. Board density	Population divided by area	BOX 3 119.6268
4. Dispersal factor	TABLE 5, O. Reg. 412/00	BOX 4 0.0
5. Number of population-based trustees	TABLE 2, O. Reg. 412/00	BOX 5 9
6. Additional density-based trustees	Refer to TABLE 3, O. Reg. 412/00 using board density figure	BOX 6 0
7. Additional density-based (area adjusted) trustees	Refer to TABLE 4, O. Reg. 412/00 using board density figure	BOX 7 0
8. Lesser of BOX 6 and BOX 7	Refer to rules set out in O. Reg. 412/00, s.3	BOX 8 0
9. Additional trustees based on dispersal factor	Refer to rules set out in O. Reg. 412/00, s.3 , using Dispersal factor	BOX 9 0
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 0

11.	Minimum number of population-based trustees plus additional trustees	Refer to rules set out in O. Reg. 412/00, s.3	BOX 11	9
12.	Minimum number of enrolment-based trustees	Refer to rules set out in O. Reg. 412/00, s.3	BOX 12	9
Number of elected trustees = The greater of BOX 11 and BOX 12				9

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Trustee Determination & Distribution Calculator

Trustee Distribution

Submitted Data

District School Board	Halton Catholic District School Board
Population of Board's Electoral Group	116,038
Number of elected trustees (If your board has passed a resolution to reduce its trustee positions, pick a new number from the drop-down menu)	9

Trustee Distribution – Template A

Column 1 Name of Municipality / Ward	Column 2 Electoral Group Population	Column 3 Electoral Quotient
Town of Halton Hills	14,096	1.093
Town of Milton	22,100	1.714
City of Burlington	35,051	2.719
Town of Oakville	44,791	3.474
TOTALS	116,038	9

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Trustee Determination & Distribution Calculator

Trustee Distribution

Submitted Data

District School Board	Halton Catholic District School Board
Population of Board's Electoral Group	116,038
Number of elected trustees (If your board has passed a resolution to reduce its trustee positions, pick a new number from the drop-down menu)	9

Trustee Distribution – Template A

Column 1 Name of Municipality / Ward	Column 2 Electoral Group Population	Column 3 Electoral Quotient
Town of Halton Hills - Ward 1	1,974	0.153
Town of Halton Hills - Ward 2	1,994	0.155
Town of Halton Hills - Ward 3	3,547	0.275
Town of Halton Hills - Ward 4	6,581	0.51
Town of Milton - Ward 1	5,417	0.42
Town of Milton - Ward 2	6,906	0.536
Town of Milton - Ward 3	6,112	0.474
Town of Milton - Ward 4	3,583	0.278
Town of Milton - Ward 7 (OLD)	82	0.006
City of Burlington - Ward 1	5,021	0.389
City of Burlington - Ward 2	3,483	0.27
City of Burlington - Ward 3	4,264	0.331
City of Burlington - Ward 4	6,252	0.485

City of Burlington - Ward 5	7,573	0.587
City of Burlington - Ward 6	8,458	0.656
Town of Oakville - Ward 1	5,918	0.459
Town of Oakville - Ward 2	6,282	0.487
Town of Oakville - Ward 3	4,603	0.357
Town of Oakville - Ward 4	12,189	0.945
Town of Oakville - Ward 5	8,157	0.633
Town of Oakville - Ward 6	6,938	0.538
Town of Oakville - Ward 7	704	0.055
TOTALS	116,038	9

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POPULATION ELECTORAL GROUP (PEG) - RATEPAYER POPULATION

	2006	2010	2014	2018 - January 11			2022	2026
Municipality	Population Electoral Group (PEG) Report	Population Electoral Group (PEG) Report	Population Electoral Group (PEG) Report	Population Electoral Group (PEG) Report	Four (4) Year Population Increase	Four (4) Year Population Increase (%)	Projected 2022 Population Electoral Group	Projected 2026 Population Electoral Group
Halton Hills	11,784	13,377	13,472	14,096	624	4.63%	14,749	15,432
Milton	11,336	15,304	19,621	22,100	2,479	12.63%	24,892	28,037
Burlington	33,701	34,760	35,077	35,051	26	-0.07%	35,025	34,999
Oakville	43,342	45,762	46,550	44,791	1,759	-3.78%	43,098	41,470
TOTAL	100,163	109,203	114,720	116,038	1,318	1.15%	117,765	119,938
INCREASE (+/-)	-	9,040	5,517	1,318				
INCREASE (+/-)	-	9.03%	5.05%	1.15%				

Determination of Total Number of Members

Population of Electoral Group 100,000 to 149,999

Average Daily Enrolment (ADE)
School Population of 30,000 to 44,999

9 Trustees Allocated

2018 Elector Group Counts - Existing Current Distribution

Municipality	PEG Representation	Trustee Count	PEG Population	Distribution	Current Distribution	(+/-)
	A	B	C	A x B / C		
Halton Hills	14,096	9	116,038	1.093	1	- 0.09
Milton	22,100	9	116,038	1.714	1	- 0.71
Burlington	35,051	9	116,038	2.719	3	0.28
Oakville	44,791	9	116,038	3.474	4	0.53
TOTAL	116,038			9.000	9	

2022 Elector Group Counts - Existing Current Distribution

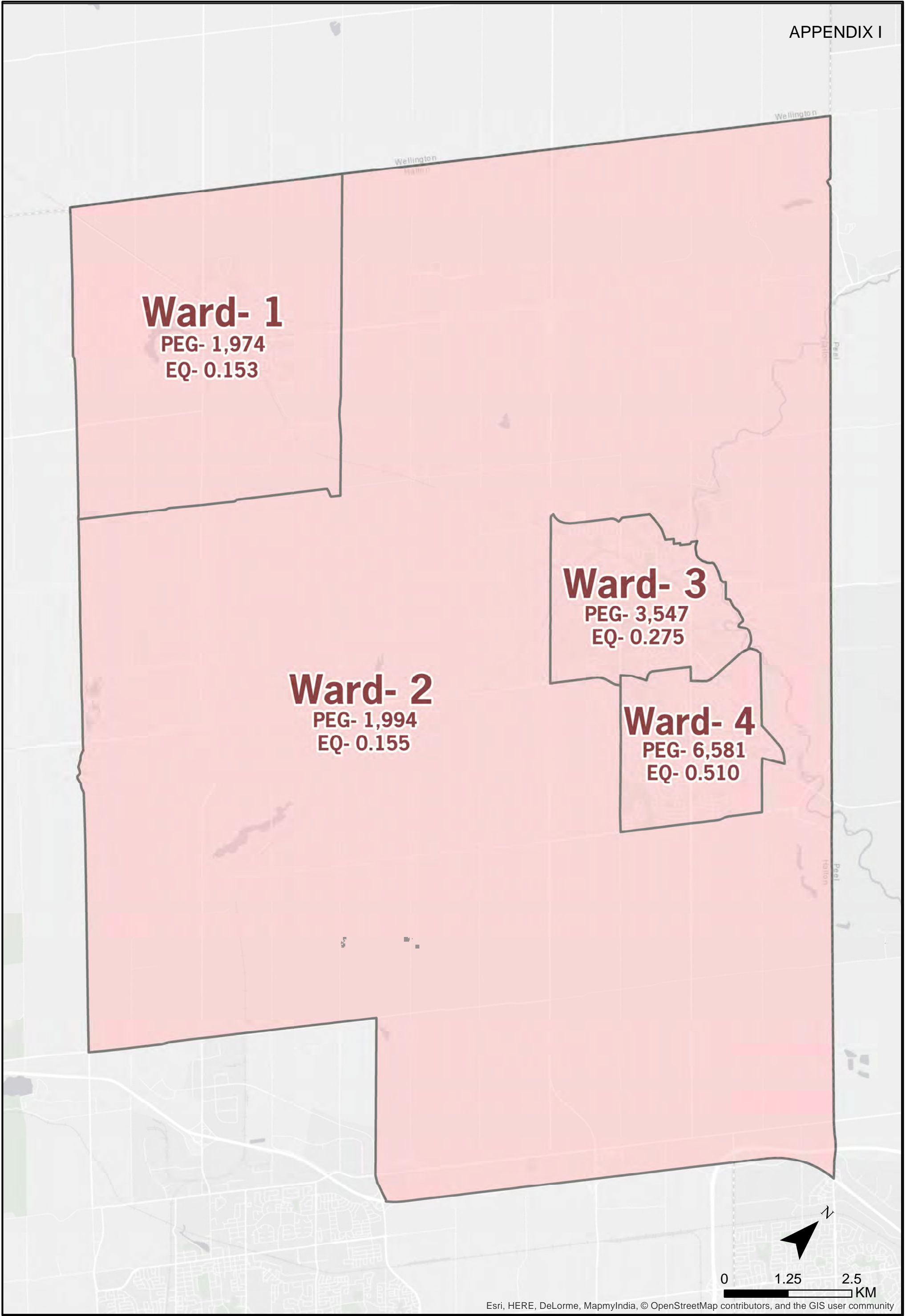
Municipality	PEG Representation	Trustee Count	PEG Population	Distribution	Proposed Distribution	(+/-)
	A	B	C	A x B / C		
Halton Hills	14,749	9	117,765	1.127	1	- 0.13
Milton	24,892	9	117,765	1.902	1	- 0.90
Burlington	35,025	9	117,765	2.677	3	0.32
Oakville	43,098	9	117,765	3.294	4	0.71
TOTAL	117,765			9.000	9	

2018 Elector Group Counts - Proposed Distribution

Municipality	PEG Representation	Trustee Count	PEG Population	Distribution	Proposed Distribution	(+/-)
	A	B	C	A x B / C		
Halton Hills	14,096	9	116,038	1.093	1	- 0.09
Milton	22,100	9	116,038	1.714	2	0.29
Burlington	35,051	9	116,038	2.719	3	0.28
Oakville	44,791	9	116,038	3.474	3	- 0.47
TOTAL	116,038			9.000	9	

2022 Elector Group Counts - Proposed Distribution

Municipality	PEG Representation	Trustee Count	PEG Population	Distribution	Proposed Distribution	(+/-)
	A	B	C	A x B / C		
Halton Hills	14,749	9	117,765	1.127	1	- 0.13
Milton	24,892	9	117,765	1.902	2	0.10
Burlington	35,025	9	117,765	2.677	3	0.32
Oakville	43,098	9	117,765	3.294	3	- 0.29
TOTAL	117,765			9.000	9	



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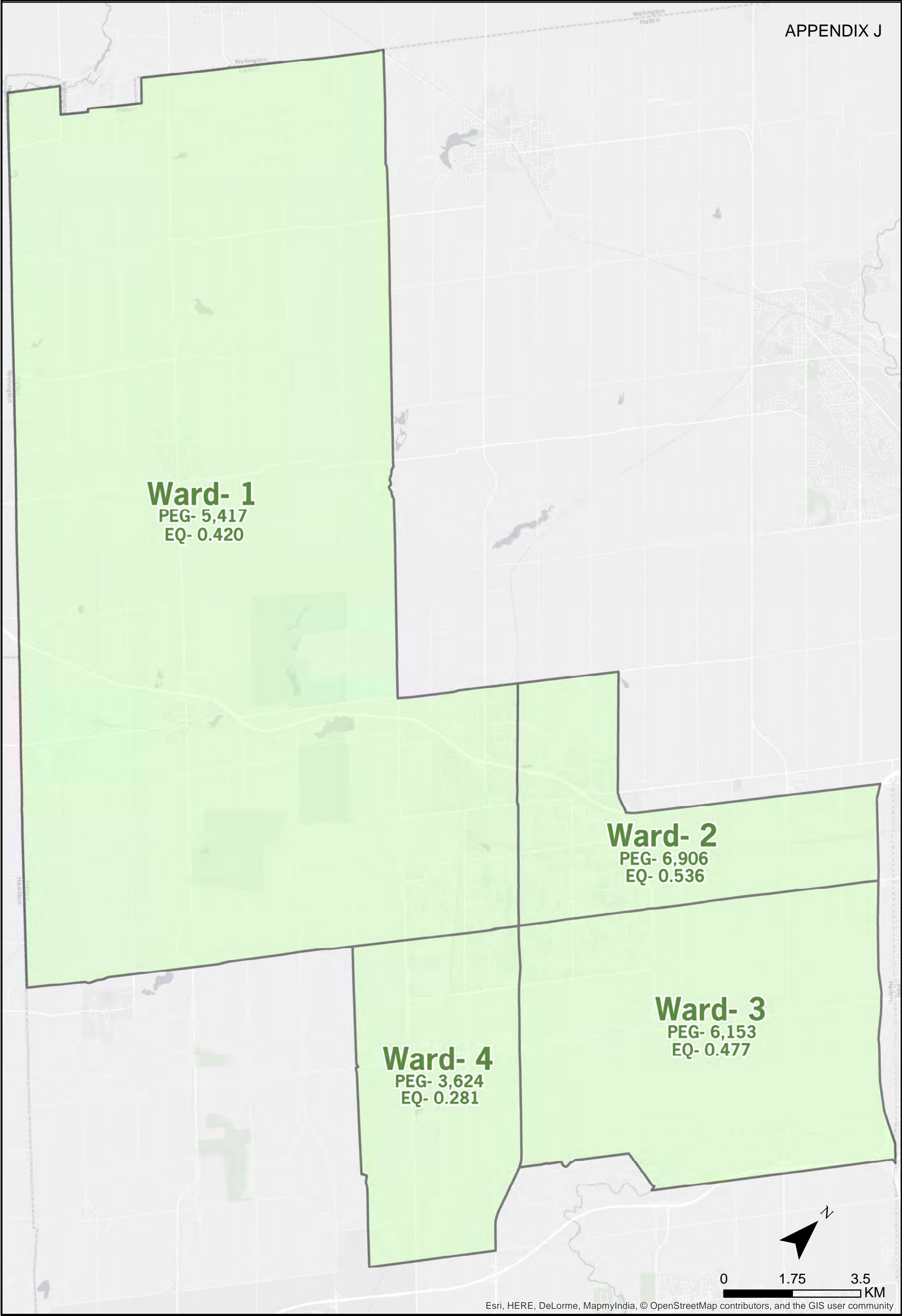


Population Of Electoral groups by Ward

Town of Halton Hills

- City of Burlington
- Town of Halton Hills
- Town of Milton
- Town of Oakville

The current street network was provided by the Regional Municipality of Halton and the Region assumes no responsibility or liability for its use or accuracy. Proposed roads are subject to change. It is the intention of the HCDSB to provide up-to-date and accurate information, and reasonable efforts have been made by the HCDSB to verify the information, however a degree of error or change is inherent. This information is distributed "as is" without warranty. HCDSB assumes no legal liability or responsibility for the accuracy, completeness, or usefulness of any information. If you require additional information please contact the Planning Services Department at 905-632-6300 or visit www.haltonbus.ca for additional school boundary information.



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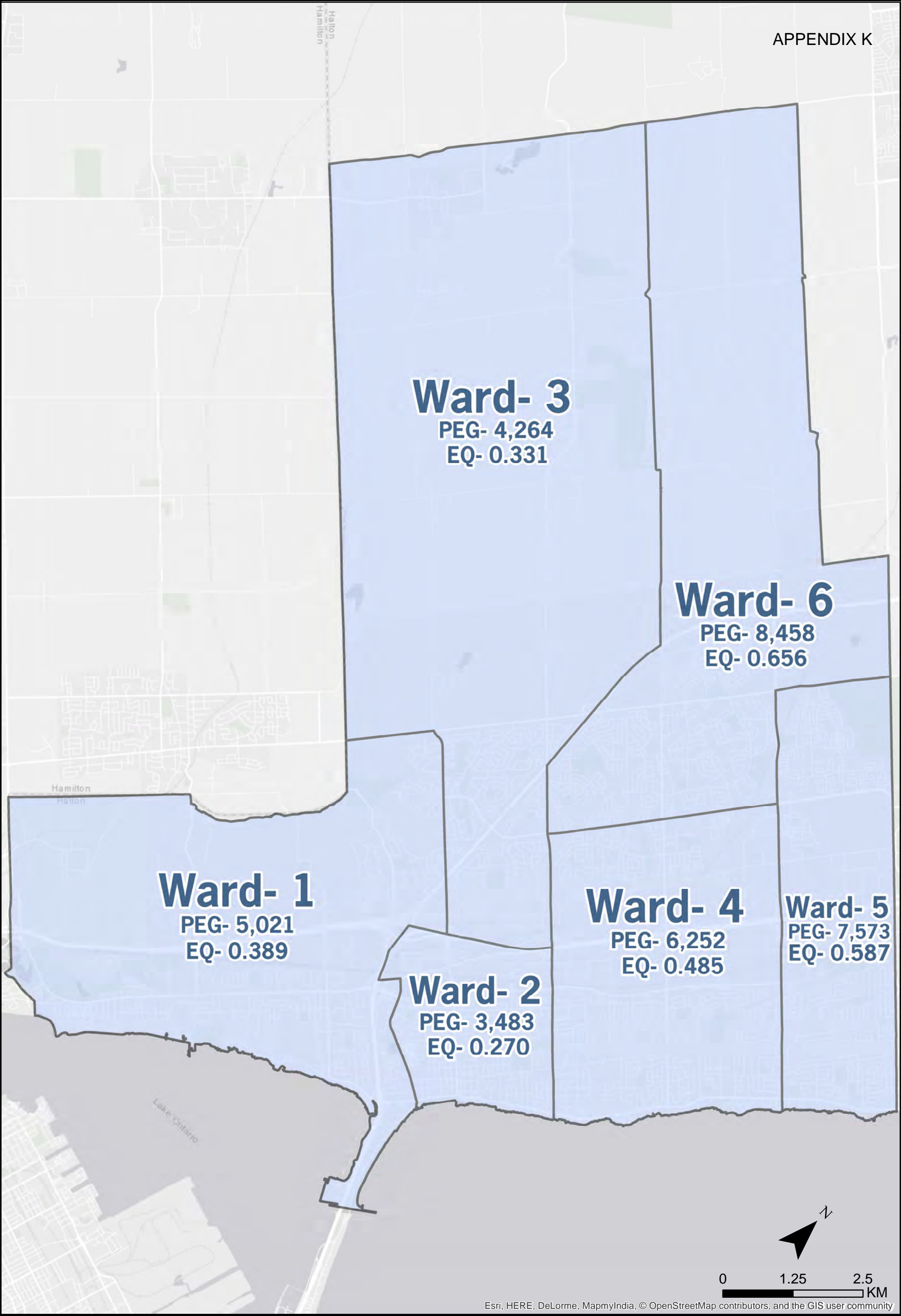


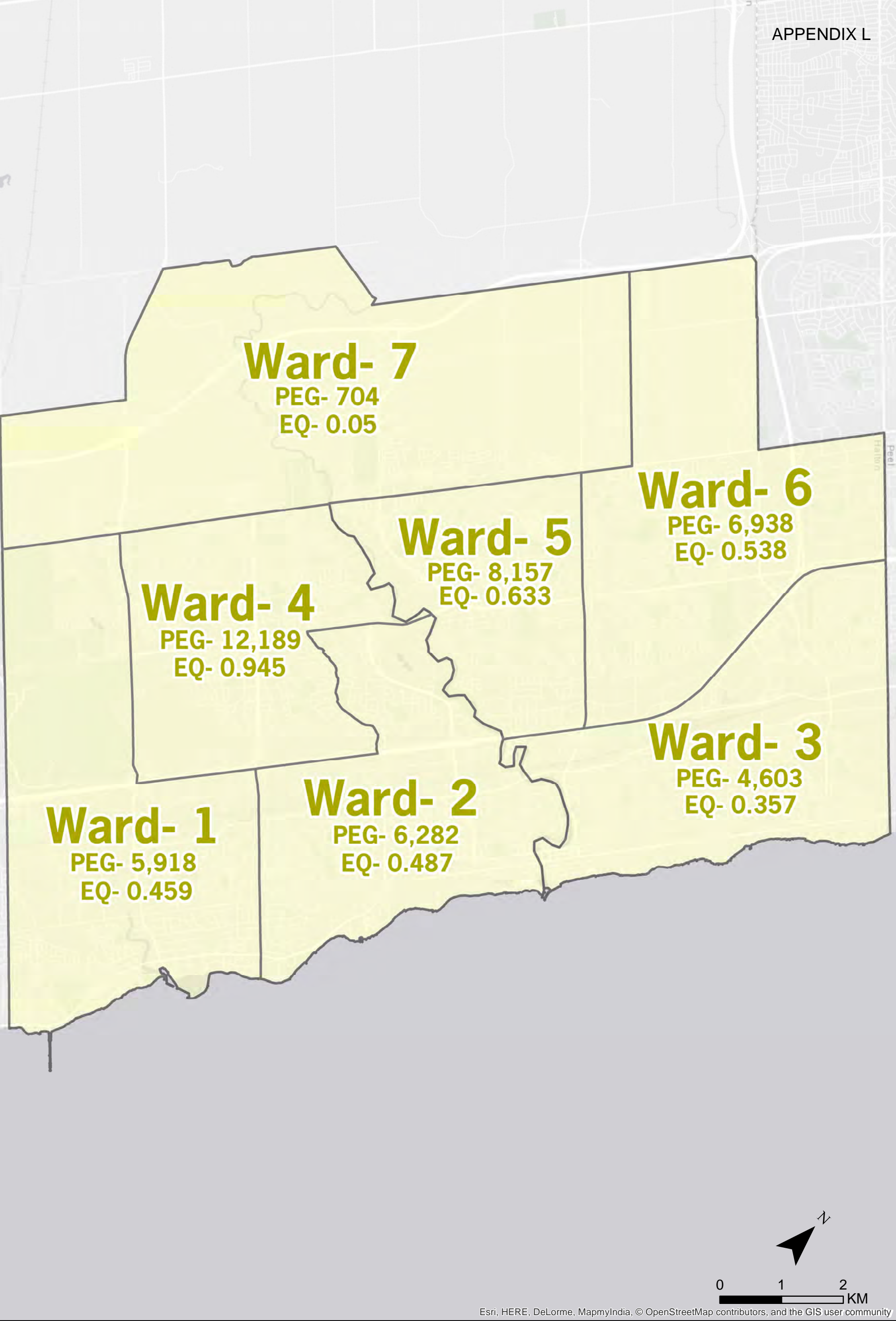
Population Of Electoral groups by Ward

Town of Milton

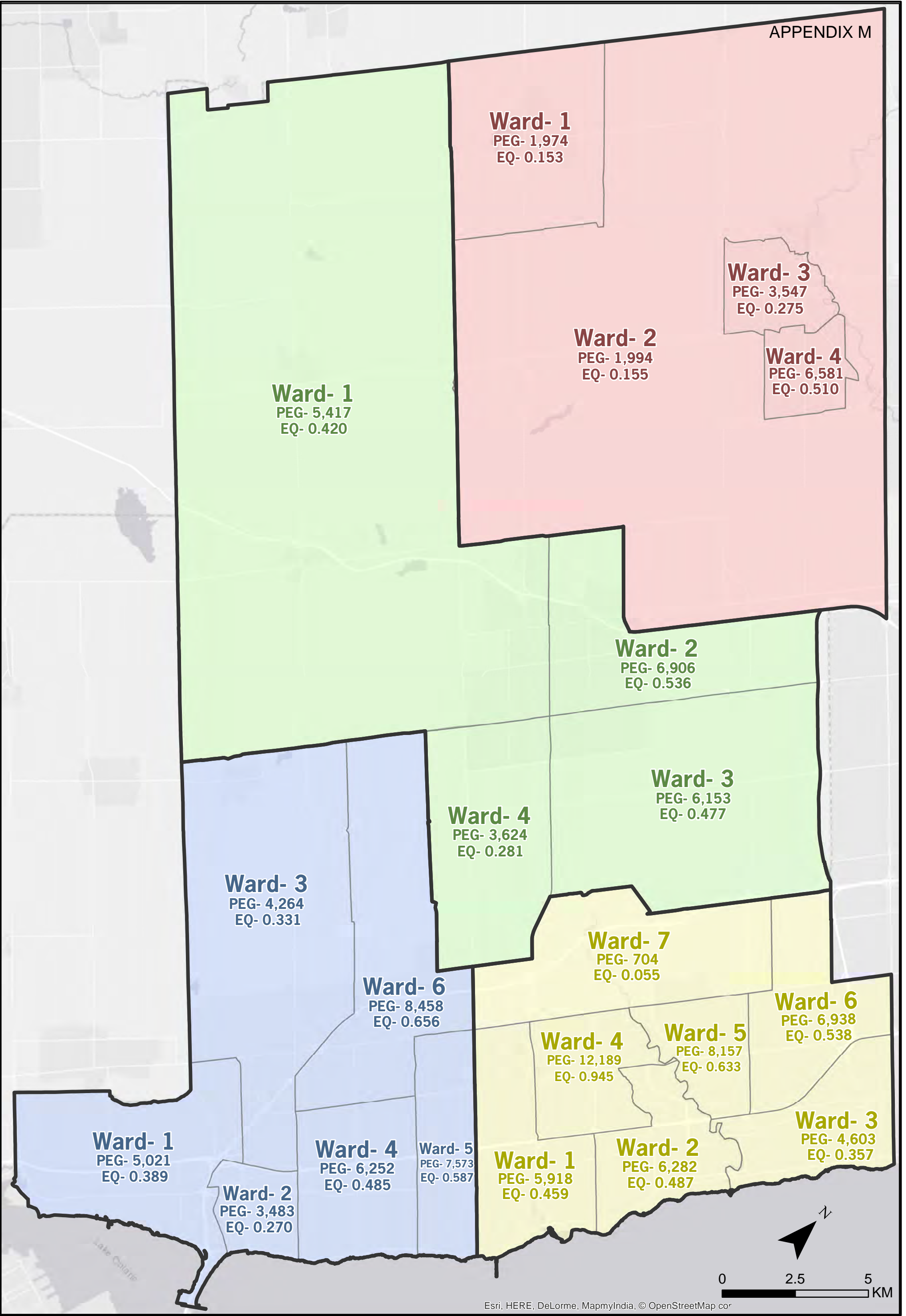
- City of Burlington
- Town of Halton Hills
- Town of Milton
- Town of Oakville

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STAFF REPORT

ITEM 9.2

RECOMMENDED NAMES FOR OAKVILLE NORTHEAST CATHOLIC ELEMENTARY SCHOOL

PURPOSE:

To provide Trustees with an update on the process of naming the New Oakville Northeast Catholic Elementary School, and to submit for Board consideration, the recommendation of the Oakville Northeast School Name Selection Committee.

BACKGROUND INFORMATION:

In September, 2018, the St. John and St. Michael school communities will be consolidated into one new Oakville Northeast school community. In October 2017 the Oakville Northeast Transition Committee was established, comprised of parents, students, staff and parish representatives. The mandate of the Transition Committee is to share information with the broader school communities and provide feedback on a number of topics with respect to the consolidation.

One of the responsibilities of the Transition Committee was to determine if the consolidated school would go through the process outlined in [Policy I-15 School Name Selection](#). After a thorough dialogue between all committee members of St. John and St. Michael, it was recommended that the process be initiated to establish a School Name Selection Committee, as outlined in the Policy I-15.

School Name Selection Committee

The Oakville Northeast School Name Selection Committee was established, comprised of the following members:

- *Monica Bolland*, Parent and Catholic School Council Chair, St. John
- *Sandra Laffrenier*, Parent and Catholic School Council Chair, St. Michael
- *Fr. Jason Kuntz*, Pastor, St. Michael Parish
- *Cristian Lecanda*, Youth Minister, St. Michael Parish
- *Helena Karabela*, Oakville Trustee
- *Paul Marai*, Oakville Trustee
- *Brian Melanson*, Principal, Oakville Northeast Catholic Elementary School

The Oakville Northeast School Name Selection Committee held their first meeting on Wednesday, January 17, 2018.

Stakeholder Consultation – Request for Potential Names

On Thursday, January 18, 2018, an invitation to submit potential school names was sent to parents and staff in the St. John and St. Michael school communities. This invitation was also extended to the members of the St. Michael Parish community. The online submission form remained open until Thursday, January 25, 2018. The feedback received is attached as **Appendix A**.

Shortlist of School Names Selected

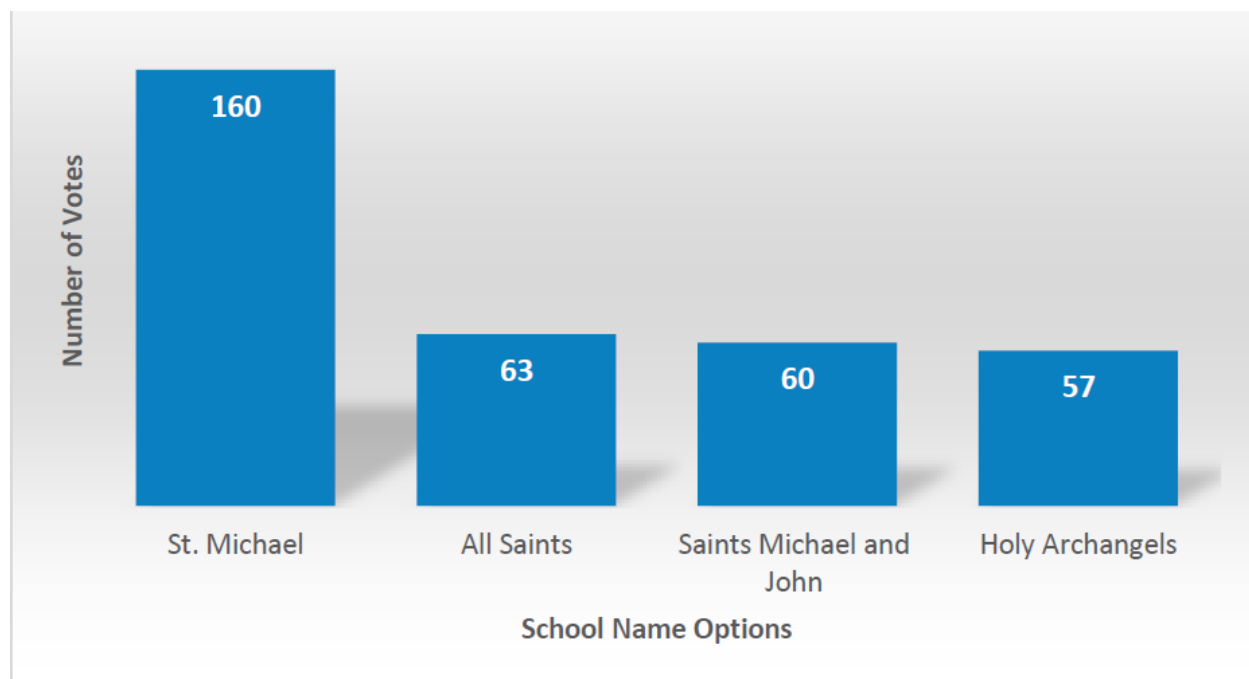
On Wednesday, January 31, 2018, the Oakville Northeast School Name Selection Committee reconvened to review the feedback. They considered all the names and rationale provided by community members and created a shortlist of four (4) names:

- All Saints
- Holy Archangels
- St. Michael
- Saints Michael and John

Stakeholder Consultation –Vote for Preferred Name(s)

On February 7, 2018, an email was sent to parents and staff in the St. John and St. Michael school communities, inviting them to select their top two (2) preferences from the shortlist of potential school names. The rationale for the name selection, and a brief biography of each saint were provided (see **Appendix B**). The online survey remained open until Monday, February 12, 2018. The feedback received is attached as **Appendix C**.

Results of the Community Vote



As illustrated in the chart and table above, there were a total of 340 votes among the four suggested school names. The name 'St. Michael' had the highest number of votes (n = 160; 47%). 'All Saints' received 63 votes (18.5%), 'Saints Michael and John' received 60 votes (17.6%), and 'Holy Archangels' received 57 votes (16.8%).

The preference of the community, as outlined above, is clearly in favour of naming the new Oakville Northeast School community 'St. Michael'.

CONCLUSION:

Policy I-15 stipulates that a list of two (2) names – a preferred name, and an alternate – be submitted to the Bishop of Diocese for review and consideration.

Trustees are invited to consider two (2) recommended names for the new Oakville Northeast Catholic Elementary School and in accordance with Policy I-15, and subject to the Board approval forward the two names to the Diocese of Hamilton for consideration by His Excellency, Bishop Douglas Crosby.

REPORT PREPARED AND SUBMITTED BY:

TIM OVERHOLT
SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD



Oakville Northeast School Name Selection

Survey Report

Report Prepared by:
Research & Development Services
1/29/2018

For more information, please contact:

Zoe Walters, MA, Researcher

WaltersZ@hcdsb.org

Oakville Northeast School Name Selection

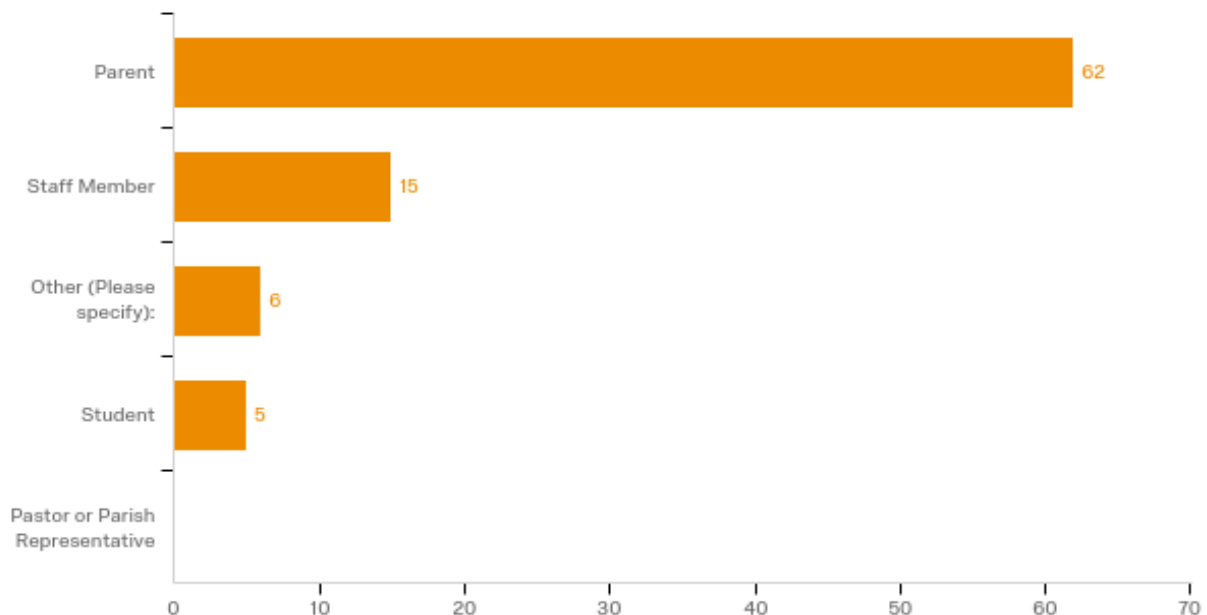
Survey Report

This report summarizes participants' school name suggestions for the new Oakville Northeast School.

Participant Responses

Between January 18th and 25th, members of the new Oakville Northeast school community were asked through an email invitation to provide school name suggestions for the new Oakville Northeast School. In total, 88 survey responses were received.

Participants' Roles in the Community



As illustrated in the chart above, the majority of the respondents (n = 62; 70.5%) were parents. The remaining respondents consisted of staff members (n=15, 17%), students (n= 5, 5.7%), and other (n = 6, 6.8%). The respondents who selected their role in the community as 'other' indicated that they were either a past parent, a college student, a parishioner, or parish members.

PRIMARY NAME SUGGESTIONS AND RATIONALES

First Choice: St. Michael

63.6% (n = 56) of survey respondents suggested that the name of the new Oakville Northeast School stay as “St. Michael”. Two of these respondents, more specifically, suggested “St. Michael the Archangel”. In the table below, the rationales (n = 56) for keeping the school name “St. Michael” are listed.

The most prominent theme found within the rationales for keeping the name “St. Michael” was related to the connection and proximity to the St. Michael parish (n = 37). Other themes evident within the rationales include maintaining the school’s identity (n = 7) and the reluctance to buy new uniforms (n = 3).

Rationales for naming the new Oakville Northeast school “St. Michael”
'- the parish that is connected to the school is St. Michael's - as a single income home I cannot afford the cost of new school uniforms with the name change
1: It is the existing name of the school and it allows one of the two schools to keep their history, resources and brand identity within the community and online. 2: It is the name of the parish that is next door; this connection between school and parish is important to members living in this community and past alumni. 3: It allows us to continue honoring those Board members, community members and Parish members who selected the name St. Michael over 50 years ago. 4: Not all St. John students will be attending St. Michael. Some will attend OLP, others will move to the Public Board. Are there discussions involving possibly changing the name of OLP? If not, why is only St. Michael under discussion? We don't even have a clue yet as to how many will make the transfer to either St. Michael, OLP or other. 5: There is already another school in HCDSB named St. John. There is no other school named St. Michael. St. Michael is one of the most important theological figures in our religion, as he is both a Saint and Archangel. It would be a shame for HCDSB to no longer honour him.
A new name will mean a split away from the adjoining namesake St. Michael's parish, which will not change its name and is the linchpin of the community. St. Michael the Archangel has resonated so much for our child as a strong Catholic protector.
All the infrastructure is already set up for it. Please don't take away it's identity.
Because I don't see a need to change the name, besides. St Michael school is right next door. It will be confusing for the community to change names.
Because is next to the church.
Because is our kids identity, and wr don't see a reason why it has to be changed...
Because it is right next to St Michael church. It is the current school name and it is what people are used to calling it. Also, if the name changes, then the uniform will have to change as well. It can provide economic hardship to many families in the area to change uniforms.
Because it matches with the name of the parish.
Because of the church
Because of the parish next door, do not change the name.
Considering it is next to the parish and all the St. John students know that they are going to “St. Michael's” next year, changing the name could cause confusion.
I don't believe that joining 2 schools together should imply we need to change the name of the existing school.

I don't see a need to change the school name. It's been a part of the community for so long.
I don't believe a name change is necessary.
I don't think change is necessary
I don't think that because the 2 schools are merging, both should lose their identity. St. Michael school is right next to St. Michael parish. It is a 50+ year old school. With this merge we are thinking of what is best for the school community in the future. Yes, some families are being impacted by losing their homeschool, but we should think of the families that will come in the future as well. Wouldn't it be nice to come to a well established school, with a wonderful history, and which has a close relationship with the Parish?
I don't want to change the name of the school I love the way it is
I have put a lot of thought into this initiative and do not feel that a name change is necessary regardless of site choice. Funds required to support a formal name change can be used to support, enrich and develop the academic, social and emotional needs of the students. I would be interested to know the would be responses of students if asked the question "What would bring you more joy, re-naming the new school or the introduction of a Lego club?"
I identify with this name
I think the school should keep the name of the church it is associated with on the same property (St. Michael's). If the church was looking to change it's name as well, then it would make sense to have the school to change names in unison. St. Michael's has been a staple of the community for decades, and I would like to see it retain it's name. The point of the amalgamation was to save on costs, so why would the school board go through the trouble of amalgamating the school and go through the extra costs of rebranding everything with a new name.
Is a great name, don't need to change
Is the archangel that protect to the Catholics
It has been the best name until now as part of the parish
it is familiar already. the church is St. Michael, and the students are labeling their new school as it stands now as.. "I'm going to St. Michaels. it keeps the history and heritage and familiarity alive:)
It is next to the church
It is the Parish name and changing it won't give any more sense of belonging for the St. John's community
It is the Parish name and has so much history in the neighborhood.
It is the same school that is already there. Just keep it as is.
It should remain the same. I would like to see it consistent with the church connected.
It would be nice to keep the name the same. The church is right beside the school, so it makes sense to keep the same name in support of St. Michael Parrish. The children at St. John will be changing schools, so they already have to adjust to a new name and they already know the school as St. Michael, not the Oakville Northeast school. As well, you wouldn't have to change uniforms for everyone, if the name changed. It would be an easier transition for the St. Michael children, who are already losing their principal.
It's iur identity, it's important for us to keep it
It's a great name
My mom and dad went to this school and now I'm a St. Michaels student. I love the name of my school and I don't want it to change
Preserve the close connection to St. Michael Parish.

Retaining the current school name will maintain consistency with the parish. Perhaps offer current St. John students the option of St. John graduating certificates?
school is right beside St. Michael Parish
St Michael is the most powerful Archangel. He is a protector and feel it would be the most suited at this time. Change is not easy. But I feel the school was named that for a reason anatomically. Should remain will slight alteration.
Stays attached to the parish and church name and the patron saint
The Church is a part of the school and the St John community has also been a part of the St Michael Church- they are already associated with the name I feel some community members want the name to change because St John will no longer be a physical school . Either way, they will have a new named school- so why not keep St Michael as all members are part of the parish already .
The Church next door shares this name so it would be most appropriate that the school retain this name.
The church next to us is St. Michael's, the school has heritage in Oakville. I think we should keep St. Michael's, St. Michael's.
The identity have to keep related to the community parish.
The school has this name for long time. I love it
The school is an extension of the church and should keep its name.
The school is beside the church and belongs to the St. Michael Parish as does the St. John community. I believe this would strengthen the existing Home, School, Parish Connection.
The school is beside the church of the same name and the school has been in the neighbourhood since 1964. Why change it now?
The school is next to Saint Michael's parish, which helps to link the school, the parish and the community. In addition, the community is devoted to Saint Michael as the patron saint.
The school is not being rebuilt or even renovated - same school, same name! It is also right beside and an integral part of St. Michael Parish.
The school is on the same grounds as our Parish St Michael's church
The school name shouldn't change because of the merger. This location was always associated with St. Michael church and the name should stay the same, no reason to change.
The students recognize easily this name.
There is no need to change the name of this school, especially since it is beside St. Michael Church.
This name honours the church that the school shares space with, the current school and the new school joining. Considering we need strength, courage and protection as we move forward in this consolidation process, I believe choosing the leader of all of God's angels (St. Michael the Archangel) is symbolic to our journey together. Adding "Archangel" to the existing name, respectfully recognizes that there has been a change in the school community.
To share the name of the Parish.
We will be attending Saint Michael parish, it will be Saint Michael parish community!

Second Choice: Combining St. Michael and St. John

Nine respondents suggested some variation of the combination of St. Michael and St. John. The table below displays the suggested name and the respective respondent's rationale for such name suggestion. A common theme in respondents' rationales for combining the two names relates to preserving both schools' histories and identities while merging the two school communities.

Suggested Name	Rationale for Suggestion
Saints Michael and John	Both names are kept.
Saints Michael and John or Saints John and Michael	Recognizing the history of both schools is captured by this name. As the school community develops over time, students and families can use both as examples for their life.
St John Michael	It's the merging of both our community schools. We are joining our communities into one..
St. John Michael	It represents the union of two school communities into one.
St. Michael & St. John Catholic School	To preserve the continuity of their affiliation with St. John's and St. Michael's and maintain their sense of belonging.
St. Michael-St. John	This name signifies the union of two distinct school student bodies. It honours the legacy of St. John school and preserves the St. Michael name.
St.John-Michael	It's bothschool names joining as one but still keeping the roots from where they began and came from. We don't want to forget or loose St.John and St.Michael.
Sts. John & Michael	It shows that this were two communities coming together.
Sts. Michael & John Catholic School	Great way to bring together two great schools and retain a familiarity within the community and with the parish.

Remaining Choices:

The remaining 23 respondents suggested a variety of names, which are listed in the table below along with the respondents' respective rationales. Five respondents suggested some variation of "Pope/Saint Francis/Francisco", and two respondents suggested "Good Shepherd Catholic School".

Suggested Name	Rationale for Suggestion
Alpha Omega Catholic Elementary School	In the book of revelation 22:13, Christ refers himself as the Alpha and the Omega, that is the first and the last: Christ is the beginning and the end of all creation. This school name is both respectful and unique, just like our school; I do not believe there is a school in Canada with this name.
Good Shepherd Catholic School	When I went to school in my hometown, we had a new school built for similar reasons, we went from St. Paul and St Ignatius to Good Shepherd. This felt like a great name for a fresh start and to build a new school community.
Good Shepherd Catholic School	in the parable of the good shepherd, Jesus brings the lost sheep home. It signifies that everyone is important and sends a message of inclusivity and forgiveness, which is the culture and environment I would like to see at the

	school. I also think it would complement St Mike's church well too, as it would be confusing to have a school with a different saint name than the Church next door.
Jacinta and Francisco Marto	New and youngest Saints of the Catholic Church
ONE School	O = Oakville, N = North, E = East; And ONE School implies that two schools have merged into one!
Pope Francis	
Pope Francis Catholic Elementary School	He is our current Pope, one our children will grow up with. He understands how the world is changing. How Catholic families are changing. He embodies love and forgiveness, kindness and understanding. He exudes qualities we would want for all our children. He is our faiths teacher. This school name brings together our religious beliefs as a whole. Pope Francis unites both schools' churches; he unites all Catholic churches and people.
Pope Francis Catholics school	Because our Pope is a progressive and accepting voice for the Catholic Church and I believe this school is a place where all students are accepted.
Pope Saint Francisco	This would be a good choice of name honouring our great, present Pope .
Saint Francisco	i think that this will be a great choice for the name of the school because it is in the honor of the current Poe, Pope Francis.
Saint John Paul II	A great saint who had a massive impact on world history.
Saint Marcellin	He was a saint of education.
Schooly McSchool Face	It has a certain ring to it.
Schooly McSchoolface	Boaty McBoatface
St Andre Bessette	He is a Canadian Saint. His Love and devotion to St. Joseph our Patron Saint for Canada. He sets a good example to our students, he helped the poor and was a very dedicated Brother.
St. Bartholomew	Because there is no school in Halton with this name. Since it will be a new school lets give a name that is also New.
St. Benedict (Saint Bénézet)	Saint Bénézet is the patron saint of bridge-builders. Since you are attempting to build a bridge between St. John & St. Michael, this would be a very symbolic name and one that could be used to bring students together in the first years.
St. Francis of Assisi	He's my favourite saint! I know there is a St. Francis school in our board but not in Oakville.
St. Joseph Pio	Saint Joseph and Saint Pio are both patriant saints that protect children.
St. Monica	She is a patron saint of Marriages. St. John and St. Michael school's are combining to form a new school community. There is no St. Monica currently in the Halton Catholic School Board. No confusion with other schools.
St. Patrick	Patrick was a humble, pious, gentle man, whose love and total devotion to and trust in God should be a shining example to each of us. So complete was his trust in God, and of the importance of his mission, he feared nothing. He worked many miracles and wrote of his love for God. He is also one of the worlds most popular saints.
St. Teresa of Calcutta	She is a true example of service to God and each other. Also, she is the patron saint of world youth day, a key event for catholic youth.

St. Thérèse of Lisieux	St. Thérèse ("STL") is known as the little flower, or little flower of Jesus. Our children are also little flowers. STL was called to the religious life at an early age after overcoming obstacles, which makes her an exemplary role model for our children. Additionally, our children need more positive, strong female role models in faith and courage, especially in this time of change for women. Her feast day occurs during the school year, (October 1) which can be celebrated by the community. STL is the champion of missionaries and gardens, a symbolic garden of which has been planted by the joined community of St. Michaels and St. John which would forever be blessed by her.
------------------------	--

SECONDARY NAME SUGGESTIONS AND RATIONALES:

Eighteen respondents indicated that they had an additional name suggestion. The table below displays the additional suggested name and the respective respondent's rationale for such name suggestion. Of the 18 additional name suggestions, three respondents suggested a combination of St. Michael and St. John, and another three respondents suggested St. Michael (all of which are bolded in the table below).

Suggested Name	Rationale for Suggestion
All Saints	Bringing both St John's and St Michael's into one community can be represented by recognizing all the saints as examples to our families. It aligns nicely with St Michael's church being so close. It also opens up the opportunity to explore many saints as inspirations for our spiritual development.
Archangel Michael.	It would train consistent with ur church but still have its own unique name for the merging students.
If needs be - St. Francis of Assisi	With declining enrolment what would be a better patron Saint than St. Francis of Assisi in our times? Pope Francis' choice, and also a wonderful saint for all children not just Catholics as we pray for peace, social justice and environmental awareness in our new generation.
Sacred Heart Catholic School	represents God's divine love for humanity
Saint Kateri	Saint Kateri is the patron saint of environmentalists - which all Halton students should be, given the importance of climate change in our world today. In addition, she is a female Canadian and an Aboriginal -- all wonderful reasons for Halton to name a school after her.
Saint Laura	This would be a good choice of name because she is the most recent women to be canonized and also because she did many things to help the natives in her country .
Saint Natsu	My favorite Anime character is called this
Saints Michael and John Catholic Elementary School	Obviously this combines the names.
St. Anthony	Saint Anthony welcomes all children with open arms

St. Anthony	Oakville has a St. Anthony parish, but no school.
St. Charles Garnier	He was, like Anne Jean de Brébeuf, a missionary that spent his time with the natives.
St. Francisco and St. Jacinta Marto	The two children from Fatima that became Saints on the 100th Anniversary of Fatima's first apparition. 1-To honour the two youngest and recent Saints of the Catholic Church. 2- Great way for the students to relate to the saints who were around the same age as some of them. 3- Another way for the students to learn that we are all called to sainthood, and by model after the young saints the virtues of obedience, and faithful to Mother Mary and God.
St. Helen	Again because there is no school in Halton with this name.
St. Joan of Arc	A strong female figure. Also, she is said to have heard the voice of Saint Michael among other saints, so a nice link to the current school name and neighbouring parish.
St. John-Michael Catholic School	I think it might be a nice way to welcome the St. John students by putting their school's name first and hyphenating it with St. Michael to show the union of two student bodies.
St. Michael	See above comments.
Sts. Michael & John	
To remain St. Michaels	The church is also St. Michaels parish.

Oakville Northeast School Name Selection Process Shortlist of Names for Community Vote

All Saints

Why name the school All Saints?

1. Bringing both St John's and St Michael's into one community can be represented by recognizing all the saints as examples to the families.
2. It opens up the opportunity to explore many saints as inspirations for our spiritual development.

Feast Day:

November 1

Biography:

All Saints refers to and celebrates all those who have been recognized as having an exceptional degree of holiness or likeness to God. We consider their virtues as copies taken from God, the great Original. His divine life is their great example and when we honour the saints we honour and praise God who is the Author of all their good.

The Feast of All Saints ... reminds us that the goal of our existence is not death, it is Paradise! The Apostle John writes: "it does not yet appear what we shall be, but we know that when he appears we shall be like him, for we shall see him as he is (1 Jn 3:2). The Saints - who are the friends of God - assure us of this promise which does not disappoint. During their earthly existence they lived in profound communion with God. In the faces of the humblest and least of our brothers, the smallest and most despised brothers, they saw the face of God, and now they contemplate him face to face in his glorious beauty.

The Saints and Blesseds of Paradise remind us, as pilgrims on Earth, that prayer, above all, is our sustenance for each day so that we never lose sight of our eternal destiny.

Sources: <https://allsaints.dcdsb.ca/en/our-school/Our-School.aspx> ;

John Paul II Angelus Solemnity Of All Saints -

http://w2.vatican.va/content/francesco/en/angelus/2013/documents/papa-francesco_angelus_20131101.html; http://w2.vatican.va/content/john-paul-ii/en/angelus/2003/documents/hf_jp-ii_ang_20031101.html



Oakville Northeast School Name Selection Process Shortlist of Names for Community Vote

Holy Archangels

Why name the school Holy Archangels?

1. It would remain consistent with the name of the Parish, as St. Michael is an Archangel.
2. It would offer a new name for the combined community.

Feast Day:

September 29th



Biography:

The three Archangels mentioned in scripture are St. Michael, St. Raphael and St. Gabriel.

In the book of Revelation St. Michael is the leader of God's angels in battle with Satan. St. Michael has been piously invoked by Catholics for protection against evil and for healing. He is the patron of police officers, paramedics, firefighters and the military.

St. Gabriel announced to Zacharias that he and his wife would have a child that will become St. John the Baptist, the precursor of the Messiah. He also announces to The Virgin Mary the message that she would be the Mother of God. We repeat his words: "Hail full of Grace, the Lord is with you" during each Hail Mary. Gabriel is recognized as the patron saint of messengers, telecommunication workers, and postal workers.

St. Raphael is sent by God to accompany Tobias on a trip to collect money for his Father. St. Raphael leads Tobias to his wife Sarah and helps cast out a demon that has killed anyone who attempted to marry her. He also helps heal Tobias' father of his blindness. St. Raphael is patron of travelers, the blind, nurses, doctors and health care workers.

Source: Fr. Jason Kuntz

Oakville Northeast School Name Selection Process Shortlist of Names for Community Vote

Appendix B



St. Michael

Why name the school after St. Michael?

1. St. Michael is the patron of our parish.
2. Naming the School St. Michael will be a sign of our unity as one parish family.

Feast Day:

September 29th

Biography:

Devotion to Michael the Archangel is one of the oldest devotions of the Church; indeed, his roles in God's divine plan date back before the Incarnation. It was St. Michael who led God's army against Lucifer and the other rebellious fallen angels, St. Michael who guards the Catholic Church and her pope, and St. Michael who, at God's commands will reprise his role against the Antichrist in the End Times.



Saint Michael in the Old Testament

St. Michael the Archangel is referred to by name rarely in the Old Testament, only in the book of Daniel – in 10:13 and 21, and again in 12:1; He was previously described but unnamed in the earlier book of Joshua 5:13-15; however, traditions from both before Christ's coming and after, as well as the teachings of the Fathers of the Church, indicate St. Michael was honored as guardian angel of the people of God, and fulfilled the role of defender during the time of the patriarchs onward. The Fathers of the Church tell us that in many events throughout the Old Testament, the appearance and assistance of an unnamed angel is believed to be Michael, the archangel.

Source: Aquinas & More <http://www.aquinasandmore.com/catholic-articles/who-is-st-michael-the-archangel/article/183>

Oakville Northeast School Name Selection Process

Shortlist of Names for Community Vote

Saints Michael and John

Why name the school after Saints Michael and John?

1. Recognizing the history of both schools
2. To preserve the continuity of the affiliation with St. John School and St. Michael School and maintain a sense of belonging.

Feast Days:

September 29 and December 27

Biography:

St. John

Saint John the Evangelist is also known as Saint John the Apostle and the Beloved Disciple. He is one of the sons of Zebedee and Salome. Saint John the Evangelist was a disciple of Saint John the Baptist with his brother, Saint James the Greater, before becoming an apostle of Jesus Christ. As the Beloved Disciple, St. John the Evangelist held a special relationship with Jesus Christ. Scripture recalls that he was one of the few present at the Transfiguration, the raising of Jarius's daughter, and the Agony in Gethsemane.

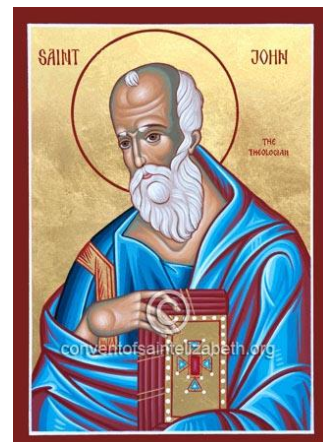
Saint John the Evangelist was also the only apostle to not forsake the Savior in the hour of his Passion and therefore, was made guardian of the Mother of God by Jesus and took her into his home. St. John was one of the first to reach the tomb of Jesus after hearing of the resurrection and he was the first to recognize the Risen Lord at Lake Tiberias.

Saint John after the Resurrection: Little fact is known of Saint John's doings after the resurrection except for a few points. He is attributed with having written the Fourth Gospel and possibly three Canonical Epistles. We do know that he baptized many converts in Samaria and founded numerous churches in Asia Minor. He was imprisoned with Peter after Pentecost and his final words were "Little Children, love one another."

He is the patron of authors, theologians, and friendships.

St. Michael

As above.



Source: The Catholic Company

https://www.catholiccompany.com/getfed/saint-john-evangelist-beloved-disciple/?aid=117&adpos=1t2&creative=103916029598&device=c&matchtype=b&network=g&gclid=CjwKCAiAtdDTBRarEiwAPT4y-8608ZLAYKgxc3mKRkOVldVOtiqOWgkndc3dgg8kHCHk7RpRs8K4ABoCGp4QAvD_BwE



Oakville Northeast Final School Name Selection

Survey Report

Report Prepared by:
Research & Development Services
2/13/2018

For more information, please contact:

Zoe Walters, MA, *Researcher*

WaltersZ@hcdsb.org

Oakville Northeast Final School Name Selection

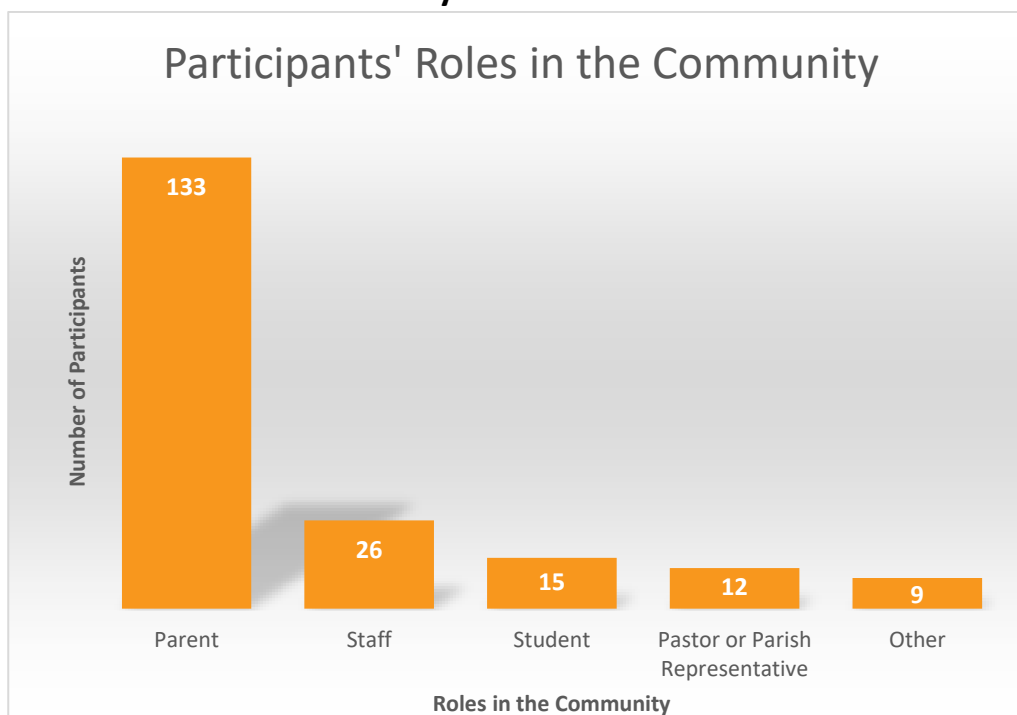
Survey Report

Participant Responses

Between February 7th and February 12th, members of the new Oakville Northeast school community were asked through an email invitation to vote on school name suggestions for the new Oakville Northeast School. In total, 209 survey responses were received.

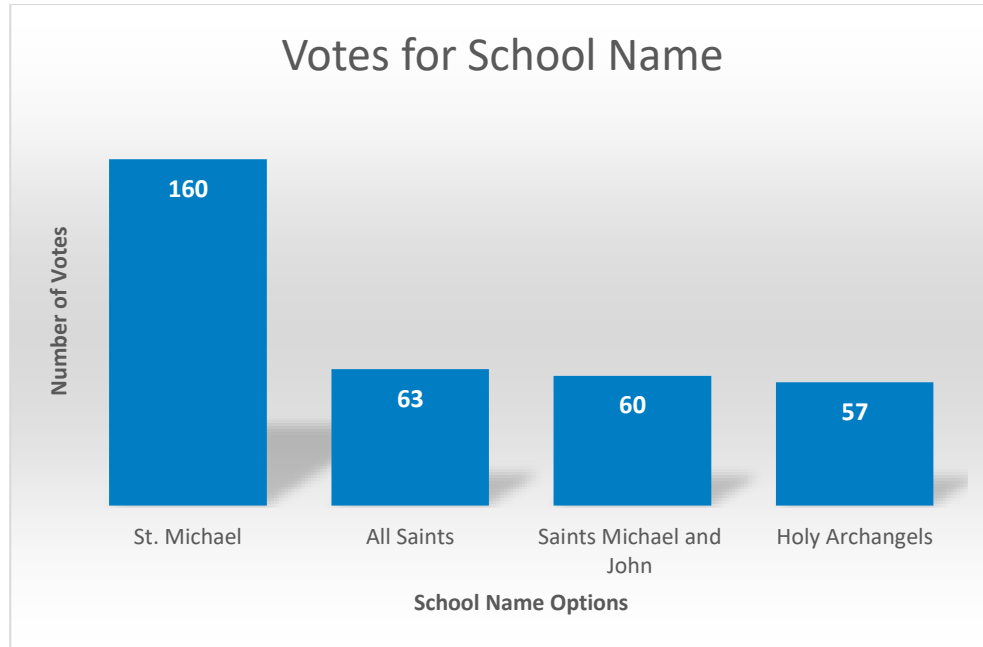
The participants were given four school names: All Saints, Holy Archangels, St. Michael, Saints Michael and John. Participants were asked to select the two names they liked the best for the new Oakville Northeast School. Please note that some respondents only selected one school name.

Participants' Roles in the Community



As illustrated in the chart above, 93.3% of participants (n = 195) indicated their role in the school community. The majority of the respondents (n = 133; 68.2%) were parents. The remaining respondents consisted of staff members (n= 26, 13.3 %), students (n= 15, 7.7%), pastor or parish representative (n = 12; 6.2%), and other (n = 9, 4.6%). The respondents who selected their role in the community as 'other' indicated that they were either a former student, a trustee, a community member, a parishioner, or a parish member.

Preferred School Name



Answer	%	Count
St. Michael	47.06%	160
All Saints	18.53%	63
Saints Michael and John	17.65%	60
Holy Archangels	16.76%	57
Total	100%	340

As illustrated in the chart and table above, there were a total of 340 votes among the four suggested school names. The name 'St. Michael' had the highest number of votes ($n = 160$; 47%). The remaining three names each received between 57 and 63 votes. 'All Saints' received 63 votes (18.5%), 'Saints Michael and John' received 60 votes (17.6%), and 'Holy Archangels' received 57 votes (16.8%). Therefore, the most preferred name for the new Oakville Northeast School is 'St. Michael'.

Approved School Educational Trips

ALL PROPOSED TRIPS HAVE BEEN REVIEWED PRIOR TO APPROVAL, AND ARE CONSISTENT WITH BOARD POLICY

Dated: Tuesday, February 20, 2018

Listed by Destination

SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
Elementary						
Queen of Heaven CES, Milton	7	77	Camp Muskoka Bracebridge, ON	This trip to Camp Muskoka will offer the students of Queen of Heaven a chance to immerse themselves in activities that will develop their understanding of Human Dignity. They will focus on how to work together as a grade 7 group and appreciate how their differences can be embraced. These activities will help them understand the importance of community and who they want to be within their school, Church and home as a vested member. This will help them foster stronger relationships and develop faith and trust amongst one another. Staff and students will participate in daily prayer.	Wednesday, June 13 - Friday, June 15, 2018	~\$360.00
Queen of Heaven CES, Milton	8	44	Ottawa, ON	This trip will allow students to demonstrate their Faith Focus of solidarity. Students will be working with each other to build on their sense of community while participating in a variety of activities. At Notre Dame Cathedral students will participate in Mass, which will enhance their appreciation of the Catholic Faith. The Cathedral will also allow students to respectfully walk around to examine various artifact within this sacred space. Students will tour the Canadian War Museum, the Supreme Court of Canada, and Parliament Hill Centre to name a few. Staff and students will participate in daily prayer.	Wednesday, June 13 - Friday, June 15, 2018	~\$623.00

Listed by Destination						
SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
Secondary						
St. Thomas Aquinas CSS Oakville	10-12	26	DECA - 39 th Annual Provincial Competition Toronto, ON	Students who are attending have qualified to continue to compete in their chosen category from the Regional Competition. Students will work towards their full potential to solve real-life issues in a diplomatic, professional, caring and compassionate sense. Staff and students will participate in daily prayer.	February 8 – 10, 2018	~\$275.00
Assumption CSS Burlington	9-12	20	Model UN Conference	This trip is an opportunity for students to develop an understanding of world issues and to develop their communication skills. Students will learn to think from different perspectives as the conference forces the participants to take on the role and ideology of other nations. Students will be engaged in thinking about their responsibilities as active and globally aware citizens in light of their faith. Students and Staff will participate in a commissioning ceremony and daily reflections, which focus on social justice themes such as solidarity and the common good.	Wednesday, April 18 – Friday, April 20, 2018	~\$396.00
Christ the King CSS Georgetown	10-12	120	YLCC Leadership Training Centre Orillia, ON	Through an application and interview process, grade 10 and 11 students will be selected to join the CtK Mentor Program. The newly selected mentors will be involved in several leadership activities and workshops opportunities offered during semester two, prior to leaving for Mentor Camp. At Camp: Mentor camp will provide an opportunity for the newly selected 2018-2019 mentors to bond with each other and gain valuable team work experience. The students will also travel through several training workshops which will help prepare them to be the best mentor they can be for our new grade nine students. Staff and students will participate in daily prayer. Parents have been notified of evening Mass on Saturday.	Sunday, May 6 – Monday, May 7, 2018	~\$150.00
Christ the King CSS Georgetown	10-12	30	Queen University Kingston, ON	Every year, Queens University offers a pre-season rugby tournament for high school girls. Christ the King has attended this tournament over the past three years and have seen major improvements in teamwork, play, and sportsmanship as a result. Players and coaching staff from the Queen's University women's rugby team are there as well to provide support, expertise and guidance to all players and coaches visiting. This tournament is a great warm up to any rugby season. Staff and Students will participate in daily prayer.	Tuesday, April 17 – Wednesday, April 18, 2018	~\$175.00

10.3 Construction Report - January 2018



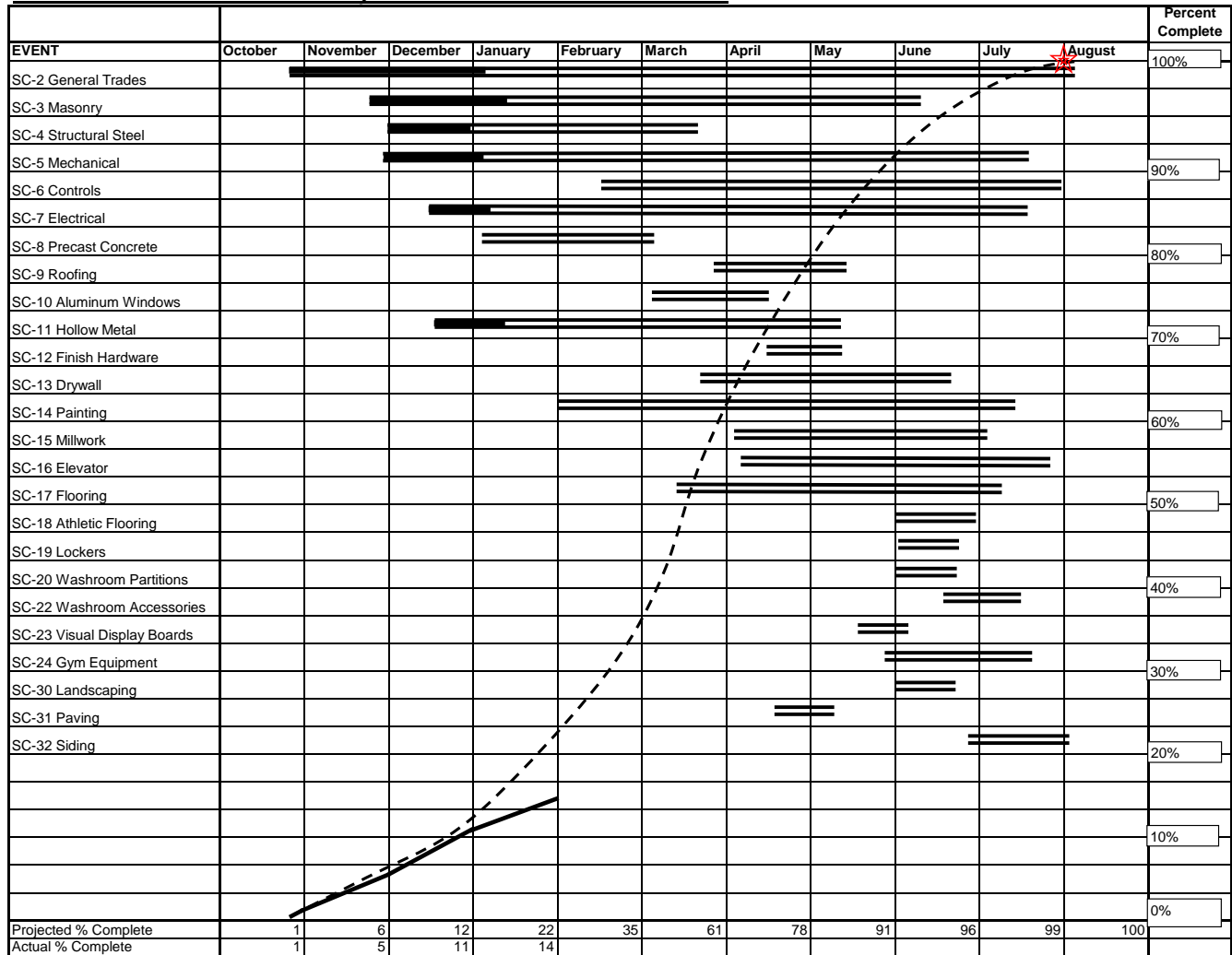
Construction Update

- The pictures above were taken on February 12, 2018. The top pictures show exterior load bearing walls completed on the west and south sides of the building. The bottom-left picture shows underground plumbing installed in the kindergarten washroom area. The bottom-right picture shows structural steel installed on the south side of the building.
- Work completed included 50% of load bearing walls and in wall plumbing and electrical.

Schedule Update

- Complete installation of first floor load bearing walls.
- Mechanical and Electrical contractors to install in-wall services.
- Installation of second floor pre-cast concrete.
- Start second floor load bearing walls.

Milton No. 8 Catholic Elementary School - Construction Schedule



★ Projected Occupancy Date

≡≡≡ Projected Construction Progress
≡≡≡ Actual Construction Progress

INFORMATION REPORT

ITEM 10.4

CHARITIES AND NON-PROFITS WHICH RECEIVE FINANCIAL DONATIONS FROM THE BOARD

PURPOSE:

At the January 16, 2018 Regular Board meeting, the Director of Education, through a motion was directed to provide a list of all charities and non-profits, which benefit from financial donations from the Board by the February 20, 2018 Regular Board meeting.

BACKGROUND INFORMATION:

The following motion passed on January 16, 2018:

#29/18 – Upholding the Sanctity of Life Through Donations to Charities and Non-Profits

Moved by: H. Karabela

Seconded by: S. Trites

WHEREAS, on January 19, 2014, Pope Francis wrote to the participants of the March for Life in France: "Let's say 'Yes' to life and 'No' to death" and

WHEREAS, donations are ways of asserting our "Yes" and our "No" for or against institutions which support or violate the upholding of the sanctity of life from conception to natural death,

BE IT RESOLVED, that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, "public support" for the issues listed above (i.e. abortion, contraception etc....) is not support when privately expressed but is support when publically expressed on a website, in press material or found in some other public area.

BE IT FURTHER RESOLVED, the Director of Education will provide a list of all charities and non-profits, which benefit from financial donations from the Board by the board meeting of February 20, 2018.

COMMENTS:

The Office of the Director compiled a list of all charities and non-profits, which benefit from financial donations from schools within the Halton Catholic District School Board.

In order to ensure the motion is upheld, Policy V-04 - School Fundraising Activities will be reviewed and amended accordingly.

CONCLUSION:

As requested by the Board of Trustees, **Appendix A** lists all charities and non-profits, which benefit from financial donations from the Board.

REPORT PREPARED, SUBMITTED P. DAWSON
& APPROVED BY: DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Appendix A

Charities or Non-Profits that the Board and School Community's Support Financially:

1. Amyotrophic Lateral Sclerosis (ALS)
2. ANCOP International Canada Inc.
3. The Arthritis Society
4. Arthur and Sonia Labatte Brain Tumour Research Foundation
5. Autism Awareness
6. Best Buddies
7. Big Brother Big Sisters of Halton
8. Burlington Food Bank
9. Cameron Helps
10. Camp Trillium
11. Canadian Cancer Society
12. Canadian Federation of Cerebral Palsy
13. Canadian Food for Children Foundation
14. Canadian Red Cross
15. Carpenter Hospice
16. Catholic Children's Aid Society
17. Catholic Youth Organization (CYO)
18. Chalice Child Program
19. Charity of Hope
20. Culture of Life
21. Darling Home for Kids
22. Development and Peace Caritas Canada
23. Diabetes Association
24. Doctors without Borders
25. Ecology
26. Environmental Naturalization Project
27. Epilepsy South Central Ontario
28. Famine Relief Fund
29. Fareshare Food Bank Oakville
30. Food Banks of Canada
31. Food 4 Kids Halton
32. Foundation for Prader-Willi Research Canada
33. Georgetown Bread Basket
34. Girl Up
35. Good Shepherd
36. Gord Downie/Chanie Wenjack Fund
37. Guide Dogs of Canada
38. H2O 4all

39. Halton Alive
40. Halton Catholic Children's Education Foundation (HCCEF)
41. Halton Children's Aid Society
42. Halton Down Syndrome Association
43. Halton Food for Thought
44. Halton Healthcare (REACG, Navigator Service)
45. Halton Women's Place
46. Heart and Stroke Foundation
47. Holy Cross HELPS
48. Holy Rosary Parish, Milton
49. Human Rights (Eco Neighbourhood Clean Up)
50. Humane Society
51. The Inside Ride
52. Jesse's Journey-Duchenne's Disease (Muscular Dystrophy)
53. Joseph Brant Hospital
54. JumpStart
55. Kerr Street Mission
56. Kerry's Place Autism Services
57. Knights of Columbus
58. Lighthouse
59. Make-a-Wish
60. March for Life
61. Maryan the Devine Mercy Foundation
62. MS Read-a-thon
63. Native Women's Shelter of Burlington
64. Nepeal School Projects
65. Oakville Community Centre for Peace, Ecology, Human Rights
66. Ontariogreen Conservation Association
67. Partnership West Food Bank
68. Plan International Canada – Spread the Net Challenge
69. The Princess Margaret Cancer Foundation
70. Prostate Cancer Canada
71. Purolator -Tackle Hunger Food Drive
72. Right to Play
73. R.O.C.K.
74. Rosary Apostle
75. Royal Canadian Legion
76. Run for Women – Women's Mental Health
77. Saint John Ambulance Therapy Dog Program
78. Saint Matthew Parish
79. Saint Vincent DePaul
80. The Samaritan Purse

81. Salvation Army
82. Servant's Heart Ministries
83. Sew on Fire
84. Sick Kids
85. Shifra Home
86. Sleeping Children Around the World
87. Society of the Little Flower
88. Soldier On
89. Special Olympics
90. Tansley Woods
91. The Terry Fox Foundation
92. Townsend Smith Foundation
93. Toys for Tots
94. True North Aid
95. UNICEF
96. United Way
97. WE
98. World Vision
99. World Wildlife Fund
100. 2nd Chance International Furthering the Education of the Children of Munoz

INFORMATION REPORT

ITEM 10.5

2018 LONG-TERM ACCOMMODATION PLAN (LTAP) UPDATE

PURPOSE:

To update the Board on the progress of the 2018 Long-Term Accommodation Plan (LTAP), and the communication plan to stakeholders.

BACKGROUND INFORMATION:

- 1) Information Report Item 10.5, "Four Year Ministry Enrolment Projection and Long-Term Accommodation Plan (LTAP) Preliminary Enrolment Projection" from the December 19, 2017 Regular Board Meeting.
- 2) Information Report Item 10.4, "2017-18 Planning Services Work Plan: 2018 Education Development Charges (EDC) By-Law and 2018 Long-Term Accommodation Plan (LTAP)" from the October 3, 2017 Regular Board Meeting.

COMMENTARY:

As was discussed in the October 3, 2017 report referenced above, the Board's Long-Term Accommodation Plan (LTAP) is meant to identify the following Board projects over a 15-year period:

Capital Projects	Accommodation Reviews
A) New Schools or Consolidation Projects	A) School Boundary Reviews
B) School Permanent Additions	B) School Closures and Consolidations
C) Renewal Projects & Rebuilds	C) Program Distribution

The last LTAP was last completed in June of 2013. As per the requirements of the Ministry of Education, the plan should be updated every five (5) years.

Staff have continued to progress the development of the 2018 LTAP. At the December 19, 2017, Regular Meeting of the Board, the Four Year Ministry Enrolment Projections and preliminary 15-year enrolment projection for the LTAP was presented.

Projections have been refined with updated development information and trends, and information sheets have been developed that present the 15-year enrolment projections by the Board's Elementary Review Areas (ERA) and Secondary Review Areas (SRA). These information sheets will be posted on the Board's School Planning website, and a communication will be forwarded to parents advising that the materials are available. It is anticipated that the updated website will be made available in early March 2018.

The website is as follows: <https://schoolplanning.hcdsb.org/LTAP/>

The following milestones still need to be completed to finalize the Long-Term Accommodation Plan. This information will also be posted on the Board's School Planning website with the first launch of the Enrolment Projections.

TENTATIVE DATE	FORUM	ACTIONS
October 3, 2017	Board Meeting	Report to Board regarding 2017 Planning Services Work Plan
October-November, 2017	Internal	Develop and complete preliminary enrolment projections for submission to the Ministry of Education
December 6, 2017	Ministry Submission	Memorandum 2017: SB28 Enrolment Projection Submission
December 19 2017	Board Meeting	LTAP – Preliminary Enrolment Projection Report
February 28, 2018	Notification	LTAP – Notification sent to Community Stakeholders for Enrolment Projection upload on website
March 2018	Publish Materials Online	Notifications sent regarding LTAP – Annual Facility Accommodation Plan Presentation
March 2018	Community Consultation	LTAP – Annual Facility Accommodation Presentation
March 2018	Internal Circulation	Draft LTAP circulated for staff feedback
April 2018	Internal	Draft LTAP revised and completed
April 2018	Board Meeting	LTAP – Annual Facility Accommodation Report
April 2018	Notification	Notifications sent regarding LTAP Public Meeting
May 3, 2018	Board Meeting	Interim Report for LTAP
May 2018	Board Meeting	Draft LTAP Public Meeting
June 5, 2018	Board Meeting	Report to Board for finalized LTAP for Approval
June 19, 2018	Board Meeting	Capital Priorities Report to Board

CONCLUSION:

It is anticipated that the 2018 Long-Term Accommodation Plan will be completed for June 2018. Staff will continue to report to the Board and notify the public on the ongoing progress being made on the LTAP.

REPORT PREPARED BY:

F. THIBEAULT
SENIOR ADMINISTRATOR OF PLANNING SERVICES

REPORT SUBMITTED BY:

R. NEGOT
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

INFORMATION REPORT

ITEM 10.6

**HALTON STUDENT TRANSPORTATION SERVICES (HSTS)
2016-2017 Annual Report**

PURPOSE:

The purpose of this report is to provide the Board with a summary of the year end results from the 2016-2017 Halton Student Transportation Services (HSTS) Annual Report.

COMMENTS:

As part of the HSTS Annual General Meeting, HSTS prepares an Annual Report to summarize their yearly activities for transportation services for the two (2) member boards, being the Halton Catholic District School Board (HCDSB) and the Halton District School Board (HDSB).

The 2016-2017 Annual Report is attached and contains information based on the August 31, 2017 year-end information. This Annual Report as well as those for the previous four (4) years of operations is available on the HSTS website (<http://www.haltonbus.ca/about>).

The 2016-2017 HSTS Annual Report contains a summary of activities the HSTS completed over the 2016-2017 school year.

CONCLUSION:

2016-2017 was a successful year for the HSTS. Through fiscal responsibility, continued optimization of routes, and delivery through the Bus Planner software and in cooperation with contracted bus operators, HSTS continues to strive in improving its efficiency and effectiveness of transportation services for approximately 31,500 students in the Halton Region.

REPORT PREPARED BY: F. THIBEAULT
SENIOR ADMINISTRATOR OF PLANNING SERVICES

REPORT SUBMITTED BY: R. NEGOT
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD



2016-2017 ANNUAL REPORT



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PRESIDENT'S UPDATE

The 2016-2017 Halton Student Transportation Service's (HSTS) Annual Report outlines HSTS's accomplishments and ongoing initiatives. HSTS has met its objective for continuous improvement, with constant attention on the following:

1. Safe, equitable and inclusive transportation to students deemed eligible for transportation under each member board's Transportation Policy;
2. An excellent level of customer service; and,
3. Effectiveness and efficiency of the organization.

A few highlights from our ninth year of operation include:

- Ongoing enhancements made to the Contract Performance Management (CPM) program;
- Annual review and revision of HSTS Operating Procedures to reflect process improvements and legislation or regulatory changes;
- Continuous improvements in customer service using data analytics tools;
- Professional Development opportunities provided to staff to improve their technical expertise and enhance their customer service skills;
- School Bus Safety Training programs were provided to every elementary (grade JK-8) school in the Region of Halton;



Highlights (cont'd)

- Process initiated for the issuance of a Request for Proposal (RFP) for selected routes. Recommendations included in the 'Student Transportation Competitive Procurement Review Report' to be incorporated into the RFP document.

HSTS continues to provide customer service to eligible students and stakeholders from the Halton District School Board (HDSB) and the Halton Catholic District School Board (HCDSB). The Board of Directors wishes to express their appreciation to the HSTS team for their commitment to providing safe, reliable transportation to approximately 30,000 students daily in the Halton Region.

Lucy Veerman
President, HSTS Board of Directors

BOARD OF DIRECTORS

LUCY VEERMAN
President

ROXANA NEGOI
Vice President and
Secretary/Treasurer

PAULA DAWSON
Director

STUART MILLER
Director

DIANE RABENDA
Director

KELLY AMOS
Director

MISSION STATEMENT

To provide safe and reliable transportation services in an effective and efficient manner to all eligible students in the Halton Student Transportation Services jurisdiction.

VISION STATEMENT

To provide excellent customer service to all stakeholders: students, school board personnel, parents, and members of the community while ensuring students are transported in a safe, accessible and caring environment.

2016-17 HIGHLIGHTS

Route/Operator Statistics

HSTS contracted the services of five bus companies and five taxi operators. In September 2016, two new school bus companies, Voyageur Transportation and Elliott Coach Lines, were awarded contracts to provide service for some routes in the Milton and Halton Hills areas. A total of 453 school bus routes were contracted with the following school bus operators:

- Attridge Transportation Inc.
- Elliott Coach Lines (a division of Student Transportation of Canada – STC)
- First Student Canada ULC (Burlington & Georgetown Branches)
- Tyler Transport Ltd.
- Switzer-CARTY Transportation Inc.
- Voyageur Transportation Services

Contract Performance Management Program

HSTS continues to monitor contract compliance and performance measures through a formalized Contract Performance Management program (CPM). The HSTS CPM was designed to mitigate risk and enhance contractor performance through active contract compliance monitoring and performance measurements.

HSTS staff shared their CPM best practices with consortia and school bus operators at a workshop that was held at the annual OASBO Student Transportation Conference held in October 2016.

Bus Operator Audits

During the 2016-17 school year 10% of all school buses under contract with HSTS were audited by an independent auditing firm.

Operators are audited on the following categories:

- Driver Qualifications, Records & Reporting
- Driver Logs (Hours of Service)
- Vehicles/Maintenance
- Safety Programs



SCHOOL BUS
EMERGENCY DOOR



HSTS staff also conduct annual on-site facility audits at each school bus company location along with route, run and bus stop audits.

The HSTS route, run and bus stop audits consist of a review of on-time arrival/ departure at bus stops and schools as well as compliance with the Highway Traffic Act. These audits were performed through monitoring of GPS data, on road route observation, confirming posted speed limits are obeyed, proper procedures at railway crossings are performed and a review of the overall driving habits of the bus driver. In addition, site visits at schools and bus stop locations are conducted to confirm arrival and departure times.

The HSTS facility audits of each operator consisted of a review of each bus operator's contractual obligations such as driver safety training, valid driver license, up to date First Aid/CPR certification, confirmation that driver abstracts are current, and company adherence to preventative maintenance schedules.

External Committee Involvement

HSTS staff continued their active participation on several committees throughout the 2016-17 school year, such as:

- Municipal Crossing Guard Committee
- Canadian Pupil Transportation Conference Planning Committee
- OECM School Bus Safety Video Development Committee
- Bus Planner Technical Committee
- Accessibility Coordinating Committee (HDSB)
- School Year Calendar Committees (HDSB and HCDSB)
- Student Transportation Competitive Procurement Advisory Committee
- Ontario Association of School Business Officials (OASBO)
 - OASBO Transportation Committee
 - KPI Committee
 - Accident/Incident Committee
 - OASBO/OSBA Safety Initiatives Committee

Student Safety Programs

Ensuring student safety is an ongoing priority at HSTS. In the 2016-17 school year, HSTS provided the following safety programs:

- School Bus Orientation Day (available to all first time riders)
- The Safe Rider Program – Buster the Bus (grades JK-3)
- Safe Rider Role Model Program (grades 4-8)
- Annual Trip to the Halton Safety Village (grade 2)
- School Bus Evacuation Program (available to all schools/grades)

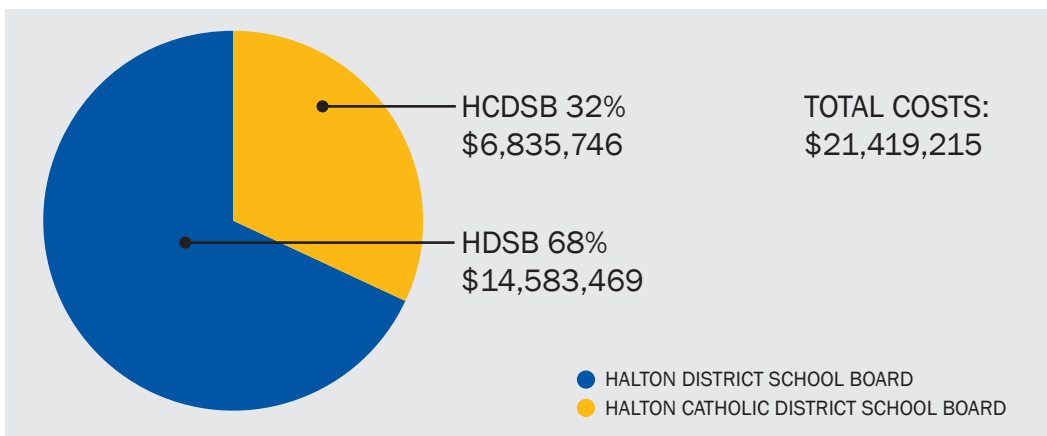


KEY PERFORMANCE INDICATORS (KPI'S)

Transportation KPI's contained within this report are based on a snap shot of data exported on October 31, 2016 from the HSTS student transportation software, Bus Planner. Student data is provided to HSTS through daily data transfer from each board's student information system, Trillium.

The chart below outlines the 2016-17 transportation costs by member board:

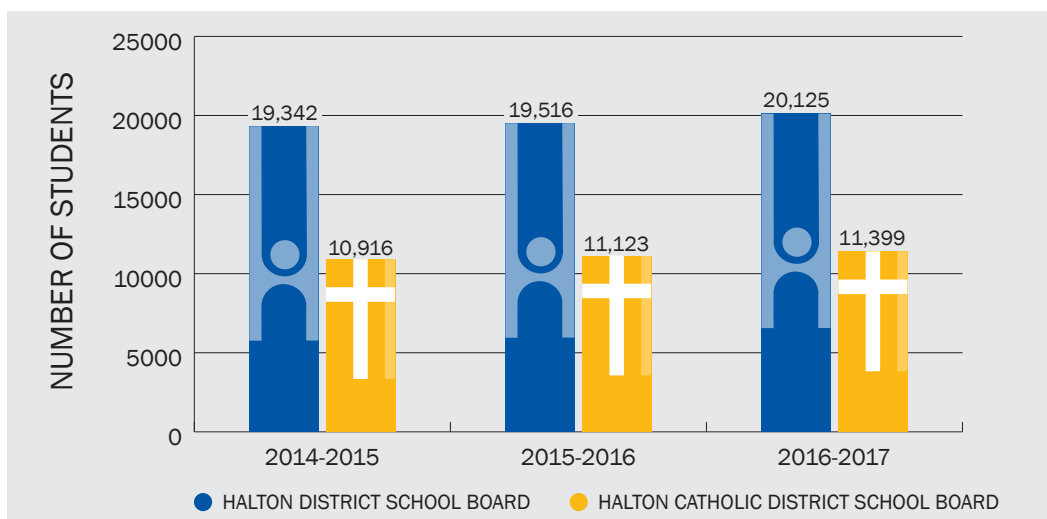
Transportation Costs by Board



Transportation costs only, administrative costs are excluded.

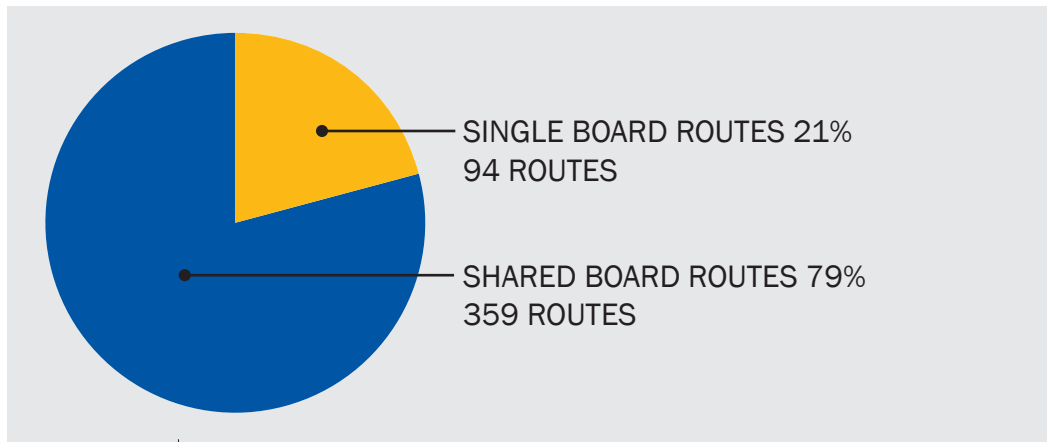
Transported Students by Board

In the 2016-17 school year HSTS provided daily home to school transportation service to 31,524 students; 20,125 HDSB students and 11,399 HCDSB students. The chart below outlines the number of students transported by member board, year over year from the 2014-15 through 2016-17 school years:



Shared Board Routes

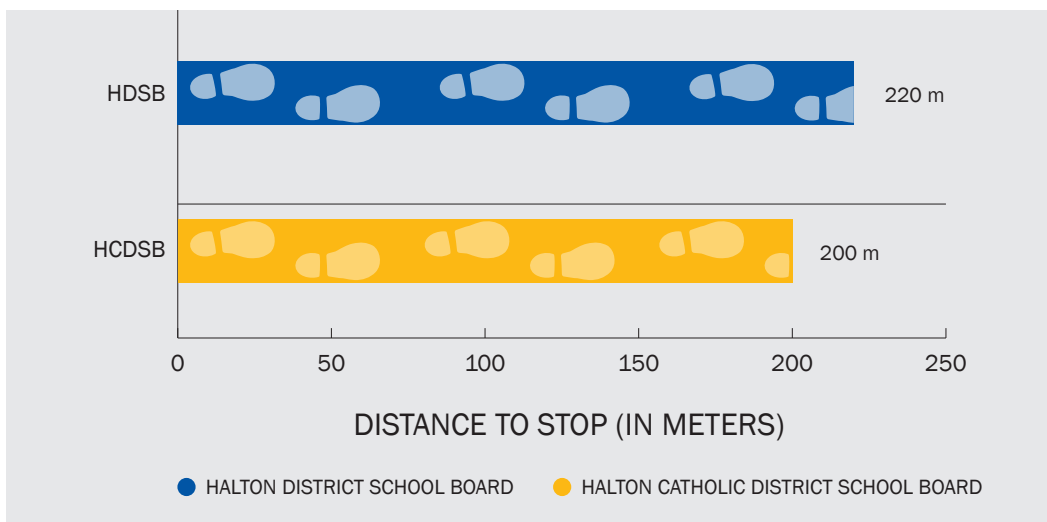
HSTS continues to maximize efficiencies through run/route sharing. The chart below outlines the percentage of routes that are shared; the majority of routes continue to be shared.



Route sharing data is based on 453 routes.

Average Distance to Stop

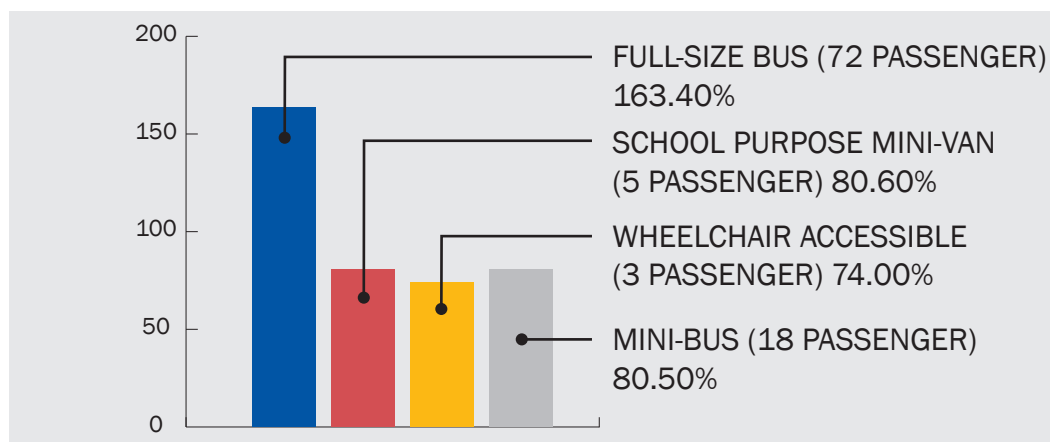
The chart below depicts the average distance to the bus stop by board for students in grades JK-8:



Excludes students with special needs.

Vehicle Utilization

Vehicle utilization percentage indicates how efficiently each vehicle type is used. The calculation is based on the vehicle capacity/riders, all routes, and all vehicle types. As noted in the chart below, the full-size (72 passenger) utilization rate is 163.40%, up 2.60% from the 2015-16 school year. This extremely high utilization rate demonstrates the expertise of the Transportation Officers and demonstrates their commitment to maximizing the use of the school buses. The smaller vehicles provide service predominantly to students with special needs. The individualized nature of the service provided to students with special needs does not allow for efficiency rates in the ranges of the large buses.



Vehicle utilization is based on assigned riders as of October 31st, 2016.



Financial Statements of

**HALTON STUDENT
TRANSPORTATION SERVICES**

Year ended August 31, 2017



KPMG LLP
Commerce Place
21 King Street West, Suite 700
Hamilton Ontario L8P 4W7
Canada
Telephone (905) 523-8200
Fax (905) 523-2222

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the Halton Student Transportation Services

We have audited the accompanying financial statements of Halton Student Transportation Services, which comprise the statement of financial position as at August 31, 2017, the statement of operations, changes in net debt and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.

AUDITORS' REPORT



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Halton Student Transportation Services as at August 31, 2017, and its results of operations, its changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

KPMG LLP

October 19, 2017

Hamilton, Canada

Chartered Professional Accountants, Licensed Public Accountants

HALTON STUDENT TRANSPORTATION SERVICES

Financial Statements

Year ended August 31, 2017

Financial Statements

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Statement of Change in Net Debt	3
Statement of Cash Flows	4
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HALTON STUDENT TRANSPORTATION SERVICES

Statement of Financial Position

August 31, 2017, with comparative information for 2016

	2017	2016
Financial assets		
Accounts receivable	\$ 64,702	\$ -
Due from related parties (note 4)	7,175	300,374
	<u>71,877</u>	<u>300,374</u>
Financial liabilities		
Accounts payable and accrued liabilities	59,485	27,656
Due to related parties (note 4)	23,410	278,580
Deferred capital contributions (note 5)	19,256	17,210
	<u>102,151</u>	<u>323,446</u>
Net debt	(30,274)	(23,072)
Non-financial assets		
Tangible capital assets (note 2)	19,256	17,210
Prepaid expenses	11,778	6,622
	<u>31,034</u>	<u>23,832</u>
Accumulated surplus	\$ 760	\$ 760

See accompanying notes to financial statements.

On behalf of the Board of Directors:

ORIGINAL SIGNED BY LUCY VEERMAN Director

ORIGINAL SIGNED BY ROXANA NEGOTI Director

HALTON STUDENT TRANSPORTATION SERVICES

Statement of Operations

Year ended August 31, 2017, with comparative information for 2016

	2017 Budget	2017 Actual	2016 Actual
Revenues	\$ 23,188,472	\$ 22,813,652	\$ 21,374,800
Expenses:			
Transportation services	21,688,582	21,419,216	19,978,054
Administrative expenses:			
Salaries and benefits	1,120,778	1,102,614	1,103,509
Rent	65,000	64,653	64,653
Professional fees	71,621	57,257	60,193
Communication	31,140	22,607	23,573
Office supplies	37,350	21,512	24,932
Software fees and licenses	58,500	48,635	46,397
Professional development	16,310	13,516	10,268
Travel and meetings	11,511	5,211	4,248
Contractual services	70,000	31,003	18,853
Advertising	6,140	266	1,565
Equipment	5,000	8,238	3,698
Insurance	5,500	10,237	4,795
Amortization of tangible capital assets	-	6,806	29,248
Day to day maintenance	1,040	1,881	814
Total expenses	\$ 23,188,472	\$ 22,813,652	\$ 21,374,800
Annual surplus	-	-	-
Accumulated surplus, beginning of year		760	760
Accumulated surplus, end of year	\$ -	\$ 760	\$ 760

See accompanying notes to financial statements.

HALTON STUDENT TRANSPORTATION SERVICES

Statement of Changes in Net Debt

Year ended August 31, 2017, with comparative information for 2016

	2017	2016
Annual surplus	\$ -	\$ -
Acquisition of tangible capital assets	(8,852)	-
Amortization of tangible capital assets	6,806	29,248
	(2,046)	29,248
Other non-financial asset activity:		
Acquisition of prepaid expenses	(6,927)	(1,771)
Use of prepaid expenses	1,771	1,579
Total other non-financial asset activity	(5,156)	(192)
Change in net debt	(7,202)	29,056
Net debt, beginning of year	(23,072)	(52,128)
Net debt, end of year	\$ (30,274)	\$ (23,072)

See accompanying notes to financial statements.

HALTON STUDENT TRANSPORTATION SERVICES

Statement of Cash Flows

Year ended August 31, 2017, with comparative information for 2016

	2017	2016
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ -	\$ -
Item not involving cash:		
Amortization of tangible capital assets	6,806	29,248
Revenue recognized from deferred capital contributions	(6,806)	(29,248)
Changes in non-cash working capital:		
Increase in accounts receivable	(64,702)	-
Increase (decrease) in accounts payable and accrued liabilities	31,829	(48,321)
Increase in prepaid expenses	(5,156)	(192)
	(38,029)	(48,513)
Capital activities:		
Cash used to acquire tangible capital assets	(8,852)	-
Deferred capital contributions received	8,852	-
	-	-
Investing activities:		
Decrease (increase) in due from related parties (note 4)	293,199	(71,798)
(Decrease) increase in due to related parties (note 4)	(255,170)	120,311
	38,029	48,513
Net change in cash	-	-
Cash, beginning of year	-	-
Cash, end of year	\$ -	\$ -

See accompanying notes to financial statements.

HALTON STUDENT TRANSPORTATION SERVICES

Notes to Financial Statements

Year ended August 31, 2017

Halton Student Transportation Services ("HSTS") on behalf of Halton District School Board and the Halton Catholic District School Board (the "School Boards") was set up to provide transportation services.

HSTS was incorporated on February 10, 2009 under the Corporations Act of Ontario as a non-profit corporation without share capital and is exempt from income taxes.

1. Significant accounting policies:

The financial statements are prepared by management in accordance with Canadian public sector accounting standards.

(a) Basis of accounting:

Revenues and expenditures are reported on an accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenses are the cost of goods and services acquired in the period whether or not payment has been made or invoices received.

(b) Tangible capital assets:

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Estimated useful life in years
Computer software	5
Computer hardware	5
Leasehold improvements	5
Furniture and equipment	10

HALTON STUDENT TRANSPORTATION SERVICES

Notes to Financial Statements (continued)

Year ended August 31, 2017

1. Significant accounting policies (continued):

(c) Budget figures:

Budget figures have been provided for comparison purposes and have been approved by the Board of Directors of the Halton Student Transportation Services. Budget figures, which are reported in the statement of operations, were originally approved on April 27, 2016. The figures have been reported for the purposes of these statements to comply with Public Sector Accounting Board ("PSAB") reporting requirements. Budget figures were excluded from the Statement of Change in Net Debt as these amounts were not included in management's revised budgeted figures.

(d) Government transfers:

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

Government transfers for capital that meet the definition of liability are referred to as deferred capital contributions ("DCC"). Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset.

(e) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating accrued liabilities. Amounts recorded for amortization of tangible capital assets are based on estimates of useful service life. Actual results could differ from these estimates.

HALTON STUDENT TRANSPORTATION SERVICES

Notes to Financial Statements (continued)

Year ended August 31, 2017

2. Tangible capital assets:

Cost	Balance at August 31, 2016	Additions	Disposals	Balance at August 31, 2017
Computer software	\$ 254,734	\$ 8,852	\$ 238,676	\$ 24,910
Computer hardware	7,993	-	-	7,993
Leasehold improvements	14,088	-	-	14,088
Furniture and equipment	5,016	-	-	5,016
Total	\$ 281,831	\$ 8,852	\$ 238,676	\$ 52,007

Accumulated amortization	Balance at August 31, 2016	Disposals	Amortization Expense	Balance at August 31, 2017
Computer software	\$ 243,493	\$ 238,676	\$ 4,097	\$ 8,914
Computer hardware	7,195	-	798	7,993
Leasehold improvements	12,679	-	1,409	14,088
Furniture and equipment	1,254	-	502	1,756
Total	\$ 264,621	\$ 238,676	\$ 6,806	\$ 32,751

Net book value	August 31, 2016	August 31, 2017
Computer software	\$ 11,241	\$ 15,996
Computer hardware	798	-
Leasehold improvements	1,409	-
Furniture and equipment	3,762	3,260
Total	\$ 17,210	\$ 19,256

3. Economic dependence:

HSTS's operations consist exclusively of supplying services to Halton District School Board and Halton Catholic District School Board. HSTS is economically dependent on these boards for its busing revenues.

HALTON STUDENT TRANSPORTATION SERVICES

Notes to Financial Statements (continued)

Year ended August 31, 2017

4. Due from/to related party:

Amounts included in due from related parties are due to the following partners of HSTS:

	2017	2016
Halton District School Board	\$ 7,175	\$ 300,274

Amounts included in due to related parties are due to the following partners of HSTS:

	2017	2016
Halton Catholic District School Board	\$ 23,410	\$ 278,580

Amounts due from/to related parties are non-interest bearing with no fixed repayment terms.

5. Deferred capital contributions:

Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions. Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset.

	2017	2016
Balance, beginning of year	\$ 17,210	\$ 46,458
Additions to deferred capital contributions	8,852	-
Revenue recognized in the period	(6,806)	(29,248)
Balance, end of year	\$ 19,256	\$ 17,210

HALTON STUDENT TRANSPORTATION SERVICES

Notes to Financial Statements (continued)

Year ended August 31, 2017

6. Lease commitments:

The HSTS leases office premises with terms to October 31, 2022. The minimum annual rental under this agreement is as follows:

Fiscal year ending August 31:

2018	62,628
2019	62,349
2020	62,349
2021	62,349
2022 and thereafter	72,740
	<hr/>
	\$ 322,415



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Date: January 15, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Members Present	B. Agnew (Chair)	M. Lourenco
	R. Barreiro	J. Parisi
	L. Cipparrone (Vice Chair)	R. Quesnel
	D. Hotopeleanu	D. Rabenda
	A. Iantomasi	L. Stephenson

Staff Present	B. Browne, Superintendent of Special Education Services
	W. Reid-Purcell, Special Education Coordinator
	M. Goulet, Behaviour Analyst
	K. Mann, Behaviour Analyst
	T. Wheatley, Behaviour Analyst

Members Excused	L. Currie
	K. Bivand
	S. Trites
	H. Karabela
	C. Parreira

Members Absent	
Recording Secretary	J. Crew

1. Call to Order

B. Browne called the meeting to order.

1.1 Opening Prayer

The meeting opened at 7:02 p.m. with a prayer led by B. Browne.

1.2 Approval of Agenda

Moved by: L. Cipparrone

Seconded by: A. Iantomasi

RESOLVED, that the agenda be accepted as received.

CARRIED

2. Presentations

2.1 Behaviour Analysts: Role, Services, Programming, and Expertise

B. Browne welcomed and introduced HCDSB Behaviour Analysts: M. Goulet, K. Mann and T. Wheatley.

M. Goulet, K. Mann and T. Wheatley presented on HCDSB's Behavior Analyst's role, services, programming and expertise; the presentation included information on:

- Connections for Students
- Ontario Autism Program (OAP)
- Support during Third Party Observations and subsequent follow up meetings regarding behaviour
- Transition support for students transitioning from a third party agency to HCDSB
- HCDSB's ABA for All capacity building sessions

- sessions began in 2016-2017; approximately 300 staff members participated in the two day training; two classroom teachers and one SERT or Department Head from each of the 56 schools, itinerant staff, consultants
- focused support in real time was provided to classroom teachers between Day 1 and Day 2 of the workshops in 2017
- summary of data collected from the 2016-2017 sessions was reviewed
- next steps this school year include: re-organizing team members as needed and providing makeup sessions; professional development for Social Workers, CYCs, Speech Language and Psychology staff and Educational Assistants; and moving forward with *ABA for All* day 3 focused on practical application
- *ABA for All* resource library has been setup and catalogued for staff to sign-out support resources
- workshops are provided for all Educational Assistants over 2 PA Days
- ABA 'walk-ins': staff are provided with scheduled weekly opportunities to call, email or in-person walk-in with questions around general ABA strategies; data on the ABA walk-ins was provided
- Transdisciplinary Rounds (TDR)
- Research published by HCDSB BAs K. Mann and T. Wheatley
- Next steps for BAs include poster submissions/symposiums at upcoming conferences

B. Browne noted that the work done by our BAs is rooted in our foundational assumptions; the support of our BAs is a manifestation of what we say we believe; and expressed thanks to the team for promoting HCDSB in such positive ways.

Members were given the opportunity to ask questions.

B. Browne thanked the Behaviour Analysts for the presentation and for all work they are doing throughout our system.

Following the presentation, members broke into groups of three to provide feedback on the presentation by answering three questions: What do you want to know more about? What did you learn that you didn't know? What would you tell others about the Behaviour Analyst's role at HCDSB?

3. Actions to be taken

3.1 Election of SEAC Chair (B. Browne)

B. Browne called for nominations for Chair of the Special Education Advisory Committee for the term January 2018 to December 2018.

L. Cipparrone nominated B. Agnew as Chair of SEAC. B. Agnew accepted the nomination.

B. Browne called for other nominations; no other nominations were received; B. Agnew was acclaimed Chair.

3.2 Election of SEAC Vice Chair (B. Browne)

The Chair called for nominations for the Vice Chair of the Special Education Advisory Committee for the term January 2018 to December 2018.

R. Quesnel nominated Lorraine Cipparrone as Vice Chair of SEAC. L. Cipparrone accepted the nomination.

B. Browne called for other nominations; no other nominations were received; L. Cipparrone was acclaimed Vice Chair.

B. Browne turned the meeting over to the Chair.

3.3 Minutes of the November 20, 2017 SEAC Meeting (B. Agnew)

Moved by: R. Quesnel

Seconded by: L. Cipparrone

RESOLVED, that the minutes of the November 20, 2017 SEAC Meeting be approved as presented.

The Chair called for a vote and the motion **CARRIED**.

4. Declarations of Conflict of Interest

No conflicts of interest were declared.

5. Business Arising from Previous Meetings

5.1 Ontario Autism Program Update

B. Browne noted that the OAP will be removed as a 'business arising' item. As appropriate, ongoing information will be provided via association reports from Autism Ontario and ministry initiative updates from staff.

6. Action and Information Items

6.1 Special Education Plan Review - Subcommittees

In preparation for the upcoming review of the Special Education Plan (SEP), B. Browne explained that the SEP has been divided into three sections and identified the subcommittees assigned to each sections.

Hardcopies were distributed (of the corresponding section of the plan) to each member to provide members with an opportunity to review their section prior to February's meeting.

B. Browne reviewed the introduction page of the SEP; then outlined the process agreed upon at the September SEAC meeting:

- February SEAC meeting will focus on reviewing the 3 sections; one subcommittee assigned to each section to do a concentrated review and discussion; members will be provided with their section of the SEP in tracking mode for revisions; members can provide feedback on any portion of the SEP to the corresponding subcommittee.
- March SEAC meeting will have time allotted for any areas of the SEP should subcommittees require further clarification following their review
- April SEAC meeting will have each subcommittee present on the sections they reviewed, followed by open discussion on each section
- May SEAC meeting: SEAC will review a combined draft of the SEP with revisions

7. Communications to SEAC

7.1 Superintendent's Report

B. Browne provided updates on:

- Math and the LD Learner: Elementary SERTs, Gifted SETs and ESC SETs will be participating in Math and the LD Learner sessions this week; resources will be provided to be used as a Tier 2 intervention and to support the learning of any student as needed
- Empower Update: Day 3 of Empower training will be run for teachers new to Empower this year; a refresher will be run in early February for all teachers currently running Empower
- Model Me Kids: is an evidence based resource which uses video modelling to teach social skills, daily living skills and other pro-social behavioural skills; Behaviour Analysts will build capacity to use this valuable resource for students at various ages and stages of their social skills development; BAs are running an in-service on January 30th for all system CYCs, SLPs, CDAs, Consultants and Itinerant EAs and SERTs

- Special Education & New Teacher Induction Program (NTIP): B. Browne distributed an agenda of PD sessions on Special Education that are being provided as part of NTIP; V. Goodwin-Duncan will be leading this important PD; dates run through January, February and March
- Special Education PD for Long Term Occasional Teachers (LTOs): on the February 2nd PA Day a Special Education workshop will be provided to LTOs; V. Goodwin-Duncan and I-SERT R. Richardson will present on a variety of Special Education topics
- Special Education PD for Principals: at the Principal/Vice-Principal mentorship session in December, Special Education staff presented carousel sessions to both mentors and mentees on a variety of special education practices for administrators
- Regional Special Education Council (RSEC): B. Browne and W. Reid-Purcell have been invited to speak at the London Region RSEC next Friday to present our student independence rubric; philosophy, and the EA allocation tool. Work at HCDSB is recognized around the province and we are delighted to share our work/message with Special Education Supervisory Officers from across southwestern Ontario
- Chief of Mental Health Programming: P. Webber-Callaghan retired at the end of December; the position has been posted and is generating a lot of interest; look forward to having someone in this role in the next month or so to continue to move our work in Mental Health forward
- Mental Health Hub: continue to work closely with our community partners such as Joseph Brant Hospital, ROCK, CAS, HDSB and the Ministries of Education, Health, and Child and Youth Services to create a mental health “hub” in Burlington where we can align services and try to create a place for youth to connect and get support for mental health.
- Bell “Let’s Talk” Day is January 31st: to continue conversation around mental health, Bell will donate money per tweet with the appropriate hashtag; B. Browne will participate in the morning at Lumen Christi in Milton who do an amazing day of shared learning and tweeting to raise awareness of the importance of mental health in Halton; B. Browne invited anyone that would like to join in at Lumen Christi to let him know
- Human Trafficking: joint PD for Social Workers and CYC staff took place on January 17th re: recognizing the signs of students who are being groomed for Human Trafficking and addressing what we can do
- Child and Family Services Act (CFSA): on January 1st 2018 an amendment was proclaimed to raise the age to provide child protection services to youth 16 to 18
- Trauma Sensitive Training: January 25th 2018 we have 30 spots available for support staff to enhance their understanding of trauma through a full day of tier one training at Sheridan College
- Dialectical Behaviour Therapy (DBT) Training: working on our DBT PD, to be announced soon, for front line staff (i.e. Social Workers, Child & Youth Counsellors and possibly Psychology) between February and March 2018
- Every School Day Matters: emphasis around attendance for the remainder of the school year with “Every School Day Matters”; social workers will be working closely with their school administrators to ensure attendance is a priority, addressing barriers on why students are not attending as they should

- *Stay, Play, Talk*: further to information previously presented to SEAC; the next wave of *Stay, Play, Talk* will be starting; 3 more educator teams attended training; the program will begin at the end of January at three more schools
- Staff Presentation: T. Van Reenen and D. Kollee presented to the Halton Connections Planning group about *Stay, Play, and Talk*; Erinoak, Woodview, and both district school boards were in attendance
- Peer Mediated Prompting: Speech Language Pathologists, Itinerant CYCs, and Behaviour Analysts have collaborated to develop an 8 week program to support staff using Peer Mediated Prompting in classrooms, beyond Kindergarten; the program was developed in conjunction with *Camps on Tracks* program and will be piloted in 2 schools starting the end of January
- English as a Second Language (ESL) Collaboration: D. Kollee and A. Borg (CDA) will be presenting to ESL teachers in February to share strategies, resources, and activities to support developing oral language skills
- Christmas Dance: photos were shared of the Christmas dance that took place at Corpus Christi in Burlington; another amazing day of celebration as all nine secondary schools attended with their Best Buddies. Best Buddies Canada happened to be hosting their annual AGM in Toronto at that time, and brought their senior leadership team to Burlington to be part of the day and look at using HCDSB's work as a template for other Best Buddies events across Canada.

7.2 Trustee Reports

Trustees provided updates on Board happenings.

7.3.1 Association Reports

7.3.1 Association Report – Easter Seals

B. Agnew attended a monthly teleconference, with SEAC reps from across Ontario; the emphasis was on resources; <http://education.easterseals.org/special-education-in-ontario/>

Camp Applications become available January 2018; <http://www.eastersealscamps.org/applications>

Skate with the Maple Leafs took place on Sunday December 17th; <http://eastersealsskate.org>

Monthly Easter Seals at School Blog posts; are informative; B. Agnew encouraged anyone who has questions to check them out as there are common themes across the board

7.3.2 Association Report – Autism Ontario

L. Stephenson explained that last year the ministry committed to a direct funding option that is now available.

On December 7th the MCYS provided an update on the new Ontario Autism Program: <https://news.ontario.ca/mcys/en/2017/12/providing-more-choice-for-families-in-the-ontario-autism-program.html>

Autism Ontario's response to the update highlights ongoing concerns and challenges for families that include lengthy waitlists

8. Next Agenda: Meeting Monday, February 12, 2018

The agenda will included the Special Education Plan workshop. An email will be sent out regarding convening a subcommittee for the selection of the Spirit of Inclusion recipients.

9. Adjournment**9.1 Resolution re Absentees (Chair)**

Moved by: L. Cipparrone

Seconded by: M. Lourenco

RESOLVED that, L. Currie, K. Bivand, S. Trites, H. Karabela, C. Parreira be excused. **CARRIED**

9.2 Adjournment and Closing Prayer (Chair)

Moved by: D. Hotopeleanu

Seconded by: R. Quesnel

RESOLVED, that the meeting adjourn. **CARRIED**

The meeting adjourned 9:08 p.m. with a prayer led by the B. Agnew.

From: Ngozi Agbapu [REDACTED]
Sent: February-20-18 8:13 AM
To: Dawson, Paula <DawsonP@hcdsb.org>; Rowe, Mark <RoweM@hcdsb.org>
Cc: iantomassia@hcdsb.org; Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: Re: In support of Resolution #29/18

I am a parent with children/wards in the Halton Catholic schools and I write to convey my support for the above Resolution in its entirety.

The Catholic church and the faith we profess are not in support of **abortion, contraception, sterilization, euthanasia and embryonic stem cell**, therefore, the board should not be seen to support it contrarily to our faith, the faith we profess as Catholics. I believe that funding researches on these is synonymous with tacit support of these activities.

The Church regards Life as Sacred and does not support any act that terminates Life at will no matter by what name it is called.

Kindly include this as correspondence for your board meeting of 20th Feb 2018

Thank you

Ngozi Agbapu

From: Linda Alexander [REDACTED]
Sent: Monday, February 19, 2018 12:44 PM
To: DiPietro, Rosie <DiPietroR@hcdsb.org>; rowen@hcdsb.org; helena.karabela@gmail.com; president@hsuoecta.com; [REDACTED]
Cc: Linda Alexander [REDACTED]
Subject: Halton Catholic District School Board

Dear Mrs. Dawson.

I am writing to as the Director of the HCDSB and also as the Secretary of the HCDSB Board of Directors.

I wish for my comments to be brought to the February 20th board meeting.

This is the first such letter I have written but feel it is important to voice my concerns.

I strongly disagree with resolution #29/18 and support Mark Rowen's motion to reconsider this motion to ensure that this rule is overturned.

I agree with the comments supplied in the letter by the Ontario English Catholic Teachers Association (OECTA) that this new rule will be needlessly divisive.

It also seems to directly contradict the opposition of the Catholic Conference of Catholic Bishops in their statement on January 11, 2018 about the change in the Government of Canada's requiring an attestation regarding applications for federal funding under its Canada Summer Jobs Program.

Sincerely, Linda Alexander
[REDACTED]

From: Vikki Baronowsky [REDACTED]
Sent: February-20-18 1:28 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; trites@hcdsb.org; Danko, Anthony <DankoA@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; iantomassia@hcdsb.org; Rowe, Mark <RoweM@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: Resolution #29/18

Dear Ms Dawson, Director of Education & Secretary of the Board, HCDSB

I am writing to you to request you to let my comments be known and brought to the February 20th board meeting. I strongly approve of Resolution #29/18. The new rule stops donations to charities and non-profits from the HCDSB that are pro-abortion. Please do everything you can to keep this rule in place. Many lives depend upon it. It is our moral responsibility to keep this rule in place.

In Christ,
Vikki Baronowsky

From: Martin Bilbao <[REDACTED]>
Date: February 20, 2018 at 10:31:22 AM EST
To: dawsonp@hcdsb.org
Cc: rabendad@hcdsb.org, maraip@hcdsb.org, michaelj@hcdsb.org, iantomassia@hcdsb.org,
tritess@hcdsb.org, anthonyquinn@hcdsb.org, dankoa@hcdsb.org, karabelah@hcdsb.org
Subject: Pro-life and Our Religion - Just Make It Simple

Dear Paula Dawson, Director of Education and Secretary of the Board,

When I read about Resolution #29/18 of the HCDSB, I felt quite shocked, not because the motion it self but because of learning how a CATHOLIC institution like the HCDSB thought about contributing and helping entities that promotes the killing of any human being.

One of our characteristics as adult Humans is the fact that we like twisting things, but this time I'm sorry to clarify that no matter what the different points of view may be, this resolution has to stay as is, and as my family representative in the Board I request you to act.
Let's make it simple and basic like if we were explaining this to the kids at our Catholic Schools.

1- As per the education act the very first requirement you need to work as a HCDSB Trustee is to be a Roman Catholic (this is mandatory).

Just to remind you this is one of the very few democratically elected positions in the world to have this requisite as a rule.

2- Taking in consideration that you are a Roman Catholic (otherwise you couldn't be filling the trustee position).

you should always and no matter the circumstance be obedient to our church leaders and follow our catechism which states: *"[A]n act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder gravely contrary to the dignity of the human person and to the respect due to the living God, our Creator."* (Catechism of the Catholic Church, 2277).

For further clarification and in case you are not still sure of our beliefs as Roman Catholics, please see attached a letter from our Bishop (Most Rev.) Douglas Crosby, OMI Bishop of Hamilton President of the Canadian Conference of Catholic Bishops.

3- As catholic and as a father of students on the HCDSB I request and demand to keep Resolution #29/18 **ALIVE**.

I apologize if you find my email invasive, but this time there is no right or wrong, as Catholics there is only one solution for this resolution, Just make it simple!!

If you still not sure of what to do, please feel free to contact Our Bishop, who I'm sure that will help you in any clarification.

<https://hamiltondiocese.com/bishop/douglas-crosby.php>

Finally I kindly request to have this email accepted as correspondence for the board meeting of Feb 20th 2018

Best Regard and please Join me in this prayer for the protection of life.

Martin

Heavenly Father,
Lord and Maker of all that is good,
fill our hearts with joy before the wonders of your creation.
Open our eyes to the presence of your beloved Son Jesus
in all those we encounter
and especially in the weakest and most vulnerable
among us.
Where we see life threatened,
at its beginning,
or at its end,
or by poverty and deprivation,
inspire us with love and mercy,
so that, empowered by your Holy Spirit,
we may work together to defend human dignity.
Help us to build a culture of life:
a culture in which each and every person
is loved and valued as your child,
from conception
to natural death,
and in every circumstance of life.
Amen.
Mary, mother of the living, pray for us!



**2017 NATIONAL WEEK FOR LIFE AND THE FAMILY:
LETTER TO CATHOLIC FAMILIES FROM
THE PRESIDENT OF THE CANADIAN CONFERENCE OF CATHOLIC BISHOPS**

May 2017

Dear Catholic families,

Every year the Church in Canada sets aside one week to celebrate Life and the Family. **This is a special time to reflect on the importance of the family and to renew our commitment, as followers of Christ, to upholding the dignity of human life at every stage of development, from conception to natural death.** This year's Week for Life and the Family will be observed from 14 May (Mother's Day) to 21 May, with the theme, "Love Grows by Giving . . ."

None of us is unaware of, or immune to, the pain created by the great challenges confronting contemporary families. In their 2011 document "Elements of a National Pastoral Initiative for Life and the Family," the Bishops of Canada observed that "virtually every form of poverty – material, emotional, moral or spiritual – has its origin in some kind of deprivation within the family". What is most lacking today is love – the kind of love that Jesus Christ came to give; a love which gives without counting the cost; a transformative love which can be found in its perfection only in Him who is love incarnate and in whom we can be transformed and empowered to love just as He loves. To a society confused about the nature of love, Pope Francis offers a piercingly insightful reflection on love's true meaning in his recent Apostolic Exhortation *Amoris Laetitia*.

Each of us is called to *imitate* the Lord Jesus in his life-giving justice and merciful self-giving love. As the Holy Father points out, we are to do this wherever life finds us, but especially, and perhaps most challengingly, in the family! In this, the Lord blazes a trail for us, and what is more, He provides the means by which we are to follow Him and to arrive at our ultimate destination. Jesus tells us that He himself is "the way" and, we might say, "the means". Following the Lord's way is only possible in *union* with Him, He who offers us His very life in word and sacrament, and most especially in the Eucharist which is the "source and the summit of the Christian life".

With my brother Bishops, it is my prayer that during this year's Week for Life and the Family, you and your family may be inspired by the example of Our Lady who, in her openness, was called to contain the fullness of God's Love. Let us approach the Table of the Lord with Marian openness and, drawing deeply from the cup and the loaf of her son's transforming love, allow ourselves to become the love and the peace for which our world so desperately yearns.

(Most Rev.) Douglas Crosby, OMI
Bishop of Hamilton
President of the Canadian Conference
of Catholic Bishops

From: LAURA CALA [REDACTED]
Sent: February-17-18 2:07 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Subject: Please keep our values

Dear Paula Dawson, Director of Education and Secretary of the Board,

As Mother and with 2 kids in. Catholic school as a Family have the mission to protect and safeguard our values. In Canada we have the privilege to count with a Catholic Boards to educate our children with strong values and Faith. You represent us, there for a Catholic Board CAN NOT allow **donations to go to charities or non-profits that support abortion, euthanasia, and embryonic stem cell research.**

As Catholics is against our believes and values to support this donations considering also that they are so many other institutions or people in need that we should be putting the effort and the resources to it.

I ask this email to be accepted as correspondence for the board meeting of Feb 20th where I intend to be present.

My best regards,
Blessings.
Laura Cala

From: Genevieve Carson [REDACTED]
Sent: February-17-18 1:16 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: ProLife proposal

Dear Ms. Dawson:

Please accept this email as correspondence for the February 20 meeting. I urge you to support the rule put forth by Helena Karabela in regard to charities. As a teacher in your neighbouring Board (DPCDSB), I can tell you that this proposal is long overdue. This is the time to draw a line and throw our support behind ONLY the many charitable organizations out there which represent our uncompromising Catholic values.

You will be setting a precedent which is badly needed in our culture. If your Board passes this motion, our Board will be right behind you.

I used to love the Keilbergers Mission, but now I am saddened by the celebrities they invite to the Me To We Day and the positions they WON'T take when it comes to the biggest human rights violation of our time: the slaughter of the preborn.

Can you imagine if all our Catholic schools informed the Terry Fox Foundation that we can't contribute unless they cease funding embryonic stem cell research? (There Is a Cancer Research Society that doesn't and \$ could easily be directed there in Terry Fox's memory).

Taking this stance ensures that our consciences will be clear AND we help form teachers and students about the values inherent in the Gospel of Life.

As a Catholic teacher, I am personally tired of being misrepresented by my sometimes unCatholic union. I am praying very hard that your Board does the right thing and implements the proposed rule. As Saint John Paul II urged, "Be not afraid."

Respectfully,
Genevieve Carson

Geoffrey F. Cauchi, LL.B., CIC.C

By email message to rabendad@hcdsb.org and dawsonp@hcdsb.org

February 17, 2018

Diane Rabenda, Board Chair

Paula Dawson, Secretary to the Board and Director of Education

Halton Catholic District School Board

Dear Ms. Rabenda and Ms. Dawson:

Re: Charitable Activity Board Policy

"The central figure in the work of educating, and especially in education in the faith, which is the summit of the person's formation and is his or her most appropriate horizon, is specifically the form of witness. This witness becomes a proper reference point to the extent that the person can account for the hope that nourishes his life [cf. 1 Pet.3:15] and is personally involved in the truth that he proposes.

The prophetic words of Pope Paul VI ring as true today as they did more than thirty years ago: "Modern man listens more willingly to witnesses than to teachers, and if he does listen to teachers, it is because they are witnesses." What educators do and how they act are more significant than what they say – inside and outside the classroom. This is how the Church evangelizes. "The more completely an educator can give concrete witness to the model of the ideal person [Christ] that is being presented to the students, the more this ideal will be believed and imitated."

Hypocrisy turns off today's students. While their demands are high, perhaps sometimes even unreasonably so, if teachers fail to model fidelity to the truth and virtuous behaviour, then even the best of curricula cannot successfully embody a Catholic school's distinctive ethos. For example, if teachers and administrators demonstrate the individualistic and competitive ethic that now marks so much public education, they will fail to inspire students with the values of solidarity and community, even if they praise those values verbally. The same can be said about a failure to give clear witness to the Church's teaching on the sanctity of marriage and the inviolability of human life.

Catholic educators are expected to be models for their students by bearing transparent witness to Christ and to the beauty of the gospel. If boys and girls are to experience the splendour of the Church, the Christian example of teachers and others responsible for their formation is indispensable, and no effort should be spared in guaranteeing the presence of such witness in every Catholic school."

ARCHBISHOP J. MICHAEL MILLER, C.S.B, from "The Holy See's Teachings on Catholic Schools"

I am a Catholic Elector in your School Board. The controversy over a January 16, 2018 resolution regarding Board-wide associations with external charities and not for profits that carry on activities that are not compatible with Catholic teaching (hereinafter referred to as the "Charitable Activity Board Policy" or the "Policy") has come to my attention.

I understand that a Motion to reverse that resolution is on the Agenda for your meeting scheduled for February 20, 2018.

Some aspects of this controversy are very disturbing.

The Board's constitutional mandate is to indoctrinate its Catholic students in the Catholic faith, as taught by the Church's Magisterium. This mandate comes from section 93 of the *Constitution*

Act (1867), which trumps the *Charter of Rights and Freedoms*. The Supreme Court of Canada has held that the *Charter* prohibits a public board from attempting to indoctrinate any of its students in the teachings of any religion; this prohibition applies to any Separate Board that attempts to indoctrinate its students in any religious beliefs other than those taught by the Magisterium of the Catholic Church. OECTA does not seem to understand this.

The Canadian Bishops, under the leadership of our own Bishop, Bishop Crosby, have taken a strong stand against euthanasia, and are currently participating in a court challenge of an Ontario Medical Association policy that would compel health practitioners who refuse to participate in euthanasia to nevertheless *refer* their patients to others who are willing to participate. If such health practitioners were to capitulate to this requirement, they would be formally co-operating in an evil act, something that is never permissible under Catholic teaching.

If our Board ultimately capitulates to OECTA here and now, and our students graduate to become doctors, nurses, lawyers, and other professionals, how can we expect them to grasp and accept what Pope St. John Paul II said in *Evangelium vitae* (1995) (at paragraph 73): “Abortion and euthanasia are thus crimes which no human law can claim to legitimize. There is no obligation in conscience to obey such laws; instead there is a *grave and clear obligation to oppose them by conscientious objection*”?

Before presenting to you a number of requests for further action by the Trustees, I have a number of preliminary questions to which I am seeking answers.

1. The OECTA letter dated January 22, 2018, delivered to the Board: (a), referred to the Charitable Activity Board Policy as “needlessly divisive”; (b), rebuked the Board for “taking such a narrow view of Catholic values” and “interfering” with current practices; and (c), conceded that the Policy could force teachers and students to stop supporting some charities and non-profits. Why did the Board Chair not immediately:
 - (a) Thank OECTA for providing additional evidence that the Policy was indeed a reform initiative that was necessary and appropriate to support the Catholicity of the Board;
 - (b) Remind OECTA that it has no legal standing to exert any influence over the Policy, as the Policy governed a purely *denominational aspect* of the Board’s operations; an aspect over which the Trustees have exclusive constitutional and legal jurisdiction (i.e., an authority that supersedes that of even the Ministry of Education and the Courts), and with respect to which they owed fiduciary duties to all of the Catholic Electors (which do not include any union); and
 - (c) Demand that OECTA refrain from exerting pressure or influence over individual Trustees (including the use of threats and other forms of intimidation) in an effort to have the Policy rescinded or repealed?
2. Has the Board sought legal advice on whether or not the Board has an effective legal remedy against OECTA for its conduct in this matter, including a remedy under the *Labour Relations Act* (Ontario) or injunctive relief based on the tort of interference with contractual relations?

3. It is my understanding that John Mark Rowe, a Trustee who originally voted in favour of the Policy, relying upon a rule of parliamentary procedure, has now consented to the Board of Trustees voting on a motion to reconsider the Policy at the February 20, 2018 meeting. Has Mr. Rowe been in communication with representatives of OECTA about the Policy? If so, has he disclosed to the full Board of Trustees the nature and content of those communications? If so, has OECTA promised him support in any future re-election bid in exchange for changing his vote on the Policy, or conversely, threatened that it will actively campaign against him in the next election if he does not change his vote on any future motion in respect of the Policy if the vote to reconsider passes?
4. Has the Board encouraged Mr. Rowe to seek legal advice on his exposure to liability for damages for breach of fiduciary duty, damages for misfeasance in public office, and removal from office for conflict of interest?
5. Has OECTA communicated with, or attempted to communicate with, any of the other Trustees, and has the Chair put this question to them (and to herself)? Have those who have given a positive response disclosed to the full Board of Trustees the nature and content of those communications? If so, has OECTA promised any of them support in any future re-election bid in exchange for changing his or her vote on the Policy, or conversely, threatened that it will actively campaign against any of them in the next election if he or she does not change his or her vote on any future motion in respect of the Policy if the vote to reconsider passes?
6. Did the Board require all Trustees who voted on the original Policy to declare their conflicts of interest on the question? Did those who voted against passage of the original Policy disclose their ideological conflicts of interest at the time of the vote? It seems to me that any Trustee who has a material association with or has financially supported a charity or not-for-profit organization that carries on activities that the Church considers to be intrinsically evil and which undermine the evangelical mission of the Church ---- e.g., “Out on Bay Street”, “Gay Straight Alliance Canada”, Planned Parenthood, or an organization that provides wells to villages in Africa on condition that they agree to sterilize a portion of their women and/or put them on chemical contraceptives ---- would have an overwhelming bias against a policy that would have the effect of exposing his or her personal formal cooperation with such activities.
7. Assuming the Policy is eventually rescinded by the Trustees, has the Board sought legal advice on whether or not such a decision would be vulnerable to being set aside, on administrative law grounds, on an application for judicial review? It seems to me that, given the mandate of a Catholic Board to act in a manner consistent with the teaching of the Catholic Church, and the likelihood that such a decision would be unduly influenced by an external special interest group, an application for judicial review would likely succeed.

My Requests

As a Catholic Elector of the Board, I call upon each and every Trustee to fulfill his or her fiduciary duties to all Catholic Electors by:

1. rejecting any effort to repeal or amend the Policy;
2. publicly rebuking OECTA for unethically attempting to influence and therefore interfere with the deliberations of the Board on the Policy;
3. directing the Director of Education to investigate the accuracy of OECTA's inadvertent apparent admission that its members who work for the Board and many of the Board's own students are probably already contravening the terms of the Policy and the teachings of the Catholic Church on formal cooperation with evil, material cooperation with evil, and scandalizing others, and report back to the Board her findings; and
4. fully disclosing to the full Board, in compliance with the Board's conflict of interest policy, his or her own associations, including donor/donee relationships, if any, with charitable and non-profit organizations that carry on activities that are incompatible with their moral obligations as Catholics, as taught by the Church's Magisterium.

A Note on Catholic Teaching on the Reforms Sought by the Policy

I could state original Catholic Church sources for its precepts on formal co-operation with evil, material co-operation with evil, and avoiding scandalizing others, but I think it would be sufficient here to refer the Board to a trustworthy secondary source. In *Knowing Right from Wrong – A Christian Guide to Conscience* (2008), Fr. Thomas D. Williams, LC, ThD summarizes the Church's teaching quite well:

“A particular problem of conscience arises when we are associated professionally or socially with those whose actions are immoral. We ourselves would not willingly choose to engage in their behaviour, but the help we provide can make us wonder whether we have an obligation to speak out or to formally disassociate ourselves from their actions. ...

Traditional Christian morality offers guidance in forming one's conscience to be able to decide the moral path to take. Ethicists make a fundamental distinction between *formal cooperation* (where you directly participate in the immoral action or share the intention of those who are doing so) and *material cooperation* (where you play some indirect part in the process, without intending or willing the outcome). Since formal cooperation means making the evil act your own, it is always morally wrong. Material cooperation can sometimes be permitted, when we disassociate ourselves from the evil action of others and do not directly participate in their wrongdoing. On the other hand, we must also try to avoid scandal and be willing to bear witness to the truth, even when to do so may be personally disadvantageous. To refuse to take part in committing an injustice is not only a moral duty; it is a basic human right.” (pages 204-5)

Two very significant historical examples where Canadian Bishops took the necessary steps to comply with Catholic teaching on these points were the decisions of Archbishop Pocock of Toronto and Bishop Henry of Calgary to each withdraw the Catholic Charities of their respective dioceses from their local United Way campaigns because Planned Parenthood was a co-beneficiary of the donations derived from the campaigns. Passage of the January 16 Policy is consistent with what those Bishops did, within the constitutional and legal mandate of the Board, and fulfills the fiduciary duties of the Trustees to the Catholic Electors of the Board.

Sincerely,

“Geoff Cauchi”

Geoffrey F. Cauchi, LL.B., CIC.C

cc.

Diane Rabenda, Milton Trustee & Chair of the Board
905-632-6314 x. 7185
rabendad@hcdsb.org

Paul Marai, Oakville Trustee & Vice-Chair of the Board
905-842-3826
maraip@hcdsb.org

Arlene Iantomasi, Burlington Trustee, Wards 1 & 2
905-632-6314 x. 7182
iantomasia@hcdsb.org

Jane Michael, Burlington Trustee, Wards 3 & 6
905-802-6258
michaelj@hcdsb.org

Susan Trites, Burlington Trustee, Wards 4 & 5
905-637-7377
tritess@hcdsb.org

John Mark Rowe, Halton Hills Trustee
905-877-9510
rowem@hcdsb.org

Anthony Danko, Oakville Trustee
905-825-9159
dankoa@hcdsb.org

Helena Karabela, Oakville Trustee
289-230-1423
karabelah@hcdsb.org

Anthony Quinn, Oakville Trustee
905-338-3919
anthonyquinn@hcdsb.org

From [REDACTED]

Sent: February-20-18 2:54 PM

To: Dawson, Paula <DawsonP@hcdsb.org>

Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>; Rowe, Mark <RoweM@hcdsb.org>

Subject: Resolution # 29/18

Dear Trustees,

I am writing regarding Resolution # 29/18. Please include this email as correspondence for the Board Meeting of February 20, 2018.

As a former student of the Halton Catholic District School Board, I see there are fewer opportunities these days, to stand for the integrity of the Faith that has been passed on to us through the ages. Being a Catholic School Trustee, means upholding Catholic Teachings and so I urge you to uphold the vote in favour of Resolution #29/18.

Thank you for your prayerful consideration.

Yours Truly,
Janet Coffey

From: Moira Coffey [REDACTED]
Sent: February-20-18 4:19 PM
To: Dawson, Paula <DawsonP@hcdsb.org>; Rabenda, Diane <RabendaD@hcdsb.org>
Cc: Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org;
Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony
<DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>; Rowe, Mark <RoweM@hcdsb.org>
Subject: Resolution 29 /18

Dear Trustees,

Being Catholic, we are going to come up against issues that tempt us to be popular rather than do what is right in God's eyes and so I urge you to uphold resolution 29/18.

Please don't listen to those who want to obfuscate the issue with their own agenda. Rather reflect honestly within yourself and see what it is that motivates your decision. The stakes are high when we are entrusted with souls. When understood fully, Church teaching is beautiful.

Please vote to protect school funds from being donated to organizations that participate in activities contrary to our Faith. Please also include this email as correspondence for the board meeting of 20 February 2018.

In His Peace,
Moira Coffey

From: Peter Coffey [REDACTED]
Sent: February-20-18 1:39 PM
To: Dawson, Paula <DawsonP@hcdsb.org>; Rabenda, Diane <RabendaD@hcdsb.org>
Cc: Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>;
iantomassia@hcdsb.org; Karabela, Helena <KarabelaH@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>;
Michael, Jane <MichaelJ@hcdsb.org>; Rowe, Mark <RoweM@hcdsb.org>; Trites, Susan
<TritesS@hcdsb.org>
Subject: Regarding 'Upholding the Sanctity of Life Through Donations to Charities and Non-Profits'
motion

To: Paula Dawson, Director of Education and Secretary of the Board,
Diane Rabenda, Chair of the Board, and Trustees,

Dear friends,

As an alum of the Halton Catholic school system, I strongly appeal to you to please not repeal Trustee Karabela's motion *Upholding the Sanctity of Life Through Donations to Charities and Non-Profits* at your meeting on Tuesday, February 20.

We are first and foremost children of God. We have to do what is right and good, and what Jesus would do. Jesus would never donate money to an organization that is involved in abortion, contraception, sterilization, euthanasia or embryonic stem cell research (which by the way, has not produced anywhere near as many results as adult stem cell research). This is clearly and objectively inconsistent with Catholic teaching; this is not a narrow view of Church teaching, it is a fact.

I strongly disagree with the unfortunate opinions of the OECTA Presidents in the letter sent to you dated January 22, 2018. It is alarming that several sentences from the opinion of two people could change your mind; especially when the motion is so consistent with our faith.

I know you all know firsthand that a trustee is burdened with the trust of many, many people. As Catholics, we are all entrusted to support the teachings and values of the Catholic Church in our Catholic schools. It is your duty to uphold the teachings of the Church chiefly above your other duties. At times it is difficult, at other times it feels impossible, but all we can do is stay true to the path that Jesus left heaven to show us. Because He is all-Good, all-Just and the Way, the Truth and the Life, when we make the decision and give ourselves the authority to determine what is moral, what is right - we make ourselves judge and jury and cut God out (which was the original sin). I urge you all to reflect on your baptismal promises.

Prayer, fasting and alms-giving are the keys to celebrating Lent. To donate to an organization that is clearly opposed to Catholic teaching is a corruption of alms-giving and a cause of scandal to the entire body of Christ, the Church. To teach children to do this... well, read Luke 17:1-2. Therefore, we must ensure that the HCDSB will not donate to any charity or non-profit organization that is involved in the aforementioned activities.

Thank you for listening to my appeal. Please include this email as correspondence for the Board meeting of February 20, 2018.

Yours in Christ Jesus,
Peter Coffey

From: Melanie Forsch [REDACTED]
Sent: February-17-18 9:55 AM
To: Dawson, Paula <DawsonP@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: Pro-life Motion adopted on Jan 16th

Dear Paula Dawson, Director of Education and Secretary of the Board,

As Catholics we have the mission to protect and safeguard our values. In Canada we have the privilege to count with a Catholic Boards to educate our children with strong values and Faith. You represent us, there for a Catholic Board CAN NOT allow **donations to go to charities or non-profits that support abortion, euthanasia, and embryonic stem cell research.**

As Catholics is against our beliefs and values to support this donations considering also that they are so many other institutions or people in need that we should be putting the effort and the resources to it.

I ask this email to be accepted as correspondence for the board meeting of Feb 20th where I intend to be present.

My best regards,
In Christ,
Melanie Forsch

From: Colleen Gamble [REDACTED]
Sent: February-16-18 2:51 PM
To: Rabenda, Diane <RabendaD@hcdsb.org>; dawsonp@hcdsb.org director@hcdsb.org
anthonyquinn@hcdsb.org dankoa@hcdsb.org karabelah@hcdsb.org
Cc: Marai, Paul <MaraiP@hcdsb.org>; michaelj@hcdsb.org iantomassia@hcdsb.org tritess@hcdsb.org
Subject: Resolution #29/18 Needs to stay

Dear Ms. Dawson ,

I am writing to as the Director of the HCDSB and also as the Secretary of the HCDSB Board of Directors. I wish for my comments to be brought to the February 20th board meeting. I strongly approve of the following resolution.

Resolution #29/18:

Be it resolved that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, "public support" for the issues listed above (i.e. abortion, contraception etc....) is not support when privately expressed but is support when publicly expressed on a website, in press material or found in some other public area.

Please, please do everything to can to **keep this rule in place**. Many lives depend upon it! It is our moral responsibility to keep this rule in place.

Feel free to contact me at your convenience.

In Christ,

Colleen

Colleen Gamble
[REDACTED]

"To defend human life, above all when it is wounded by illness, is a duty of love that God entrusts to all."-Pope Francis 2017

From: Olivia Gibson [REDACTED]
Sent: February 19, 2018 10:53 PM
To: DiPietro, Rosie <DiPietroR@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: Fwd: Voice your support for Pro-life motion at HCDSB

Dear Paula Dawson, Director of Education and Secretary of the Board,

I am writing to the Director of the HCDSB and also to the Secretary of the HCDSB Board of Directors. I wish for my comments to be brought to the February 20th board meeting. I strongly approve of the following Resolution.

Resolution #29/18:

Be it resolved that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, "public support" for the issues listed above (i.e. abortion, contraception etc....) is not support when privately expressed but is support when publicly expressed on a website, in press material or found in some other public area.

Please, please do everything you can to keep this rule in place. Many lives depend upon it! It is our moral responsibility to keep this rule in place.

Blessings,

Olivia Gibson

From: Erin Giffen [REDACTED]
Sent: February-20-18 4:01 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>; Rowe, Mark <RoweM@hcdsb.org>
Subject: Resolution #29/18:

Dear Diane Rabenda, Chair of the Board and Paula Dawson, Director of Education and Chair of the Board,

I'm writing to you to let you know that I support the pro-life motion (Resolution #29/18) which states that the HCDSB and its schools will not financially support any charities that support abortion, euthanasia, embryonic stem cell research, sterilization or contraception.

As a parent of two children in the Halton Catholic School system (a 3rd child that attended and graduated from St. Vincent), I would expect that no funds would be raised for and/or given to any charities that support the above mentioned pro-choice, anti-family and anti-life issues which do not align with our values and morals as Catholics.

In closing, I'm asking that my email be included as correspondence for the board meeting of February 20, 2018.

Sincerely,

Erin Giffen

From: Annie Graziadei [REDACTED]
Sent: February-20-18 3:05 PM
To: Rabenda, Diane <RabendaD@hcdsb.org>; Dawson, Paula <DawsonP@hcdsb.org>
Subject: HCDSB Trustees - Pro-Life Motion

Dear Paula Dawson, Director of Education and Secretary of the Board,

We, also parents of four children having attended schools in the HCDSB (two of which are still in attendance), are in full agreement with the views expressed by Lydia Rhett and Francisco Diez. We kindly ask that this letter be accepted as correspondence for the board meeting of Feb. 20 2018 also.

Respectfully in Christ,

Ann and James Graziadei

To: Paula Dawson
Director of Education and Secretary of the Board
Halton Catholic District School Board

Dear Ms Dawson:

I am writing to ask you, in your role as Secretary of the Board, to ensure that my correspondence set out below be considered at the Board Meeting scheduled for February 20, 2018 with respect to Resolution #29/18. Agenda Item 8.3 indicates that there will be some discussion of a reconsideration of this resolution at this meeting.

If this matter is discussed at the February 20 meeting, but no conclusion is reached, I would ask that my correspondence also be made available at any subsequent meeting where this matter is considered.

Thank you,

David Harvey

----- Forwarded message -----

From: **David Harvey** <[REDACTED]>
Date: Sat, Feb 17, 2018 at 4:50 PM
Subject: Resolution on Fundraising Restrictions
To: rabendad@hcdsb.org, maraip@hcdsb.org, iantomasia@hcdsb.org, michaelj@hcdsb.org, tritess@hcdsb.org, rowem@hcdsb.org, dankoa@hcdsb.org, karabelah@hcdsb.org, anthonyquinn@hcdsb.org, atrachc@hcdsb.org, barbula@hcdsb.org, schwechtl@hcdsb.org
Cc: comments@hcdsb.org, director@hcdsb.org

Dear Trustees:

I have 3 children. Two of them went through schools in the Halton Catholic District School Board from JK through to grade 12, and are now at university. My youngest is currently in grade 11 at a school in the board. So, for the last 17 years, I have had at least one child attending one or more of the schools within the board.

Yesterday, my son made me aware of the Resolution passed at the January 16, 2018 board meeting which seeks to prevent schools within the board from fundraising for any charity or not for profit entity that supports contraception, abortion, euthanasia, sterilization or embryonic stem cell research.

While I understand the motivation behind the Resolution, I do not believe it to be well thought out, and it will result in many unfortunate and unintended consequences, while also adding an undue administrative burden.

The resolution is overly broad, and does not take into account the large, complex and multinational nature of many of the largest, best known charities in the world. It will be a complex task to determine which charities might, in one country or another, be involved, or support another charity which might be involved, in any of these activities. Further, involvement in these activities should not result in refusing to assist with other charitable works carried on by those organizations. The resolution is also vague: does "euthanasia" include medical assistance in dying? What is meant by "sterilization"? If a hospital provides medical assistance in dying (as most now do), or performs tubal ligation surgery (as most do), are those hospitals part of the fundraising ban?

Charity is a foundational tenet of Christianity. John 3:17 says:

But whoever has the world's goods, and sees his brother in need and closes his heart against him, how does the love of God abide in him?

Further, the activity of fundraising can help students learn to work together, to broaden their perspective, and to notice those less fortunate. It can also give them an outlet to channel feelings of grief and helplessness when they see hardship in their own communities or around the world, but to meaningfully do that the object of the fundraising must be connected to the hardship.

I took a quick look at some of the charities which receive support from HCDSB schools. These are just some of the charities which would be excluded under the new resolution:

Canadian Cancer Society (funding of embryonic stem cell research)

Doctors Without Borders (distribution of condoms to prevent the spread of HIV in poor countries)

UNICEF (distribution of condoms to prevent the spread of HIV in poor countries)

Joseph Brant Hospital (provides medical assistance in dying)

SickKids Hospital (provides contraception)

The United Way (funds other organizations that provide contraception counselling)

The Red Cross (distribution of condoms to prevent the spread of HIV in poor countries)

World Vision (distribution of condoms to prevent the spread of HIV in poor countries)

The resolution may also prevent participation by schools in the annual **Terry Fox Run**, as it provides funding for research at hospitals which provide contraception, abortions & medical assistance in dying.

The following scenarios would be banned by this resolution:

- A student lost to suicide: students would be prohibited from raising funds for McMaster Children's Hospital's Child & Youth Mental Health Program
- A beloved teacher battling cancer. Students would be banned from raising funds for the Canadian Cancer Society

- An escalation in a war, a major natural disaster, or a famine leads to an urgent humanitarian crisis: students would be prohibited from raising funds for the major first response organizations, such as the **Red Cross, Doctors Without Borders, OXFAM, Save the Children, UNICEF** and **CARE**. Together, these organizations have saved hundreds of thousands of lives, and work every day to improve the lives of the world's most vulnerable people, living in dangerous and deplorable conditions. I have a great deal of difficulty understanding how it promotes Catholic values to deny students an opportunity to fund raise for these organizations. The workers in these organizations are literally putting their own lives on the line to heal the sick, feed the starving, and protect the helpless. They are doing the work Jesus prescribed in Matthew 25:35-40:

35 for I was hungry and you gave Me food; I was thirsty and you gave Me drink; I was a stranger and you took Me in;

36 I was naked and you clothed Me; I was sick and you visited Me; I was in prison and you came to Me.'

37 "Then the righteous will answer Him, saying, 'Lord, when did we see You hungry and feed You, or thirsty and give You drink?

38 When did we see You a stranger and take You in, or naked and clothe You?

39 Or when did we see You sick, or in prison, and come to You?'

40 And the King will answer and say to them, 'Assuredly, I say to you, inasmuch as you did it to one of the least of these My brethren, you did it to Me.'

Jesus did not say "help, but only after you make sure that those you are helping pass a test of moral purity". Indeed, he said the opposite. He worked with prostitutes, adulterers and thieves. Refusing to support those who are literally saving children's lives, feeding starving populations, and working to end war, because you oppose one of their other activities, is immoral. It is not what Jesus would do.

I want my children to acknowledge the extraordinary privilege they have living in relative affluence in Canada, and I want them to feel a responsibility to do what they can to alleviate suffering in our own community and around the world. I want their school community to reinforce those values. This resolution does not do that. Instead, it encourages them to be harshly judgmental, to refuse to help the weak on strict ideological grounds. I am immensely proud of the dedication my children have to making the world a better place for everyone, and I feel hope when I see the commitment of their generation. They are intelligent young people, who are able to weigh for themselves the merits of donating to a cause, even when they may not support one hundred percent of the activities carried on by the charity. I can never support a school board resolution that discourages them from doing their own research, exercising their own judgment, and choosing to give to the causes closest to their hearts and in a manner that ensures their donations have the greatest impact.

There is a simple solution to this issue: withdraw the resolution, and replace it with a resolution that provides that all funds forwarded to charities will have attached a letter which states that

none of the funds donated are to be used for any of the restricted activities. This achieves the goal of not supporting activities that go against Catholic values, and eliminates the burden of trying to determine whether the charities, directly or indirectly, support any of these activities, while still being able to support vital and worthwhile works of value.

Yours truly,

David Harvey

From: Sylvia Heald [REDACTED]
Sent: February-20-18 12:12 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; anthonyquinn@hcdsb.org; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: Support for Resolution#29/18

Dear Diane Rabenda & Paula Dawson,

I am writing to state my support for Resolution #29/18 that prevents donations from going to charities that are pro abortion in any way.

I cannot understand why this would be challenged since it is so intrinsically part of who we are and our Catholic values.

Please support this resolution in any way you can.

Thank you.

Sylvia & David Heald

From: The Kantors <[REDACTED]>
Date: February 20, 2018 at 9:52:32 AM EST
To: dawsonp@hcdsb.org, "Rabenda, Diane" <rabendad@hcdsb.org>
Cc: "Marai, Paul" <maraip@hcdsb.org>, "Michael, Jane" <michaelj@hcdsb.org>, iantomassia@hcdsb.org, "Trites, Susan" <tritess@hcdsb.org>, "Quinn, Anthony" <anthonyquinn@hcdsb.org>, "Danko, Anthony" <dankoa@hcdsb.org>, "Karabela, Helena" <karabelah@hcdsb.org>
Subject: Do NOT repeal pro-life Resolution #29/18 - HCDSB donations should go to pro-life charities

Dear Paula Dawson, Director of Education and Secretary of the Board, and Diane Rabenda, Chair of the Board,

We were so pleased to hear that the Halton Catholic District School Board passed the motion that donations no longer go to pro-abortion charities. This Resolution #29/18 seems to be something that should have been established long ago in Catholic Boards across Ontario, but we understand Halton is the first to pass such a motion. Congratulations! The union, sadly, disagrees. The union's very strong reaction to this resolution and the relationships and alliances it has formed with various organizations show how disinterested it is in being faithful to the Catholic values that are so dear to its members, schools and communities it serves. We encourage you to dismiss the union's comments for these reasons.

The relationships the union has established with pro-abortion charities simply should not be honoured if the charities dishonour Catholic values. We don't doubt that these charities do good work in their communities, but there are innumerable Catholic charities who could use the support of the Board's donations, charities that uphold and stand for Catholic values, in addition to doing wonderful work in their communities. It is disheartening that there would be pressure to support any other charities than these good Catholic charities, so our hope is that the Board not only decide to keep Resolution #29/18 in place but that other Boards across Ontario follow suit and pass similar motions of their own.

We are also surprised that the Board would consider going against its own by-laws to revisit this Resolution - some may recall that trustee Karabela was refused to be allowed to change her vote on Early French Immersion back in the fall of 2017 (even though it was clear she had misunderstood the motion being voted on), on grounds that this would go against the Board's by-laws.

You have taken a step forward by passing Resolution #29/18. Do not backpedal and allow Resolution #29/18 to be repealed.

We would ask that this email be accepted as correspondence for the Board meeting of February 20, 2018.

Very sincerely,
David and Gillian Kantor

From: Pat Kimeda [REDACTED]
Sent: February-20-18 3:48 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; dankoa@hcdsb.org; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: board meeting Feb. 20th

Dear Ms. Dawson,

I am shocked to see the Catholic Teachers' Association disagreeing with the motion passed by the Halton District Catholic School Board that prohibits teacher and students from fundraising for charities or non-profits that in the school board's opinion do not uphold Catholic doctrine.

I am also shocked that this motion is needed and in the past our Catholic teachers have been supporting such agencies and charities.

There are numerous charities and not-profits that do uphold our Catholic beliefs in all the work they do that need our support.

Our children must be taught to look closely at all the work a charity does to be sure it protects life from beginning to a natural end and helps those in need.

If an organization does great work around the world or as Mr. Boyd and Ms. March put it "does incredible work" but at the same time some of that work is very definitely against Catholic teaching then that organization has no right to be supported by Catholic schools.

I own a home in the Halton district and am a Catholic School supporter. Lets keep our Catholic School Catholic and teach our children and grandchildren to support charities that support life in all the work they do from conception to natural death.

Social justice must be for all from the unborn to those close to death.

Please teach our children that our loving God is for life!

Please include my letter in the materials that will be considered in this evening meeting.

Thank you,

Pat Kimeda

From: Hugo Lauz [REDACTED]
Sent: February-17-18 10:25 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: In support of Resolution #29/18

Dear Paula Dawson, Director of Education and Secretary of the Halton Catholic School District Board:

When Resolution #29/18 passed on January 16th and was adopted we felt relieved and satisfied that our School Board was acting in defence of life, consistent with primary Catholic values, as they should. We hear now that, regrettably, a new motion may be presented to reconsider this resolution that favours life with the intention of repealing it.

How sad it is to see people entrusted with our children's education, supposedly Catholic education, lacking the courage to be brave to fight for what is good and noble, and rather fall to heed to the pressures of the misguided side of society that does anything, no matter how wrong, how evil, in order to blend in. Such is the ill political correctness Ms. Dawson, and unfortunately widespread.

We ask you to please accept this email as correspondence for the Board meeting of February 20th, and we trust that good uncommon sense in good conscience will prevail and Resolution #29/18 in defence of life in all forms, from conception to natural death, will stay adopted and enacted on.

Thank you very much for your attention.

Kind regards,
Hugo and Carmen Lauz
Oakville

On Feb 16, 2018, at 9:44 PM, catherine.nairn catherine.nairn <[REDACTED]>

Dear Paula Dawson, Director of Education and Secretary of the Board,

I want you to know that I was delighted to hear that five trustees in the HCDSB supported the motion to stop sending donations to charities and non profits from the HCDSB to organizations or charities that support abortion and euthanization on human beings of all ages. This motion is the right thing to do and all other Catholic School boards in Ontario should adopt this motion too.

Sincerely,

Catherine Luetke

On Feb 16, 2018, at 9:43 PM, McCash, Dan <[REDACTED]> wrote:

Dear all,

As a supporter of the Catholic School system, who lives in Oakville, I was very happy to see the “Catholic” board uphold Catholic values that support the sanctity of all life from the moment of conception until natural death - By not allowing any funds to be passed to any organization or charity that publicly goes against these Catholic values .

Resolution #29/18:

Be it resolved that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, “public support” for the issues listed above (i.e. abortion, contraception etc....) is not support when privately expressed but is support when publicly expressed on a website, in press material or found in some other public area.

Please be aware that the people who identify as Catholic school supporters do it because they want genuine orthodox Catholic values upheld and put forth.

As you should be aware, and be saddened by, OECTA which should be a wonderful Catholic organization, upholding the values of Jesus Christ, as taught by His Catholic Church, are, in the most part, a dissident organization working mostly to undermine Catholic teachings and fighting to drag down anybody who wishes to promote those values. As a person who has known and worked with people such as Ted Schmidt and his ilk for over 40 years, who supported their efforts in Latin America and attended their “Catholic” teacher’s courses where their priests denied the real presence in the Eucharist, denied the existence of Angels, fought for female priests, attacked the prophetic document Humanae Vitae and put forth so many other heresies, real Catholics, especially those upholding our Catholic schools should be aware of their deviousness and only vision of upholding anything anti-Catholic. This is very sad but so very true. Be Catholic and keep this resolution.

I am just about to retire and I will put out a possible threat to all of you who oppose this resolution, I may make my retirement working for getting better people to replace you.

The importance of keeping this resolution is paramount if we all still wish to have at least a semblance of Catholic values in our system.

The last time I was dumbfounded and found it unbelievable that a Catholic school board could even argue that prayer (The Angelus) could not be said in a Catholic school. Maybe you are about to awaken some sleeping giants who have always believed that Catholic schools are actually Catholic when they are not. Maybe the politicians should be replaced by Catholics.

I wish to ask that this email be included as correspondence for the board meeting of Feb 20th.

Dan McCash
[REDACTED]

From: Muriel <[REDACTED]>
Date: February 20, 2018 at 10:16:26 AM EST
To: dawsonp@hcdsb.org
Cc: rabendad@hcdsb.org
Subject: Res#29/18

I would like to address my dismay at discovering that the resolution above is about to be overturned after it had been approved. I have four grandchildren who attend these schools of HCDSB because they are catholic. Is HCDSB therefore about to drop the “c” in its mandate and become instead HDSB?

I am very disappointed that pro life initiatives are about to be undermined by the Board and OECTA.

Please register my disapproval and I ask that my email will be included as correspondence for the Board Meeting of February 20,2018.

MURIEL McCASH

February 19, 2018

Dear Paula Dawson, Director of Education and Secretary of the Board:

I write to you in the firm conviction of support for resolution #29/18 (adopted on January 16, 2018) that deems only organizations consistent with Catholic teaching and belief to be worthy of financial support. Specifically mentioned in the resolution are the following issues in which Catholic teaching is clear: abortion, contraception, sterilization, euthanasia and embryonic stem-cell research.

Our Church's teaching affirms that each person is required to form his or her conscience by objective standards, with the assistance of the magisterium. A Catholic with a true and properly formed conscience cannot support either directly or indirectly, anything that goes against the Catholic faith or morality. The *Catechism of the Catholic Church* makes clear that the end does not justify the means and a good intention does not make just an intrinsically disordered action, such as support for direct abortion. (# 1753; cf. Pope Saint John Paul II, *The Splendor of Truth*, #79-80)

An excellent example of the application of this principle is the following: In 1976, then Archbishop Philip Pocock was faced with a moral dilemma of epic proportions. The Archdiocese had supported the United Way for years as part of its Lenten appeal to parishioners. When it was discovered that United Way was supporting abortion, the Archbishop, with heavy heart, and knowing that many good organizations would suffer without the support of the Archdiocese, made the difficult decision to pull out of the United Way. The inspired result was the foundation of *Share Life* which ensures to this day that people have access to social services based on Catholic values and respect for the sanctity of life at all stages. Today Share Life supports 40 agencies in the GTA and the 2017 campaign raised in excess of \$14,000,000.

It is clear that we as a Catholic community exist to promote and teach the Catholic faith. Paramount is the following principles which I believe supports our identity and curriculum: 1. Human life, made in God's image and likeness, is sacred from conception to natural death. 2. The life issues are integral aspects of Catholic social teaching and Catholic principles. 3. We are called to be in solidarity with the unborn, the infirmed and those on the margins of society. 4. We are called to be consistent with institutional integrity so that our actions match our deeply cherished values and beliefs. Resolution #29/18 is consistent with these principles and should continue to be supported.

Finally, in my opinion, we as Catholic community should view the sole financial support of agencies and organizations consistent with our values and teachings, not as an obstacle to progress but as a positive challenge. Challenges are not foreign to our Catholic school system. After all, among our greatest challenges is the defense for our very existence, when many argue that one publically funded system is enough. There are many organizations consistent with our vision, values, and teachings that are worthy of our contributions. Let's diligently support them!

Sincerely yours for life,

James McManamy, OCT, STB, B Ed., M. Div

cc: rabendad@hcdsb.org ; maraip@hcdsb.org; michaelj@hcdsb.org; iantomassia@hcdsb.org; tritess@hcdsb.org; anthonyquinn@hcdsb.org; dankoa@hcdsb.org; karabelah@hcdsb.org

From: Christopher McManus [REDACTED]

Sent: February-20-18 12:47 PM

To: Dawson, Paula <DawsonP@hcdsb.org>

Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia <iantomassia@hcdsb.org>; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>

Subject: Tonight's vote

Dear Paula Dawson and Diane Rabenda,

I would like to express my serious concerns about this vote tonight. The Catholic school board should not be giving any support whatsoever to charities or non-profits that believe in anything so horrible as abortion, or other gravely immoral things. This is basic Catholic teaching. As Catholic trustees, you are supposed to show an example to others. Please do your duty and uphold the Catholic faith tonight.

I ask that this email be included as correspondence in tonight's meeting.

Sincerely,

Christopher McManus

From: [REDACTED]

Sent: February-20-18 12:28 PM

To: Dawson, Paula <DawsonP@hcdsb.org>; Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia <iantomassia@hcdsb.org>; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>

Subject: Regarding Resolution #29/18

To: Paula Dawson, Director of Education and Secretary of the Board

To: Diane Rabenda, Chair of the Board

I urge the Board to keep Resolution #29/18 which states:

Be it resolved that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, "public support" for the issues listed above (i.e. abortion, contraception etc....) is not support when privately expressed but is support when publicly expressed on a website, in press material or found in some other public area.

What is the point of a Catholic School Board if not to maintain Catholic teaching and Catholic moral values?

Please include this email as correspondence for the Board meeting of February 20th.

Sincerely,

Joan McManus

Burlington, ON

From: jamesmcmanus jamesmcmanus [REDACTED]
Sent: February-20-18 1:36 PM
To: Dawson, Paula <DawsonP@hcdsb.org>; Rabenda, Diane <RabendaD@hcdsb.org>
Cc: Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia <iantomassia@hcdsb.org>; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>; Rowe, Mark <RoweM@hcdsb.org>
Subject: Resolution #29/18

To: Paula Dawson, Director of Education and Secretary of the Board

To: Diane Rabenda, Chair of the Board

The Halton Catholic District School Board should not be giving funds to any institution which does not operate with Catholic values. Please uphold Resolution #29/18.

I wish to have this email included as correspondence for the board meeting of February 20.

Sincerely,

James McManus

Burlington, ON

From: Michael McManus <[REDACTED]>
Date: February 20, 2018 at 11:25:50 AM EST
To: <dawsonp@hcdsb.org>, <rabendad@hcdsb.org>
Cc: <maraip@hcdsb.org>, <michaelj@hcdsb.org>, <iantomassia@hcdsb.org>, <tritess@hcdsb.org>, <anthonyquinn@hcdsb.org>, <dankoa@hcdsb.org>, <karabelah@hcdsb.org>
Subject: Resolution #29/18

To: Paula Dawson, Director of Education and Secretary of the Board,
Diane Rabenda, Chair of the Board

I urge the Board that it maintain its original position, and keep Resolution #29/18 which states:

Be it resolved that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, “public support” for the issues listed above (i.e. abortion, contraception etc....) is not support when privately expressed but is support when publicly expressed on a website, in press material or found in some other public area.

I fully support this motion, as it is completely in line with Pope Francis and Catholic teaching. I would also ask that this email be included as correspondence for the Board meeting of February 20th.

Thank you for your consideration.

Michael McManus
Burlington, ON

From: linda peluso [REDACTED]
Sent: Monday, February 19, 2018 12:21 PM
To: DiPietro, Rosie <DiPietroR@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>; Linda Peluso <[REDACTED]>
Subject: Pro-Life Resolution #29/18 - Support Only Pro-Life Entities

Dear Ms. Paula Dawson ,

I am writing to you as the Director of Education and Secretary of the HCDSB-Halton Catholic District School Board. I wish for my following comment to be brought to the February 20th board meeting. I strongly approve of the following Pro-Life Resolution #29/18.

Resolution #29/18:

Be it resolved that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, “public support” for the issues listed above (i.e. abortion, contraception etc....) is not support when privately expressed but is support when publicly expressed on a website, in press material or found in some other public area.

Please, please do everything you can to keep this rule in place. Many lives depend upon it! It is our moral responsibility to keep this rule in place.

Feel free to contact me at your convenience.

In Christ,

Linda Peluso

From: Olivia Pineau [REDACTED]
Sent: February 15, 2018 10:18 PM
To: Dawson, Paula <DawsonP@hcdsb.org>; DiPietro, Rosie <DiPietroR@hcdsb.org>
Subject: Official Response

Dear Secretary of the Board, Ms. Dawson,

Upon learning of this recently passed motion, I am writing to express my thoughts and opinions, shared by 100% of the student Senate board through our unanimous vote in disagreement with this motion.

By passing this motion, students are now restricted from supporting and donating to specific charities they have personal connections to, passions for, etc. within the school community if they do not meet the newly proposed criteria. We will no longer be able to donate to charities we currently support, ie. Sick Kids and Free the Children. There are students within this school community who rely on resources from local charities/ organizations that will now be restricted from our support. **This encourages the demonization and alienation of students benefiting from these charities.**

I would like to highlight a statement directly from the board website, which states:

“The Importance of Contributing to Our Communities and respect diversity, celebrate multiculturalism, honour individual rights, and embrace the social values of collective responsibility and the common good.”

How can we, as Christians, pass judgment against those in need? The vulnerable and weak members of society are not there for us to determine whether or not they are worthy of our alms-giving. Part of our mission directly states that we respect individual rights, and embrace the COMMON GOOD. Christ calls us to love our neighbour, and we would be directly ignoring our duty to do so by choosing to restrict our donations and campaigns. The harm we would be causing by regulating our donations greatly outweighs any moral righteousness this motion hopes to achieve. Our own peers, receiving treatment from Sick Kids, for example, would be sent the message that they are unsupported by what is supposed to be their support system; their educators, their classmates, and their second home. We are not called to judge those in need; we are called to give what we can, without hesitation. –Olivia Pineau, Student Senator

From: Arnold Rego [REDACTED]
Sent: Monday, February 19, 2018 9:35 PM
To: DiPietro, Rosie <DiPietroR@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: Defeat Trustee Mark Rowe Motion

Dear Paula Dawson
Director of Education and Secretary of the Board

I urge you to defeat/dismiss the motion of Trustee Mark Rowe to reconsider resolution 29/18 (see below) adopted by the board in its meeting on 16th January, 2018.

Resolution #29/18:

Be it resolved that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, "public support" for the issues listed above (i.e. abortion, contraception etc...) is not support when privately expressed but is support when publicly expressed on a website, in press material or found in some other public area.

Charities and Non Profits that publicly support directly or indirectly abortion, contraception etc. should be denied donations from Roman Catholic Educational Institutions since abortion is homicide. Therefore anyone who commits, counsels and or publicly approves of abortion, breaks the commandment: "*Thou shall not murder*" (Exodus, 20:13). This is an extremely grave sin, made all the more grave by the fact that it is the murder of "little ones" (Mathew 18:10).

Please accept this email as correspondence for the board meeting of Feb 20th.

Sincerely
Arnold Joseph Francis Rego

From: Lydia Rett [REDACTED]
Sent: February-17-18 9:29 AM
To: Dawson, Paula <DawsonP@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: HCDSB Trustees - Pro-Life Motion

Dear Paula Dawson, Director of Education and Secretary of the Board,

We are parents of four children who attend schools in the HCDSB, both at the elementary and secondary level. We are writing to you to express our full support for the *Pro-Life Motion* that was adopted by the HCDSB Trustees on Jan. 16, 2018.

We believe this initiative is highly appropriate for a Catholic school board to implement. And yet, we have recently learned that the presidents of OECTA are asking that the motion be withdrawn. We are shocked and disappointed that OECTA is challenging this motion, which is an opportunity to actively demonstrate a core Catholic social teaching, namely that all human life is sacred and all people have human dignity.

In fact this Catholic social teaching is the very foundation of the HCDSB *Focus on Faith* themes that are part of the Kindergarten to Grade 8 religious education and family life programs. As members of a Catholic school board, it is through our actions that we demonstrate our commitment to Catholic values and beliefs, and live out our Catholic faith. And this motion does just that.

We respectfully and sincerely request that this *Pro-Life* motion be adopted by the HCDSB. We kindly ask that this letter be accepted as correspondence for the board meeting of Feb. 20 2018.

Kind regards,

In Christ,

Lydia Rett and Francisco Diez

From: frank ryan [REDACTED]
Sent: February-19-18 4:59 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Subject: Resolution 29/18

Paula Dawson:I wish to add my support for the above resolution and also request this email be included as correspondence for the Feb.20th board meeting.

Thank You

Frank Ryan

From: N. Scarangella [REDACTED]
Sent: February-19-18 2:54 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Cc: Rabenda, Diane <RabendaD@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; iantomassia@hcdsb.org; Trites, Susan <TritesS@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: Board Meeting February 20, 2018

Dear Ms. Dawson:

I am a home owner in Halton, and also have a grandson attending a Catholic School in Oakville. I understand that you are Director of Education and Secretary of the Halton Roman Catholic School Board. I have just read a letter written by Keith Boyd, President -Halton Secondary Unit and Nina March, President -Halton Elementary Unit that contains the following paragraph:

The Ontario English Catholic Teachers' Association (OECTA) strongly disagrees with this approach. Many of the charities and non-profits that could be affected by this motion do incredible work in our communities and around the world, **enhancing health, equity, and social justice**. Our schools often have **longstanding relationships with these organizations**, and the work of supporting these causes is **exactly the sort of contribution that we expect students and graduates to make** as caring family members and responsible citizens. It is unfortunate that you, the trustees, have chosen to take such a narrow view of Catholic values and interfere with this work.

Ms. Dawson, my understanding is that the following Resolution was recently passed in January this year that has stimulated the response quoted in the letter above from Keith Boyd and Nina March:

Resolution #29/18:

Be it resolved that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, "public support" for the issues listed above (i.e. abortion, contraception etc....) is not support when privately expressed but is support when publicly expressed on a website, in press material or found in some other public area.

Please, Ms. Dawson, I would appreciate it if you and all members of the Board will let me know how my grandchild currently enrolled in Halton Catholic education will be upholding the Catholic teaching against abortion, euthanasia, and all the teachings of our Catholic church, -- please let me know how ANY ORGANIZATION supposedly enhancing health, equity and social justice while also supporting abortion, euthanasia and anti-Catholic teaching would be an organization that my grandson should be contributing to or learning about save as to know to avoid interaction with such an organization or agency until their mandate removes these anti Catholic practices and policies? It astounds me, that any of us, who claim to be Catholic, who receive Jesus – His Body, Blood, Soul and Divinity in the Eucharist --

COULD EVER support organizations that support abortion, euthanasia, and other anti Catholic practices and beliefs?

I understand that there will be a meeting February 20 to potentially rescind the resolution that has already passed. **Please ask all members present and voting how they justify continuing to receive the Eucharist, the Real Presence, while voting to rescind a resolution that upholds nothing but the straight forward teaching of our own Roman Catholic Church?**

I am asking that this, my email be accepted as correspondence for the board meeting of Feb 20th.

Please include this, my letter and request, in the materials that you consider Feb. 20 and let me know each and every answer as to how abortion and euthanasia and anti-Catholic practices and beliefs can be viewed as promoting social justice and the education of our most beautiful young people enrolled in our Catholic schools in Halton. Thank you. I look forward to hearing that this resolution which does nothing more than reinforce Catholic teaching in a clear and straightforward manner, has been retained regardless of the misguided understanding by some members as to abortion and euthanasia, etc. being part and parcel of the term social justice. Justice for whom? How about the unborn?

Nancy Scarangella

From: Kathy Serensits [REDACTED]
Sent: February 20, 2018 10:20 AM
To: DiPietro, Rosie <DiPietroR@hcdsb.org>
Subject: Resolution "29/18

Dear Ms. Dawson ,

I am writing to you as a parent to whom I have had 2 children in the HCDSB. I wish for my comments to be brought to the February 20th board meeting. I strongly approve of the following resolution.

Resolution #29/18:

Be it resolved that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, “public support” for the issues listed above (i.e. abortion, contraception etc....) is not support when privately expressed but is support when publicly expressed on a website, in press material or found in some other public area.

Please, please do everything to can to keep this rule in place. Many lives depend upon it! It is our moral responsibility to keep this rule in place.

Feel free to contact me at your convenience.

Much appreciated,

Kathy Serensits
[REDACTED]

From: Peter Swirzon [REDACTED]
Sent: February-16-18 6:04 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Subject: ProLife Motion
Importance: High

To: Paula Dawson, Director of Education and Secretary of the Board.

Dear Paula:

I urge you ***not to reconsider or repeal*** the motion that was passed by the HDCSB denying funds to pro-abortion groups and activities. As Catholics we must uphold the teaching of the church that all life is sacred for to do otherwise is to embrace sin thus denying the essence of the Catholic faith. I would remind you, that, as Catholic trustees, you bear a grave responsibility to form your conscience according to Catholic doctrine and to guide and educate our children so that they can be the light of the world for future generations.

Lumen Gentium and the second Vatican Council is quite specific that all Catholics are obligated to accept that "in matters of faith and morals, the bishops speak in the name of Christ and ***the faithful are to accept their teaching and adhere to it with a religious assent***. This religious submission of mind and will must be shown in a special way to the authentic magisterium of the Roman Pontiff, even when he is not speaking ex cathedra; that is, it must be shown in such a way that his supreme magisterium is acknowledged with reverence, the judgments made by him are sincerely adhered to, according to his manifest mind and will. His mind and will in the matter may be known either from the character of the documents, from his frequent repetition of the same doctrine, or from his manner of speaking." (LG , 25).

On a practical note you might also wish to consider that with the upcoming election, your record on pro-life issues may very well lead to your demise as a viable candidate as a trustee for the Halton Catholic Board of Education, because those of us who wish to be truly Catholic will not forget.

Show your commitment to Christ and vote NO to repealing the motion denying funds to pro-abortion any charities or any non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research!

I would urge you in the strongest possible terms to take to heart the lesson of scripture ... "If men strive, and hurt a woman with child, so that her fruit depart from her, and yet no mischief follow: he shall be surely punished" (Ex 21:22).

Praying that you make the right decision for the unborn, for our children and for yourselves.

Peter Swirzon, B.Sc. M.Sc. MA Dogmatic Theology
[REDACTED]

From: Olivia Pineau [REDACTED]
Sent: February 20, 2018 6:00 PM
To: Dawson, Paula <DawsonP@hcdsb.org>; DiPietro, Rosie <DiPietroR@hcdsb.org>
Subject: Petition

Dear Secretary of the board, Ms. Dawson,

I am hoping to make one final addition to the email I have previously sent. Today I completed a petition in favour to repeal motion #29/18. With 250 signatures from students of Corpus Christi, I feel our collective voice should clearly show our unity. Please find below attached copies of the petition.

-Olivia Pineau, Student Senator

LETS REPEAL:
Upholding the Sanctity of Life Through Donations to Charities and Non-Profits
Motion #29/18

The aforementioned motion was passed one month ago by the Halton Catholic Board of Trustees, which currently restricts any donation to/ association with the following charities within our school board: Me to We, Sick Kids Hospital, Relay for Life, The United Way, and many more. This motion claims to value teaching of the Catholic Church which aims to protect life, by disassociating our board with charities that have any conflict of interest, as minor as it may be. As Catholics, we are not called to judge the weak and vulnerable members of society before we give, and this hypocritical notion that our righteousness is more valuable than those who are suffering will not be tolerated. Sign this petition to show your support, and let's join together to use our voice, and protect our right to help those in need.

Number	Name (Printed)	Signature
1.	Hannah Henley	H. H.
2.	Olivia Pineau	Olivia Pineau
3.	Mitchell Brown	Mitchell Brown
4.	Bryn Evans	Bryn Evans
5.	Emma Sas	Emma Sas
6.	Truxton Lama	Truxton Lama
7.	Olivia Gagnon	Olivia Gagnon
8.	Krissy Hickey	Krissy Hickey
9.	Angelica Rodrigues	Angelica Rodrigues
10.	Monica Siddiqui	Monica Siddiqui
11.	Lukas Gornitz	Lukas Gornitz
12.	Madison Pugliese	Madison Pugliese
13.	Abbey Smallwood	Abbey Smallwood
14.	Madison Steed	Madison Steed
15.	Andrea Shenton	Andrea Shenton
16.	Lauren Falzon	Lauren Falzon
17.	Mary Chami	Mary Chami
18.	Valerie Bucaro	Valerie Bucaro
19.	Chelsea Shi	Chelsea Shi
20.	Cindy Han	Cindy Han
21.	Sarah Marho	Sarah Marho
22.	Sydney Skeete	Sydney Skeete
23.	Dan Daye	Dan Daye
24.	Christopher Corso	Christopher Corso
25.	Denzel Pires	Denzel Pires
26.	Mike Pock	Mike Pock
27.	Jordan Keating	Jordan Keating
28.	Lauren Medeiros	Lauren Medeiros
29.	Meghan Annis	Meghan Annis
30.	Jenna Machado	Jenna Machado
31.	Sierra Cabrera	Sierra Cabrera
32.	Nathan Bubica	Nathan Bubica

	Name	Signature
33.	MIYA JALBOOT	miyajalboot
34.	maya graham	mayag
35.	Chidera Lechnitz	cl
36.	Faran Alber	faraalber
37.	Natalie Arruda	na
38.	Emma Simpson	es
39.	Emily Couce	ec
40.	Claudia Grassotto	CG
41.	Isabella Mendonca	IM
42.	Julia Cipriano	J
43.	Emily Wilson	ew
44.	Ciaran Rawlins	CR
45.	Emma Banks	emmaBanks
46.	Ellie Kotsopoulos	ek
47.	Emma Harris	EH
48.	Joey Harvey	Joey Harvey
49.	Grace Robinson	GRobinson
50.	Kennan Cameron	Kennan
51.	Daniel Zaboriski	D. Zaboriski
52.	Lucas Batelha	L. Batelha
53.	Nick Italiano	NI
54.	Ethan Watson	Ethan Watson
55.	Matt Concatori	MC
56.	Nico Gabriele	NG
57.	COLE SMALLWOOD	code 8mlwood.
58.	Madison Foreman	Madison Foreman
59.	Brooke Osborne	Brooke Osborne
60.	Katherine O'Leary	KO'Leary
61.	Christina Makkar	cmakkar
62.	Angelique Tassogna	Angelique Tassogna
63.	Athrae Gubolane	Athrae G
64.	Ariann Astorion	AA
65.	Ethan Stalder	Ethan Stalder
66.	Esna Dyal	Esna
67.	Katrina Ferreira	Katrina Ferreira
68.	Tyler Gault	Tyler
69.	Blake Sargent	BS
70.	Josh DeFonzing	Josh
71.	Danielle Pantan	Danielle
72.	ISABELLA SEVITTI	IS
73.	Amy Al Mahen	amy
74.	Bianca Kabengele	Bianca
75.	Aidan Stalder	Aidan
76.	Somer Kovacs	Somer Kovacs
77.	Suzi Tandarich	Suzi
78.	Giselle Poirier	Giselle Poirier
79.	Heather Thomas	Heather Thomas
80.	Emily Ferreira	Emily
81.	Kassia Vihavnik	Kassia Vihavnik
82.	Britnie Philips	Britnie Philips

	Name	Signature
83.	Axel Visar	AXEL
84.	Angelina Jurcic	A J
85.	Veronica Umrey	Veronica Umrey
86.	Brendan Tharby	Brendan Tharby
87.	Matt Verbooy	Matt Verbooy
88.	Raphael Jimenez	R J
89.	Veronica Salamoun	Veronica Salamoun
90.	Amrit Dhillon	Amrit Dhillon
91.	Evan Tarnawsky	Evan Tarnawsky
92.	Miguel Angel Logo Labastin	Miguel
93.	Juliette Lavalée	Juliette Lavalée
94.	Phil Thomas	Phil Thomas
95.	Jack Travesso	Jack
96.	Matthew Romanick	M R
97.	Paul Magfahre	Paul Magfahre
98.	Riley Sutherland	Riley Sutherland
99.	Sally Bertrand	S.B.
100.	Nicholas Hogson	N.H.
101.	Brian Pagtanac	Brian
102.	Allison Ball-Piatkowski	Allison
103.	HANNA FARRANTO	Hanna Farranto
104.	LEAH ANDERSON	Leah Anderson
105.	Barbara Sanchez Davalos	Barbara Sanchez
106.	Kirsten Diaz	Kirsten Diaz
107.	Tatyana Atangana	Tatyana
108.	Amanda Brun-Fausto-cordas	A.B.F.
109.	Natalie Sofia	Natalie Sofia
110.	Joseph Garriel	Joseph
111.	Dylan Sua	Dylan
112.	Makayla Ntim	Makayla Ntim
113.	Emma Ranney	Emma
114.	Andrew Song	A.S.
115.	Nerissa Potts	Nerissa Potts
116.	Dylan Lawless	Dylan Lawless
117.	Chris Han	Chris Han
118.	Eric Campbell	Eric Campbell
119.	Gabriela Campusano	G. Gabriela Campusano
120.	Adriana Saric	Adriana
121.	Yciar Santos	Yciar
122.	Nicole Malette	Nicole Malette
123.	Rebecca Roberts	R. Roberts
124.	Christine Ha	Christine Ha
125.	Samantha DeFreitas	S. DeFreitas
126.	Charissa Medrano	Charissa Medrano
127.	Clarissa Medrano	Clarissa Medrano
128.	Suzanne Puthenkulam	Suzanne
129.	Nate Burquete	Nate Burquete
130.	Emilia Deboski	Emilia Deboski
131.	Jacob Bano	Jacob
132.	Mateo Terace	Mateo Terace
133.	Brock Brown	Brock Brown

	Name	Signature
134.	Nicky Palozzi	Nicky Palozzi
135.	Lucas Kirlew	Lucas Kirlew
136.	Salciar Ali	Sal
137.	Kathryn Milne	Kathryn
138.	Petra Thorpe	Petra Thorpe
139.	Emily Owens	Emily Owens
140.	Adam Pomeroy	Adam Pomeroy
141.	Judya Yaroshuk	Judya
142.	Andreas Savastis	Andreas
143.	Angelica Wardle	Angelica Wardle
144.	Sara Vella	Sara Vella
145.	Jennifer Choi	Jennifer Choi
146.	Katie McLean	Katie McLean
147.	Coltrane Tyson	Coltrane
148.	Paige Ngara	Paige Ngara
149.	Riley Breen	Riley Breen
150.	Victoria Beara	Victoria Beara
151.	Lauren Gopaul	Lauren Gopaul
152.	Kianna Bailey	K. Bailey
153.	Hannah Gopaul	Hannah Gopaul
154.	Akasia Karikari	Akasia Karikari
155.	Austin Strom	Austin Strom
156.	Amar Loi	Amar Loi
157.	Arjun Loi	Arjun Loi
158.	Fagi Khalaf	Fagi Khalaf
159.	Masson	Masson
160.	Joseph Horta	Joseph Horta
161.	Julian Delguzzo	Julian Delguzzo
162.	Jared Colley	Jared Colley
163.	Maxam Paonessa	Maxam Paonessa
164.	Ethan Micheli	Ethan Micheli
165.	Liam Barry	Liam Barry
166.	Nico Lamball	Nico Lamball
167.	Matthew Kraicar	Matthew Kraicar
168.	Estefano Janslin	Estefano Janslin
169.	Gabriel Hernandez	Gabriel Hernandez
170.	Alexandria Labenski	Alexandria Labenski
171.	Chanequa Stephens	Chanequa Stephens
172.	Al Abbas Abbot	Al Abbas Abbot
173.	Lauren Harness	Lauren Harness
174.	Isabella Giacalone	Isabella Giacalone
175.	Emma McQuilkin	Emma McQuilkin
176.	Nicole Lonner	Nicole Lonner
177.	Jade Idzeda	Jade Idzeda
178.	Lucas Stitt	Lucas Stitt
179.	Vanessa Coelho	Vanessa Coelho
180.	Hanna Alfien	Hanna Alfien
181.	Jenna Morais	Jenna Morais
182.	Alyssa McCarthy	Alyssa McCarthy
183.		

	Name	Signature
184.	Brian Pagtanac	Brian
185.	Tamara Alilović	Tamara
186.	Julia Thomas	Julia Thomas
187.	Ben Kavanaugh	Ben
188.	Olivia Giacobbo	Olivia Giacobbo
189.	Jennifer Vickshe	Jennifer Vickshe
190.	Kristyn Manzel	Kristyn Manzel
191.	Rachel Shadid	Rachel Shadid
192.	Brianna Demeris	Brianna Demeris
193.	Reese Corcoran	Reese Corcoran
194.	Canilla Klappfer	Canilla
195.	Daniela Mendoza	Daniela
196.	Sheridan Noonan	Sheridan Noonan
197.	Angela Son	Angela
198.	Heather Thomas	Heather Thomas
199.	Victoria Ramsbottom	Victoria Ramsbottom
200.	Nana Anderson	Nana Anderson
201.	Christopher Parnetta	Christopher Parnetta
202.	Noah Ouellette	Noah Ouellette
203.	Dylan Gosse	Dylan Gosse
204.	Jamie Kong	Jamie Kong
205.	Olivia Willoughby	Olivia Willoughby
206.	Catrina Ki	Catrina Ki
207.	Maame Owusu-Anane	Maame Owusu-Anane
208.	Lara Denise Capistrano	Lara
209.	Matthew Miramor	Matthew Miramor
210.	Phixia Ceylan	Phixia Ceylan
211.	Evo Bird	Evo Bird
212.	Colc Bales	Colc
213.	Corrado Manna	Corrado Manna
214.	Nicholas Hodgson	Nicholas Hodgson
215.	Tyler Gosse	Tyler
216.	Amanda Caruso	Amanda Caruso
217.	Kaitlyn Attard	Kaitlyn Attard
218.	NICOLAS Viallin	NICOLAS Viallin
219.	Eyle grazia to	Eyle grazia to
220.	Stephanie Chang	Stephanie Chang
221.	Bonnie Xue	Bonnie Xue
222.	Talia Manning	Talia Manning
223.	Brayden Osborne	Brayden Osborne
224.	Cathy Wao	Cathy Wao
225.	Amel Johanne	Amel Johanne
226.	Chris Han	Chris Han
227.	Adam Ina	Adam Ina
228.	Frank FV	Frank FV
229.	Alex Denis	Alex Denis
230.	Sophia Da Silva	Sophia Da Silva
231.	Lauren Hald	Lauren Hald
232.	John Chu	John Chu
233.	Sophie Brown	Sophie Brown
234.	Adam Brown	Adam Brown

235.	Dara Bird	DARABW
236.	Isaac Wiisan	
237.	Rebekah Taylor	RT
238.	Taylor Bodcock	Taylor B.
239.	Sebastian Riveen	Sebastian Riveen
240.	Luis Pimentel	Luis Pimentel
241.	Ellowage	GE
242.	Devon Cadieux	DL
243.	Rodrigo Vergara-Perez	R.V.P
244.	Mario Gazzola	MG
245.	Jadyn Silva	JS
246.	Michaela Masari	MM
247.	Nicole daeyshuyx	Nicole daeyshuyx
248.	Zachary Storken	Z. Storken
249.	Kero Abdelshahid	Kero
250.	Nicholas Cinlu	NM
251.		
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