

COMMITTEE OF THE WHOLE OPEN MEETING

DECEMBER 11, 2023

Large Boardroom at 6:45 p.m.

IF YOU ARE UNABLE TO ATTEND IN PERSON, [CLICK HERE TO JOIN VIA VIDEO CONFERENCE](#)

Chairperson: John Connolly

Trustees/Members who are unable to attend the meeting
are asked to please notify Amy McLeod,
Administrative Assistant at amcleod@pvnccdsb.on.ca.

1. Call to Order

- a) Opening Prayer
- b) Land Acknowledgement
- c) Approval of Agenda
- d) Declarations of Conflict of Interest
- e) Approval of the Minutes of the Meeting of Monday, November 13, 2023 Page 3
- f) Business Arising from the Minutes

2. Recommended Actions/Presentations

- a) OCSTA Resolutions Page 7

3. Information Items

- | | |
|--|-------------------------|
| a) Clarington New School Update | Superintendent Heuchert |
| b) Northumberland Capital Priority Plans | Superintendent Heuchert |
| c) Accommodation Update Page 17 | Superintendent Heuchert |

4. Old Business

5. New Business

6. Next Meeting

- a) January 15, 2024, Large Boardroom, 6:30 p.m.

7. Conclusion

- a) Adjournment.
- b) Closing Prayer

The Minutes of the Committee of the Whole Open meeting held on Monday, November 13, 2023 at 6:45 p.m. in the Large Boardroom.

PRESENT

Trustees: Chair Martin (Committee Chairperson), Trustee MacKenzie (Board Chairperson), Trustee Connolly, Trustee Durst, Trustee Glover, Trustee Tanguay, Trustee Leahy, Trustee Gaskell (Senior Student Trustee)*, Trustee Heitzner (Junior Student Trustee)*.

Absent/Regards:

Administration: Director O'Sullivan, Superintendent Armstrong, Superintendent Di Ianni*, Superintendent Heuchert, Superintendent Kahler, Superintendent Selby, Superintendent Piggott.

Guests: Ms. Hamonic*, Ms. Whitnall*

Recorder: Mrs. McLeod.

1. Call to Order

Chair Martin called the meeting to order at 6:47 pm.

a. Opening Prayer

Superintendent Piggott led the Committee-of-the-Whole in Opening Prayer.

b. Land Acknowledgment

Superintendent Heuchert respectfully acknowledged that the Committee of the Whole meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

c. Approval of Agenda



Motion: Moved by Trustee Glover, seconded by Trustee Tanguay, that the Committee of the Whole Open meeting Agenda be accepted.

Carried.

d. Declarations of Conflicts of Interest

There were no conflicts of interest.

e. Approval of the Minutes of the Committee of the Whole Open session on Tuesday, October 10, 2023.

Trustee Connolly requested that his name be added to the list of those present as he was in attendance at the October 10, 2023 meeting.

Motion: Moved by Trustee Durst, seconded by Trustee Leahy, that the In-Camera Minutes from Tuesday, October 10, 2023 be accepted with the minor amendment.

Carried.

f. Business Arising from the Minutes

There was no business arising from the minutes.

2. Recommended Actions/Presentations:

- a) 2022-2023 Financial Variances and Transfers of Accumulated Surplus Superintendent Heuchert

Superintendent Heuchert presented to the committee the 2022-2023 Financial Variance and Transfers of Accumulated Surplus report which included various supporting documents. Superintendent Heuchert reviewed Board financials and explained areas of the budget that contributed to any deficit/revenues in the reports including lack of enrolment, miscellaneous income, GSN adjustments, WSIB savings, supply costs and department savings. There were some clarifying questions from the trustees which Superintendent Heuchert answered.

Superintendent Heuchert informed the committee that although the Board saw a deficit of over one million dollars in the 2022-2023 year, this was a significant improvement from the revised estimates the Board was projecting.

Although this was an adjustment to the Board's reserves, it did not exceed the 1% allowance.

Motion: Moved by Trustee Durst, seconded by Trustee Connolly, that the Board receive the variance report for the 2022-2023 fiscal year.

Carried.

Motion: Moved by Trustee MacKenzie, seconded by Trustee Leahy, that the Board approve the Accumulated Surplus transfers as detailed in the 2022-2023 Details of Accumulated Surplus/Deficit report.

Carried.

3. Information Items:

- a) Clarington New School Update Superintendent Heuchert

Superintendent Heuchert informed the committee that there was no official report to share on the Clarington new school update however he did mention that the Board submitted the Capital Priorities in advance of the Ministry deadline. There were some clarifying questions from the Ministry which indicates they have reviewed the applications. Hopeful for some good news.

- b) Northumberland Capital Priority Plans Superintendent Heuchert

Superintendent Heuchert informed the committee that there was no update.

4. Old Business:

There was no old business.

5. New Business

Trustee MacKenzie asked Superintendent Heuchert if he knew when the Ministry would notify school boards on the capital priority decisions. Superintendent Heuchert informed the committee it would likely be sometime in January.

6. Next Meeting:

- a) December 11, 2023, Large Boardroom, 6:30 p.m.

Chair Martin acknowledged Mrs. McLeod and Superintendent Heuchert for their hard work and contributions to the committee.

7. Conclusion

- a) Adjournment

Motion: Moved by Trustee MacKenzie, seconded by Trustee Leahy that the Committee-of-the-Whole meeting adjourn at 7:14 pm.

Carried

- b) Closing Prayer

Superintendent Piggott led the committee in closing prayer.



Ontario Catholic School Trustees' Association

September 27, 2023

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Nick Milanetti, Executive Director

SUBJECT: 2024 AGM Resolutions

PLEASE REVIEW THIS INFORMATION AT A MEETING OF YOUR BOARD

The study and processing of resolutions is one of the fundamental responsibilities of OCSTA. The resolution process provides member boards with the opportunity to shape the work of the Association by bringing important issues which have provincial implications to the attention of all trustees in the province. Delegates will consider and vote on all resolutions received from OCSTA members.

During the year, important issues of a provincial nature that arise at the board level may be used to develop resolutions for OCSTA. Resolutions may be submitted at any time up until the deadline of 12:00 p.m. February 9, 2024.

Attachments

- *Guidelines*
- *Sample Resolution/Template*
- *Explanation of Committee Recommendations & Resolution Procedures*
- *OCSTA Mission, Vision, Strategic Priorities*
- *Chart of 2023 Resolutions with AGM Decisions*
- *Related By Law Section 5.9 (Resolutions)*



Ontario Catholic School
Trustees' Association

Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to shape the work of the Association by addressing problems, solutions or concerns, which affect Catholic education in Ontario. **A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.**

- A. All Resolutions will be reviewed by the Resolutions Committee and a Committee Recommendation will be added to each Resolution. Committee Recommendations will be guided by the following criteria.**

The resolution:

- a. Is in keeping with the Mission, Vision and Strategic Priorities of the Association.
- b. Is of a provincial nature and addresses an area of concern for the province's Catholic school boards and is a matter that requires attention or action.
- c. Is written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Is accompanied by substantiated rationale.
- e. OCSTA addresses education funding issues in the **Annual Finance Brief to the Minister** and submission to the yearly **Pre-Budget Consultation**. Boards are encouraged to submit education funding issues requiring Association action and advocacy by the middle of October.

B. Steps in Preparing a Resolution

1. Review the Mission, Vision and Strategic Priorities of OCSTA. (attached)
2. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
3. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
4. Write the resolution in the following proposed format taking care to ensure that:
 - a. Each "*Whereas*" is accompanied by adequate background material.
 - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

C. Writing A Resolution

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word “WHEREAS”.

2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]
[Secunder’s Name]
[Board Name]
[Topic]

D. Submission Deadline Date

The **final** deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, February 9, 2023**. Please submit resolutions by email to Connie Araujo-De Melo at cdemelo@ocsta.on.ca.

E. Regulations

Please see the attached current regulations regarding submission and presentation of resolutions at the Annual General Meeting.

These guidelines, the enclosed sample resolution, and the resolution session procedures are provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

Sample Resolution

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

Moved by: [Mover's Name] [Board Name]

Seconded by: [Secunder's Name]

Topic: [e.g. Vacancies on School Boards]

Whereas: from time to time a vacancy occurs in the office of a member of the board; and

Whereas: according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

Whereas: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

Whereas: the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

Whereas: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

Does the above resolution reflect the interest of students and/or publicly funded Catholic School Boards in the province of Ontario? Yes No

Please briefly outline below how the above resolution is of province-wide scope reflecting the interest of students and/or publicly funded Catholic School Boards in the province of Ontario.

Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The **Resolutions** Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not support**
No action will be taken.
- v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**
The intent of the resolution has been met. No further action will be taken.
- vii. **No action required – In Progress**
OCSTA is actively working to meet the intent of the resolution.

Resolution Session Procedures

Delegates wishing to speak to a resolution must state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates at the session when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show the proxies they are carrying. Ballots will be provided in the event that a vote by ballot is called for.

Note Re Quorum: *Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups and resolutions for which the committee has not made any recommendation.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - the chair will call for the sponsoring board to move and second **the committee recommendation;**
 - delegates will speak to the committee recommendation;
 - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - the chair will call for the sponsoring board to move their **original resolution;**
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
 - the chair will call for the sponsoring board to move their **original resolution;**
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

D. Members’ Discussion Right

Under Article 5.11 (*Members Discussion Right*), any Member entitled to vote at an Annual Meeting is entitled to raise for discussion at that meeting any matter with respect to which the Member would have been entitled to submit a proposal, subject to the conditions outlined in Sections 5.10.1 to 5.10.5⁸, and provided that:

- 5.11.1 if such Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak to the discussion item, for up to three minutes per member; and
- 5.11.2 no discussion item shall be put to the membership for a vote at the meeting at which it was raised for discussion.

⁸S.56(1)(b) of the ONCA



Ontario Catholic School Trustees' Association

Our Mission

Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.

Our Vision

Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.

The Association's **Strategic Priorities** are as follows:

1. Enhance Political Advocacy for Catholic Education

- a. Strengthen current advocacy platform by building positive new relationships and reinforcing existing ones with groups like OAPCE, OCSSOA, CWL, etc.
- b. Communicate and promote current messages about the value of Catholic education to our key target audiences: parents, students, politicians, teachers, alumni, parishioners, etc.

2. Engage Trustees in an Enriched Development Program

- a. Assess the current needs and interests of members to guide development of appropriate programming.
- b. Ensure OCSTA programming provides timely and relevant content to support trustees in their roles as advocates and spokespersons for Catholic education.

3. Manage Human and Fiscal Resources to Effectively meet Changing Needs

- a. Align the work of committees, staff and fiscal resources behind structures and initiatives that support the association's three key priorities.
- b. Ensure OCSTA is structurally aligned to successfully fulfill its role as the legislated Employer Bargaining Agent for all of Ontario's English Catholic District School Boards.



Ontario Catholic School
Trustees' Association

2023 RESOLUTIONS WITH AGM DIRECTIVES

	BOARD	TOPIC	AGM DECISION
1.	Dufferin-Peel CDSB	Technology Funding	Approve
2.	Dufferin-Peel CDSB	Tutoring Funding	Approve
3.	Dufferin-Peel CDSB	Municipal Voting	Approve
4.	Simcoe Muskoka CDSB	Cyber Security	Approve & Refer to Political Advocacy Committee
5.	Simcoe Muskoka CDSB	Reinstating the Board Leadership Development Strategy	Approve & Refer to Political Advocacy Committee
6.	York CDSB	Funding to Support AODA Requirements	Approve & Refer to Political Advocacy Committee
7.	Halton CDSB	Dedicated Capital Funding Stream to improve Accessibility in Schools	Approve & Refer to Political Advocacy Committee
8.	Halton CDSB	Additional Funding to Equalize EI and CPP Federal Payments	Approve & Refer to Political Advocacy Committee
9.	Halton CDSB	Funding to Support Ontario's Education Equity Action Plan in School Boards	Approve & Refer to Political Advocacy Committee
10.	Simcoe Muskoka CDSB	Capital Project Funding / Approval Process	Approve & Refer to Political Advocacy Committee
11.	Simcoe Muskoka CDSB	Human Rights and Equity Advisors and Equity Initiatives	Receive & Refer to Political Advocacy Committee
12.	Algonquin & Lakeshore CDSB	School Safety Zone Liaison Committees	Receive & Refer to Political Advocacy Committee
13.	Toronto CDSB	Misuse of Social Media Platforms re Harmful Challenges	Approve & Refer to Catholic Education & Trustee Enrichment Committee
14.	Halton CDSB	Additional Ministry Funding Support for Supply Staffing	Receive & Refer to Labour Relations Committee



Ontario Catholic School
Trustees' Association

**Excerpt from
Ontario Catholic School Trustees' Association
General Working By-law 2020-1**

5. MEETINGS OF MEMBERS

5.9 Resolutions from CDSBs

Any CDSB may submit a Resolution for consideration at an Annual Meeting to address any challenge or opportunity which affects Catholic education in Ontario, subject to the following:

- 5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;
- 5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;
- 5.9.3 each such Resolution shall be circulated among all CDSBs not less than thirty (30) days prior to the Annual Meeting;
- 5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and
- 5.9.5 no such Resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.

Accommodation Overview

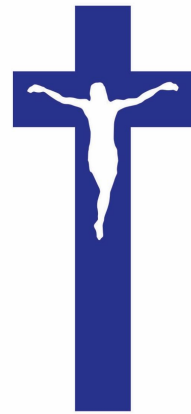
11 December 2023

Sean Heuchert, Superintendent of Business and Finance



*Peterborough Victoria
Northumberland and Clarington
Catholic District School Board*

Strategic Priorities 2021-2025



being **CREATIVE**



being **WELL**



being **COMMUNITY**



Vision

Creating a culture of faith, hope and love to ensure equity and well-being.

Mission

To accompany our students as we strive for excellence in Catholic Education.

We educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person.



Background

Questions in long term growth:

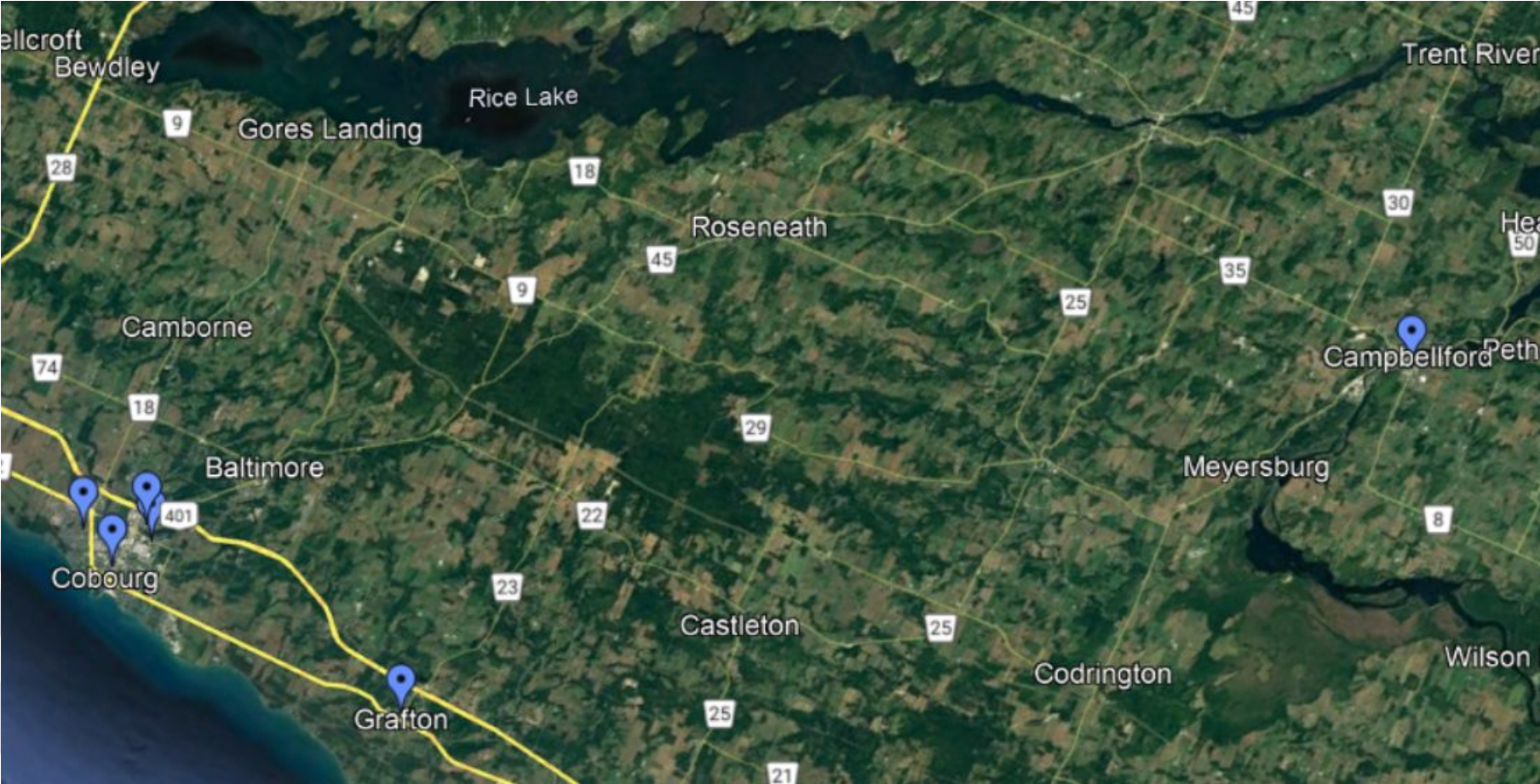
- Number of Portables
- Capacity for Portables on Site

Factors for consideration:

- BCPI
- Labour Negotiations
- Accessibility Requirements



Northumberland



Northumberland

Average Utilization with Portables (Planning) - 71.4%

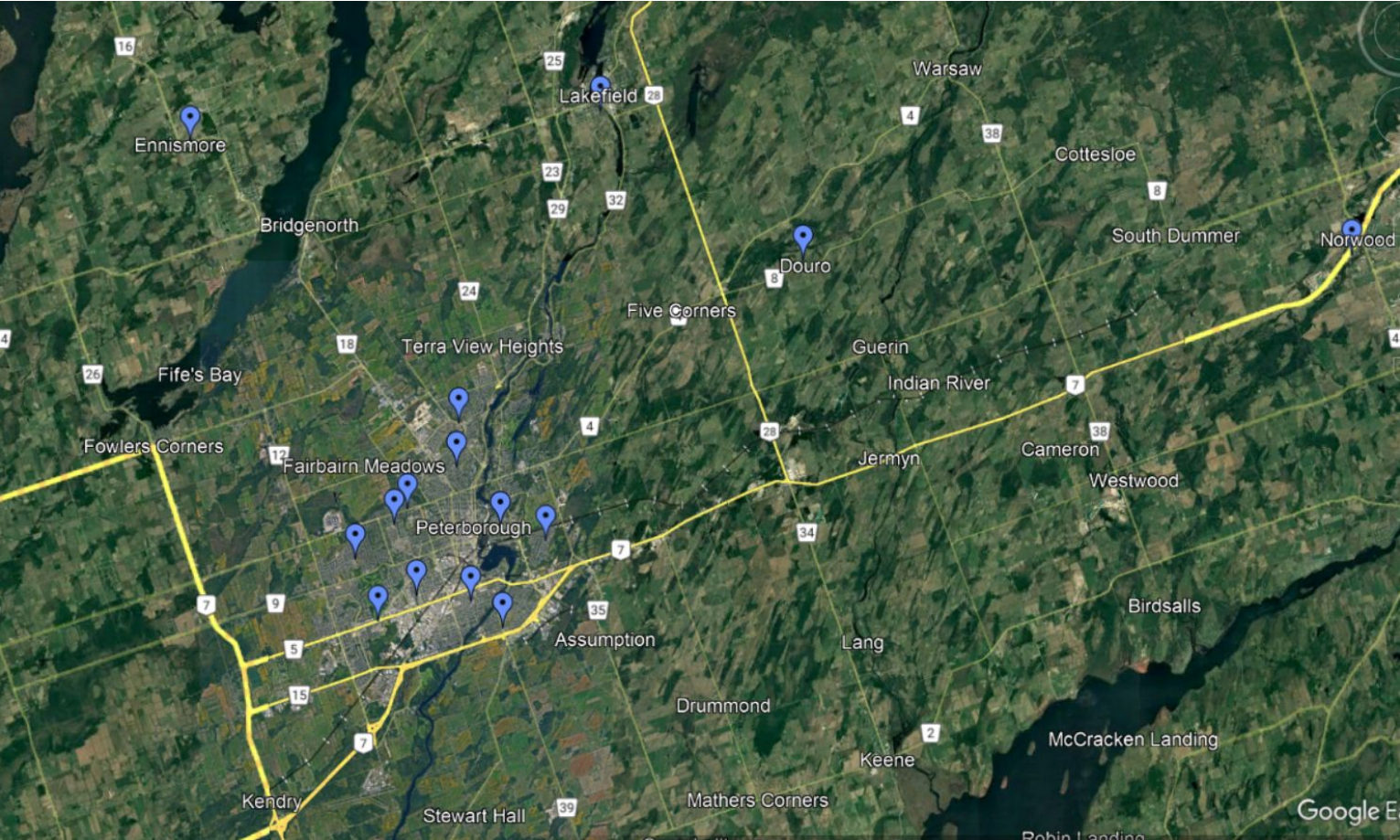
Average Utilization no Portables (ECIS) - 92.9%

Low - Notre Dame C.E.S. @ 48.7%

High - St. Mary C.E.S. (Campbellford) @ 87.7%



Peterborough City & County



Peterborough City and County

Average Utilization with Portables (Planning) - 81.4%

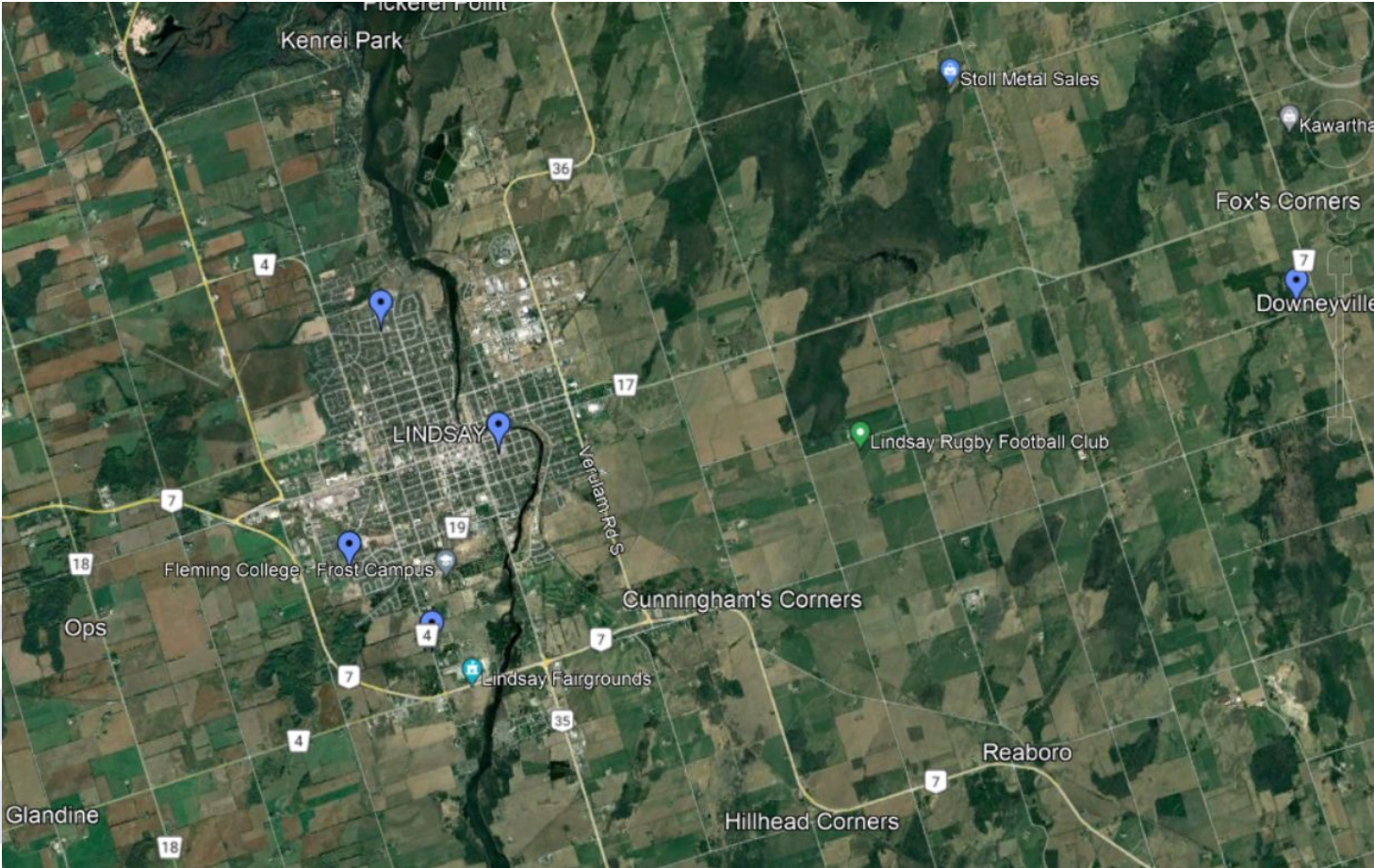
Average Utilization no Portables (ECIS) - 93.0%

Low - St. Patrick C.E.S. @ 64.0%

High - St. John C.E.S. (Peterborough) @ 100.0%



City of Kawartha Lakes



City of Kawartha Lakes

Average Utilization with Portables (Planning) - 75.5%

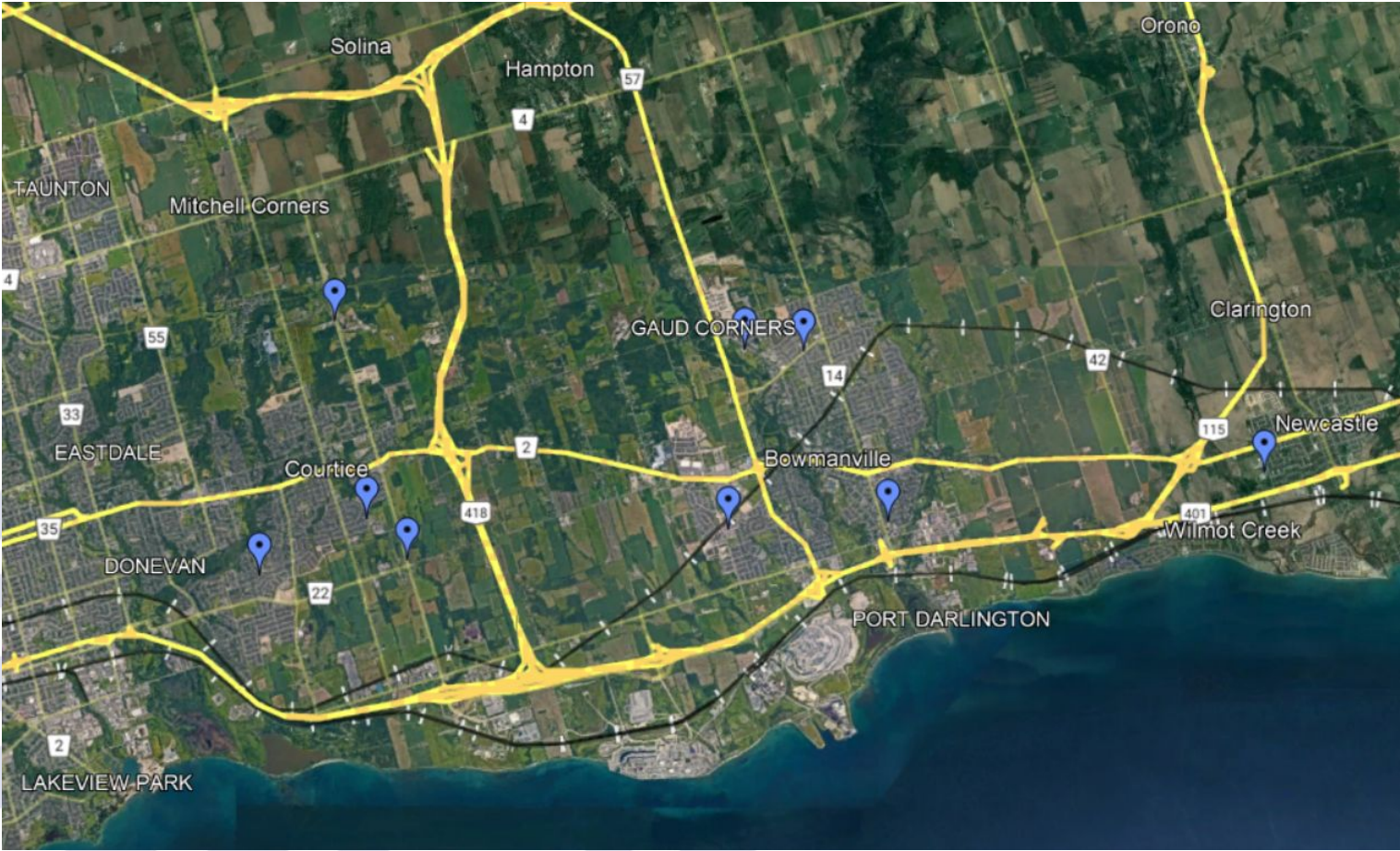
Average Utilization no Portables (ECIS) - 91.2%

Low - St. Mary C.E.S. (Lindsay) @ 43.0%

High - St. Dominic C.E.S. @ 93.4%



Clarington



Clarington

Average Utilization with Portables (Planning) - 91.8%

Average Utilization no Portables (ECIS) - 106.7%

Low - Monsignor Leo Cleary C.E.S. @ 80.1%

High - St. Elizabeth C.E.S. @ 105.2%



Long Term Accommodation Planning

- Initial Meeting with Watson & Associates in November
- Research has begun with support on Capital Priorities Submission
- Project Plan to be shared with Board in January



