

REGULAR BOARD MEETING AGENDA

Date: Tuesday, September 3, 2024
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

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1. Call to Order	
1.1 Land Acknowledgement, Opening Prayer, Our Father, National Anthem (L. McGuire)	
1.2 Motions Arising From In-Camera	
2. Approval of the Agenda	
3. Declarations of Conflict of Interest	
4. Presentations	
4.1 MYSP Update	1 - 17
5. Delegations	
6. Consent Agenda Items	
6.1 Action Items	
6.1.1 [Approval of Minutes] Minutes of the June 18, 2024 Regular Board Meeting	18 - 24
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6.2 Noted Items	
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7. Approval of Minutes	
8. Business Arising from Previous Meetings	
9. Action Items	
10. Staff Reports	

10.1	Halton Hills Elementary Schools Boundary Review (R. Merrick)	33 - 37
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12.1	OCSTA Update (J. O'Hearn-Czarnota)	
13.	Correspondence	
14.	Open Question Period	
15.	In Camera	
16.	Resolution re Absentees	
17.	Adjournment and Closing Prayer (R. Kennedy)	



Multi-Year Strategic Plan 2024-2028

Presentation to Board of Trustees
September 3, 2024



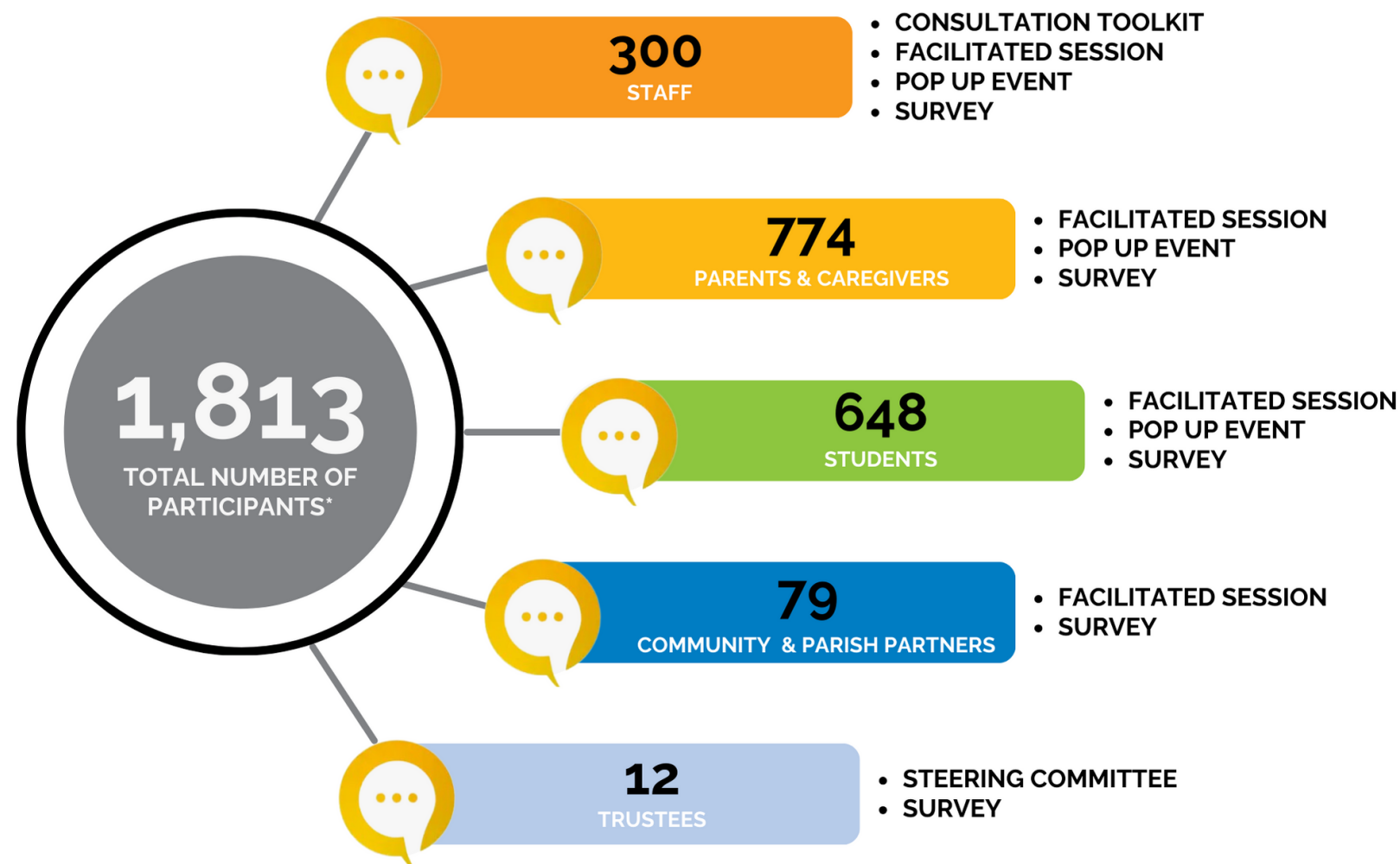
Overview

- Background
- Overview of Consultation
- Our New Multi-Year Strategic Plan
- Monitoring and Evaluation
- Connecting the Dots: How the MYSP Connects to our Operating Plans and the Student Achievement Plan
- Next Steps – Communications Rollout

Background

- The Education Act requires school boards to create a multi-year strategic plan (MYSP) that sets long term strategic goals and priorities.
- In June 2016, the Board of Trustees approved our current MYSP – Focus on Our Students: Strategic Plan 2016-2021. This MYSP has been guiding our system goals and objectives since then.
- On June 1, 2021, the Board of Trustees passed a motion to proceed with the hiring of an external consultant to facilitate the strategic planning process for our new MSYP.
- *Maximum City* was secured as the facilitator to guide the new MYSP development process.

Overview of Consultation



* Participants were able to provide feedback in multiple forums

What We Heard

9,000
comments

Summary of Consultation Themes

- Academic Excellence
- Catholic Faith
- Communication & Community
- Disengagement & Dissatisfaction
- Equity, Diversity & Inclusion
- Facilities, Planning & Governance
- Health & Well-Being
- Learning & Serving Beyond the Classroom
- MYSP Structure & Monitoring Strategy
- Staff Support & Development

A New Multi-Year Strategic Plan Approved

On January 16, 2024, the Board of Trustees approved the MYSP 2024-2028.



Achieving

We hold high expectations for all.

Provide educational experiences to support every learner.

Focus on a high quality of instruction and program for academic excellence.

Create learning and working environments that set conditions for achievement and growth.

Centre students as co-creators in their learning and pathways.

Believing

We are distinctly Catholic.

Uphold a joyful Catholic learning environment that is rooted in justice, compassion, and service.

Honour and respect the inherent dignity of each student and staff member.

Foster the relationship between home, school, and parish.

Belonging

We are a community that accompanies.

Cultivate schools and workplaces that are safe, inclusive, and welcoming.

Value the identity and perspective of every student and staff member.

Support students and staff to thrive in their physical and mental health.

Build connections and shared purpose with community to be informed and engaged.

Becoming

We are on a journey together.

Embed equity and inclusion in our policies and actions to identify and dismantle structural inequities for students and staff.

Develop and support staff as professionals, collaborators, and leaders.

Transform environments and practices to respond to changing needs and conditions.



Connecting the Dots



Student Achievement Plan

- On June 8, 2023, *The Better Schools and Student Outcomes Act, 2023* received royal assent.
- This legislation provides policy reforms to further support student achievement and increase transparency for parents/guardians and communities.
- The provincial priorities in the Student Achievement Plan are:
 1. Achievement of learning outcomes in core academic skills.
 2. Preparation of students for future success.
 3. Student engagement and well-being.
- **School boards are required to adopt these provincial priorities into their trustee-approved MYSPs, starting in the 2023-2024 school year.**

Student Achievement Plan

PURPOSE:

Levelling up achievement outcomes and experiences for every student.

For each priority and indicator, school boards will use board-level data on their student populations to further refine actions.



PRIORITY:
Achievement of Learning Outcomes in Core Academic Skills



PRIORITY:
Preparation of Students for Future Success



PRIORITY:
Student Engagement & Well-being

Goal: Improve students' literacy learning and achievement.

Indicators:

1. % of students who meet or exceed the provincial standard on:
 - Grade 3 EQAO Reading
 - Grade 3 EQAO Writing
 - Grade 6 EQAO Reading
 - Grade 6 EQAO Writing
2. % of fully participating, first-time eligible students who are successful on the OSSLT/TPCL

Goal: Improve students' math learning and achievement.

Indicators:

3. % of students who meet or exceed the provincial standard on:
 - Grade 3 EQAO Math
 - Grade 6 EQAO Math
 - Grade 9 EQAO Math

Goal: Improve students' graduation rates and preparedness for future success.

Indicators:

4. % of students who earn 16 or more credits by the end of Grade 10
5. % of students participating in at least one job skills program (Specialist High Skills Major, Dual Credits or Ontario Youth Apprenticeship Program)
6. % of students graduating with an OSSD within five years of starting Grade 9
7. % of students enrolled in at least one Grade 12 math or Grade 11 or 12 science courses
8. % of students who believe their learning has prepared them for the next step in their learning experience (i.e. next grade, post secondary, etc)

Goal: Improve students' participation in class time and learning.

Indicators:

9. % of students in Grades 1-8 whose individual attendance rate is equal to or greater than 90 percent
10. % of students in Grades 4-12 who were suspended at least once

Goal: Improve student well-being.

Indicators:

11. % of Grade 6, 9 and 10 students who report being aware of mental health supports and services in order to seek supports for mental health

Ontario 

Our New MYSP and Provincial Priorities



Student Achievement Plan

PURPOSE:

Levelling up achievement outcomes and experiences for every student.

For each priority and indicator, school boards will use board-level data on their student populations to further refine actions.

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Achievement of Learning Outcomes in Core Academic Skills

PRIORITY:
Preparation of Students for Future Success

PRIORITY:
Student Engagement & Well-being

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Goal: Improve students' participation in class time and learning.
Indicators:

- % of students in Grades 1-8 whose individual attendance rate is equal to or greater than 90 percent
- % of students in Grades 4-12 who were suspended at least once

Goal: Improve student well-being.
Indicators:

- % of Grade 6, 9 and 10 students who report being aware of mental health supports and services in order to seek supports for mental health

Monitoring the New Multi-Year Strategic Plan



Our monitoring and accountability framework will include overarching questions such as:

- What did we do?
- How did we do it?
- Are we doing it well?
- How much has changed?

Using existing HCDSB action and strategic plans, we will monitor and/or evaluate strategic objectives within the MYSP.

Reporting Back to the Board of Trustees

- We will continue to report back annually to the Board of Trustees on the progress of the MYSP.
- The first formal report back to the Board will be in **October 2025**, however, over the course of the school year, we will continue to provide updates related to the implementation of our new MYSP.



Our Communications Goals



1. To **share** the new multi-year plan with all key stakeholders, using a variety of communications tools and methods.
2. To build **understanding** about the purpose and importance of the multi-year plan through clear and consistent messaging.
3. To ensure school administrators have the **tools and resources** they need to bring the MYSP to life in their school communities.

Sharing the MYSP with our HCDSB Community



TACTIC	TIMELINES
HCDSB Website – MYSP page updated	January 2024
Trustee Newsletters	Starting January 2024 and ongoing
Presentation to School Administrators	February 2024
Emails to staff and parents/guardians with references to the MYSP	Initial email sent June 2024 and ongoing
Promotional materials, including posters, information flyers, videos	In schools and offices September 2024
School Administrators' Toolkit Resources <ul style="list-style-type: none"> • Sample messages • MYSP images/icons • Information Presentation templates 	Beginning April 2024 and ongoing
Updated templates: PPT, reports, memos	September 2024
News release	August 2024
Social media	Starting September 2024 and ongoing



2024-2028 Multi-Year Strategic Plan

Achieve Your Potential

The MYP is tailored to help you excel both academically and personally, providing high-quality education that empowers you as co-creators of your own learning path.

Foster Compassion and Justice

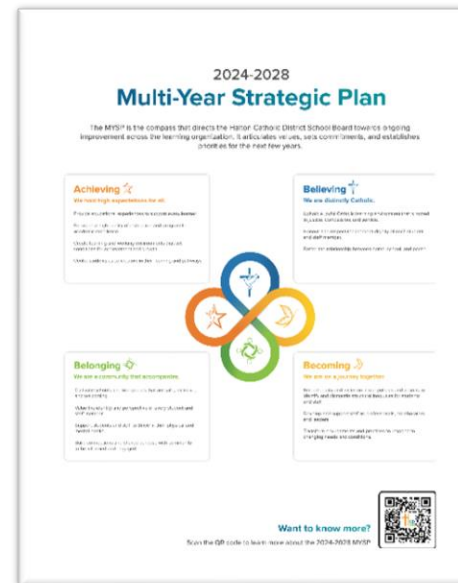
The "Believing" pillar upholds our Catholic values while encouraging respect for all beliefs, promoting a compassionate and justice-centered approach to learning and community service. We are committed to an inclusive environment that respects the dignity of every individual.

Connect and Thrive

The "Belonging" pillar recognizes you as an essential member of our vibrant school community. We are committed to creating inclusive, safe, and supportive spaces where everyone can thrive.

Shape Your Journey

The "Becoming" pillar is dedicated to your growth into thoughtful leaders and responsible citizens. Seize opportunities that will prepare you for the future, setting the stage for success in school and in life!



2024-2028 Multi-Year Strategic Plan



SCAN ME

HALTON CATHOLIC **CD SB**
DISTRICT SCHOOL BOARD

Coming soon to an HCDSB school near you!



MINUTES OF THE REGULAR BOARD MEETING

Date: June 18, 2024
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Trustees Present: B. Agnew, Vice-Chair E. Murphy
M. Duarte, Chair J. O'Hearn-Czarnota
H. Karabela T. Powell (via Teams)
K. Kelly (via Teams) C. Saunders
R. Kennedy

Student Trustees Present: A. Chua D. Deepu

Student Trustees Absent: L. McGuire

Senior Staff Present: E. Bakaic J. Klein, Director of Education
A. Cordeiro A. Lofts
J. Crowell R. Merrick
E. Del Sordo C. Oldman
N. Dinolfo M. Skrzypek
C. Jack-Caldeira

Also Present: S. Aghamiri, Human Rights & Equity Officer
L. Collimore, Chief Officer, Research & Development
A. Cross, Senior Manager, Financial Services
A. Gonsalves, Curriculum Consultant
S. Jayaraman, Senior Manager, Human Rights and Equity
A. Swinden, Manager, Strategic Communications

Recording Secretary: E. Trolio

1. Call to Order

The Chair called the meeting to order.

1.1 Land Acknowledgement, Opening Prayer, Our Father, National Anthem (A. Chua)

The meeting opened at 7:00 p.m. with a prayer led by Student Trustee Chua.

1.2 Motions Arising From In-Camera

There were no motions arising from in-camera.

2. Approval of the Agenda

#102/24

Moved by: J. O'Hearn-Czarnota

Seconded by: B. Agnew

RESOLVED, that the agenda be approved.

The Chair called for a vote on **#102/24** and it **UNANIMOUSLY CARRIED**.

3. Declarations of Conflict of Interest

There were no conflicts of interest declared.

4. Presentations

4.1 Senior Staff Update - Student Equity Symposium (S. Jayaraman)

A presentation on the recent Student Equity Symposium was shared by S. Aghamiri and A. Gonsalves.

5. Delegations

5.1 Concerns Regarding Proposed Earlier Start Time for Selected HCDSB Secondary Schools (A. Andrews-Alexander/P. Alexander)

P. Alexander delegated the concerns regarding earlier start times in selected secondary schools in the upcoming school year. A motion arose as a result of questions asked.

#103/24

Moved by: H. Karabela

Seconded by: C. Saunders

RESOLVED, that a report be brought forward to the second board meeting in October that answers the questions of this delegation that can be answered, as well as the previous open question submissions on this topic.

The Chair called for a vote on **#103/24** and it **UNANIMOUSLY CARRIED**.

6. Consent Agenda Items

6.1 Action Items

6.1.1 [Approval of Minutes] Minutes of the June 4, 2024 Regular Board Meeting

6.1.2 [Action] Policy Reports

- 6.1.2.1 [Action] Policy I-11 International Student Admission Requirements (Fee Paying Students) (J. O'Hearn-Czarnota)
- 6.1.2.2 [Action] Policy I-14 Smoking-Vaping Ban (J. O'Hearn-Czarnota)
- 6.1.2.3 [Action] Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee (J. O'Hearn-Czarnota)
- 6.1.2.4 [Action] Policy II-28 Alcohol, Tobacco, Vaping, and Drug Education and Abuse in Schools (J. O'Hearn-Czarnota)
- 6.1.2.5 [Action] Policy II-29 Inclusion and Range of Placement Options (J. O'Hearn-Czarnota)

#104/24

Moved by: B. Agnew

Seconded by: J. O'Hearn-Czarnota

RESOLVED, that the Halton Catholic District School Board approve the Consent Agenda Action Items 6.1.1 and 6.1.2 from the June 18, 2024 Regular Board meeting, as submitted.

The Chair called for a vote on *#104/24* and it *UNANIMOUSLY CARRIED*.

6.2 Noted Items

- 6.2.1 [Business Arising from Previous Meetings] Business Arising from Previous Meetings
- 6.2.2 [Miscellaneous] Committees of the Board Assignments - Updated (M. Duarte)
- 6.2.3 [Miscellaneous] Minutes of the May 14, 2024 Policy Committee Meeting
- 6.2.4 [Correspondence] Letter to Minister Smith re: Resolution 8-24 - Increase Funding to Temporary Accommodation Allocation

Noted items were provided for information.

7. Approval of Minutes

This item was addressed under the Consent Agenda.

8. Business Arising from Previous Meetings

This item was addressed under the Consent Agenda.

9. Action Items

9.1 Trustee Contribution to Toonies for Tuition 2024, 2025, and 2026 (J. O'Hearn-Czarnota/T. Powell)

#105/24

Moved by: T. Powell

Seconded by: B. Agnew

WHEREAS, many families in Canada need to pay tuition to attend their local Catholic schools.

WHEREAS, the CCSTA (Canadian Catholic School Trustees' Association) charitable foundation alleviates the financial burden on Catholic families who live in a province where Catholic education has limited or no public funding through the CCSTA

WHEREAS, Toonies for Tuition, the official campaign for the CCSTA endowment fund, is fundraising for this worthwhile initiative.

BE IT RESOLVED, that HCDSB trustees continue to demonstrate their commitment to supporting all students success by contributing \$100 from their monthly honorarium for the months of September 2024, 2025 and 2026.

These monies are to be forwarded to the CCSTA "Toonies for Tuition" fund as a "Trustee contribution" along with any other funds raised.

#105/24 (AMENDMENT 1)

Moved by: H. Karabela

Seconded by: E. Murphy

RESOLVED, WHEREAS, many families in Canada need to pay tuition to attend their local Catholic schools.

WHEREAS, the CCSTA (Canadian Catholic School Trustees' Association) charitable foundation alleviates the financial burden on Catholic families who live in a province where Catholic education has limited or no public funding through the CCSTA

WHEREAS, Toonies for Tuition, the official campaign for the CCSTA endowment fund, is fundraising for this worthwhile initiative.

*BE IT RESOLVED, that HCDSB trustees continue to demonstrate their commitment to supporting all students success by **considering to contribute** \$100 from their monthly honorarium for the months of September 2024, 2025 and 2026 **and be sent a reminder each September.***

These monies are to be forwarded to the CCSTA "Toonies for Tuition" fund as a "Trustee contribution" along with any other funds raised.

The Chair called for a vote on **#105/24 (AMENDMENT 1)**.

IN FAVOUR	OPPOSED	ABSTAIN
B. Agnew	K. Kelly	
H. Karabela	T. Powell	
R. Kennedy	A. Chua (non-binding)	
E. Murphy	D. Deepu (non-binding)	
J. O'Hearn-Czarnota		
C. Saunders		

The motion **CARRIED**.

The Chair called for a vote on the main motion **#105/24** as amended and it **UNANIMOUSLY CARRIED**.

10. Staff Reports

10.1 2024-2025 Budget Estimates - Draft (A. Lofts)

A draft of the Halton Catholic District School Board's (HCDSB) 2024-25 Budget Estimates was shared. Discussion ensued.

A point of order was requested, and the Chair called for order. An apology and withdrawal of statement was asked, and compliance was forthcoming.

11. Information Reports

11.1 Director's Report (J. Klein)

Director Klein presented his Director's Report.

11.2 Construction Report (R. Merrick)

Superintendent Merrick provided a construction update.

11.3 2023-24 Budget (Sept 1, 2023 to May 31, 2024) (A. Lofts)

Superintendent Lofts provided the Board with the 2023-24 Budget Report for the nine months ending May 31, 2024.

11.4 Capital Projects as at May 31-2024 (A. Lofts)

Superintendent Lofts informed the Board of Trustees of the preliminary cost of capital projects as of May 31, 2024.

12. Miscellaneous Information**12.1 Student Trustees Update (A. Chua/D. Deepu/L. McGuire)**

The pillars of Achieving, Believing and Belonging were shared.

12.2 OCSTA Update (J. O'Hearn-Czarnota)

A verbal update was provided.

13. Correspondence

This item was addressed under the Consent Agenda.

14. Open Question Period

Questions submitted via email were noted. A written response will be provided to the submitter directly and included in a future Regular Board Meeting package.

15. In Camera

#106/24

Moved by: J. O'Hearn-Czarnota

Seconded by: B. Agnew

RESOLVED, that the meeting move in-camera.

The Chair called for a vote on **#106/24** and it **UNANIMOUSLY CARRIED**.

The meeting moved back in-camera at 10:11 p.m.

The Regular Board Meeting resumed at 10:38 p.m.

16. Resolution re Absentees

#107/24

Moved by: H. Karabela

Seconded by: B. Agnew

RESOLVED, that Student Trustee McGuire be excused from the meeting.

The Chair called for a vote on **#107/24** and it **UNANIMOUSLY CARRIED**.

17. Adjournment and Closing Prayer (K. Kelly)

#108/24

Moved by: B. Agnew

Seconded by: E. Murphy

RESOLVED, that the meeting adjourn.

The Chair called for a vote on **#108/24** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 10:40 p.m. with a prayer led by Trustee Kelly.

Secretary of the Board

Chair

MINUTES OF THE SPECIAL BOARD MEETING

Date: June 24, 2024
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Trustees Present: B. Agnew, Vice-Chair
M. Duarte, Chair
K. Kelly (via Teams)
R. Kennedy
E. Murphy (via Teams)
J. O'Hearn-Czarnota (via Teams)
T. Powell (via Teams)
C. Saunders

Trustees Absent: H. Karabela

Student Trustees Present: L. McGuire

Student Trustees Absent: A. Chua
D. Deepu

Senior Staff Present: E. Bakaic
A. Cordeiro
J. Crowell
E. Del Sordo
J. Klein, Director of Education
A. Lofts
L. Naar
C. Oldman
M. Skrzypek

Also Present: A. Cross, Senior Manager, Financial Services
S. Jayaraman, Senior Manager, Human Rights and Equity
A. Swinden, Manager, Strategic Communication Services

Recording Secretary: E. Trolie

1. Call to Order

1.1 Land Acknowledgement, Opening Prayer, Our Father and National Anthem (A. Lofts)

The meeting opened at 7:00 p.m. with a prayer led by Superintendent Lofts.

2. Approval of the Agenda

#109/24

Moved by: B. Agnew

Seconded by: J. O'Hearn-Czarnota

RESOLVED, that the agenda be approved.

The Chair called for a vote on **#109/24** and it **UNANIMOUSLY CARRIED**.

3. Declarations of Conflict of Interest

Trustee Kelly and Trustee Saunders declared a conflict of interest for the first resolution of Action Item 4.1.

4. Action Items

4.1 2024-2025 Budget Estimates - Final (A. Lofts)

#110/24

Moved by: B. Agnew

Seconded by: T. Powell

RESOLVED, that the Halton Catholic District School Board approve the 2024-25 salary and benefits Budget Estimates in the amount of \$395,671,357.

The Chair called for a vote on **#110/24**.

IN FAVOUR	OPPOSED	ABSTAIN
B. Agnew	R. Kennedy	K. Kelly
M. Duarte		E. Murphy
J. O'Hearn-Czarnota		C. Saunders
T. Powell		
L. McGuire (non-binding)		

The motion was **CARRIED**.

#111/24**Moved by:** B. Agnew**Seconded by:** J. O'Hearn-Czarnota

RESOLVED, that the Halton Catholic District School Board approve the 2024-25 Budget Estimates (excluding salary and benefits) in the amount of \$99,460,885.

The Chair called for a vote on **#111/24**.

IN FAVOUR	OPPOSED	ABSTAIN
B. Agnew	R. Kennedy	
M. Duarte	E. Murphy	
K. Kelly	C. Saunders	
J. O'Hearn-Czarnota		
T. Powell		
L. McGuire (non-binding)		

The motion was **CARRIED**.

#112/24**Moved by:** T. Powell**Seconded by:** B. Agnew

RESOLVED, that the Halton Catholic District School Board approve the 2024-25 In-Year Deficit Elimination Plan in the amount of \$1,410,000.

The Chair called for a vote on **#112/24**.

IN FAVOUR	OPPOSED	ABSTAIN
B. Agnew	R. Kennedy	
M. Duarte	C. Saunders	
K. Kelly		
E. Murphy		
J. O'Hearn-Czarnota		
T. Powell		
L. McGuire (non-binding)		

The motion was **CARRIED**.

5. Resolution re Absentees

#113/24**Moved by:** B. Agnew**Seconded by:** E. Murphy

RESOLVED, that Trustee Karabella, Student Trustee Chua and Student Trustee Deepu be excused from the meeting.

The Chair called for a vote on **#113/24** and it **UNANIMOUSLY CARRIED**.

6. Adjournment and Closing Prayer (J. Klein)

#114/24

Moved by: B. Agnew

Seconded by: T. Powell

RESOLVED, that the meeting adjourn.

The Chair called for a vote on **#114/24** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 7:50 p.m. with a prayer led by Director Klein.

Secretary of the Board

Chair

BUSINESS ARISING FROM PREVIOUS MEETINGS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
March 31, 2020	Update to Board Room Technology	<p>WHEREAS, the boardroom located in the Halton Catholic District school Board's Catholic Education Centre offices, is also the location where public meetings are held and in keeping with Section 208.1 sub sections, 1,2,3, and 4 of the Education Act which states that access to proceedings be allowed from remote locations to Trustees; and,</p> <p>WHEREAS, current audio, video and data transfer equipment is antiquated and unsatisfactory</p> <p>RESOLVED, that the Board gives instruction to the Secretary of the Board to investigate and provide at least three (3) costed reports at a regular board meeting, for the purpose of upgrading the current communication system and replace the same so as to allow seamless remote access with the latest technology (such as speech timing, floor queuing, live streaming, recording , screen sharing, document comparing, etc.) that has the capability of allowing a minimum of 25 remote users by no later than the May 5, 2020 Regular Board meeting; and that this technology be capable of relocation to any board office if required.</p>	A. Loft	In Progress
June 16, 2021	Policy I-40 Performance Appraisal of the Director of Education	<p>#194/21</p> <p>RESOLVED, that Policy I-40 Performance Appraisal of the Director of Education be referred back to the Policy Committee.</p>	E. Bakaic	



NEWS RELEASE

Ontario Increasing Access to Free Menstrual Products in Schools

Province expands supports for students and breaks down barriers

July 29, 2024

[Education](#)

BRAMPTON — The Ontario government is breaking the stigma around period poverty by making sure schools across Ontario can offer free menstrual products to their students. Today, Todd Smith, Minister of Education, announced a new three-year agreement with Shoppers Drug Mart to expand the province's Menstrual Equity Initiative and provide more than 23 million free menstrual products to students over the next 3 years.

“We know that when students can’t access or afford menstrual products, it often results in them missing school, work or other activities – but we’re changing that,” said Minister Smith. “Access to products through Ontario’s Menstrual Equity Initiative is just one more way we are removing barriers for women and girls so they can reach their full potential and realize their dreams.”

In addition to free menstrual pads and tampons, Shoppers Drug Mart will provide 1,380 dispensers in the first year to facilitate the delivery of these critical health products in schools. Along with the 23 million free menstrual products – an increase of 3 million compared to the previous agreement – this represents an in-kind contribution of more than \$8 million.

Free menstrual products will be available to all school boards and school authorities across Ontario, as well as the Consortium Centre Jules-Léger, which will distribute products to individual schools based on their local student needs.

“For too long, inequitable access to menstrual products has held millions back from reaching their full potential – every absent day of school or sick day at work is a missed opportunity to learn, grow and thrive,” said Jeff Leger, President of Shoppers Drug Mart. “We’re proud to continue this important partnership with the Ontario government to ensure more students have access to the menstrual products they need and deserve, helping to get more women and girls in school and keeping them in class, where they belong.”

“The continuation of the Menstrual Equity Initiative strengthens equality and inclusion in Ontario schools,” said Charmaine Williams, Associate Minister of Women’s Social and Economic Opportunity. “By providing essential products, we are not only supporting the physical and

emotional health of students, but also enabling them to focus on their education and extracurricular activities without financial barriers. This initiative underscores Ontario's commitment to fostering a supportive and healthy learning environment for every student across the province."

Quick Facts

- Between 2021-2024, the first provincial agreement with Shoppers Drug Mart provided 20 million free menstrual pads.
 - A 2023 Plan International Canada survey found that 34 per cent of Canadians under 25 who menstruate struggle to afford menstrual products.
 - Those who cannot afford menstrual products may experience a higher rate of absenteeism from school, challenges to engage fully in the classroom and negative health effects, such as infections and toxic shock syndrome. Period poverty can also affect their social and emotional well-being.
-

Quotes

"At Promoting Education and Community Health (PEACH), we believe access to essential resources is key to student success. The Ontario government's commitment to providing free menstrual products in schools removes the financial burden for many students and their families. We applaud the government and Shoppers Drug Mart for their actions."

- Tiffany Ford
Executive Director, PEACH

"We love that period supplies and discussions are happening more in schools, it's well overdue to normalize menstruation. We here at Girl E Kits want to promote being period positive and love how the government is encouraging this!"

- Jennifer DeFrenza
CEO, Girl E Kits

"The Ontario Student Trustees' Association (OSTA-AECO) is thrilled to hear about the expansion of the Menstrual Equity Initiative. Access to menstrual products is essential for Ontario students' mental and physical health. Ensuring that students have free access to these products at school supports their educational journeys and promotes barrier-free experiences. It's time to recognize that access to free menstrual products is not a luxury, but a right that guarantees equality for all."

- Savrup Kaur Saran
Vice-President of Public Education at OSTA-AECO

"Providing access to free menstrual products in schools will remove a significant barrier for girls, transgender and non-binary individuals who are subjected to 'period poverty'. This initiative will promote confidence and increase attendance in schools. It will help promote healthy living and allow individuals the freedom to participate in activities."

- Shane Joseph
CEO, Roots Community Services

"Nearly 40 per cent of individuals who reach out to Help A Girl Out (HAGO) for menstrual products are students. We commend this initiative for providing onsite and tangible aid to students, marking a significant step towards menstrual equity for all Canadians. I founded HAGO because as a student I was unable to afford menstrual products in Jamaica and in Canada. This initiative would have been a game changer for me."

- Yanique Brandford
Founder, Help a Girl Out

Additional Resources

- [Promote a positive school environment](#)
- [Creating safe and accepting schools](#)

Related Topics

Education and Training

Learn about Ontario's early years, education and training systems. Includes information on child care, elementary schools, secondary schools, colleges, universities, skills training and financial aid. [Learn more](#)

Media Contacts

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Halton Hills Elementary School Boundary Review	Item 10.1
September 3, 2024	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: We hold high expectations for all.**

Purpose

To initiate a School Boundary Review process to establish a new school boundary for the Georgetown West Catholic Elementary School and address enrolment pressures in elementary schools in the Town of Halton Hills.

Background Information

1. Information Report 11.3 “2024 Long-Term Capital Plan (LTCP) – Final Report and Community Feedback” from the June 4, 2024, Regular Meeting of the Board.
2. Action Report 9.2 “Georgetown West Catholic Elementary School Project Budget Approval” from the June 4, 2024, Regular Meeting of the Board.
3. Action Report 9.1 “2023-24 Capital Priorities Program” from the October 3, 2023, Regular Meeting of the Board.

Comments

Georgetown West CES is located near the intersection of Berton Boulevard and Atwood Avenue in northeast Georgetown (a location map is provided in Appendix A). The Board purchased the property in 2004 in anticipation of school needs for the Georgetown community.

Four of the five elementary schools in the Town of Halton Hills are expected to face accommodation issues in the long-term due to new residential development in the area (see Table 1 below). Except for Holy Cross CES, which cannot accommodate portable classrooms on site and St. Joseph CES in Acton, the remaining elementary schools are currently operating with portables on site and will require portables over the long-term. Through the [2024 Long-Term Capital Plan](#), an elementary School Boundary Review was identified in the 1-5 year planning horizon to address accommodation issues in the area.



Table 1: Enrolment Projections and Facility Utilization (2024 Long-Term Capital Plan)

School	FBC	Port. Cap.	Site Cap.		Historic					Short-Term Projected (1-5 year)					Long-Term Projected (6-15 year)										15-year Change
					2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
Holy Cross CES	455	0	455	Enrol. UTZ	458 101%	406 89%	404 89%	418 92%	459 101%	464 102%	469 103%	451 99%	454 100%	471 104%	470 103%	474 104%	485 107%	482 106%	485 107%	482 106%	478 105%	474 104%	470 103%	467 103%	2%
St. Brigid CES	FI 573	345	918	Enrol. UTZ	901 157%	881 154%	820 143%	780 136%	716 125%	695 121%	679 118%	655 114%	624 109%	730 127%	848 148%	962 168%	1,090 190%	1,219 213%	1,382 241%	1,548 270%	1,714 299%	1,875 327%	2,038 356%	2,004 350%	180%
St. Catherine of Alexandria CES	FI 622	276	898	Enrol. UTZ	726 117%	761 122%	802 129%	802 129%	785 126%	770 124%	774 124%	771 124%	759 122%	776 125%	796 128%	825 133%	858 138%	900 145%	944 152%	961 155%	976 157%	990 159%	1,004 161%	997 160%	27%
St. Francis of Assisi CES	Exp SE 363	92	455	Enrol. UTZ	368 101%	348 96%	356 98%	390 107%	414 114%	444 122%	479 132%	526 145%	556 153%	578 159%	598 165%	605 167%	618 170%	608 167%	595 164%	583 161%	570 157%	556 153%	544 150%	534 147%	29%
St. Joseph CES	386	184	570	Enrol. UTZ	330 85%	341 88%	350 91%	361 94%	351 91%	339 88%	347 90%	351 91%	350 91%	352 91%	354 92%	350 91%	360 93%	355 92%	357 92%	354 91%	352 90%	349 90%	346 89%	342 89%	-3%
Christ the King Family of Schools Total	2,399	897	3,296	Enrol. UTZ	2,783 116%	2,737 114%	2,732 114%	2,751 115%	2,725 114%	2,712 113%	2,748 115%	2,754 115%	2,743 114%	2,907 121%	3,066 128%	3,216 134%	3,411 142%	3,564 149%	3,763 157%	3,928 164%	4,090 170%	4,244 177%	4,402 183%	4,344 181%	59%

On April 2, 2024, the Ministry of Education announced capital funding for the [Georgetown West CES](#) through the 2023-24 Capital Priorities Program. Staff will begin the process to pursue the municipal approval processes shortly in order to have the facility ready for the 2026-2027 school year.

At this time, staff identified the need to conduct a School Boundary Review to determine the school boundaries for Georgetown West CES and address enrolment growth and other pressures at elementary schools in Halton Hills.

Scope of the School Boundary Review

As a response to the above concerns, Planning Services and Facility Management Services is proceeding with the initiation of an elementary School Boundary Review in the Town of Halton Hills for all elementary schools. The scope of the School Boundary Review would be as follows:

- Review all school boundaries for Holy Cross CES, St. Brigid CES, St. Catherine of Alexandria CES, St. Francis of Assisi CES, and St. Joseph CES;
- Establish school boundaries for Georgetown West CES;
- Complete the review with implementation to take effect starting in September 2026.

The proposed school boundary review process is governed by [Policy I-29: School Boundary Review Process Administrative Procedure](#), and follows the protocols of the Standard School Boundary Review Process, based on Section 4.3 of [Procedure VI-88: School Boundary Review Process Administrative Procedure](#).

Advisory School Boundary Review Committee Composition

When a School Boundary Review process is initiated, an advisory School Boundary Review Committee (SBRC) is created. The role of the committee is advisory and is responsible for reviewing potential boundary and accommodation options with an objective lens meant to benefit the Catholic school community as a whole.

The SBRC will include two parent representatives appointed by the Chair of the affected Catholic School Councils in collaboration with the affected school principal. The Director of Education will also designate the affected Family of School Superintendent and other Board Senior Staff to participate in the SBRC.



School Boundary Review Milestones

The following table provides the tentative School Boundary Review milestones:

Table 2: Tentative Halton Hills Elementary School Boundary Review Milestones

Action	Forum	Date
SBRC Initiation Report (Staff Report)	Board Meeting	September 3, 2024
SBRC Initiation Report (Action Report)	Board Meeting	September 17, 2024
Communication for SBRC Selection	Notification	Early October, 2024
SBRC Meeting	In-person	October 16, 2024
SBRC Meeting	In-person	October 22, 2024
SBRC Meeting	In-person	November 6, 2024
SBRC Meeting (if needed)	Virtual	November 20, 2024
SBRC Meeting (if needed)	Virtual	January 8, 2025
Community Consultation/Public Meeting #1	TBD	January 15, 2025
SBRC Meeting	In-person	February 5, 2025
SBRC Meeting (if needed)	Virtual	February 12, 2025
Community Consultation/Public Meeting #2	TBD	February 26, 2025
SBRC Meeting	Virtual	March 19, 2025
SBRC Meeting (if needed)	Virtual	April 2, 2025
SBRC Recommendation – Staff Report	Board Meeting	May 6, 2025
Public Delegations	Board Meeting	May 20, 2025
SBRC Recommendation – Action Report	Board Meeting	June 3, 2025
Boundaries Implemented	N/A	September, 2026

The above schedule is tentative and may be subject to change as the SBRC moves through the process. It should also be noted that if additional or fewer working meetings and/or public meetings are required, further modifications may be made to the above schedule.

The goal is to complete the boundary review process prior to the 2026-2027 registration period begins, to give advance notice to the parent and school communities.

Conclusion

Staff recommends that a Standard Boundary Review process be initiated involving Holy Cross CES, St. Brigid CES, St. Catherine of Alexandria CES, St. Francis of Assisi CES, and St. Joseph CES to determine the school boundaries for Georgetown West CES and address enrolment growth and other pressures at elementary schools in Halton Hills.



Recommendation

The following resolution will be submitted for Trustee consideration and approval at the Regular Meeting of the Board on September 17, 2024.

Resolution#:	Moved By:
	Seconded By:
<i>RESOLVED, that the Halton Catholic District School Board direct staff to initiate a School Boundary Review process to establish a new school boundary for the Georgetown West Catholic Elementary School and address enrolment pressures in elementary schools in the Town of Halton Hills.</i>	

- Report Prepared by:

D. Gunasekara
Manager, Planning Services

B. Vidovic
Senior Manager, Planning Services
- Report Submitted by:

R. Merrick
Chief Operations and Sustainability Officer
- Report Approved by:

J. Klein
Director of Education and Secretary of the Board



Regular Board Meeting

Information Report

Director's Report	Item 11.1
Tuesday, September 3, 2024	

Alignment to Strategic Plan

This report is linked to our strategic priorities of:

- Achieving:** We hold high expectations for all.
- Believing:** We are distinctly Catholic.
- Belonging:** We are a community that accompanies.
- Becoming:** We are on a journey together.

Purpose

The purpose of this report is to apprise trustees of the activities and initiatives led by staff that reflect the priorities and goals of the HCDSB Multi-Year Strategic Plan 2024-2028

Background Information

Achieving:

Professional Activity Day - September 3rd, 2024

The 2024-2025 school year will begin with a Professional Activity (PA) Day on Tuesday, September 3rd for all HCDSB schools. Board and school websites have reinforced for parents the themes and priorities for this day. Our overall theological theme: ***"What Does the Lord Ask of You? Do Justice, Love Kindness, and Walk Humbly with Your God"*** (Micah 6:8) continues to guide all we do and this year, we will focus on "Love Kindness" alongside fostering a deeper understanding of our sacraments, the Church, and its role in the world. On the PA Day, educators will review classroom curricular programs and strengthen connections within their school communities by focusing on the Sacraments of Service. Through this, students will be encouraged to use the gifts they have received to serve others, prioritize others' needs, and generously offer their time and talents.

Capacity building in the following areas will take place in person at each school:

- Mental Health
- Cell phones and vaping
- Literacy
- Mathematics
- Curriculum and Student Achievement



Believing:

Certificate in Catholic Educational Leadership

Over the 2024-2025 school year, established and emerging HCDSB leaders from myriad settings and disciplines will join colleagues from six other Catholic District School Boards in a new faith-rooted leadership and learning program hosted and facilitated by St. Jerome's University in Waterloo. In *Renewing the Promise* (2018), the Catholic bishops of Ontario have challenged school boards to ensure faith formation is an area of focus for staff and for our leaders.

This program is designed to help participants grow in their sense of mission all leadership by:

1. Developing a more sophisticated understanding of leadership theories and tools to lead with integrity
2. Expanding knowledge in key contemporary issues in Catholic leadership through opportunities to engage and discuss issues such as trends in religious affiliation and demography, connecting the Catholic tradition to equity, diversity, and inclusion, and understand thriving religious organizations
3. Recognizing the importance of experience outside of one's professional domain and developing the skills of reflection and discernment
4. Undertaking an approved career-related learning capstone that contributes to our organization
5. Creating community with like-minded leaders and emerging leaders

Six HCDSB staff members will be participating. Their passion and commitment will nourish not only their own leadership and faith development, but the established goals and priorities of the board's MYSP as well.

Belonging:

PPM 128 & School Board of Conduct

In June, the Ontario Ministry of Education announced policy & program revisions that will lead to important changes in our HCDSB schools and workplaces. provided direction to school boards to develop, implement, enforce, review and assess codes of conduct for their school communities. While HCDSB is already meeting many of these requirements, we have begun to update relevant policies and procedures, as well as our HCDSB Code of Conduct to align with the Ministry updates.

PPM 128 stipulates that student use of personal mobile devices during instructional time is not permitted, except under the following circumstances:

- for educational purposes, as directed by an educator;
- for health and medical purposes;
- to support special education needs.



Starting on September 4, 2024, unless one of the above circumstances apply:

Elementary school students (K-8) will be required to keep personal mobile devices **stored out of view** and **powered off or on silent mode for the full school day**.

If an educator sees an elementary student with a personal mobile device that is not stored out of view, they will ask the student to hand in their device in a designated storage area for the remainder of the day.

- If the student does not hand in their device, they will be sent to the Principal's Office.

Secondary school students (Gr. 9 -12) will be required to keep personal mobile devices **stored out of view** and **powered off or set to silent mode during the instructional period/time**.

If an educator sees a secondary student with a personal mobile device that is not stored out of view, they will ask the student to hand in their device in a designated storage area for the instructional period.

- If the student does not hand in their device, they will be sent to the Principal's Office.

The changes announced by the Ministry of Education require school boards to restrict access to all social media platforms on school devices and networks. Starting September 4, 2024, social media platforms will only be used by students at school for educational purposes, as directed by an educator and in accordance with HCDSB protocols.

As well, PPM 128 directs school boards to set out enforcement mechanisms to address the possession, use and provision of tobacco, nicotine products, electronic cigarettes (vaping), recreational cannabis, alcohol and illegal drugs.

HCDSB is currently meeting these requirements through HCDSB [Policy II-28](#), [Policy I-14](#), [Policy II-39](#) and [Procedure VI-44](#).

We continue to take proactive measures to train staff and educate students about the potential negative impacts of these substances. HCDSB also works closely with Halton Region Public Health and we are currently updating education programs to support student learning, parent/guardian awareness, and staff training around alcohol, tobacco, vaping and drug use.

Becoming:

Significant Days of Recognition: September

September 2 – Labour Day

September 3 – PA Day (All Schools)

September 4 – First Day of School at HCDSB – Grades 1-12

September 7 – Ukrainian Heritage Day

September 8 – International Literacy Day

September 9 – Fetal Alcohol Spectrum Disorders (FASD) Awareness Day

September 9-13 – Mennonite Heritage Week

September 17 – International IT Professionals' Day



September 21 – International Day of Peace

September 22 – First Day of Fall

September 23 – International Day of Sign Languages

September 25 – Franco-Ontarian Day

September 25 – Rowan's Law Day (last Wednesday of each September)

September 30 – National Day for Truth & Reconciliation (Orange Shirt Day and Raising the Survivor Flag at all HCDSB schools and CEC)

The National Day for Truth & Reconciliation will be promoted across HCDSB through a special day of dress/attire. This will be a non-uniform date and school participation on these is mandatory.

Conclusion

The 2024-2025 school year is one that the Halton Catholic District School Board looks forward to with an abiding Faith, Hope, and Love. With a theological theme call to "love kindness" and a renewed multi-year strategic plan that prioritizes **Achieving**, **Believing**, **Belonging**, & **Becoming**, we look forward to the challenges and achievements ahead.

Report Prepared by: John Klein
Director of Education and Secretary of the Board

Report Submitted by: John Klein
Director of Education and Secretary of the Board

2024-25 Capital Priorities Program	Item 11.2
September 3, 2024	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: We hold high expectations for all.**

Purpose

To inform the Board of Trustees of Staff's priority ranking of capital projects for the 2024-25 Capital Priorities Program.

Background Information

- 1) Information Report Item 11.3 "2024 Long-Term Capital Plan (LTCP) – Final Report and Community Feedback" from the June 4, 2024, Regular Meeting of the Board.

Comments

On July 8, 2024, the Ministry of Education announced the launch of the 2024-25 Capital Priorities Program through Memorandum 2024: B11, (Appendix A), which provides school boards with the opportunity to submit their critical and most urgent capital project needs for Ministry funding consideration. School boards also have the opportunity to request childcare capital funding for Capital Priorities projects with the support of the local Consolidated Municipal Service Manager (CMSM), being the Regional Municipality of Halton (Halton Region).

The Ministry deadline for all capital funding submissions is September 16, 2024. Funding announcements from this Capital Priorities program are expected in Spring 2025.

List of Capital Projects for 2024-25 Capital Priorities Program

At the June 4, 2024, Regular Meeting of the Board, Staff presented the 2024 Long Term Capital Plan (LTCP), which identified the proposed new capital projects for the Board over a 15-year planning horizon.

Based on this information, the list below provides three (3) capital projects that Staff will submit to the Ministry of Education for the 2024-25 Capital Priorities Program.



Table 1: 2024-25 Capital Priorities Program Priority List

Rank	2024-25 Capital Priorities Description	Child Care*	Request Type	Year Required
1	North Oakville #1 CSS	No	Growth	2029-30
2	Our Lady of Victory CES Addition	Yes	Growth	2027-28
3	North Oakville #3 CES	Yes	Growth	2028-29

*Childcare requirements are subject to Consolidated Municipal Service Manager (CMSM) confirmation and review.

North Oakville #1 CSS

North Oakville #1 CSS will be submitted as Capital Priority #1 to address future school accommodations needs from new developments in the North Oakville area. Furthermore, North Oakville #1 CSS will be the first secondary school in North Oakville and will alleviate accommodation pressures at Holy Trinity CSS.

Our Lady of Victory CES Addition

An addition to Our Lady of Victory CES will be submitted as Capital Priority #2 to address future accommodation needs in North Milton from the Milton Heights development and the need for additional classrooms for students with Special Education needs in the Town of Milton. This project is required as the Milton Heights development is already underway. Due to site constraints in neighbouring schools in North Milton, Our Lady of Victory CES provides the best opportunity for additional elementary capacity in the area.

North Oakville #3 CES

As development continues in North Oakville, additional schools are required in the community. The third elementary school in North Oakville, North Oakville #3 CES, is required to accommodate students from new developments in the area. North Oakville #3 CES will be submitted as Capital Priority #3.

Conclusion

In response to the Ministry of Education Memorandum 2024: B11 Launch of 2024-25 Capital Priorities Program, staff will submit a list of three (3) Capital Priorities projects. As per previous discussions with the Consolidated Municipal Service Manager (CMSM), Staff is also proposing, pending further confirmation from the CMSM, to include a childcare centre for two of the three Capital Priorities projects.

Report Prepared by:

D. Gunasekara
Manager, Planning Services

B. Vidovic
Senior Manager, Planning Services



Report Submitted by:

A. Loftis
Chief Financial Officer and Treasurer of the Board

R. Merrick
Chief Operations and Sustainability Officer

Report Approved by:

J. Klein
Director of Education and Secretary of the Board

Ministry of Education**Ministère de l'Éducation**Capital and Business Support
DivisionDivision du soutien aux immobilisations
et aux affaires

315 Front Street West

315, rue Front ouest

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Toronto ON M7A 0B8

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2024: B11**Date:**

July 8, 2024

Memorandum to:

Directors of Education
 Children's Service Leads, Consolidated Municipal Service
 Managers (CMSMs) and District Social Services Administration
 Boards (DSSABs)
 Secretary/Treasurers of School Authorities

From:

Didem Proulx
 Assistant Deputy Minister
 Capital and Business Support Division

Subject:**Launch of 2024-25 Capital Priorities Program**

The Ministry of Education is pleased to invite school boards to submit proposals for consideration through the 2024-25 Capital Priorities Program. As you know, the Capital Priorities Program provides funding to address boards' highest priority capital needs. With Ontario's population increasing steadily, the government plans to build on the momentum of its \$1.3 billion investment in Capital Priorities in 2023-24 to focus on shovel-ready projects that will continue to help meet the needs of growing communities.

The ministry has been working closely with school boards, municipalities and other key partners to transform the education capital system to build modern schools faster, better utilize school capacity and enhance accountability and transparency.

Projects selected for Capital Priorities funding in 2024-25 will reflect these priorities by having a

Page 1 of 7

demonstrated need, either to meet an accommodation pressure, improve the condition of a school, provide access to French-language rights holders or create new licensed child care spaces. Further, proposals will also be assessed in part based on their readiness and use of standardized design.

2024-25 Capital Priorities Program Submissions – At a Glance

- The deadline for all capital funding submissions is **September 16, 2024**. No submission will be accepted after this date. Funding announcements will be made in Spring 2025.
- Business Case templates, Program Guidelines, Design Catalogue and other supporting material are available for download from the SharePoint site shared in the email to the school board.
- School boards will submit proposals through the Capital and Business Support Division SharePoint site.
- For the 2024-25 Capital Priorities program, school boards are asked to:
 - Submit detailed project proposals to address **current** accommodation needs related to:
 - Accommodation Pressures
 - School Consolidation
 - Facility Condition, and
 - Access to French Language schools.
 - Provide high level summary information on future, long term projections. The information should be linked to municipal growth plans.
 - Provide a priority ranking for the proposals.
- School boards have an opportunity to request Child Care Capital funding for child care projects associated with a larger Capital Priorities project.
- Detailed project submissions to address accommodation needs must include fully completed business cases that identify a utilization equal to or greater than 100% (including area schools) in the fifth year after the proposed school opening date, provide a positive investment return (Net Present Value greater than \$0), or identify students who do not have access to a French Language school. Projects are also expected to include a completion date with a clear, detailed schedule for milestones and deliverables. At minimum, projects should include at minimum Class D cost estimates and schematic designs. Boards are restricted from including any cost escalation in their estimations.
- School boards are encouraged to identify opportunities to work together on joint-use project submissions.

NEEDS ASSESSMENT

As with previous years, project submissions must demonstrate a critical and urgent pupil accommodation need in order to be considered for funding approval. These pupil accommodation needs may include accommodation pressures, replacement schools and French language access. In addition to addressing pupil accommodation needs, projects may also include the creation of new licensed child care spaces.

URBAN AND INNOVATIVE SCHOOLS

The ministry recognizes that intensification in high density urban areas poses unique challenges. Finding suitable land for the construction of a school is challenging and expensive. As residential development is expected to continue to be high in urban areas, school boards may not be able to construct schools according to the traditional model. The ministry encourages school boards to pursue opportunities to explore new, innovative ways to build schools – such as vertical schools and podium schools. The ministry looks forward to working with you on advancing these and numerous other initiatives that are part of the ministry’s ambitious capital agenda to ensure funding, programs and supports continue to meet the needs of students and school boards across the province.

PROJECT READINESS ASSESSMENT

School boards are asked provide evidence of project readiness. Priority will be given to projects that are best positioned to be completed in a timely manner. Submissions will require details regarding sites planned or acquired, design plans with cost estimates, and a clear schedule with project milestones indicating a path to project completion.

DESIGN STANDARDIZATION

The ministry recognizes the importance of ensuring that school board capital assets are used effectively and efficiently to support the needs of growing communities.

Design standardization presents opportunities to help save time and money by accelerating the design and approvals processes.

Consistent with the last round of Capital Priorities, school boards must submit a design either from the EDU Design Catalogue or another repeat design. Where a standardized design is not possible, the school board may be permitted to submit a new design. For further details on design submissions and applicable criteria, please refer to the “Project Submissions” section below.

BOARD PERFORMANCE ASSESSMENT

As part of the Capital Priorities evaluation process, school boards will be assessed on their past performance in delivering capital projects, including the following:

- Adherence to project timelines
- Time to completion
- Cost overages
- Existing inventory of active projects
- Adherence to space benchmarks
- Capital Accountability Framework compliance

PROJECT COMMITMENTS

Successful projects will result in a Project Commitment that will include a clear schedule, budget and scope of the project as submitted by the school board and agreed upon by the ministry. The Project Commitment will establish ministry expectations for successful project delivery.

School boards will be responsible and accountable for implementing appropriate measures to ensure that projects are completed within the schedule, budget and scope established in the Project Commitment.

The ministry will meet with school boards to review project progress reports on a regularly scheduled basis to monitor the progress of approved projects.

PROJECT SUBMISSIONS

Submission templates, guidelines and design catalogue can be downloaded from the Capital and Business Support Division SharePoint site.

School boards will submit proposals through the SharePoint site to be considered for funding approval. A complete submission will include the following:

- 1) Business Case - Part A (Excel Template) will include:
 - a. Project Information
 - b. Closest Facilities
 - c. Space Template
 - d. Enrolment Projections
 - e. Child Care Joint Submission (If Applicable)
 - f. Child Care Space Template (If Applicable)
 - g. Cost Estimates
 - Boards are restricted from including cost escalation in their calculations.
 - At minimum, projects should include at minimum Class D cost estimates.
 - Cost estimation documentation must be submitted with the proposal.
 - h. Design Info
 - i. Submission Check
- 2) Business Case - Part B (Written Report) will include:
 - a. A written description of the project, including detailed information on the rationale,

proposed scope of work and demonstration of why alternative options are not feasible.

- b. Evidence and details on how site identification and design plans and cost estimates were derived. Identify the Land Priorities funding needed. This does not mean Land Priorities funding will be provided automatically. Requests for Land Priorities funding will be assessed against current inventory of surplus property.
- c. Detailed information on costing estimates and assumptions made.
- d. Detailed project plan that includes timelines for key project milestones.
- e. Details on the submitted design including when the design was last used, associated costs and supporting documentation.

- Design

- a. School boards should submit, at minimum, schematic designs based on either:
 - EDU Design Catalogue; or
 - Another repeat design that, at a minimum, meet the following criteria:
 - Tendered since 2021
 - Board must provide documentation on project cost for the repeat build that includes prior cost and updated cost estimate for the future build. This includes construction costs and soft costs like permit fees and furniture and fixtures. However, the cost estimate excludes unique site costs/demolition and site preparation costs.
 - Design space has to align with ministry space benchmark requirements for the specific pupil places being requested, including complying with 90% of the total space benchmark.
 - The ministry will only consider minor modifications to a repeat design, including instances where design changes need to be made to accommodate the site or the design is scaled up or down to include or remove additional classroom spaces and required washrooms. Other modifications to a repeat design would be considered a new design.
 - Submission of schematic design for original repeat and proposed design for new project.
- b. New elementary school projects should proceed under one of the two options above. For other projects where a repeat design may not be feasible, school boards may be provided an exception and submit a new design. These projects include:
 - additions/ renovations,
 - projects with unique site constraints,
 - podium or vertical schools,
 - secondary schools, and
 - schools in joint-use facilities.

School boards **must submit schematic designs, at a minimum, for their submissions**, whether a repeat design is selected from the catalogue, another repeat design or new design. **NOTE:** Projects submitted without a design **may be ineligible** for funding.

4) Long Term Projections

- a. Boards are asked to provide details of their longer-term growth needs for addressing current and projected pupil accommodation needs and should be related to municipal growth plans.
 - Boards covering the Urban Growth Centres identified in *A Place to Grow* **are required** to submit long term projections for those centres with their 2024-25 submission. A list of areas can be found in Appendix D of the Capital Priorities Guidelines document.
- b. Please see program guidelines for further information.

Please refer to the **Checklist** to ensure your board has included all required documentation.

INFORMATION SESSIONS

The ministry will host information sessions for the Capital Priorities Program on the following dates:

- Tuesday July 23, 2024 10:00am to 12:00pm
- Wednesday July 24, 2024 1:00pm to 3:00pm
- Thursday July 25 (French) 10:00am to 12:00pm

These sessions will provide school board staff with support regarding the completion of Capital Priorities business cases.

MINISTRY CONTACT

If you have any questions regarding the Capital Priorities Program, or require additional information, please contact the Capital Analyst assigned to your school board or:

- Lesley Cunningham, Manager, Capital Program Branch at 647-404-1133 or Lesley.Cunningham@ontario.ca
- Sophie Liu, Manager, Capital Program Branch at 647-402-9597 or Sophie.Liu@ontario.ca, or
- Paul Bloye, Director, Capital Program Branch at 416-325-8589 or at Paul.Bloye@ontario.ca.

We look forward to working with you on advancing these projects and other initiatives as part of the Ontario government's commitment to meeting the needs of students and school boards across the province.

Sincerely,

Didem Proulx
Assistant Deputy Minister

Capital and Business Support Division

- 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
 - Holly Moran, Assistant Deputy Minister, Early Years and Child Care Division, Ministry of Education
 - Didier Pomerleau, Assistant Deputy Minister, French-Language Education Division, Ministry of Education
 - Andrew Locker (A), Director, Field Services Branch, Ministry of Education
 - President, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)
 - Executive Director, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)
 - President, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)
 - Executive Director, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)
 - President, Ontario Catholic School Trustees' Association (OCSTA)
 - Executive Director, Ontario Catholic School Trustees Association (OCSTA)
 - President, Ontario Public School Boards' Association (OPSBA)
 - Executive Director, Ontario Public School Boards' Association (OPSBA)
 - Executive Director, Council of Ontario Directors of Education (CODE)
 - Executive Director, Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)
 - Executive Director, Catholic Principals' Council of Ontario (CPCO)
 - Executive Director, Ontario Principals' Council (OPC)