



Agenda

COMMITTEE OF THE WHOLE OPEN MEETING

JANUARY 13, 2025

Large Boardroom at 6:30 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 Sarah Barker, Administrative Assistant at sbarker@pvnccdsb.on.ca .

A. Call to Order

- | | |
|--|-------------------------|
| 1. Opening Prayer | Superintendent Kahler |
| 2. Land Acknowledgement | Superintendent Heuchert |
| 3. Approval of Agenda | |
| 4. Declarations of Conflict of Interest | |
| 5. Approval of the Minutes of the Meeting of Monday, November 11, 2024 | Page 3 |
| 6. Business Arising from the Minutes | |

B. Recommended Actions/Presentations

- | | |
|--|---------------------------|
| 1. 2024-2025 Revised Estimates Update | B.1.a) Report Page 8 |
| Sean Heuchert, Superintendent | B.1.b) Appendices Page 12 |
| 2. OCSTA Resolutions Information Package | B.2.a) Package Page 20 |
| Jonathan Di Ianni, Superintendent | |
| Kathleen Tanguay, Trustee | |
| Stephen O'Sullivan, Director | |
| 3. Northglen Boundary | |
| Sean Heuchert, Superintendent | |

C. Information Items

- Northglen Update (Plans will be available prior to the meeting)
Sean Heuchert, Superintendent



Agenda

2. Notre Dame Update
Sean Heuchert, Superintendent

D. Old Business

E. New Business

F. Next Meeting

1. February 10, 2025, Large Boardroom, 6:30 p.m.
2. March 17, 2025, Large Boardroom, 6:30 p.m.
3. April 7, 2025, Large Boardroom, 6:30 p.m.
4. May 12, 2025, Large Boardroom, 6:30 p.m.
5. June 2, 2025, Large Boardroom, 6:30 p.m.

G. Conclusion

1. Adjournment.
2. Closing Prayer

Superintendent Kahler

The Minutes of the Committee of the Whole Open Meeting held on Monday, November 11, 2024 at 6:30 p.m. in the Large Boardroom and by Google meet. (*)

PRESENT

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

Absent/Regrets: Superintendent Kahler, Trustee Heitzner (Senior Student Trustee).

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

Guests:

Recorder: Mrs. Sarah Barker.

A. Call to Order

Trustee Connolly called the meeting to order at 6:32 pm.

Trustee Connolly gave open remarks with respect to Remembrance Day.

1. Opening Prayer

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

2. Land Acknowledgment

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

3. Approval of Agenda

Motion: Moved by Board Chairperson MacKenzie, seconded by Trustee Leahy, that the Committee of the Whole Open Agenda for Monday, November 11, 2024 be accepted.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest declared.

5. Approval of the Minutes of the Committee of the Whole Open Meeting on Monday, October 21, 2024.

Motion: Moved by Trustee Durst, seconded by Trustee Tanguay, that the Committee of the Whole Open Meeting Minutes from Monday, October 21, 2024 be accepted.

Carried.

6. Business Arising from the Minutes

There was no business arising from the minutes.

B. Recommended Actions/Presentations:

1. 2023-2024 Financial Variances and Transfers of Accumulated Surplus

Sean Heuchert, Superintendent, presented the report on 2023-2024 Financial Variances and Transfers of Accumulated Surplus. The 2023-2024 Audit conducted by Baker Tilly KDN LLP has concluded and will be presented at the Audit Committee meeting later this week, and those recommendations will be brought to the next Board meeting.

There were discussions regarding the complex circumstances while reporting this years financials. Factors such as Bill 124, union contract settlements, enrollment, and grants have made for a challenging report.

At year end, due to a number of factors, the actual change to Accumulated Surplus Available for Compliance is \$1,648,873 for the period ending August 31, 2024.

Motion: Moved by Trustee Leahy, seconded by Trustee Durst, that the Committee of the Whole recommend to the Board to receive the Variance Report for the 2023-2024 fiscal year; and,

that the Committee of the Whole recommend to the Board to receive the accumulated surplus transfers as detailed in the 2023-2024 Details of Accumulated Surplus/Deficit report.

Carried.

C. Information Items:

1. Capital Priorities Update

Sean Heuchert, Superintendent, advised there was no update on the recent Capital Priorities submission to the Ministry for the Northumberland area.

The plans for the Northglen school in Clarington area, being completed by the Salter Pilon Architecture firm, is 85-90% completed. Once there is 90% to 100% confidence in the plans, the build will go out for tender. The Clarington Municipality requires 90% completion in plans before they can issue a building permit. The build is currently on time for the opening scheduled in September of 2026.

There were discussions regarding finishes, specific requests for the school plans, and the new school boundaries for Clarington. The expectation is to have the school boundaries established before the start of Kindergarten registrations for 2025, to be able to advise families of their new catchment during registration.

D. Old Business:

There were no old business items.

E. New Business

1. OCSTA Resolution Discussion

Stephen O'Sullivan, Director of Education, advised there was a request from OCSTA for resolutions to be submitted by February 7, 2025. PVNC Catholic sent in two resolutions last year, that are still in progress: Additional Ministry Funding to Adequately Fund Sick Leave Plan and Fair and Equitable Funding for Transportation of Students with Special Needs. There were discussions to wait for an update on the these two resolutions before submitting any new ones.

Motion: Moved by Trustee Tanguay, seconded by Trustee Durst, that the Committee of the Whole proceed to In Camera session following the Open meeting.

Carried.

F. Next Meeting:

1. December 9, 2024, Large Boardroom, 6:30 p.m.
2. January 13, 2025, Large Boardroom, 6:30 p.m.
3. February 10, 2025, Large Boardroom, 6:30 p.m.
4. March 17, 2025, Large Boardroom, 6:30 p.m.
5. April 7, 2025, Large Boardroom, 6:30 p.m.
6. May 12, 2025, Large Boardroom, 6:30 p.m.
7. June 2, 2025, Large Boardroom, 6:30 p.m.

G. Conclusion

1. Closing Prayer

Superintendent Piggott led the committee in closing prayer.

2. Adjournment

Motion: Moved by Trustee Martin, seconded by Board Chairperson MacKenzie, that the Committee of the Whole meeting be adjourned at 7:15 pm.

Carried.

John Connolly
Committee Chairperson
/sb

Sean Heuchert
Superintendent of Business
and Finance

BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: Open ▾

Presented for: Approval ▾

Meeting Date: Monday, January 13, 2025

Presented by: Sean Heuchert, Superintendent of Business and Finance

Submitted by: Sean Heuchert, Superintendent of Business and Finance
Teri Smith, Chief Financial Officer

Subject: 2024-2025 Revised Estimates Update

Recommended Action(s):

1. It is recommended that the Board receive the Revised Estimates Update report for the 2024-2025 budget as at November 30, 2024.

Background:

As part of the requirements for financial reporting to the Ministry, school boards must submit revised estimates on an annual basis. These revised estimates serve to update the Ministry on a board's budget estimates taking into account changes that have occurred since the original budget was approved by the board.

In particular, it requires boards to update revenues and expenditures incorporating the actual enrolment as at October 31st of the school year, actual staffing placed as at October 31st, and an updated estimate of the second enrolment count date, March 31st of the school year. The Ministry filing deadline for the revised estimates was December 15th.



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Changes to Revenues:

Changes to revenues have been incorporated in the current year's Revised Estimates as a result of enrolment changes, and any funding announcements which occurred following last June. The settling of various labour agreements had a significant impact on these changes. While the Board historically sees minor changes to funding, this year there were 22 changes impacting 7 regulations. As a comparator, in 2021 the Ministry advised Boards of 5 changes impacting 4 regulations.

As described on the attached schedules, enrolment varied from projections, as is generally the case to some degree every year. The revised estimates show a net enrolment increase from the June budget estimates. Grants that have a component of enrolment embedded in its formula would have been affected by this change.

There is also a change in deferred capital for minor tangible capital assets (TCA) as the Capital budget for Information Technology was adjusted to reflect the full rollout of the Secondary 1:1 Chromebook program. School Generated Funds was increased to reflect last year's actuals.

Changes to Expenditures:

The significant changes to expenditures for the year thus far are higher than expected expenditures in the areas of sick leave and transportation. We are expecting higher supply costs which are having a greater impact on our budget with the new wages being paid. Transportation costs have been adjusted to reflect the new contract rates and updated ridership percentage. The shortfall in funding for transportation now stands at \$1.7M.



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Projecting the Financial Position:

The original budget estimated a planned deficit budget. With the unanticipated revenue gain, the revised estimates project an Total Deficit (Available for Compliance) of \$274,202. Much of the additional revenue related to enrolment was invested in the classroom to support the additional students.

Generally, a board is considered to be compliant with the Education Act if the Revised Estimates reflect a balanced position, or the amount of deficit projected is less than 1% of its operating allocations. Ministerial approval is required where a board is projecting a deficit greater than 1%. At the time of submission for the revised estimates, PVNCCDSB is considered to be compliant, and does not require a Ministerial approval.

An in-year deficit elimination plan must be submitted to the Ministry where a board is reporting any kind of deficit. For planning purposes, areas of focus to reduce expenditures and eliminate the deficit within the next two fiscal periods include:

- Transportation Bus Loading Efficiencies
- Attendance Support Program
- Department Budget Savings and Efficiencies

Risks related to Revised Estimates:

Uncertainties related to illness are an additional element of risk to the estimates used for projecting the board's financial position for the current year. Staff continue to monitor absenteeism rates. Investment income is subject to interest rate risk depending on central bank policy rates. Some assumptions can reasonably be made, but there are areas of financial risk that are not estimable at this time, and will become apparent later in the school year.

Administration will continue to provide regular updates to the Board of Trustees via interim reports, and will monitor the financial position regularly.



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and well-being.*

The appendices attached to this report are:

- Summary of Enrolment
- Staffing Summary
- Summary of Revenues
- Summary of Consolidated Expenses
- Summary of Consolidated Expenses by Object
- Surplus (Deficit) Available for Compliance
- Detail of Accumulated Surplus/Deficit
- Summary of Capital Expenditures by Funding Source

B.1.b)

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Enrolment**

Day School Enrolment	Revised 2024/25	Budget 2024/25	Actual 2023/24	Actual 2022/23	Actual 2021/22	Actual 2020/21	Actual 2019/20
Junior Kindergarten	876.00	870.00	889.50	852.50	816.50	782.00	927.50
Senior Kindergarten	945.00	935.00	895.75	866.50	902.50	938.75	1,010.00
Grades 1-3	2,891.00	2,847.00	2,894.00	2,993.00	3,067.00	3,044.25	3,065.00
Grades 4-6	3,316.00	3,313.00	3,280.50	3,221.50	3,240.50	3,176.00	3,245.50
Grade 7-8	2,253.00	2,229.00	2,221.00	2,189.50	2,137.00	2,094.00	2,059.25
Elementary	10,281.00	10,194.00	10,180.75	10,123.00	10,163.50	10,035.00	10,307.25
Secondary	4,958.25	4,858.00	4,660.01	4,595.13	4,527.67	4,594.13	4,559.26
Total	15,239.25	15,052.00	14,840.76	14,718.13	14,691.17	14,629.13	14,866.51

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Staffing Summary - Full Time Equivalents (FTE)**

	2024-25 Revised	2024-25 Budget
Classroom Instruction, Teacher Assistants and Early Childhood Educators		
Classroom Instruction Staff, Facilitators and Coaches	812.73	804.96
Special Education Teachers	77.33	76.50
Educational Assistants, Autism Spectrum Disorder Workers and Itinerant Sp Ed	298.00	289.00
Early Childhood Educators	62.00	62.00
Student Support		
Social Services	11.00	11.00
Speech Services	5.50	5.50
Psychological Services	5.00	5.00
Indigenous Supports	4.00	4.00
Attendance Counselling	1.00	1.00
Computer Services	17.00	17.00
Chaplaincy Leader	5.57	5.57
Library and Guidance		
Library Teachers	4.33	4.33
Guidance Teachers	12.01	12.50
Learning Commons Specialists and E Learning Secretary	22.71	22.71
School Administration		
Principals and Vice-Principals (Administrative Time)	53.84	53.67
Administrative Support Staff	58.60	58.51
Consultants, Central Principals/Vice-Principal/Leads, Support Staff	21.30	21.30
Administration and Governance		
Trustees	9.00	9.00
Director and Supervisory Officers (including those that are Program Leads)	7.00	7.00
Director and Supervisory Officers Office	6.00	6.00
Finance and Accounting	5.00	5.00
Payroll	4.00	4.00
Procurement, CEC Support and Community Use	3.91	3.91
Human Resource Administration and Health and Safety	8.00	8.00
Communications and Records Management	2.57	2.57
School and CEC Operations		
Managerial Staff and Administrative Supports	6.00	6.00
Custodial	94.88	93.75
Maintenance	10.00	10.00
Transportation - Consortia Staff	4.00	4.00
Total Staffing FTE	1,632.28	1,613.79

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Revenues**

	Revised Budget 2024/25	Budget 2024/25	Increase (Decrease) Revised From Budget
General Operating Grants and Transfers from Deferred Revenue			
Classroom Staffing Fund (CSF)	110,291,541	99,633,682	10,657,859
Learning Resource Fund (LRF)	32,811,820	30,785,619	2,026,201
Special Education Fund (SEF)	30,363,117	27,988,305	2,374,812
School Facilities Fund	18,279,756	17,734,321	545,435
Student Transportation Fund (STF)	13,851,555	13,812,789	38,766
School Board Administration Fund (SBAF)	5,589,135	5,392,378	196,757
General Core Education Funding (Core Ed)	<u>211,186,925</u>	<u>195,347,094</u>	<u>15,839,831</u>
Estimated 2024/25 Benchmark increases due to cumulative Bill 124 impact	-	5,853,904	(5,853,904)
Less Transferred to Deferred Capital for Minor TCA	(1,273,993)	(971,975)	(302,018)
Subtotal	<u>209,912,932</u>	<u>200,229,023</u>	<u>9,683,909</u>
Capital Grants used for Operating Expenses			
Temporary Accommodation	89,684	89,684	-
Interest on Capital	1,190,467	1,190,467	-
Subtotal	<u>1,280,151</u>	<u>1,280,151</u>	<u>-</u>
Other Revenues			
Other Provincial Grants	2,297,930	2,111,911	186,019
School Generated Funds	5,597,030	5,232,400	364,630
Investment Income	800,000	800,000	-
Federal Fees - Tuition	226,798	271,510	(44,712)
Fees and Revenues from Other Sources	1,208,439	1,043,358	165,081
Education Development Charges for Land	460,000	600,000	(140,000)
Amortization of Deferred Capital Contributions	10,018,434	9,890,170	128,264
	<u>20,608,631</u>	<u>19,949,349</u>	<u>659,282</u>
Total Revenue	<u>231,801,714</u>	<u>221,458,523</u>	<u>10,343,191</u>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Consolidated Expenses**

	Revised Budget 2024/25		Budget 2024/25	
	\$	%	\$	%
INSTRUCTION				
Classroom Teachers	109,565,696	47.1%	100,133,953	45.1%
Supply Teachers, Teacher Assistants and RECE	6,327,895	2.7%	5,274,255	2.4%
Teacher Assistants	18,982,506	8.2%	18,424,606	8.3%
Early Childhood Educators	4,364,125	1.9%	4,333,910	2.0%
Textbooks/Supplies	5,286,591	2.3%	5,150,713	2.3%
Computers	759,452	0.3%	729,452	0.3%
Professionals, Paraprofessionals	5,346,694	2.3%	5,361,810	2.4%
Library and Guidance	3,638,921	1.6%	3,516,971	1.6%
Staff Development	1,066,867	0.5%	916,318	0.4%
Department Heads	296,425	0.1%	300,429	0.1%
Principals and Vice-Principals	8,769,662	3.8%	7,910,173	3.6%
School Office - Secretarial and Supplies	4,957,558	2.1%	4,920,472	2.2%
Coordinators and Consultants	4,026,518	1.7%	3,816,897	1.7%
Continuing Education	450,972	0.2%	450,972	0.2%
Amortization	1,078,852	0.5%	965,200	0.4%
TOTAL INSTRUCTION	174,918,734	75.2%	162,206,131	73.1%
ADMINISTRATION				
Trustees	144,842	0.1%	156,060	0.1%
Director and Supervisory Officers	1,045,294	0.4%	1,044,388	0.5%
Board Administration	5,120,160	2.2%	4,874,444	2.2%
Amortization	200,215	0.1%	195,957	0.1%
TOTAL ADMINISTRATION	6,510,511	2.8%	6,270,849	2.8%
TRANSPORTATION				
Pupil Transportation	15,591,648	6.7%	15,394,804	6.9%
TOTAL TRANSPORTATION	15,591,648	6.7%	15,394,804	6.9%
PUPIL ACCOMODATION				
School Operations and Maintenance	18,937,085	8.1%	18,408,971	8.3%
Other Pupil Accommodation	1,625,194	0.7%	1,405,194	0.6%
Amortization	9,346,396	4.0%	9,336,044	4.2%
TOTAL PUPIL ACCOMODATION	29,908,675	12.9%	29,150,209	13.1%
OTHER				
School Generated Funds	5,597,030	2.4%	5,232,400	2.4%
Provision for Contingencies	-	0.0%	3,569,370	1.6%
TOTAL OTHER	5,597,030	2.4%	8,801,770	4.0%
TOTAL EXPENSES	232,526,598	100.0%	221,823,763	100.0%

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Consolidated Expenses by Object**

Expenses	Revised 2024/25		Budget 2024/25	
	\$	%	\$	%
Salaries and Wages	152,745,974	65.7%	141,032,717	63.6%
Employee Benefits	28,431,860	12.2%	27,551,339	12.4%
Staff Development	809,762	0.3%	709,243	0.3%
Supplies and services	16,583,383	7.1%	16,014,889	7.2%
Interest	1,625,194	0.7%	1,405,194	0.6%
Rental	23,148	0.0%	23,148	0.0%
Fees and contract services	21,446,062	9.2%	20,784,910	9.4%
Other, includes PPE, Fees and Memberships	235,752	0.1%	235,752	0.1%
Provision for Contingencies	-	0.0%	3,569,370	1.6%
Amortization of tangible capital assets	10,290,111	4.4%	10,161,849	4.6%
Amortization of Asset Retirement Obligation	335,352	0.1%	335,352	0.2%
	232,526,598	100.0%	221,823,763	100.0%

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Surplus (Deficit) Available for Compliance**

	Revised Budget 2024/25	Budget 2024/25	Actual 2023/24	Increase (Decrease) Revised from Budget
Total Grants and Revenue	231,801,714	221,458,523	246,178,001	10,343,191
Total Expenses	232,526,598	221,823,763	240,198,162	10,702,835
Total Surplus (Deficit)	(724,884)	(365,240)	5,979,839	(359,644)
Less Amount Not Available for Compliance:				
Accrued Interest	(25,273)	(25,273)	(23,874)	-
Committed Capital Projects Amortization	140,603	140,603	141,137	-
Asset Retirement Obligations	335,352	335,352	73,227	-
EDC Revenues Recognized for Land	-	(360,000)	(4,241,792)	360,000
School Generated Funds Surplus/(Deficit)	-	-	(279,668)	-
Subtotal	450,682	90,682	(4,330,970)	360,000
Total Surplus (Deficit) Available for Compliance	(274,202)	(274,558)	1,648,869	356

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Detail of Accumulated Surplus/(Deficit)
For the year ended August 31, 2025

	Sept 1, 2024	Committed Capital Adjustment for Compliance	In-Year Increase (+) / Decrease (-)	Aug 31, 2025
	\$	\$	\$	\$
Available for Compliance - Unappropriated				
Operating Accumulated Surplus (previously working & operating funds)	8,206,416		-28,994	8,177,422
Total Unappropriated	8,206,416		-28,994	8,177,422
Available for Compliance - Internally Appropriated				
Other Purposes - Operating				
School Activities	230,554		0	230,554
Program Equipment	497,472		0	497,472
IT Software	144,138		-144,138	0
Holy Cross Field Capital	120,000		30,000	150,000
Committed to Northglen Catholic School - Ministry Approved	750,000			750,000
Committed Capital Projects	2,718,498		-271,679	2,446,819
Committed Capital Projects Adjustment	0	-140,603	140,609	6
Other Purposes - Capital:				
Facilities/Sites	121,952		0	121,952
Total Internally Appropriated	4,582,614	-140,603	-245,208	4,196,803
Total Accumulated Surplus / (Deficit) Available for Compliance	12,789,030	-140,603	-274,202	12,374,225
Unavailable for Compliance				
Interest to be Accrued	-49,534		25,273	-24,261
School Generated Funds	2,189,758		0	2,189,758
Revenues recognized for land	22,082,754		0	22,082,754
Committed Capital Projects Adjustment	0	140,609	-140,609	0
Asset Retirement Obligations	-4,600,598		-335,346	-4,935,944
Total Unavailable for Compliance	19,622,380	140,609	-450,682	19,312,307
Total Accumulated Surplus/(Deficit)	32,411,410	6	-724,884	31,686,532

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Capital Expenditures by Funding Source**

	Revised Budget 2024/25	Budget 2024/25
	\$	\$
School Renewal	3,009,825	2,314,574
School Condition Improvement (SCI)	7,373,598	5,486,101
Minor TCA	1,273,993	971,975
Subtotal- Various building improvements	11,657,416	8,772,650
Capital Priorities - Northglen Catholic Elementary	5,989,916	-
Total Capital Allocation - Budgeted Spend	17,647,332	8,772,650

Capital projects are approved throughout the year and may span more than one fiscal period.



Ontario Catholic School Trustees' Association

October 28, 2024

MEMORANDUM

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

FROM: Nick Milanetti, Executive Director

SUBJECT: **2025 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. EST February 7, 2025.

Attachments

- *Guidelines*
- *Sample Resolution*
- *Explanation of Committee Recommendations & Resolution Procedures*
- *OCSTA Mission, Vision, Strategic Priorities*
- *Chart of 2024 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 7, 2025**. 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

When submitting a resolution **do not use** tables, text boxes or any type of graphic or letterhead. The type of font to be used in this document is **Times New Roman 12pt.**

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?

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

2024 RESOLUTIONS WITH AGM DIRECTIVES

	BOARD	TOPIC	AGM DECISION
1.	Halton	Additional Funding to Equalize EI and CPP Federal Payments	Approve
2.	Simcoe Muskoka	School Condition Improvement (SCI) & School Renewal Allocation (SRA) Funding Shortfalls	Approve
3.	Simcoe Muskoka	Trustee Honoraria	Approve
4.	Toronto	Free Menstrual Products in Schools	Approve
5.	CDSB of Eastern Ontario	Two-Year Bachelor of Education Degrees -Teacher Shortage	Approve & Refer to Political Advocacy Committee
6.	Halton	Additional Funding to Address Network Needs & Cybersecurity	Approve & Refer to Political Advocacy Committee
7.	Waterloo	Cyber Security Funding	Approve & Refer to Political Advocacy Committee
8.	Halton	Increase Funding to the Temporary Accommodation Allocation	Approve & Refer to Political Advocacy Committee
9.	PVNC	Additional Ministry Funding to Adequately Fund Sick Leave Plan	Approve & Refer to Political Advocacy Committee
10.	Simcoe Muskoka	Accessibility for Ontarians: Education Standards Development Committee Recommendations	Approve & Refer to Political Advocacy Committee
11.	Simcoe Muskoka	Inflexibility of GSN Funding	Approve & Refer to Political Advocacy Committee
12.	Simcoe Muskoka	Safe Schools: Violence Threat Risk Assessment Training	Approve & Refer to Political Advocacy Committee
13.	Simcoe Muskoka	Security Cameras (Video Surveillance)	Approve & Refer to Political Advocacy Committee
14.	Waterloo	Speech & Language Pathologist Funding	Approve & Refer to Political Advocacy Committee
15.	Toronto	International Language Elementary Program	Approve & Refer to Political Advocacy Committee
16.	Waterloo	Transportation Funding Formula	Receive & Refer to Political Advocacy Committee
17.	Algonquin & Lakeshore	School Safety Zones	Receive & Refer to Political Advocacy Committee
18.	Ottawa	Make Mandatory that Police and/or the Crown Inform the	Receive & Refer to Political Advocacy Committee



Ontario Catholic School
Trustees' Association

2024 RESOLUTIONS WITH AGM DIRECTIVES

	BOARD	TOPIC	AGM DECISION
		Employer in a Vulnerable Sector, such as a School Board, of any Employee Charged with a Criminal Offense	
19.	PVNC	Fair & Equitable Funding for Transportation of Students with Special Needs	Receive & Refer to Political Advocacy Committee
20.	Toronto	Electric School Buses	Receive & Refer to Political Advocacy Committee
21.	Toronto	Addressing Rising Mental Health Crisis Facing Children & Youth in Ontario	Receive & Refer to Political Advocacy Committee
22.	Toronto	Mental Health & Well-Being and Enhanced Funding for New & Existing Active School Travel Initiatives	Receive & Refer to Political Advocacy Committee
23.	Waterloo	Teacher Vacancies on School Boards	Receive & Refer to Political Advocacy Committee
24.	York	Special Education Training for Teachers and Education Workers	Receive & Refer to Political Advocacy Committee
25.	Toronto	Provincial Leadership Regarding the Use of Artificial Intelligence in Education	Receive & Refer to Political Advocacy Committee
26.	Halton	Special Education Dedicated Professional Activity Day	Receive & Refer to Political Advocacy and CETE Committees
27.	Toronto	Closing the Equity Gap in Before & After School Programs for Students with Special Needs	Receive & Refer to Political Advocacy and CETE Committees
28.	Dufferin-Peel	Artificial Intelligence Funding	Receive & Refer to Political Advocacy and CETE Committees
29.	Waterloo	Addressing the Voter Registration Default to English Public School Support	Approve & Refer to Political Advocacy and CETE Committees



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.