



**YORK CATHOLIC DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING
AGENDA**

Tuesday, February 24, 2026

7:30 p.m.

Catholic Education Centre

320 Bloomington Rd. West, Aurora, ON. L4G 0M1

Watch the Regular Board Meeting STREAM event on our YCDSB TV Channel: <http://bit.ly/YCDSB-TV>

		Pages
1. OPENING PRAYER	Maria lafrate	
	Lenten Prayer	
	<p>Almighty and Everlasting God, You have given the human race Jesus Christ our Saviour, as a model of humility. He fulfilled your Will by becoming Man and giving His life on the Cross. Help us to bear witness to you by following His example of suffering, and make us worthy to share in His Resurrection. We ask this through our Lord Jesus Christ, Your Son.</p> <p>Amen.</p>	
2. LAND ACKNOWLEDGEMENT	Maria lafrate	
	We are gathered on the ancestral lands and waters of all Indigenous Peoples, who have left their footprints on Mother Earth before us. We respectfully acknowledge, those who have walked on it, those who walk on it now, and future generations who have yet to walk upon it. We pray to the Creator for strength and wisdom that all may continue to serve as stewards of the earth.	
3. ROLL CALL	Jennifer Sarna	
4. APPROVAL OF NEW MATERIAL	Maria lafrate	
5. APPROVAL OF THE AGENDA		
6. DECLARATIONS OF CONFLICT OF INTEREST FOR CURRENT MEETING	Maria lafrate	
7. DECLARATIONS OF CONFLICT OF INTEREST FROM PREVIOUS MEETING	Maria lafrate	
8. APPROVAL OF THE MINUTES OF PREVIOUS MEETING(S):	Maria lafrate	
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8.b	Special Board Meeting of February 10, 2026	
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14. RECOGNITIONS / OUTSIDE PRESENTATIONS

- 14.a ShareLife Poster Contest Winners
 - 1. First Place - A. Cheng, St. Edward CES
 - 2. Second Place - A. Nnaji, St. Agnes of Assisi CES
- 14.b OCSTA Short Video Contest Winners - Secondary Division
 - 1. Fr. Michael McGivney CA Students, A. Cuento-San Andres, I. Sherif, K. Sriramanan
- 14.c Ontario Catholic School Trustees' Association: Michael Bellmore, Pat Daly, Anne O'Brien

15. DELEGATIONS

16. JOURNEY TOWARDS OUR VISION – STAFF PRESENTATIONS

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	<i>St. Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly Hosts, by the power of God, cast into hell Satan and all the evil spirits who prowl about the world seeking the ruin of souls. Amen.</i>		
23.	ADJOURNMENT	Maria lafrate	

Next Regular Board Meeting April 21, 2026



York Catholic District School Board

Chair's Report

Memo To: Board of Trustees

From: Maria Iafrate, Chair of the Board

Date: February 24, 2026

Re: **Chair's Report**

The YCDSB Community Journeys Together During Lent

Lent is one of the most sacred and transformative seasons in the Catholic calendar, and it holds special significance in our Catholic school communities. These 40 days of preparation for the celebration of Easter call on us to enter more deeply into the paschal mystery. Together, our students, staff and families grow in faith, service and love. Catholic schools are uniquely positioned to walk alongside young people during this time and to model prayer, almsgiving and sacrifice. These experiences help form young people into compassionate leaders, citizens and family members who carry Gospel values into the world.

As Trustees, we are privileged to be stewards of the York Catholic District School Board (YCDSB), which embraces this sacred season with open and generous hearts.

Response to the Minister of Education

The Board of Trustees is grateful to everyone who watched or attended the February 10, 2026, Special Board Meeting, which included important details on the Board of Trustees' response to the Minister of Education. The Minister had requested information on our Multi-Year Financial Recovery Plan and governance practices.

At the Special Board Meeting, we put a spotlight on the academic success of our incredible students. We reaffirmed that the YCDSB's deficit is on track to be eliminated within the government's timeline. Finally, we stated that Catholic schools cannot be Catholic without the oversight of Catholic School Trustees, who ensure a school board remains focused on Christ.

Our response letter has been received by the Ministry of Education, and the Board of Trustees awaits a response. The Board of Trustees would welcome the opportunity to meet with the Minister of Education to discuss these matters with him.

Board-wide Lenten Mass

On Thursday, March 12, 2026, the YCDSB will continue its tradition of bringing all our students and staff together virtually for the Board-wide Lenten Mass of Renewal and Reconciliation. This year's Mass will be celebrated at 1:15 p.m. by Bishop John Boissonneau, Auxiliary Bishop of the Northern Region of the Archdiocese of Toronto. Bishop Boissonneau always provides excellent, practical insights into our faith life. We are grateful that the Bishop is so generous with this time.

Historic Parish Milestones

The Catholics of Schomberg, Nobleton and the wider Archdiocese of Toronto community will gather in March to recognize two parishes that are celebrating historic anniversaries. This year is the 150th anniversary of St. Patrick's Parish in Schomberg and the 171st anniversary of St. Mary's Parish in Nobleton.

To mark these occasions, on Saturday, March 7, 2026, there will be an anniversary dinner at Cooper Creek Golf Course in Kleinburg, featuring a three-course meal and traditional Irish entertainment. Then on Sunday, March 8, 2026, at 1:30 p.m. Frank Cardinal Leo, Archbishop of Toronto, will bless the parish.

Funds raised during these events will support the upkeep and maintenance of the parish buildings, ensuring they remain places of worship and community life. For tickets to the dinner, please contact the parish. I encourage everyone to attend.

No Regular Board Meeting in March

Just a reminder that, at the beginning of the school year, it was decided there would be no Regular Board Meeting in March because March Break and Holy Week are so close together this year.

The Board of Trustees hopes everyone who reads this report will enjoy spending time with their loved ones and have opportunities to deepen their faith life during these special weeks in March.

Our next Regular Board Meeting will be held on Tuesday, April 21, 2026.



York Catholic District School Board

Interim Director's Report

Memo To: Board of Trustees

From: Jennifer Sarna, Interim Director of Education

Date: February 24, 2026

Re: **Interim Director's Report**

The Beginning of Lent

This has been an eventful winter when it comes to the weather. Unfortunately, we had to cancel school-based Ash Wednesday liturgies on Wednesday, February 18, 2026, due to a significant storm that covered the Greater Toronto Area in ice and snow. The York Catholic District School Board (YCDSB) staff know that Ash Wednesday is a cherished celebration in our schools, so it was a difficult decision to cancel student transportation on this day. However, YCDSB staff were focused on the safety of our students and staff when deciding to cancel student transportation.

Much thanks is owed to our Religion and Family Life team, administrators, and staff for quickly organizing "Beginning of Lent" liturgies, which were celebrated in our schools later in the week. I hope that our students, staff and families can pray, reflect and grow during the Lenten season.

Black Heritage Month

Black Heritage Month offers our Catholic learning community a joyful opportunity to celebrate and to learn more about the extraordinary achievements of Black Canadians. Rooted in our Catholic love for the richness of God's diverse creation, we celebrate Black excellence not just during a single month, but throughout the year. This is one of the ways we affirm our commitment to building schools where every student is inspired, seen and celebrated as a valued member of God's family. Thank you to all the YCDSB staff who are doing this necessary work.

Trustees and staff have been busy celebrating Black Heritage Month at a number of events, including:

- The Markham African Caribbean Canadian Association's Black History Month Recognition Ceremony on Thursday, February 6, 2026.
- The Aurora Black Community Association's Black History Month Gala on Saturday, February 7, 2026.
- The Newmarket African Caribbean Canadian Association's Black History Month reception on Sunday, February 8, 2026.

Fundraiser for Schools in the Holy Land

YCDSB staff have been busy implementing the motion passed at the February 10, 2026, Special Board Meeting, directing all schools to host a fundraiser in February to support the Latin Patriarch school system. Principals have been provided with materials to help them share information about the challenges facing this school system, which operates schools in Jordan, Palestine and Israel. As a Catholic school board, we are happy to do our part to help Christian education in the land where Jesus lived.

ShareLife Week

Once again, this year, every YCDSB school will fundraise in support of ShareLife, which provides funding to roughly 40 agencies whose work is animated by Catholic Social Teaching. Last year, these ShareLife-funded agencies helped 150,000 people around the world. The YCDSB is consistently the top contributor to ShareLife, which is a testament to the generous and faith-filled people in our schools.

ShareLife Week is March 23 to 27, 2026. If you are able, please consider helping your neighbours in need through ShareLife.

The Board of Trustees and the Senior Team are also thrilled to have the winners of the ShareLife poster contest with us tonight to be recognized for their excellent work.

March Break

A reminder to students, staff and families that all YCDSB schools will be closed from Monday, March 16 to Friday, March 20, 2026, for March Break. The YCDSB's Multi-Year Strategic Plan makes a strategic commitment to well-being, and setting aside time for rest, connection and personal enjoyment is vital for positive well-being. Schools will reopen on Monday, March 23, 2026.

The YCDSB Loves Hockey

Sacred Heart Catholic High School in Newmarket hosted The Cup Winter Classic hockey tournament at the Magna Centre on Monday, February 9, 2026. Twenty-two schools from both the York Catholic District School Board and the York Region District School Board competed in the tournament. YCDSB schools performed particularly well, and I want to congratulate:

- Tier 1 champion, Holy Name CES from King City.
- Tier 2 champion, YCDSB Central Stars, which included students from Fr. Henri Nouwen CES and St. Charles Garnier CES both in Richmond Hill.

I also want to acknowledge Our Lady of Good Counsel CES from East Gwillimbury and Holy Spirit CES from Aurora for being finalists in the tournament.

The Cup Junior Classic will be held on Thursday, March 30, 2026, at the Magna Centre in Newmarket and will feature Grade 4-6 students from 12 YCDSB schools.

The Northern Lights Hockey Classic

The **Northern Lights Hockey Classic** is set to take place on **Wednesday, February 25th**, at the **Tom Graham Arena**, from **9:00 am to 12:45 pm**. Co-hosted by St. Charles Garnier and Father Henri Nouwen, this exciting event brings together four competitive teams: the **YCDSB Central Area Stars** (a combined squad from SCG and FHN), **Notre Dame Knights**, **Our Lady of Fatima Falcons**, and **St. Michael the Archangel Warriors**. With the backdrop of an Olympic year, the tournament's primary objective is to celebrate the strength of our community through the sport of hockey. Beyond the final score, the day is dedicated to fostering exceptional sportsmanship and reflecting our core Catholic school virtues, ensuring that every player and spectator leaves the rink with a sense of pride and fellowship.

With the excitement of an Olympic year in the air, this tournament is a wonderful celebration of community and teamwork. Beyond the final score, the day is all about cheering each other on, demonstrating exceptional sportsmanship and living out our core Catholic school virtues, so that every player and spectator leaves the rink feeling inspired, connected and ready to do it all again!

Frost and Fire Games

I welcome Trustees and Senior Team members to attend the first Frost and Fire Games of this school year, which will be held on Wednesday, March 25, 2026, at Father Michael McGivney Catholic Academy in Markham. The Frost and Fire Games fosters knowledge of and respect for Indigenous culture by giving elementary students the opportunity to spend a day playing traditional Indigenous sports. These games also create new connections between elementary and secondary schools, as secondary student leaders will guide elementary students through the day.

The second and final Frost and Fire Games of the 2026-27 school year will happen on Thursday, April 30, 2026, at Our Lady of the Lake Catholic Academy in Keswick.



“ We are diverse. We are one in Christ. ”

York Catholic District School Board

Regular Board Meeting

Information Report

Student Trustees Update
February 24, 2026

Alignment to Strategic Plan

This report is linked to the strategic priorities:

Catholic Faith: Nurture faith formation and relationships with Christ.

Equity and Inclusion: Build and sustain an equitable, inclusive and accessible learning and working environment.

Student Achievement: Enrich and improve student learning so that excellence in achievement and engagement is possible for all.

Well-Being: Promote and nurture the social-emotional, spiritual and physical well-being of all members of the YCDSB.

Valentine's Day

YCDSB students commemorated Valentine's Day (the Feast of St. Valentine) during the week of February 14th. Student organizations ran various activities and initiatives including fundraisers, spirit days, and dances.

DECA Provincial Competition

From Thursday, February 5th to Saturday, February 7th 2025, students from across the YCDSB competed in the DECA Provincial Competition hosted at the Toronto Sheraton Hotel. Congratulations to all participants for the preparation and hard work!

Ontario Band Association Provincial Festival

From February 9th to 13th, YCDSB concert bands performed at the Ontario Band Association Provincial Festival, which took place at the Chinese Cultural Centre of Greater Toronto in a lovely culmination of months of rehearsal.



“ We are diverse. We are one in Christ. ”

York Catholic District School Board

OSTA Education Action Conference

This month, our student trustees had the honor of attending OSTA-AECO’s Education Action Conference in Ottawa. It was a privilege to interact and collaborate with like-minded student trustees, and foster growth in the Ontario educational community across the province. Sessions included advocacy and education interest group breakouts, interactive panel discussions, keynote speakers, and workshops. We are indescribably grateful for being able to continuously participate in OSTA conferences, and we will continue to apply these experiences to the work we do as student trustees.

Black History Month

YCDSB schools celebrate Black history during the month of February, honoring the contributions and traditions that have paved the way for all of us to learn and grow in diversity, equity, and inclusion today. Key initiatives include commemoration of Black-African Saints and programs spear-headed by Black Students Associations across schools.

York Catholic District School Board

REPORT

Report to: Board of Trustees

Date: February 24, 2026

Report: Appointment of Representative to the OCSTA Board of Directors

Executive Summary

The appointment of York Catholic District School Board’s representative to the OCSTA Board of Directors must be submitted for the two-year term commencing May 2026 to April 2028.

The Board of Directors is the major decision-making body of the OCSTA Association. The group manages the affairs of the Association and consists of:

- 3 Table Officers: President, Vice President, Past President
- 15 Regional Directors
- Executive Director
- Chaplain
- ACBO Liaison to OCSTA

Background

Trustee Jennifer Wigston has sat on the OCSTA Board of Directors for the past four years. Trustee Wigston advocates for Catholic Education and responds to OCSTA issues keeping our Board of Trustees and Senior Administration informed of important issues and events.

LET IT BE RESOLVED:

THAT the Board appoints Jennifer Wigston, to continue serving as the Board’s Representative as Regional Director to the OCSTA Board of Directors for the two-year term, May 2026 to April 2028.

Submitted by: Maria Iafrate, Chair of the Board



York Catholic District School Board

REPORT

Report To: Board of Trustees
From: Administration
Date: February 24, 2026
Report: **Queensville ES - Transportation**

EXECUTIVE SUMMARY

The purpose of this report is to provide additional context regarding the transition of students to the new Queensville Catholic elementary school, scheduled to open September, 2027.

BACKGROUND

At the January 27, 2026 Board meeting, the Board received a report on the Queensville Boundary Review. The report provided Trustees with information pertaining to the steps taken by the Local Boundary Review Committee throughout the fall of 2025. At the meeting, the Board approved Boundary Option 1 as the attendance area for the new Queensville Catholic elementary school, scheduled to open September, 2027.

Trustees discussed the possibility of grandparenting grade 8s of the 2027-28 school year (current grade 6s) for a period of 1 year, and directed staff to gather information regarding potential impacts including transportation costs and bring that information to a future Board meeting.

There are 8 existing grade 6 students attending Good Shepherd that are within the new Queensville attendance boundary and 24 grade 6 students attending Our Lady of Good Counsel from the Queensville attendance boundary. It is this group of 32 total students that will be in grade 8 during the 2027-28 school year. These 32 students have a combined 19 younger siblings (in JK-Grade 5).

TRANSPORTATION

For students currently attending Good Shepherd, all eight Grade 6 students live within walking distance of the new Queensville school and will not qualify for transportation once it opens. Providing legacy busing for these students to continue attending Good Shepherd for their Grade 8 year would result in an estimated additional cost of \$5,400 (net HST) for that school year.

Students currently bussed to Our Lady of Good Counsel will all be bussed to Queensville so there is no change in ridership, which is the basis for transportation costing. STS anticipates that the existing fleet may be able to absorb a temporary route to Our Lady of Good Counsel for one year (2027 Grade 8s only). In that scenario, there would be no increase in transportation costs. However, it is not possible to determine this with certainty at this time.

Generally speaking, any grandparenting provision reduces operational efficiency, places added pressure on the current fleet and driver pool, and may limit opportunities for future cost savings through fleet optimization. More importantly, transportation routing and system needs can change over the next two years, and if those changes result in the need to add another bus, costs could increase significantly.

Administration has considered the option of arranging bell times to permit a singular run to drop students at Good Shepherd and then Our Lady of Good Counsel (or vice versa), however it is anticipated that this will result in travel times that exceed current policy limits, and may result in other operational difficulties.

OTHER CONSIDERATIONS

When a new school is built and boundaries are redrawn, “grandparenting” students—such as allowing current Grade 8 students to remain at their old school instead of moving to the new one—may seem appropriate, but it often creates more challenges than it solves.

- 1. It undermines the purpose of boundary changes.** Boundary adjustments are typically designed to balance enrolment, relieve overcrowding, and use public resources efficiently. If a large group is exempted, existing school(s) may remain over capacity while the new school struggles to fill seats, defeating the objectives of the boundary review process.
- 2. It weakens the new school’s launch.** Limiting enrollment in key grades can affect a school’s organization, extracurricular programs, and the development of a strong school culture in its critical first year. A full and balanced student body supports the long-term success of the new school.
- 3. It creates unfairness and confusion.** Families just outside the cutoff may feel unfairly treated, and siblings within the same household could end up assigned to different schools. Clear, consistent implementation helps ensure that all families are treated fairly.

At the same time, families who strongly wish for their child to remain at their current school may pursue that option through the TCH19 process outlined in The Board’s Admissions Policy 226A, which outlines out-of-boundary and out-of-region admissions and requires formal application and approval based on school capacity and optimal staffing allocation. This formal process provides a structured and transparent mechanism for individual requests, ensuring that decisions are considered within established board policy while maintaining overall fairness and planning integrity.

For the reasons outlined above, it is the consensus of the Queensville Local Boundary Review Committee that there be no grandparenting provisions as stated in the final report brought to the January Board meeting.

SUMMARY

The information contained within this report has been provided as directed by Trustees at the January Board meeting.

The following Motion was moved and seconded and then deferred to the February 24, 2026 Regular Board Meeting. Therefore, the following Motion is automatically on the floor and does not need to be moved and seconded again and requires only a vote.

MOTION: McNicol/Crowe

THAT the Grade 8 students be allowed to go with their peers with transportation provided only for grade 8's.

Submitted by: Adam McDonald, Manager, Accommodation Planning and Property
Reviewed by: Giovanna De Girolamo, Coordinating Manager of Planning & Operations
Endorsed by: Jennifer Sarna, Interim Director, Foundation Chair & Secretary of the Board

York Catholic District School Board

REPORT

Report to: Board of Trustees

Date: January 27, 2026

Report: Proposed By-Law Changes to Operational By-Law No. 1

EXECUTIVE SUMMARY

The Board of Trustees follow their *Operational By-Law No. 1* to operationalize all Board and Committee meetings.

The following Operational By-Law change was brought forward for information at the December 16, 2025 Regular Board Meeting and is being presented for Action at the January 27, 2026 Regular Board Meeting.

BACKGROUND

To better support students, families, and staff, it is proposed that the order of the Regular Board Meeting agenda be modified so that *recognitions occur earlier* in the Public Session. This adjustment ensures that those attending to receive recognition are not required to sit through the full duration of regular board business on a weeknight. Placing recognitions at the beginning of the meeting allows participants to be acknowledged promptly and return to their evening routines without unnecessary delay. A “*Recess*” will be called immediately after.

It is also proposed that:

- The title of the Chair’s Report be updated to remove the phrase “*Update/Inspirational Messages*” for improved clarity and alignment with the report’s intended purpose.
- The following be added immediately after the Chair’s Report: *Highlights from SEAC or Student Success & Pathways Committee*

OPERATIONAL BY-LAW NO. 1

Parameter 3.1.10 Agenda for Board Meetings outlines the agenda for Public Session Board Meetings as follows:

3.1.10 Agenda for Board Meetings

Minutes of the Public and Private Session, Board and Committee meetings will note when Trustees leave and return to the meeting.

Public Session

1. Opening Prayer
2. Land Acknowledgement
3. Roll Call
4. Approval of New Material
5. Approval of the Agenda

6. Declarations of Conflict of Interest for Current Meeting
7. Declarations of Conflict of Interest from Previous Meeting
8. Approval of the Previous Minutes
9. Business Arising from Minutes of Previous Meeting
- ~~14.~~10. Recognitions / Outside Presentations
- RECESS
- ~~10.~~11. Chair's Report ~~/Update/ Inspirational Messages~~
12. Highlights from SEAC OR Student Success & Pathways Committee
- ~~11.~~13. OCSTA Board of Director's Update
- ~~12.~~14. Director's Report / Update
- ~~13.~~15. Student Trustees' Report
- ~~14.~~16. Delegations
- ~~15.~~17. Journey Towards our Vision - Staff Presentations
- ~~17.~~18. Action Items including Committee Reports
- ~~18.~~19. Discussion Items
- ~~19.~~20. Information Items
- ~~20.~~21. Notices of Motion
- ~~21.~~22. Future Agenda Items / Requests for Information
- ~~22.~~23. Prayer to St. Michael the Archangel
- ~~23.~~24. Adjournment

SUMMARY OF CHANGES:

Move: #14 Recognitions / Outside Presentations to #10.

Add: "RECESS" immediately after Recognitions / Outside Presentations

Remove: *"/Update/ Inspirational Messages"* from. #11 to simply read, Chair's Report

Add: "Highlights from SEAC or Student Success & Pathways Committee" to #12

RECOMMENDATION

THAT changes to the Board By-Law 3.1.10, be approved as presented at the January 27, 2026 Board Meeting..

Submitted by: Maria Iafrate, Chair of the Board

REPORT

York Catholic District School Board

Report To: Board of Trustees

From: Administration

Date: January 27, 2026

Report: Update on Alternative Education Decentralization Model

EXECUTIVE SUMMARY:

The purpose of this report is to provide the Board of Trustees with an update following the November 25, 2025 Board report (*Alternative Education, Suspension & Expulsion Programs - Proposed Regional Reorganization*) on the Alternative Education decentralization model and to recommend a revised implementation approach in response to updated enrolment projections. Specifically, this report recommends a phased adjustment to proceed with a two-site pilot in September 2026 due to confirmed enrolment pressures at St. Maximilian Kolbe Catholic High School.

BACKGROUND INFORMATION:

This report builds on the Board report dated November 25, which outlined a proposed three-site decentralization of Alternative Education programming. That report recommended transitioning from a centralized model to a regional structure to improve access and reduce system pressures.

Updated enrolment projections now indicate significant and sustained growth at St. Maximilian Kolbe Catholic High School. Enrolment is projected to increase from approximately 1,392 students in the current school year to approximately 1,450 students in September 2026. This growth is driven primarily by Grade 9 intake, with additional increases across other grades, particularly within the French Immersion and Advanced Placement programs.

As a result, all available instructional and flexible learning spaces at St. Maximilian Kolbe Catholic High School will be required to support core programming. Proceeding with Alternative Education programming at this site would place additional strain on space capacity and would likely necessitate the introduction of additional portables, creating avoidable financial pressures for the Board.

RECOMMENDATION

THAT the Board approve a revised implementation of the Alternative Education decentralization model, effective September 2026, proceeding with a two-site regional pilot located at Our Lady of Peace Catholic Learning Centre and St. Brother Andre Catholic High School;

AND THAT staff return with a further update to consider the addition of a northern regional site for the 2027–2028 school year, subject to enrolment trends and space availability.

Prepared By: Joel Chiutsi, Superintendent of Education: School Leadership

Approved By: Jennifer Sarna, Interim Director of Education, Foundation Chair & Secretary of the Board

York Catholic District School Board

REPORT NO. 2026:05

COMMITTEE OF THE WHOLE BOARD / PRIVATE SESSION

To: Regular Board Meeting

February 24, 2026

A private session of the Committee of the Whole was held at the Catholic Education Centre on Tuesday, January 27, 2026 starting at 6:28 pm.

PRESENT:

Members: In Person: F. Alexander, E. Crowe, J. DiMeo, M. Iafrate, T. McNicol, A. Saggese
Virtual: M. Barbieri

Administration: In Person: J. Sarna, R. Antunes, A. Arcadi, M. Brosens, J. Chiutsi, G. De Girolamo,
K. Elgharbawy, N. Galatianos, A. Iafrate, T. Laliberte, S. Morrow,
C. McNeil, S. Morrow, L. Paonessa, J. Powers, L. Sawicky, J. Tsui
Virtual: N/A

Absent with Notice: C. Cotton, A. Grella, J. Wigston, Student Trustees S. Cuesta, A. Shenouda

Recording Officer: S. Greco

Presiding: M. Iafrate, Chair of the Board

ACTION ITEMS:

DECLASSIFIED (Action Items for Approval): N/A

CLASSIFIED:

THAT the confidential items from the Private Session held on January 27, 2026, be approved as presented.

Adjournment: 7:27 pm

M. Iafrate, Chair of the Board

YORK CATHOLIC DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE
REPORT NO. 2026: 03

To: Regular Board Meeting

December 15, 2025

A meeting of the Special Education Advisory Committee was held on **December 16, 2025** in a hybrid format in person at the CEC, 320 Bloomington Rd. W and virtually over Google meet.

PRESENT:

Committee Members:	A. Grella, A. Connolly, N. Byrne, S. Leckey, N. Welch, A. Carter, J. Wigston, J. Man, J. Bujan
Administration:	J. Powers, L. Cipollone, L. Lausic,
Regrets:	D. Legris
Recording	C. Mong
Guests:	C. Carrigan, <i>YCDSB Teacher</i> T. Paniculam, <i>YCDSB Teacher</i> L. Ireland, <i>Mackenzie Health FASD Services</i> L. Marchetti, <i>YCDSB Hearing Consultant</i> C. Booth, <i>YCDSB Speech and Language and Hearing Dept. Manager</i>

1. **ACTION ITEM(S):** NIL

2. **CORRESPONDENCE:** NIL

3. **PRESENTATIONS/DISCUSSIONS/INFORMATION:**

- Movement Motor Break Wall Art
- FASD Presentation
- Enhancing YCDSB Hearing Services
- YCDSB Early Facilitation Information Night – January 29, 2026 at CEC

4. **ASSOCIATION REPORTS:**

- LDAYS: Monthly Report
- Community Living: E-Connector
- Easter Seals Association Update

5. **ITEMS FOR FUTURE AGENDA:**

- Easter Seals Presentation
- LDAYS Presentation
- Mental Health Program updates

6. **NEXT MEETING:** February 9, 2026

A. GRELLA, CHAIR, SEAC

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT NO. 2026:02

YORK CATHOLIC PARENT INVOLVEMENT COMMITTEE (YCPIC)

To: Regular Board Meeting

January 27, 2026

A meeting of the York Catholic Parent Involvement Committee (YCPIC) was held at the Catholic Education Centre commencing at 6:33 p.m. on Monday, January 19, 2026.

PRESENT:

Committee Member(s): **In Person:** Olufisayo Bolarinwa, Robyn De Cicco,
Azita Moradian Bashgaleh, Martina Saverino,
Jaclyn Toma
Virtual: Leilani Cabral, Peter Cortese, Giulia Elia,
Kim Fernandez-Grisales, Karen Galeano, Binu George,
Rhonda Ince, Sahir Jamal, Magda Mariano,
Sabrina Masih, Maria Praveen, Christina Romanzas,
Rachel Sun, Paola Tarco-Trave, Nicole Young, Yan Zhou

Administration: **In Person:** Jennifer Sarna, Dario De Angelis
Virtual: Kelly MacDougall

Trustee(s): **In Person:** Maria Iafrate
Virtual: N/A

Guest(s): **Staff:** Marcelle McShine-Quao
Trustee: Angela Saggese

Recording Secretary: Robyn De Cicco

REGRETS:

Committee Member(s): Jennifer Barci, Rina George-Alexander, Christina Gillison,
Carman Loong, Marcos Paulino

Administration(s): N/A

Trustee(s): N/A

1. ACTION ITEM(S): N/A

2. PRESENTATION / DISCUSSION / INFORMATION ITEM(S):

- a) 2024 Student Census
- b) Spring 2026 Conference - Curtis Carmichael was approved as a Guest Speaker for the YCPIC Spring Conference.

3. FUTURE MEETING DATES: March 23, May 25, 2026 at 6:30 pm

Martina Saverino, YCPIC Chair



York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1
Tel: 905-713-1211, 416-221-5051, 1-800-363-2711
Fax: 905-713-1272 • www.ycdsb.ca



October 21, 2025 – *Revised December 16, 2025*

NOTICE OF MOTION

EXPLORATION OF CENTRALLY DELIVERED STREAM PROGRAMMING

- Whereas** the YCDSB recognizes the value of STREAM (Science, Technology, Religion, Engineering, Arts and Math) education for students;
- Whereas** the YCDSB is committed to the equitable delivery of STREAM learning opportunities to students;
- Whereas** *given the shared model of support for exceptional learners with special needs means that* ensuring appropriate supports for off-site learning may inadvertently create barriers for some classes and/or schools to fully participate in STREAM education experiences;
- Whereas** timing constraints on STREAM visits are a natural result of transportation scheduling limitations;
- Whereas** *students whose schools are located farther from STREAM centres experience substantially longer and potentially inequitable travel times compared to their peers;*
- Whereas** the cost of transportation for students to attend STREAM centres is funded centrally.

LET IT BE RESOLVED:

THAT staff investigate whether there may be efficiencies in transitioning to *centrally delivered STREAM programming whereby curriculum materials for the delivery of the STREAM module are provided to the school prior to the visit of the itinerant teacher*

THAT the report includes recommendations on increasing access to STREAM learning for exceptional students.

Respectfully Submitted,

Jennifer Wigston
Trustee

REFERENCE No. 2025:13:1021:JW



York Catholic District School Board

REPORT

Report To: Board of Trustees

From: Administration

Date: February 24, 2026

Report: STREAM Centres of Excellence Report

EXECUTIVE SUMMARY:

This report has been developed as an information update for Trustees to provide a summary of how the STREAM Centres of Excellence serve all students, including students with exceptionalities. In addition, this report will address key considerations related to the development of an itinerant STREAM program model.

BACKGROUND INFORMATION:

Learning experiences at the STREAM Centres of Excellence are open to all students in Grades 1-8, including those who may require accommodations of any type. During registration, classroom teachers are prompted to identify any special considerations needed to support their students. These may include transportation requirements (e.g., harness straps, seatbelts, or wheelchair-accessible transit), physical environment needs (e.g., elevator/lift access, accessible washrooms, or quiet spaces for breaks), or classroom-related supports (e.g., accommodated or alternative programming, specific technology, or learning resources). Schools arrange their own staffing supports for students based on their individual contexts. In rare instances, when adjustments are required, we work in partnership with schools to ensure appropriate supports are in place. This holistic approach ensures that every student in every class fully participates in the STREAM Centre experience.¹

To assist students in navigating a new environment, each participating class receives a social story tailored to the STREAM Centre location they will visit. The four dedicated STREAM Centre rooms, equipped with flexible furniture, adaptive learning spaces, and a wide range of materials and technologies, offer multiple entry points for all learners.

¹ As part of the School-Led STREAM Project initiative offered last year, many schools proposed and led projects aligned with their specific interests and a range of STREAM priorities within their local contexts. One school developed a unique project that brought together junior and intermediate exceptional learners from multiple classes, along with their Best Buddies. This was the same STREAM Centre experience previously shared with Trustees during the April 7, 2025 SEAC meeting. This special experience differed from the regular classroom visits, as it involved students from several classes and grade levels participating in a multi-day project. In addition to engaging in STREAM-based learning, participants developed important social and life skills such as riding the bus, navigating a new environment, and interacting with new peers and teachers. The STREAM Centres were uniquely positioned to support this experience, offering rich off-site learning opportunities within the supportive framework of the YCDSB environment. It is important to note that students who participated in this special project also fully engaged in visits to the STREAM Centre with their regular class as part of the standard program. This was one of many examples of a project in which schools exercised leadership and autonomy in selecting a focus area that aligned with their interests and local priorities.



York Catholic District School Board

Collaboration between classroom teachers and the STREAM team ensures that every student can fully engage in authentic STREAM learning while accessing the specialized environments and resources available through the STREAM Centres of Excellence. Transportation to and from the STREAM Centres is planned with consideration of the visiting school location, the assigned STREAM Centre site, and school operational hours. To the extent possible, efforts are made to balance travel time and distance for students. All classes experience the same workshops in a consistent manner, regardless of school location or assigned STREAM Centre.

Since commencing operations, data has been collected to support continuous program improvement. Enhancements are made each operating year based on this data, including the transition from divisional to grade-specific workshops, the provision of additional instructional templates for teachers, and the introduction of social stories. Feedback forms are distributed to teachers following each workshop, and parents/guardians are invited to provide feedback after each visit. Overall, both teacher and parent feedback indicate a desire for additional opportunities to visit the STREAM Centres of Excellence. The program remains committed to ongoing improvement in response to the data and feedback collected.

Authentic STREAM learning is inherently organic and iterative. Students generate ideas, test prototypes, encounter challenges, and adjust their designs in real time. The four specialized rooms at each STREAM Centre are equipped with a broad and diverse range of tools, materials, and technologies that educators draw upon responsively as student thinking evolves. Since needs emerge unpredictably during the design process, it would not be feasible to pre-pack and ship the full breadth of resources currently utilized to support authentic STREAM learning.

The physical environment itself is also central to the learning experience. The whiteboard tables, flexible seating options, open-concept spaces, and distinct specialized rooms create conditions that encourage collaboration, creativity, and hands-on exploration for all learners. These elements cannot be replicated or transported into standard classrooms, many of which do not have the space, furniture, or layout needed to support large-scale prototyping or multi-station design work.

Additionally, the technology used at the STREAM Centres, including Chromebooks, iPads, laptops, VR headsets, and 3D printers, cannot be shipped or replaced with school-based devices. These carts of equipment are configured with specific licenses, apps, permissions, and network settings tailored to the STREAM Centres of Excellence. Reliance on school technology would limit access, functionality, and the pedagogical coherence of the program.

The current STREAM model is also intentionally designed around a pre-visit, STREAM classroom experience, and post-visit structure, which supports meaningful capacity building with classroom educators. Teachers engage in preparatory lessons, co-facilitated learning experiences at the STREAM Centre, and follow-up activities that extend learning back at the school. In contrast, an itinerant model would function largely as a one-off experience, especially given the travel demands and logistical challenges of visiting multiple schools, which would significantly compromise this structure and make it more difficult to provide consistent professional learning, co-teaching opportunities, and alignment between classroom practice and the STREAM experience.

Finally, the logistics of transporting large quantities of specialized materials raise significant concerns. If resources were shipped to schools, procedures would be required for secure storage, daily setup and teardown, and repacking



York Catholic District School Board

between classes. This introduces risk of damage, loss, or incomplete kits, all of which would affect program quality and sustainability. Many schools also lack secure storage space for high-value technology and specialized tools.

The STREAM Centres of Excellence provide an intentionally designed ecosystem, specialized environments, robust resources, expert pedagogy, and structured educator capacity building that cannot be replicated through an itinerant model. Importantly, the current model ensures equitable access for all students and educators. Since school communities vary widely in their available space, technology, and resources, the STREAM Centres level the playing field by providing every class with the same high-quality learning environment and tools. In this way, all learners experience the very best that STREAM education can offer: equitable access to high-quality, innovative, and responsive learning experiences.

Submitted by:	Marisa Benakis, STREAM Consultant
Reviewed and Submitted by:	Anthony Arcadi, Superintendent of Curriculum and Assessment
Endorsed by:	Jennifer Sarna, Interim Director of Education, Foundation Chair & Secretary of the Board



York Catholic District School Board

REPORT

TO: Board of Trustees
FROM: Senior Administration
DATE: February 24, 2026
RE: **PROPOSED 2026-2027 SCHOOL YEAR CALENDAR**

The purpose of this report is to present the Board of Trustees with the attached calendar being proposed for the **2026-2027** school year at the York Catholic District School Board (YCDSB).

BACKGROUND:

Ontario Regulation 304 “School Year Calendar, Professional Activity Days” under the *Education Act* provides direction to school boards in the preparation and submission of the school year calendar to the Ministry of Education for approval. This regulation requires a minimum of 194 school days. School boards are also required to designate three mandatory Professional Activity (PA) days as well as allowing for four discretionary PA days for a total of seven PA days per panel. The remaining 187 school days shall be instructional days. The 194 school days must fall between September 1, 2026 and June 30, 2027.

The proposed **PA Days** are: (7 for each panel)

Elementary		Secondary
✓	Wednesday, September 2, 2026	✓
✓	Thursday, September 3, 2026	✓
✓	Monday, October 26, 2026	
✓	Friday, November 20, 2026	✓
✓	Friday, January 15, 2027	
	Tuesday, February 2, 2027	✓
	Monday, May 3, 2027	✓
✓	Friday, June 4, 2027	
	Tuesday, June 29, 2027	✓
✓	Wednesday, June 30, 2027	✓

The YCDSB calendar is developed in partnership with the York Region District School Board, thereby providing efficiencies that reduce costs in light of our existing transportation partnership (consortium).

Consultation has occurred with York Catholic District School Board’s stakeholders, consisting of the YCDSB Board of Trustees, CUPE 1571, CUPE 2331, CUPE 5476, OSSTF, Special Education Advisory Committee, York Catholic Parent Involvement Committee, York Catholic Principals Association (Elementary & Secondary), and York Unit OECTA.

RECOMMENDATION:

THAT the Board approve the proposed regular school year calendar for 2026-2027 for submission to the Ministry of Education for their approval.

Prepared and Submitted By: Anthony Arcadi, Superintendent of Curriculum & Assessment

Endorsed By: Jennifer Sarna, Interim Director of Education, Foundation Chair & Secretary of the Board



SCHOOL YEAR CALENDAR
YORK CATHOLIC DISTRICT SCHOOL BOARD

2026 - 2027

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
			E/S	E/S		
6	7	8	9	10	11	12
	M	1st day of school				
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	M					
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	E					

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
					E/S	
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
B	B	B	B	B	B	
27	B	B	B	B		

JANUARY 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				E		
17	18	19	20	21	22	23
24	25	26	27	28	29	30
		EX	EX	EX	EX	

FEBRUARY 2027

S	M	T	W	T	F	S
		1	2	3	4	5
	EX	S	R			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	M					
21	22	23	24	25	26	27
28						

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
B	B	B	B	B	B	
21	22	23	24	25	26	27
				M		
28	29	30	31			
	M					

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

S	M	T	W	T	F	S
2	3	4	5	6	7	8
	S					
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	M					
30	31					

JUNE 2027

S	M	T	W	T	F	S
		1	2	3	4	5
					E	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
					12 EX	
20	21	22	23	24	25	26
	EX	EX	EX	9-11 EX	EX	
27	R	S	E/S			

PROFESSIONAL ACTIVITY DAYS

- E/S September 2 & 3, 2026
- E October 26, 2026
- E/S November 20, 2026
- E January 15, 2027
- S February 2, 2027
- S May 3, 2027
- E June 4, 2027
- S June 29, 2027
- E/S June 30, 2027

MANDATORY HOLIDAYS

- Labour Day: September 7, 2026
- Thanksgiving: October 12, 2026
- Christmas Break: Dec. 21/26 to Jan 1/27
- Family Day: February 15, 2027
- March Break: March 15 to 19, 2027
- Good Friday: March 26, 2027
- Easter Monday: March 29, 2027
- Victoria Day: May 24, 2027

LEGEND

B	Board Approved Holiday	EX	Exam Day (Grades 9 to 12)
M	Mandatory Holiday	EX	Exam Day (Grades 9 to 11) - Semester 2
E/S	Elementary/Secondary PA Day	EX	Exam Day (Grade 12) - Semester 2
E	Elementary PA Day	R	Exam Review Day
S	Secondary PA Day		

York Catholic District School Board

REPORT NO. 2026:06

SPECIAL COMMITTEE OF THE WHOLE BOARD / PRIVATE SESSION

To: Regular Board Meeting

February 24, 2026

A private session of the Special Committee of the Whole was held at the Catholic Education Centre on Friday, January 30, 2026 starting at 4:40 pm.

PRESENT:

Members: In Person: C. Cotton, E. Crowe, M. Iafrate, T. McNicol, A. Saggese, J. Wigston

Virtual: F. Alexander, J. DiMeo (disconnected at 5:04 pm)

Administration: In Person: J. Sarna

Virtual: N/A

Absent with Notice: M. Barbieri, A. Grella

Recording Officer: S. Greco

Presiding: J. Wigston, Vice Chair of the Board

ACTION ITEMS:

DECLASSIFIED (Action Items for Approval): N/A

CLASSIFIED:

THAT the confidential items from the Private Session held on January 30, 2026, be received as presented.

Adjournment: 5:27 pm

J. Wigston, Vice-Chair of the Board

York Catholic District School Board

**REPORT NO. 2026:02 of the
POLICY REVIEW COMMITTEE**

To: Board of Trustees

February 24, 2026

A session of the Policy Review Committee was held on February 17, 2026 at 6:07 p.m.

PRESENT:

Committee Members:	In person:	A. Saggese, J. Wigston
	Virtual:	F. Alexander, M.Barbieri, A. Grella, J. DiMeo
	Absent with Notice:	C. Cotton
Other Trustees:		M. Iafrate
Administration:	In Person:	J. Sarna, R. Antunes, A. Arcadi, M. Brosens, A. Burnell-Gentile, J. Chiutsi, G. De Girolamo, N. Galatianos, A. Iafrate, T. Laliberte, T.MacDonald, C. McNeil, L. Paonessa, J. Powers, L. Sawicky
	Absent with notice:	S.Morrow, S. Wright
	Virtual:	K. Elgharbawy
Recording:		A. McMahan
Presiding:		A. Saggese

ACTION ITEMS:

1. **THAT** the Board approve the following revised policy:
Policy 112 Privacy and Freedom of Information
2. **THAT** the Board approve the following revised policy:
Policy 210 Pediculosis (Head Lice)
3. **THAT** the Board approve the following revised policy:
Policy 407 Police Record Checks – Board Employees
4. **THAT** the Board approve the following revised policy:
Policy 608 Volunteers in Schools
5. **THAT** the Board approve the following revised policy:
Policy 611 Criminal Background Checks for Service Providers
6. **THAT** the Board approve the following revised policy:
Policy 801 Use of Board and School Funds for Recognition or Acknowledgement

DISCUSSION ITEMS:

- i) Policy 709 Naming of Schools

INFORMATION ITEMS:

- i) Procedure 112 Privacy Breach Procedure, Freedom of Information Request
- ii) Procedure 210 Pediculosis (Head Lice)

FUTURE ITEMS:

- Policy 106 Delegations to the Board
- Policy 303 School Organized and Continuing Education
- Policy 405A Appointments to Supervisory Officer Positions
- Policy 405B Appointments to Academic Positions of Responsibility
- Policy 405C Appointments to Principal and Vice Principal Positions

Future meeting dates for Policy Review Committee:
April 7, 2026, June 2, 2026

Adjournment – 6:43 p.m.

A. Saggese, Committee Chair



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Governance	<i>Policy Number</i> 112
<i>Former Policy #</i>	<i>Page</i> 1 of 7
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
September 1, 2009	June 17, 2014 January 26, 2021

POLICY TITLE: PRIVACY AND FREEDOM OF INFORMATION

1. PURPOSE

The York Catholic District School Board acknowledges that privacy is a fundamental human right protected by the *Canadian Charter of Rights and Freedoms*. **The Board further recognizes its obligations under the *Ontario Human Rights Code* and the *Anti-Racism Act (2017)* to ensure that privacy practices do not create or reinforce systemic discrimination. Privacy protections must uphold Catholic Social Teaching, particularly human dignity, equity, and the common good.**

The York Catholic District School Board recognizes its obligation to protect all rights of privacy with respect to personal information that is collected, used, disclosed, retained and disposed during and/or after the education of students and/or the employment of York Catholic District School Board employees. The York Catholic District School Board also recognizes its obligations under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, to be transparent and to provide access to information under its custody and control.

2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board to manage the collection and protection of personal information, its use, disclosure, retention, and destruction, **and ensure appropriate access to information** in accordance with the provisions and statutory duties and responsibilities under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Education Act*, and the *Ontario Student Record (OSR) Guideline*.

~~It is the policy of the York Catholic District School Board to be transparent and to provide access to information under its custody and control in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Education Act*, and the *Ontario Student Record (OSR) Guideline*.~~

The York Catholic District School Board's **acts as a Health Information Custodian and is** which include Psychologists, Speech-Language Pathologists, Occupational Therapists and Physical Therapists, are further governed by the *Personal Health Information Protection Act (PHIPA)* and are responsible for compliance with ~~this act~~ the *Personal Health Information and Protection of Privacy Act (PHIPA)* in regard to the collection, use, disclosure, **access**, retention and disposal of Personal Health Information ~~in the course of their duties at YCDSB~~ **in the delivery of healthcare services to students.**

3. PARAMETERS

The York Catholic District School Board shall:

- 3.1 Collect Personal Information only when it is necessary for educational and employment purposes or as required and authorized by law.
- 3.2 Respond to all **formal** requests for information within 30 calendar days, according to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) **and Personal Health Information and Protection of Privacy Act (PHIPA)**, unless exemptions apply.
- 3.3 Notify individuals of the purpose for which their personal information is being collected prior to the collection of personal information.
- 3.4 Ensure that Personal Information is accurate, complete, and up-to-date in order to fulfill the specified purposes of its collection, use, disclosure, retention and disposal.
- 3.5 Comply with all reporting requirements of the Information and Privacy Commissioner of Ontario, ~~including but not limited to privacy breaches.~~
- 3.6 Retain, use, disclose and dispose of documents in accordance with Policy 109 Records and Information Management, ~~and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)~~ **and Personal Health Information and Protection of Privacy Act (PHIPA)**.
- 3.7 ~~Provide Privacy and Freedom of Information training to all staff upon hire, and annually thereafter.~~ **Ensure staff are informed of their responsibilities and obligations under applicable privacy and access to information legislation.**

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To comply with the Privacy and Freedom of Information Policy and procedures.
- 4.1.2 To participate in Privacy and Freedom of Information training, as required.

4.2 Director of Education

- 4.2.1 To oversee compliance of the Privacy and Freedom of Information Policy and related procedures.
- 4.2.2 To accept and implement recommendations by the ~~Privacy Officer~~ **Records and Privacy Manager** to ensure organizational compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- 4.2.3 To address Privacy Breaches in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), including implementing recommendations from the ~~Privacy Officer~~ **Records and Privacy Manager** related to privacy breaches.
- 4.2.4 To delegate the recommendations where appropriate for implementation to the necessary Supervisory Officer and/or Manager.
- 4.2.5 To participate in Privacy and Freedom of Information training ~~upon hire and annually thereafter.~~

4.3 Senior Administration

- 4.3.1 To ensure the implementation of the Privacy and Freedom of Information Policy and related procedures.
- 4.3.2 To immediately notify the ~~Privacy Officer~~ **Records and Privacy Manager** if there is a suspected privacy breach and participate in the Privacy Breach Protocol, while maintaining confidentiality, as required.
- 4.3.3 To implement recommendations of a Privacy Breach Report, as directed by the Director of Education.
- 4.3.4 To participate in Privacy and Freedom of Information training ~~upon hire and annually thereafter.~~

4.4 Chief Information Officer

- 4.4.1 To provide, in collaboration with the ~~Privacy Officer~~ **Records and Privacy Manager**, the necessary Information Technology infrastructure to protect and safeguard electronic personal information collected, used and retained by the York Catholic District School Board, in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and *Personal Health Information Protection Act (PHIPA)*.
- 4.4.2 To ensure, in collaboration with the ~~Privacy Officer~~ **Records and Privacy Manager**, adequate IT procedures and guidelines are in place for staff to protect and safeguard electronic personal information collected, used and retained by the York Catholic District School Board.
- 4.4.3 **To provide a redacted summary of the Privacy Breach Report to the Director of Education and to the Board of Trustees, where appropriate.**

4.5 ~~Privacy Officer~~ **Records and Privacy Manager**

- 4.5.1 To ensure York Catholic District School Board compliance with Privacy and Freedom of Information Policy, related procedures and all applicable privacy and Freedom of Information legislation.
- 4.5.2 To ensure, in collaboration with the Chief Information Officer, adequate privacy procedures and guidelines are in place for staff.
- 4.5.3 ~~To provide Privacy and Freedom of Information training for all staff upon hire and annually thereafter.~~ **To ensure staff are informed of their responsibilities and obligations under applicable privacy and access to information legislation.**
- 4.5.4 To administer the Privacy Breach Procedure, in a reasonable timeframe, according to the following steps:
 - 4.5.4.1 Respond;
 - 4.5.4.2 Contain;
 - 4.5.4.3 Investigate;
 - 4.5.4.4 Notify; and
 - 4.5.4.5 Implement Change
- 4.5.5 To produce and submit an independent Privacy Breach Report to the ~~Director of Education~~ **Chief Information Officer**, which addresses actions taken and recommendations ~~by the York Catholic District School Board during the Privacy Breach Procedure.~~, **where required.**
- 4.5.6 To report to the *Information and Privacy Commissioner of Ontario* privacy breaches, as required by law.
- 4.5.7 To process formal Freedom of Information requests and **respond to** privacy complaints.

4.6 Managers/Principals/Supervisors

- 4.6.1 To ensure implementation and compliance with the Privacy and Freedom of Information Policy and related procedures.
- 4.6.2 To acknowledge and support the work and the requirements of those employee groups who must comply with *Personal Health Information Protection Act (PHIPA)*.
- 4.6.3 To immediately notify the ~~Privacy Officer~~ **Records and Privacy Manager** if there is a suspected privacy breach and participate in the Privacy Breach Procedure, while maintaining confidentiality, as required.
- 4.6.4 To implement recommendations of a Privacy Breach Report, as directed by their Supervisory Officer.
- 4.6.5 To participate in Privacy and Freedom of Information training ~~upon hire and annually thereafter.~~
- 4.6.6 To release personal information to the person to whom it is related or to

- their parent(s)/guardian(s), in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and *Education Act*.
- 4.6.7 To refer all formal requests for information referencing the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* to the ~~Privacy Officer~~ **Records and Privacy Manager**.
- 4.7 Staff**
- 4.7.1 To comply with the Privacy and Freedom of Information Policy and procedures.
- 4.7.2 To assume responsibility for all personal information under their custody or control as outlined in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and in accordance with the Confidentiality Agreement.
- 4.7.3 To participate in Privacy and Freedom of Information training ~~upon hire and annually thereafter~~.
- 4.7.4 To immediately notify their immediate supervisor if there is a suspected privacy breach and participate in the Privacy Breach Procedure, as required.
- 4.7.5 To release personal information to the person to whom it is related or to their parent(s)/guardian(s), in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and *Education Act*.
- 4.7.6 To refer all requests for information referencing the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* to the ~~Privacy Officer~~ **Records and Privacy Manager**.
- 4.8 Health Information Custodians ~~Staff Acting as Agents Under PHIPA~~**
- 4.8.1 To ensure the collection, use, disclosure and protection of confidential personal health information ~~complies with in their custody and control as outlined in the *Personal Health Information Protection Act (PHIPA)* and Board information handling practices~~.
- 4.8.2 To immediately notify their immediate supervisor and the ~~Privacy Officer~~ **Records and Privacy Manager** if there is a suspected privacy breach and participate in the Privacy Breach Procedure, as required.
- 4.8.3 To release personal information to the person to whom it is related or to their parent(s)/guardian(s), in accordance with the *Personal Health Information Protection Act (PHIPA)*.
- 4.9 Parents/Guardians/Students/Public**
- 4.9.1 To follow the Privacy and Freedom of Information Procedure(s) to request access to or correction of personal information.
- 4.9.2 To notify the School Administration or ~~Privacy Officer~~ **the Records and Privacy Manager** of a suspected Privacy Breach.
- 4.10 Third Party Service Providers**
- 4.10.1 To fulfill contractual obligations to comply with privacy legislation.
- 4.10.2 To inform the York Catholic District School Board's ~~Privacy Officer~~ **Records and Privacy Manager** as soon as a privacy breach or suspected breach is discovered.
- 4.10.3 To take all necessary actions to contain the privacy breach as directed by the York Catholic District School Board.
- 4.10.4 To take all necessary remedial action to decrease the risk of future breaches.

5. DEFINITIONS

5.1 Health Information Custodian

~~Any person (or class of person) who has custody or control of personal health information as a result of, or in connection with, performing prescribed powers, duties or work as defined in section 3(1) of the *Personal Health Information Protection Act*.~~

The York Catholic District School Board acts as a Health Information Custodian in the delivery of regulated health services. Under section 3(1) of the *Personal Health Information Protection Act (PHIPA), 2004*, the Board is deemed to have custody or control of personal health information collected, used or disclosed in connection with performing its prescribed powers, duties or work.

5.2 Personal Health Information

Identifying information about an individual student which pertains to health care, including information about a student's physical or mental health, receipt of health care services. The *Personal Health Information Protection Act (PHIPA)* establishes rules for the collection, use, and disclosure of personal health information in a broad range of circumstances.

5.3 Personal Information

"Personal information" is defined as documented information about an identifiable individual, including:

- 5.3.1 Information relating to the race, national or ethnic origin, colour, religion, age, gender identity, gender expression or marital or family status of the individual;
- 5.3.2 Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- 5.3.3 Any identifying number, symbol or other particular assigned to the individual;
- 5.3.4 The address, telephone number, fingerprints or blood type of the individual;
- 5.3.5 The personal opinions or views of the individual except where they relate to another individual;
- 5.3.6 Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- 5.3.7 The views or opinions of another individual about the individual; and
- 5.3.8 The individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

5.4 Privacy Breach

A privacy breach occurs when personal information is stolen or lost or is collected, used, retained, disclosed or destroyed without authority, which compromises the security and privacy of the protected personal information. ~~Appendix A contains examples of Privacy Breaches.~~

5.5 Privacy Complaint

A privacy complaint is a complaint lodged with the *Information and Privacy Commissioner of Ontario* against the York Catholic District School Board, where it is alleged the York Catholic District School Board has compromised or breached privacy protection rights by inappropriately collecting, using, disclosing or destroying information.

6. CROSS REFERENCES

Legislation

[Anti-Racism Act](#)

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Personal Health Information Protection Act \(PHIPA\)](#)

[Information and Privacy Commissioner of Ontario](#)

YCDSB Policies/Procedures

YCDSB Policy 109 Records and Information Management

YCDSB Policy ~~347~~ 119 Electronic Communications and Social Media

YCDSB Policy 227 Ontario Student Record (OSR)

YCDSB Policy 304A Research **and Surveys**

YCDSB Policy 408 Digital Discipleship: Employee Use of Technology

YCDSB Policy 412 Progressive Discipline of Employees

YCDSB Policy 705 Use of Video Surveillance Equipment

YCDSB Privacy Breach and Freedom of Information Request Procedures

Approval by Board	January 26, 2021 <i>Date</i>
Effective Date	January 27, 2021 <i>Date</i>
Revision Dates	January 26, 2021 <i>Date</i>
Review Date	January 2026 <i>Date</i>

PRIVACY BREACH EXAMPLES

The following are some examples of privacy breaches:

	Student Records	Employee Records	Business Records
Inappropriate disclosure/use of personal information	<ul style="list-style-type: none"> ● Student's report card was mailed to the wrong home address. ● Digital images of individuals taken and displayed without consent. ● Hard-copy psychological assessments kept in openly accessible file cabinets that are not secured or controlled. ● Confidential student health records inadvertently blown out of a car trunk and scattered over a busy street. 	<ul style="list-style-type: none"> ● Employee files containing social insurance numbers left in unlocked boxes near the open shipping/receiving area. ● Budget reports (containing employee numbers and names) found in their entirety in recycle bins and garbage bins. ● Theft from car of a briefcase containing a list of home addresses of teaching staff. 	<ul style="list-style-type: none"> ● A list of names, including credit card numbers, left on the photocopier. ● Personal information disclosed to trustees who did not need it to effectively decide on a matter.
Technology/ computer error	<ul style="list-style-type: none"> ● Lost memory key containing student data. ● Theft of a laptop containing Special Education student records on the hard drive from a staff member's car. 	<ul style="list-style-type: none"> ● Sending very sensitive personal information to an unattended, open area printer. ● Password written on a sticky note stuck to a monitor. ● Resumes faxed or emailed to a wrong destination or person. 	<ul style="list-style-type: none"> ● Stolen laptop containing names and addresses of permit holders. ● Tender information scanned and not cleared from multifunctional office machine. ● Disposal of equipment with memory capabilities (e.g., memory keys, disks, laptops, photocopiers, fax machines, or cell phones) without secure destruction of the personal information it contains.



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Students	<i>Policy Number</i> 210
<i>Former Policy #</i>	<i>Page</i> 1 of 4
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
April 25, 1989	November, 1996 January, 2005 February 9, 2010 November 23, 2010 April 23, 2013 March 29, 2016

POLICY TITLE: PEDICULOSIS (HEAD LICE)

SECTION A

1. PURPOSE

The York Catholic District School Board recognizes concerns related to pediculosis (head lice) **within schools and the community.** ~~at the school, community, and regional level. The Board also recognizes~~ **acknowledges** ~~that the Ministry of Health does not designate~~ pediculosis (head lice) **is not designated** as a communicable disease **by public health authorities** and as such, it is not considered a health hazard. ~~to the community.~~

The purpose of this policy is to provide assistance and direction to Board staff, parents/**guardians**, and students, when dealing with pediculosis (head lice), **while minimizing disruption to learning and ensuring the dignity and privacy of students.**

2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board to assist staff, parents/**guardians**, and students in the identification, treatment, and prevention of pediculosis (head lice) **in schools, in alignment with York Region Public Health guidelines.**

3. PARAMETERS

- 3.1 When responding to cases of pediculosis (head lice), staff shall ensure that the dignity, well-being and privacy of the student is given the highest priority.
- 3.2 The procedures, an addendum to this policy, shall be implemented **in accordance with current public health guidance** when addressing cases of pediculosis (head lice).
- 3.3 **Students shall begin appropriate treatment promptly. Absence from school shall**

be minimized and shall not be required solely due to the presence of head lice or nits. Readmission to school shall not require proof of treatment; however, parents/guardians shall be encouraged to notify the school when treatment has begun.

- ~~3.4 Students will be readmitted to school once treatment has been administered and confirmed by the parent as outlined in the procedures, an addendum to this policy, if the child is under the age of eighteen (18) years of age.~~
- ~~3.5 Students eighteen (18) years of age and over will be readmitted to school once treatment has been administered and confirmed by the student as outlined in the procedures, an addendum to this policy.~~

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Pediculosis (Head Lice) policy.

4.2 Superintendents of Education

- 4.2.1 To support Principals with the implementation of the Pediculosis (Head Lice) policy and accompanying procedures.

4.3 Principal

- 4.3.1 To review the Pediculosis (Head Lice) policy and accompanying procedures with staff and the Catholic School Council at the beginning of each school year.
- 4.3.2 To communicate to parents, on an annual basis, information on the identification, treatment and prevention of pediculosis (head lice).
- ~~4.3.3 To provide leadership in the school community to ensure that cases of pediculosis (head lice) are given the highest priority, and are handled in an expeditious and effective manner while ensuring the dignity and well-being of the individual student.~~ **To ensure cases are addressed promptly while protecting the dignity of the student.**

4.4 Staff

- 4.4.1 To report any suspected cases of pediculosis (head lice) to the Principal.
- 4.4.2 To take all reasonable precautions to prevent pediculosis (head lice) through the practice of avoidance measures such as **no** head-to-head contact, and **no** sharing of combs, hairbrushes, caps, hats or hair ornaments.

4.5 Parents/Guardians

- 4.5.1 To be informed of the signs of pediculosis (head lice) and to initiate appropriate treatment promptly.**
- 4.5.2 To communicate with the school regarding confirmed or suspected cases.**
- ~~4.5.3 To check their child's head for signs of pediculosis (head lice) on a regular basis but, specifically when the school has notified parents/guardians of a case of pediculosis (head lice) or if their child may have come into contact with pediculosis (head lice).~~
- ~~4.5.4 To report any suspected cases of pediculosis (head lice) to the Principal.~~
- ~~4.5.5 To treat their child with pediculosis (head lice) in accordance with the parameters and procedures of this policy.~~

- ~~4.5.6 To submit the signed “Pediculosis Treatment Form”, upon their child’s return to school, to confirm with the Principal that the treatment of pediculosis (head lice) has been administered and to identify the type of treatment and the date treatment was administered.~~
- 4.5.7 To review with their child pediculosis (head lice) avoidance measures such as **no** head-to-head contact, and **no** sharing of combs, hairbrushes, caps, hats or hair ornaments.

4.6 Students

- 4.6.1 ~~To report to their Parent/Guardian immediately if they display any signs or symptoms of pediculosis (head lice) or suspect they have come into contact with pediculosis (head lice).~~ **To inform their parent(s)/guardian(s) promptly if they suspect the presence of live lice.**
- 4.6.2 To practice pediculosis (head lice) avoidance measures such as **no** head-to-head contact, and **no** sharing of combs, hairbrushes, caps, hats or hair ornaments.
- ~~4.6.3 To submit the signed “Pediculosis Treatment Form”, if eighteen (18) years of age or over, upon return to school, confirming with the Principal that the treatment of pediculosis (head lice) has been administered and to identify the type of treatment and the date treatment was administered.~~

5. DEFINITIONS

5.1 Pediculosis (Head Lice)

Pediculosis (head lice) are tiny insects that live on the scalp, where they lay their eggs. Head lice do not spread disease. Head lice have three (3) stages – the egg (nit), the nymph and the adult.

- 5.1.1 The egg (nit): Whitish-grey, tan or yellow ovals, approximately the size of a grain of sand that stick to the hair close to the scalp and can look like dandruff. Eggs (nits) hatch in 9 to 10 days.
- 5.1.2 Nymphs are baby lice. They look like adult lice but are smaller.
- 5.1.3 Adult Lice are approximately the size of a sesame seed and are difficult to see. Adult lice can live for up to 30 days on a person’s head, but they die within 3 days away from the scalp.

6. CROSS REFERENCES

Legislation

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

YCDSB Procedures

[YCDSB Procedure 210 Pediculosis \(Head Lice\)](#)

Resources

[Canadian Paediatric Society – Head Lice, 2025](#)

[York Region Public Health – Pediculosis \(Head Lice\), 2024](#)

Approval by Board	<u>March 29, 2016</u> Date
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Revision Dates	<u>March 29, 2016</u> Date
Review Date	<u>March 2021</u> Date

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YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 407
<i>Former Policy #</i>	<i>Page</i> 1 of 5
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
August 26, 2003	March 31, 2009 June 20, 2017 May 31, 2022 January 31, 2023

POLICY TITLE: POLICE RECORD CHECKS – BOARD EMPLOYEES

SECTION A

1. PURPOSE

The York Catholic District School Board affirms its responsibility to provide a safe and secure learning and working environment for students and staff. The Board is in a position of public trust with regards to the safety of students and must strive to protect their intellectual, physical and emotional well-being. In accordance with Ontario Regulation 521/01: *Collection of Personal Information*, the Board **shall implement** ~~commits to implementing~~ appropriate measures to ensure that **police record checks are collected for all employees of the Board.** ~~those employees having direct and regular contact with students are free of any criminal records per the *Criminal Code of Canada* which may place a student at risk.~~

All requirements and decisions under this policy shall be interpreted and applied in a manner consistent with the *Ontario Human Rights Code*, the *Police Record Checks Reform Act*, and principles of procedural fairness, dignity, and inclusion.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to not employ or continue to employ ~~persons who have a criminal and police record which may place any student(s) at risk as a result of their direct and regular contact~~ **individuals in positions of trust or authority where information disclosed through a required police record check indicates that the individual may pose a risk to the safety and well-being of students.**

3. PARAMETERS

3.1 The Board shall comply with Ontario Regulation 521/01: *Collection of Personal Information*, as it pertains to employees of the Board.

3.2 **All employees must provide a police record check.**

3.2.1 ~~New employees who have direct and regular contact with students are~~

- determined to be in a position of trust or authority in relation to students will be required to provide, at their own expense, ~~original copy, completed within six (6) months, of their~~ **an official Vulnerable Sector Check (VSC) or Enhanced Police Information Check (E-PIIC) issued by a police service and completed within six (6) months** prior to commencing employment with the Board.
- 3.2.2 ~~New employees who do not have direct and regular contact with students~~ **are determined will not to be in a position of trust or authority in relation to students** will be required to provide, at their own expense, ~~an original copy, completed within six (6) months, of their Criminal Record Check or Enhanced Police Information Check~~ **an official Criminal Record and Judicial Matters Check (CRJMC) issued by a police service and completed within six (6) months** prior to commencing employment with the Board.
- 3.3 **Employees shall provide a new police record check every five (5) years and any time they are charged with, or convicted of, an offence under the *Criminal Code of Canada*, as soon as reasonably possible.**
- 3.4 Existing employees shall submit annually, and by September 1, an updated Offence Declaration. Employees who fail to meet this requirement, may be subject to removal from their assignment and disciplinary action in accordance with Board Policy 412, *Progressive Discipline of Employees*.
- 3.5 Retention
~~Criminal record checks, Enhanced Police Information Checks (E-PIIC), Vulnerable Sector Checks, VSC's, CRJMC's and Offence Declarations will be filed in a separate and secure personnel file in accordance with Ontario Regulation 521/01: *Collection of Personal Information*. All records shall be handled in a manner that protects individual dignity, minimizes access to sensitive information, and limits use strictly to the purposes outlined in this policy.~~
- 3.6 Adjudication
- 3.6.1 Where evidence is received of a police record, the Superintendent of Human Resources, shall consider the circumstances surrounding the record when determining an appropriate course of action.
- 3.6.2 The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of the employment offer, and shall be in compliance with other Board policies, collective agreements, terms and conditions of employment, and legislation.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Police Record Checks – Board Employees Policy.

4.2 Superintendents of Human Resources

- 4.2.1 To ensure that an offer of employment is not confirmed until a satisfactory ~~Criminal~~ **police** record check (**VSC, CRJMC**) ~~vulnerable sector check or~~

- ~~Enhanced Police Information Check (E-PIC)~~ is received.
- 4.2.2 To ensure that all employees complete an Offence Declaration on an annual basis.
 - 4.2.3 To establish and maintain processes to monitor, track, and enforce the requirement that all employees obtain a new police record check every five (5) years.
 - 4.2.4 To ensure overall compliance with Ontario Regulation 521/01.
 - 4.2.5 To adjudicate, where required.

5. DEFINITIONS

5.1 Criminal Record and Judicial Matters Check (CRJMC)

A Criminal Record and Judicial Matters Check (CRJMC) is a police record check conducted under the *Police Record Checks Reform Act*. A CRJMC includes all information permitted to be disclosed in a basic criminal record check and includes additional information such as outstanding charges, warrants, certain judicial orders, and absolute and conditional discharges.

~~5.2 Direct and Regular contact with Students~~

~~Working with students face-to-face or having unsupervised access to students on a recurring basis.~~

5.3 Offence Declaration

An internet declaration completed annually by individuals that lists any *Criminal Code of Canada* convictions for which a pardon has not been granted since the last police record check was collected. This declaration is in accordance with Ontario Regulation 521/01.

~~5.4 Police Record Check~~

~~A document concerning an individual that was prepared by a police force within six (6) months before the day the Board collects the document, containing information concerning the individual's personal criminal background.~~

5.5 Position of Trust or Authority in Relation to Students

A position that is determined by the Board, based on the nature of the role, to involve authority over, responsibility for, or the trust of students. The Board shall consider the following factors in determining a position of trust or authority in relation to students including:

- 5.5.1 responsibility for students,
- 5.5.2 close contact with students,
- 5.5.3 ongoing or day-to-day interactions with students, and/or
- 5.5.4 being unsupervised around students.

5.6 Vulnerable Sector Check (VSC)

A Vulnerable Sector Check (VSC) is a ~~background~~ police record check conducted under the *Police Record Checks Reform Act*. ~~completed by the police and is required of individuals who intend on working or volunteering within a vulnerable sector.~~ A VSC is a more in-depth check that includes all information permitted to be disclosed in a CRJMC as well as applicable findings of not criminally responsible on account of mental disorder, record suspensions related to sexually-based offences, and non-conviction charges-related information in certain circumstances and when a strict test is met.

VSCs are used to determine suitability for positions of trust or authority over vulnerable persons. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

A Vulnerable Sector Check may provide the following information:

- ~~5.6.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or~~
- ~~5.6.2 Every finding of guilt under the *Youth Criminal Justice Act (Canada)* in respect of the individual during the applicable period of access under the Act; or~~
- ~~5.6.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or~~
- ~~5.6.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or~~
- ~~5.6.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or~~
- ~~5.6.6 Every criminal offence with which the individual has been charged that resulted in a finding of not being criminally responsible on account of a mental disorder; or~~
- ~~5.6.7 Any conviction for which a pardon has been granted; or~~
- ~~5.6.8 Any non-conviction information authorized for exceptional disclosure in accordance with the *Police Record Checks Reform Act*, s.10(1).~~

~~5.7 Enhanced Police Check~~

~~The Enhanced Police Information Check (E-PIC) includes searches that may be under criminal convictions that did not establish a Criminal Record or that may be in addition to a Criminal Record and may include:~~

- ~~5.7.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or~~
- ~~5.7.2 Every finding of guilt under the *Youth Criminal Justice Act of Canada* in respect of the individual during the applicable period of access under the Act; or~~
- ~~5.7.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or~~
- ~~5.7.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or~~
- ~~5.7.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or~~
- ~~5.7.6 Any conviction for which a pardon has been granted.~~

6. CROSS REFERENCES

Legislation

[Education Act](#)

[Criminal Code of Canada](#)

[Ontario Human Rights Code](#)

[Ontario Regulation 521/01: Collection of Personal Information](#)

[Police Record Check Reform Act](#)

YCDSB Policy

YCDSB Policy 412 Progressive Discipline of Employees

Related Forms

~~York Region Police Services Vulnerable Sector Check~~

~~York Region Police Services Criminal Record Check~~

~~[Sterling Backcheck](#) Enhanced Police Information Check (E-PIG)~~

Approval by Board	<u>January 31, 2023</u> Date
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YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 608
<i>Former Policy #</i> 708	<i>Page</i> 1 of 18
<i>Original Approved Date</i> August 27, 2002	<i>Subsequent Approval Dates</i> November 26, 2013 March 29, 2022 January 23, 2023

POLICY TITLE: VOLUNTEERS IN SCHOOLS

SECTION A

1. PURPOSE

The York Catholic District School Board acknowledges volunteers as valued partners who assist staff to enrich the learning experience of our students. We further recognize that the personal interests, background and dedication of volunteers enrich the programs, services and educational opportunities for our students. *The York Catholic District School Board is committed to ensuring that all volunteer engagement is conducted in a manner consistent with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).*

2. OBJECTIVE

As a Catholic Learning Community, the York Catholic District School Board encourages, welcomes and supports volunteers in our schools.

3. PARAMETERS

3.1 The Principal is authorized by the Board “to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board, and to terminate such assignment” (*Education Act*, R.S.O.1990, c.E.2, Section 171(1)4).

3.2 Separate Schools Rights Preserved - The Principal shall ensure that all volunteers support the Catholic teachings and values of our faith in accordance with section 19 (1) of the Human Rights Code which states, “This Human Rights Act shall not be construed to adversely affect any right or privilege respecting separate schools enjoyed by separate school boards or their supporters under the Constitution Act, 1867 and the Education Act. R.S.O. 1990, c.H.19, s.19(1).”

3.3 A volunteer is a person who is provided with an opportunity to serve without remuneration alongside, or under the direct supervision of a York Catholic District School Board employee and shall not replace any York Catholic District School Board employee.

- 3.4 All volunteers must provide a police record check.
- 3.4.1 ~~A volunteer~~ Volunteers who ~~has direct and regular contact with~~ are determined to be in a position of trust or authority in relation to students must submit, at their own expense, an official Vulnerable Sector Check (VSC) issued by a police service ~~or an Enhanced Police Information Check (E-PIIC)~~ to the Principal prior to volunteering ~~and once again every three years thereafter~~.
- 3.4.2 ~~Volunteers who are determined will not be in a position of trust or authority in relation to students must submit, at their own expense, an official Criminal Record & Judicial Matters Check (CRJMC) issued by a police service to the Principal prior to volunteering.~~
- 3.5 Volunteers shall provide a new police record check every five (5) years and any time they are charged with, or convicted of, an offence under the Criminal Code of Canada, as soon as reasonably possible.
- 3.6 ~~A~~ Volunteers shall sign a ~~Volunteer Offence Declaration and a Confidentiality Agreement annually. to indicate their agreement to an understanding of keeping all information related to the staff and/or students in the school confidential.~~
- 3.7 All volunteers shall comply with the ~~the~~ all York Catholic District School Board Policies, Procedures and Guidelines.
- 3.8 Co-operative Education students are not considered to be volunteers for the purposes of this Policy and the accompanying procedures.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To communicate with members of the community about the Volunteers in Schools Policy and Board of Trustees related guidelines, as required.

4.2 Director of Education

- 4.2.1 To oversee compliance of the Volunteers in Schools Policy and related guidelines.

4.3 Senior Team

- 4.3.1 To support Principals with the implementation of and the processes associated with the Volunteers in Schools Policy and related guidelines.
- 4.3.2 To ensure that the role of each volunteer relates to ~~their~~ ~~his or her~~ qualifications, skills, abilities and interests.
- 4.3.3 To address the actions of any volunteer who does not adhere to York Catholic District School Board Policies, Procedures and Guidelines.
- 4.3.4 To keep on file all forms [App. A, B, I and E (only if applicable)] signed by Volunteers for the current school year.

4.4 School Staff

- 4.4.1 To welcome volunteers as a support to the school and staff.
- 4.4.2 To understand that volunteers do not assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of a program, or the assessment and evaluation of student progress.
- 4.4.3 To bring to the Principal's attention, for discussion and follow-up, any difficulties with the work or behaviour of a volunteer in the school.

4.5 Volunteers

- 4.5.1 To understand that volunteers are assigned to support staff in their provision and supervision of school activities and programs.
- 4.5.2 To comply with all Board requirements regarding Vulnerable Sector Checks, **Criminal Record and Judicial Matters Checks** ~~Enhanced Police Information Checks (E-PIC)~~, Offence Declarations and Confidentiality **Agreements**.
- 4.5.3 To maintain confidentiality of all information pertaining to staff and students.
- 4.5.4 To demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
- 4.5.5 To participate in any training or orientation sessions offered to volunteers in the school that would assist them in their role.
- 4.5.6 To inform the Principal and/or teacher if experiencing difficulty in carrying out assigned duties.
- 4.5.7 To become familiar with and comply with all appropriate and applicable YCDSB policies, procedures, guidelines and rules.
- 4.5.8 **To be treated with dignity, respect, and fairness, and to work in an environment free from discrimination and harassment.**
- 4.5.9 **To uphold Board policies, Catholic values, and principles of equity and inclusion in all interactions with students, staff, and families.**

5. DEFINITIONS

5.1 **Criminal Record and Judicial Matters Check (CRJMC)**

A Criminal Record and Judicial Matters Check (CRJMC) is a police record check conducted under the *Police Record Checks Reform Act*. A CRJMC includes all information permitted to be disclosed in a basic criminal record check and includes additional information such as outstanding charges, warrants, certain judicial orders, and absolute and conditional discharges.

5.2 **Position of Trust or Authority in Relation to Students**

A position that is determined by the Board, based on the nature of the role, to involve authority over, responsibility for, or the trust of students. The Board shall consider the following factors in determining a position of trust or authority in relation to students including:

- 5.5.1 responsibility for students,
- 5.5.2 close contact with students,
- 5.5.3 ongoing or day-to-day interactions with students, and/or
- 5.5.4 being unsupervised around students.

5.3 **Volunteer**

A volunteer is an individual who is provided with an opportunity by the YCDSB and agrees to undertake working alongside, or under the direct supervision of a YCDSB employee, without pay, a designated task that is compliant with current legislation requirements and collective agreements.

A volunteer supports a classroom, school or system-wide program under the ultimate responsibility of the Principal at the school level. A volunteer is an optional support, the use of whom reflects decisions made at the school level.

5.4 Vulnerable Sector Check (VSC)

The A Vulnerable Sector screening Check (VSC) is a background police record check conducted under the *Police Record Checks Reform Act*, completed by the police and is required of individuals who intend on working or volunteering with the vulnerable sector.

A VSC is a more in-depth check that includes all information permitted to be disclosed in a CRJMC as well as applicable findings of not criminally responsible on account of mental disorder, record suspensions related to sexually-based offences, and non-conviction charges-related information in certain circumstances and when a strict test is met.

VSCs are used to determine suitability for positions of trust or authority over vulnerable persons. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a great risk than the general population of being harmed by a person in a position or authority or trust relative to them.

A Vulnerable Sector Check may provide the following information:

- 5.4.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.4.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or
- 5.4.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.4.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.4.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.4.6 Every criminal offence with which the individual has been charged that resulted in a finding of not being criminally responsible on account of a mental disorder; or
- 5.4.7 Any conviction for which a pardon has been granted; or
- 5.4.8 Any non conviction information authorized for exceptional disclosure in accordance with the *Police Record Checks Reform Act*, s.10(1).

5.5 Enhanced Police Check (E-PIG)

The Enhanced Police Information Check includes searches that may be under criminal convictions that did not establish a Criminal Record or that may be in addition to a Criminal Record and may include:

- 5.5.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.5.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or
- 5.5.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.5.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or

- ~~5.5.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or~~
- ~~5.5.6 Any conviction for which a pardon has been granted.~~

6. CROSS REFERENCES

Legislation

- [Child and Family Services Act](#)
- [Criminal Code of Canada](#)
- [Education Act](#)
- [Mental Health Act](#)
- [Municipal Freedom of Information Protection of Privacy Act](#)
- [Ontario Human Rights Code](#)
- [Ontario Regulation 521/01: Collection of Personal Information](#)
- [Police Record Checks Reform Act](#)

YCDSB Policies

- YCDSB Policy 119 Electronic Communications & Social Media
- YCDSB Policy 202 Safe Schools - Student Discipline
- YCDSB Policy 204 Child Protection and Abuse
- YCDSB Policy 206 Supporting Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools
- YCDSB Policy 207 Administration of Oral Medication to Elementary & Secondary Students
- YCDSB Policy 223 Bullying Prevention and Intervention
- YCDSB Policy 303 School Organized and Continuing Education Excursions
- YCDSB Policy 603A School Fundraising
- YCDSB Policy 603B Fundraising for External Charitable Purposes
- YCDSB Policy 606 Catholic School Councils
- YCDSB Policy 613 Equity & Inclusive Education
- YCDSB Policy 701 Access to School and Board Premises

Approval by Board	January 23, 2023 _____
	Date
Effective Date	January 24, 2023 _____
	Date
Revision Dates	January 23, 2023 _____
	Date
Review Date	January 2027 _____
	Date



VOLUNTEERS IN SCHOOL GUIDELINES FOR SCHOOL ADMINISTRATORS

1. The Principal is to ensure that:

- 1.1 All volunteers support the Catholic teachings and values of our Faith;
- 1.2 A fair and transparent recruitment and selection process is being followed.
- 1.3 The appropriate screening of volunteers takes place.
- 1.4 They approve the tasks and assignments of volunteers;
- 1.5 The provision of training and orientation of volunteers occurs;
- 1.6 All volunteers sign the Confidentiality Agreement;
- 1.7 All volunteers complete the Volunteer Agreement and Emergency Contact Admin Form 129;
- 1.8 All volunteers comply with the Board's requirement with respect to Vulnerable Sector Checks, **Criminal Record and Judicial Matters Checks**, ~~Enhanced Police Information Checks (E-PIC)~~, and Annual Offence Declarations and ensure volunteers are compliant with relevant school and Board policies and procedures;
- 1.9 They intervene when the work of the volunteer appears to be having a negative impact on student, staff or program, or is deemed not to be in the best interests of students; and
- 1.10 They address any performance or staff concerns, including those with respect to confidentiality, liability and supervision related issues.

2. Determining Volunteering Needs

Principals should consult with the school staff and the Catholic School Council to determine needs, equitable access to the opportunity to volunteer, and tasks/assignments which could be supported with a volunteer.

3. Recruitment, Selection and Screening

The recruitment, selection and screening process is aimed at filling the needs of the school.

The Board and its employees have a high "duty of care" under the *Education Act*. This duty of care cannot be delegated to volunteers.

3.1 Recruitment

Inform the community of volunteer opportunities through a variety of means, including, but not limited to:

- Newsletters;
- School Website;
- School Council Meetings;
- Meet the Teacher Night/Curriculum Evenings; and
- Surveys

Principals shall make reasonable efforts to ensure volunteer recruitment practices are inclusive and accessible, including the use of plain-language communication, varied outreach methods, and culturally responsive engagement strategies. Recruitment practices shall aim to reflect the diversity of the school community and reduce barriers related to language, disability, socio-economic status, or systemic marginalization.

3.2 Selection

- 3.2.1 In selecting a volunteer who performs duties on a regular basis, Principals will encourage volunteer participation from a wide representation of the community.

- 3.2.2 The Principal should, in consultation with staff inviting volunteers, determine the best “fit” for the volunteers’ placements. Generally, a parent/guardian volunteer is not placed as a volunteer in a classroom with his/her **their** own children.
- 3.3 Screening
- 3.3.1 The depth and degree of screening by the Principal will be dependent upon the volunteering activity, the extent of interaction with and responsibility for students, and the degree of direct supervision of the volunteer.
- 3.3.2 New volunteer applicants must be interviewed by the Principal. This may be an informal process for candidates who are well known to the school.
- 3.3.3 When parents/guardians or grandparents wish to volunteer in their home school, the Principal, in consultation with all employees, should screen and approve the volunteer candidate. The knowledge that teachers and other staff members have about prospective volunteers should be considered.
- 3.3.4 Volunteers from the community who are not parents/guardians or grandparents of students attending the school, should provide three references which will be checked by the Principal.
- 3.3.5 ~~A volunteer who has direct and regular contact with~~ **Volunteers who are determined to be in a position of trust or authority in relation to students, including coaching under the supervision of a staff member, must submit a Vulnerable Sector Check (VSC) or an Enhanced Police Information Check (E-PIC) to the Principal prior to volunteering. and once again every three years thereafter.**
- 3.3.6 **Volunteers who are determined will not be in a position of trust or authority in relation to students, must submit a Criminal Record & Judicial Matters Check (CRJMC) to the Principal prior to volunteering.**
- 3.3.7 **Volunteers shall provide a new police record check every five (5) years and any time they are charged with, or convicted of, an offence under the *Criminal Code of Canada*, as soon as reasonably possible.**
- 3.3.8 Principals are to collect on an annual basis the Offence Declaration from **all** volunteers. ~~who continue to be involved in coaching and situations where “direct and regular” contact occurs with students. (Appendix A).~~
- 3.3.9 Those volunteers that are involved in overnight field trips must provide a Vulnerable Sector Check ~~or an Enhanced Police Information Check (E-PIC)~~ within six (6) months of the trip as well as an Offence Declaration just prior to attending the trip.
- 3.3.10 All volunteers are to sign the Confidentiality Agreement (Appendix B).
- 3.3.11 The Principal and/or designate retains the authority to accept or decline any volunteer’s offer of service.
- 3.3.12 In the event of a recent medical pandemic, volunteers must abide by all Board regulations including but not limited to the requirement for the submission of vaccination records.
- 3.3.13 **Volunteer screening and selection processes shall be applied consistently, transparently, and in a manner that is free from bias or discrimination. Where screening requirements may create barriers for individuals from equity-seeking groups, Principals shall consider reasonable accommodations in accordance with the *Ontario Human***

4. Training and Orientation

- 4.1 All volunteers need to be properly welcomed and provided with essential basic information. A tour of the school, introduction to staff and orientation workshop is essential. (See Appendix C School Volunteer Orientation Checklist - sample agenda)
- 4.2 Principals will provide an information package for volunteers which should include:
 - 4.2.1 Expectations of the task assignment;
 - 4.2.2 A copy of relevant school routines, i.e. emergency procedures, fire drills, etc.;
 - 4.2.3 A review school equipment, i.e. photocopier, gym storage;
 - 4.2.4 A statement concerning legal liability (See Appendix E);
 - 4.2.5 A statement on disclosure of abuse by a student (See Appendix F) and
 - 4.2.6 A review of procedures related to health and safety issues (See Appendix G & H).
- 4.3 Volunteers must follow sign in procedures and wear visitor badges at all times.
- 4.4 Every volunteer must demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
- 4.5 Volunteers should demonstrate a clear understanding of the procedures to be followed if they encounter any difficulties with students. Volunteers shall be made aware of health and safety issues, legal liability, and procedures to report abuse.

5. Monitor

- 5.1 The Principal is ultimately responsible for the actions and activities of any volunteer within the school.
- 5.2 It is essential to monitor the activities of individual volunteers and to provide them with feedback as necessary.
- 5.3 The Principal will determine whether a change in volunteer assignment or the decision to terminate volunteer activity is necessary.
- 5.4 The performance of volunteers should be reviewed as determined by the Principal.

6. Recognition of the Volunteers

- 6.1 The efforts of all volunteers shall be recognized. Volunteers are giving of their time, energy, skills and resources.
- 6.2 The type of recognition may vary from school to school. Some suggestions for acknowledgment are:
 - Acknowledging contributions through the school newsletter;
 - Annual school recognition assembly, event, luncheon, etc.; and
 - Invitation to special school events.



APPENDICES

Appendix A Volunteer Offence Declaration

Appendix B Confidentiality Agreement

Appendix C School Volunteer Orientation Checklist

Appendix D Volunteer Driver Form (Admin. 74A)

Appendix E Statement of Liability Insurance (Admin. 74B)

Appendix F Statement on Disclosure of Abuse by Student to a Volunteer

Appendix G Statement on Health and Safety Issues

Appendix H Standard Health and Safety Requirements

Appendix I Volunteer Agreement & Emergency Contact (Admin. 129)



York Catholic District School Board

Volunteer Offence Declaration

I, hereby declare that:

- I have no convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).*
- I have the following convictions for offences under the Criminal Code of Canada for which a pardon has not been issued or granted under the Criminal Records Act (Canada).*

OFFENCE:	DATE:
OFFENCE:	DATE:

DATED at	This	Day of	20
Name (Print):		Signature:	
School Name;			

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined in the Procedure for Volunteer Programs in Our Schools and will be retained only for the current school year. Questions about this collection of personal information should be directed to the Privacy Manager, York Catholic District School Board, 320 Bloomington Road West, Aurora, Ontario L4G 3G8, Phone (905) 713-1211.

Personal information on this form is collected under the authority of the *Education Act* and in compliance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* for the purpose of administering the school volunteer authorization process. Questions about this collection can be directed to the Manager, Records and Privacy at privacy@ycdsb.ca or 905-713-1211 ext. 13030.



York Catholic District School Board

Confidentiality Agreement

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, volunteers with the York Catholic District School Board will at all times uphold complete confidentiality.

The York Catholic District School Board regards security and confidentiality of data and information to be of utmost importance.

I understand that as a volunteer at _____, ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator.

I also understand that even when I am no longer a volunteer with _____ School, any confidential information I have learned must continue to be kept confidential.

I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action.

I understand that I must comply with all York Catholic District School Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer.

I understand that my position as a volunteer will not be used to grant special privileges to any person or group, and I will avoid all other conflicts of interest which may arise from my position as a volunteer.

I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school Principal at any time if they determine it is in the best interests of the school or the students.

Volunteer's Name (Please Print):	
Volunteer's Signature:	Date:
School Name:	



York Catholic District School Board

School Volunteer Orientation and Checklist

Prayer, Welcome, and
Introductions Valuable Volunteers:

- Celebrating volunteer assistance
- Areas for volunteer assistance at school
- School Council Committees and volunteers

Role of Volunteer:

- School policy, protocol, procedures
- Sign in/out, use of volunteers tags/button
- Classroom/school assignments
- Responsibility – liability – accountability
- Confidentiality – Freedom of Information
- Duties and parameters: readiness
- Scheduling/timelines/alternate arrangements
- Communication with: staff – students – administration – office – others
- Problem solving: Code of Conduct
- Professional, ethical conduct

Health and Safety Issues:

- Vulnerable Sector ~~Screening~~ **Check (VSC)**
- ~~Enhanced Police Check (E-PIC)~~ **Criminal Record & Judicial Matters Check**
- Insurance and liability issues
- Emergency response plans 1) school 2) classroom
- Fire/Evacuation Plans and Procedures
- Special Needs/Special Programs Allergy Alert

- Child Protection and Abuse Policy & Procedures
- Bill 168 Violence in the Workplace
- Workplace Harassment
- Equity and Inclusive Education related Policies
- Safe Schools Policy
- Duty of Care

Questions/Answers
Celebrating Our Work
Together



**YORK CATHOLIC DISTRICT SCHOOL BOARD
VOLUNTEER DRIVER – AUTHORIZATION TO TRANSPORT STUDENTS**

Part A

This will authorize _____
(Name of teacher or other volunteer driver)

1. To transport students participating in the events listed on the attached school schedule,
OR
2. To transport students participating in the following school activity:

3. Vehicle Information: MAKE: _____ YEAR: _____ LICENCE #: _____

Date _____ *School Name* _____ *Principal's Signature* _____

NOTE: ALL "TRIP DRIVERS", INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:

- (A) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (B) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
- (C) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third-Party Liability insurance limit has been exhausted;
- (D) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance.

N.B. A "trip driver" is defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the school board.

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature _____ *Date* _____

DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature _____ *Date* _____ *See Part B*

Volunteer Driver – Authorization to Transport Students (Cont'd.)
Part B

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third-Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

Personal information on this form is collected under the authority of the *Education Act* and in compliance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* for the purpose of administering the school volunteer authorization process. Questions about this collection can be directed to the Manager, Records and Privacy at privacy@ycdsb.ca or 905-713-1211 ext. 13030.



York Catholic District School Board

Statement on Disclosure of Abuse by a Student to a Volunteer

Volunteers who work closely with students have a unique opportunity to help these students to build feelings of competence, confidence and self-worth. That student may show increasing trust in the volunteer. But with this opportunity also comes responsibility.

If a student has reached the point of feeling very trusting with a volunteer it could happen, should the student be a victim of abuse, that the student makes a disclosure to the volunteer. As well, a volunteer, after working with a student for a period of time, may come to suspect, either from behavioural or physical signs such as injuries, that the student might be an abuse victim. It is therefore important that volunteers are aware of their responsibilities and the correct procedure to follow.

No one feels comfortable about reporting suspected abuse, but the fact is that it is a legal obligation of every Ontario resident to report any case of suspected child abuse to a Children's Aid Society (C.A.S.). A volunteer should also ensure that any suspicion of child abuse is relayed to the Principal.

One of the most difficult things to handle may be the student who asks the person in whom they have confided and disclosed to "promise not to tell". You cannot legally make such a promise and you should be clear about it with the child. Also, do not try to counsel the student or investigate the situation or circumstances. Be sympathetic and empathetic without being judgmental.



York Catholic District School Board

Statement on Health & Safety Issues

The York Catholic District School Board values learning and working environments that are safe, nurturing, positive and respectful. Observing the safe work practices in our day-to-day activities is the responsibility of all who work for the York Catholic District School Board, both employees and volunteers. It is in everyone's best interests to work safely in our schools. A list of standard health and safety requirements for all employees and volunteers is attached as Appendix H.

The Board does not provide accident insurance or workers' compensation that would provide benefits or compensation for injuries to volunteers.

Certain safety fundamentals are basic to the operation of our schools and facilities. As well, more in-depth information and procedures cover a large and diverse range of activities in our schools.

As a volunteer, you may be involved in a variety of activities. Use of common sense, good judgment and when in doubt asking questions may be all that is normally required. At times specific training or information will be provided as required (e.g., a list of the students that you will be working with who have specific allergies and the care plan for what to do if they have a reaction). If you feel you require additional information or training, please contact the Principal.

Please report any incident or accident to the Principal even if there seems to be no injury to yourself or others, or damage to equipment etc.

Emergencies and fire drills are generally indicated by an alarm bell. Follow the Principal's instructions calmly but quickly. In an emergency situation, everyone must leave the building. The students have usually rehearsed for these eventualities. Familiarize yourself with the emergency protocols/procedures and if you have any questions, contact the Principal.

Any bodily fluids (e.g. blood, vomit, urine) must be cleaned up and handled in a prescribed manner. If you encounter this situation, please advise a staff member who will contact the school custodian.

Smoking, vaping and alcohol are not permitted on any school property.



York Catholic District School Board

Standard Health & Safety Requirements

The York Catholic District School Board is committed to promoting a healthy, safe and respectful workplace for all employees, students, volunteers, visitors and contractors. To fulfill this commitment, the Board shall comply with and enforce legislative requirements including the *Ontario Occupational Health and Safety Act*, *Environmental Protection Act*, and other federal and provincial statutes, local by-laws, plus all policies, rules or procedures issued by the Board.

In consideration of the above policy it is essential that all employees and volunteers must:

1. Work in compliance with the provisions of the *Occupational Health and Safety Act and Regulations*, *Environmental Protection Act and Regulations*, and the Board's environment, health and safety policies and procedures;
2. Use or wear protective equipment, devices, and clothing that the supervisor requires to be worn;
3. Report to their supervisor the absence of, or a defect in any equipment, protective device of which they are aware, that may endanger themselves or another person;
4. Not remove or make ineffective any protective device required by the regulations or by the supervisor;
5. Report to their supervisor any contravention of the *Occupational Health and Safety Act*, *Environmental Protection Act* and Regulations or the existence of any hazard of which they are aware;
6. Not use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other person;
7. Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct;
8. Report to their supervisor all accidents and incidents.



York Catholic District School Board

Standard Health & Safety Requirements

I have been provided with an orientation to the school and I agree to act in accordance with the norms and expectations of the school.

I agree to follow the directions provided by the principal regarding my assigned volunteering duties.

I agree to respect and act in accordance with York Catholic District School Board Policies, Guidelines and Procedures.

By signing this, I acknowledge that I have read, understand and voluntarily agree to the above.

Please print

Volunteer's Name:	
Volunteer's Signature:	
Date:	
Principal's Signature:	
Date:	

In case of emergency, please notify:

Name:	
Relationship	
Phone Number:	
Name:	
Relationship:	
Phone Number:	

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YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 611
<i>Former Policy #</i>	<i>Page</i> 1 of 5
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
February 7, 2012	January 31, 2017 January 31, 2023

POLICY TITLE: ~~CRIMINAL BACKGROUND~~ POLICE RECORD CHECKS – SERVICE PROVIDERS

SECTION A

1. PURPOSE

The York Catholic District School Board affirms its responsibility to provide students and staff with a safe and secure learning and working environment. The Board is in a position of trust with regards to students and must strive to protect their intellectual, physical and emotional well-being. In accordance with Ontario Regulation 521/01: *The Collection of Personal Information*, the Board ~~shall implement~~ **commits to implementing** appropriate measures to ensure that **police record checks are collected for all Service Providers**. ~~those service providers having direct and regular contact with students are free of any criminal records which may place students at risk.~~

In administering this policy, the Board commits to upholding the Ontario Human Rights Code and ensuring that decisions are made in a manner that is fair, equitable, individualized, and free from discrimination.

2. OBJECTIVE

It is the policy of the Board to **permit individuals to provide goods or services at a school site only where they are** ~~allow opportunities for providing goods or services requiring direct and regular contact with students, only to individuals in compliance with Ontario Regulation 521/01.~~

3. PARAMETERS

- 3.1 The Board shall comply with the Ontario Regulation 521/01, *The Collection of Personal Information*, as it pertains to service providers at a school site of the Board.
- 3.2 Service Providers shall only provide goods and/or services to the Board when the appropriate party has received all required documentation with respect to ~~criminal background~~ **police record** checks.

- 3.3 All Service Providers must provide a police record check. The administration of the policy requires:
- 3.3.1 Collection and verification of an official Vulnerable Sector Check (VSC) or an Enhanced Police Information Check (E-PIG), issued by a police service and completed within six (6) months of being approved as a Service Provider, for school-appointed Service Providers prior to the Service Provider commencing service at a school site, at the Service Provider's own expense, where the Service Provider is determined to be in position of trust or authority in relation to students, and for any new employees who have been hired throughout the duration of the contract.
 - 3.3.2 Collection and verification of an official Criminal Record and Judicial Matters Check (CRJMC), issued by a police service and completed within six (6) months of being approved as a Service Provider, at the Service Provider's own expense, where the Service Provider is determined to not be in a position of trust or authority in relation to students.
 - 3.3.3 Service Providers shall provide a new police record check every five (5) years and any time they are charged with, or convicted of, an offence under the Criminal Code of Canada, as soon as reasonably possible.
 - 3.3.4 Collection and review of Annual Offence Declarations referencing every individual or employee who may come into direct contact with students on a regular basis at the school site, subsequent to commencement of service, by September 1 of each year in which the individual is a Service Provider at the school thereafter.
 - 3.3.5 The establishment and implementation of appropriate recording keeping practices to ensure records are readily available for verification and audit purposes. Police Record Checks shall be collected, stored, accessed, and retained in a manner that respects the dignity and privacy of individuals. Access shall be limited to those with a legitimate need to know, and information shall not be retained longer than necessary to meet legislative and operational requirements.
- 3.4 If an individual is a Service Provider of the Board at one or more school sites and becomes a Service Provider at a different school site, the Board shall collect an Offence Declaration from the individual before the individual becomes a Service Provider at that school.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Criminal Background Police Record Checks – Service Providers policy.

4.2 Chief Financial Officer & Treasurer of the Board

- 4.2.1 To ensure that this Policy is administered effectively in accordance with all relevant legislation and Board practices.

4.3 Senior Administrators

- 4.3.1 To support the implementation of and compliance with the policy.
- 4.3.2 To ensure awareness of, and compliance with, approved Policy by their
- 4.3.3 staff members.

4.4 Principals

4.4.1 To ensure compliance with and administration of this policy for Service Providers selected by School Administration.

4.5 Purchasing Services Manager

4.5.1 To ensure awareness of and compliance with approved Policy.

4.6 Purchasing Services Staff

4.6.1 To ensure awareness of and compliance with approved Policy among end users involved in the engagement of Service Providers.

4.6.2 To incorporate into bid documents for a Service provider necessitating ~~Criminal Background Checks~~ **police record checks**, a mandatory requirement for ~~Criminal Background Checks~~ **police record checks** from the awarded Proponent.

5. DEFINITIONS

~~5.1 Criminal Background Check~~

~~A document concerning an individual that was prepared by a police force within six months before the day the Board collects the document, containing information concerning the individual's personal criminal history.~~

~~5.2 Direct and Regular Contact with Students~~

~~Working with students face to face or having unsupervised access to students on a recurring basis.~~

5.3 Criminal Record and Judicial Matters Check (CRJMC)

A Criminal Record and Judicial Matters Check (CRJMC) is a police record check conducted under the *Police Record Checks Reform Act*. A CRJMC includes all information permitted to be disclosed in a basic criminal record check and includes additional information such as outstanding charges, warrants, certain judicial orders, and absolute and conditional discharges.

5.4 Goods

Tangible consumable items.

5.5 Position of Trust or Authority in Relation to Students

A position that is determined by the Board, based on the nature of the role, to involve authority over, responsibility for, or the trust of students. The Board shall consider the following factors in determining a position of trust or authority in relation to students including:

5.5.1 responsibility for students,

5.5.2 close contact with students,

5.5.3 ongoing or day-to-day interactions with students, and/or

5.5.4 being unsupervised around students.

5.6 Services

Tasks performed by individuals.

5.7 Service Provider

~~An individual who comes into direct contact with students on a regular basis at a school site of the Board in the normal course of providing goods or services to the Board, as defined in Regulation 521/01, including a company's owner, employee~~

~~or subcontractor.~~ An individual who provides goods or services to the Board at a school site.

5.7.1 Board-Appointed Service Provider Service Providers engaged by Purchasing. Services via a competitive bid process, primarily due to the higher dollar value of the engagement, e.g.: Child Youth Workers.

5.7.2 School-Appointed Service Provider Service Providers selected locally by School Administration. These primarily address the expenditure of locally raised funds, e.g.: Tour Operators

5.8 Vulnerable Sector Check (VSC)

A Vulnerable Sector Check is a ~~background~~ police record check conducted under the *Police Record Checks Reform Act*. ~~completed by the police and is required of individuals who intend on working or volunteering within a vulnerable sector.~~ A VSC is a more in-depth check that includes all information permitted to be disclosed in a CRJMC as well as applicable findings of not criminally responsible on account of mental disorder, record suspensions related to sexually-based offences, and non-conviction charges-related information in certain circumstances and when a strict test is met.

VSCs are used to determine suitability for positions of trust or authority over vulnerable persons. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position or authority or trust relative to them.

A Vulnerable Sector Check may provide the following information:

~~5.8.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or~~

~~5.8.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or~~

~~5.8.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or~~

~~5.8.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or~~

~~5.8.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or~~

~~5.8.6 Every criminal offence with which the individual has been charged that resulted in a finding of not being criminally responsible on account of a mental disorder; or~~

~~5.8.7 Any conviction for which a pardon has been granted; or~~

~~5.8.8 Any conviction information authorized for exceptional disclosure in accordance with the *Police Record Checks Reform Act*, s.10(1).~~

5.9 ~~Enhanced Police Information Check (E-PIC)~~

~~The Enhanced Police Information Check includes searches that may be under criminal convictions that did not establish a Criminal Record or that may be in addition to a Criminal Record and may include:~~

~~5.9.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or~~

- ~~5.9.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or~~
- ~~5.9.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or~~
- ~~5.9.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or~~
- ~~5.9.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or~~
- ~~5.9.6 Any conviction for which a pardon has been granted.~~

6. CROSS REFERENCES

Legislation

[Education Act](#)

[Criminal Code of Canada](#)

[Ontario Human Rights Code](#)

[Ontario Regulation 521/01: Collection of Personal Information](#)

[Police Record Check Reform Act](#)

Additional Documents

YCDSB Purchase Reference Guide

Approval by Board	January 31, 2023 Date
Effective Date	February 1, 2023 Date
Revision Dates	January 31, 2023 Date
Review Date	January 2027 Date



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Finance	<i>Policy Number</i> 801
<i>Former Policy #</i>	<i>Page</i> 1 of 6
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
July 2nd, 2008	March 31, 2009 March 1, 2011 February 7th, 2012 November 27, 2018

POLICY TITLE: USE OF BOARD-CONTROLLED AND SCHOOL FUNDS FOR RECOGNITION OR ACKNOWLEDGEMENT PURPOSES

SECTION A

1. PURPOSE

The purpose of this policy, as a publicly funded institution, is to ~~recognize its responsibility for the acceptable, effective, and prudent, transparent, and effective use~~ **The York Catholic District School Board ensures the prudent, transparent, and effective use** allocation and spending of all Board-Controlled school Funds. This policy is intended to ~~define~~ **define** the parameters and guidelines ~~permitted and prohibited uses of~~ **permitted and prohibited uses of** to be followed when such funds are used for recognition or acknowledgement purposes, ~~in accordance with the principles of accountability and stewardship outlined in the Broader Public Sector Accountability Act, 2010 and the BPS Expenses Directive.~~ **in accordance with the principles of accountability and stewardship outlined in the Broader Public Sector Accountability Act, 2010 and the BPS Expenses Directive.** This policy is not intended for the use of Catholic School Council Funds.

2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board to support the ~~limited and~~ **limited and** occasional use of Board-Controlled school Funds for recognition or acknowledgement purposes, ~~subject to approved parameters, and guidelines~~ **when there is a clear educational or business-related purpose.**

3. PARAMETERS

BOARD-CONTROLLED FUNDS

3.1 ~~The use of Board-Controlled or school Funds may be used~~ **may be used** for recognition or acknowledgement purposes ~~when all conditions below are met~~ **when all conditions below are met** ~~must be:~~

- 3.1.1 Expense aligns with YCDSB policies and procedures and BPS requirements;
- 3.1.2 Purpose is educational or business-related;
- 3.1.3 Expenditure reflects moderation and necessity;
- 3.1.4 Recipient is not a YCDSB employee.

- ~~3.1.5 In accordance with all approved York Catholic District School Board policies, and procedures and~~
- ~~3.1.6 Limited to employees of the York Catholic District School Board and depending on the circumstances, their immediate families, approved volunteers, or guests of the Board or school.~~
- ~~3.2 The value of any single individual recognition or acknowledgement shall not exceed one hundred dollars (\$100).~~
- 3.3 Honoraria may be paid to individuals when it is not practical for them to invoice the Board (e.g. Elder, Priest, community speaker.) Honoraria payments are limited to a maximum of \$100 per person per year. Honoraria payments cannot be issued to employees.
- 3.4 Gifts of appreciation, up to a maximum value of \$100, may be offered in recognition of services and expertise from non-YCDSB employees., such as volunteers or guest speakers. Gifts valued over \$100 must have prior approval from the Director.
- 3.5 The recognition limits outlined in this policy do not apply to:
- 3.5.1 Clergy and Indigenous Elders participating in sacramental or pastoral activities, or providing spiritual or ceremonial guidance in support of a school or Board event; and
- 3.5.2 Individuals recognized through Ministry-funded initiatives.
- 3.6 Board-Controlled Funds must not be used for:
- 3.6.1 Any recognition of employees, including retirements (other than the YCDSB Annual Retirement Celebration), life events or personal celebrations;
- 3.6.2 Gifts to employees' family members;
- 3.6.3 Social functions or staff morale events;
- 3.6.4 Any personal or non-business purposes.
- 3.7 Documentation supporting all recognition expenditures shall include the purpose of the recognition, date, recipient(s), and the business rationale.
- 3.8 In extenuating circumstances, the Director of Education may recommend an exemption or exception to policy to the Board of Trustees for approval. Any exceptions to this policy must be approved in advance by the Director, in accordance with Policy 401 Meta Policy: Policy Management and Governance, or Associate Director. When questions or concerns arise relating to the approval or provision of a recognition or acknowledgement, staff shall consult with their immediate supervisor.
- ~~3.9 Notwithstanding that Board and School funds may be used on an occasional basis for acknowledgement or recognition purposes, it is understood that schools and departments may collect and use Social Funds for such purposes, herein referred to as Non Board Funds.~~

NON-BOARD FUNDS

- 3.10 Schools and departments may collect and use Non-Board Funds (Social Funds) for personal recognition.

4. RESPONSIBILITIES

4.1 Director

4.1.1. To oversee compliance with the Use of Board-~~Controlled~~ and ~~School~~ Funds for Recognition or Acknowledgment Purposes policy.

4.1.2. ~~To approve exceptions as outlined in Parameter 3.7.~~ To, in extenuating circumstances, recommend an exemption or exception to this policy to the Board of Trustees for approval.

4.2 Chief Financial Officer and Treasurer of the Board (CFO)

~~4.2.1 To oversee and ensure that applicable staff members and authorized personnel adhere to the Authority Approval Schedule (AAS) with respect to this policy.~~

~~4.2.2 To ensure compliance by monitoring and authorizing expenditures as per the parameters and guidelines outlined in the AAS.~~

4.2.3 To ensure that appropriate documentation and rationale is included to support payment or reimbursement requests.

4.2.4 To ensure periodic review of the policy to ensure continued alignment with BPS directives.

4.3 Principals, Manager and Supervisors

4.3.1 To ensure documentation and submission of expenditures are in compliance with this policy.

4.3.2 To maintain transparency and consistency in recognition practices within their schools or departments.

4.3.3 To ensure staff are aware of the difference between Board-Controlled Funds and Non-Board (Social Funds).

5. DEFINITIONS

5.1 Board-~~Controlled~~ /~~School~~ Funds

All funds including those received from the Ministry, donations, grants, and funds deposited in Board or school bank accounts, which include General School Budgets and School Generated Funds.

5.2 Gift(s) of Appreciation

Non-monetary items given to recognize the contributions or services of non-YCDSB employees.

5.3 Honorarium

A small monetary payment for service where invoicing is impractical. Not allowable for employees.

5.4 Non-Board Funds (Social Funds)

Voluntary funds collected by staff or departments for social purposes. These funds are not considered to be Board or school monies and therefore are not subject to the parameters and guidelines of this policy.

6. CROSS REFERENCES

Legislation

[Broader Public Sector Accountability Act, 2010](#)

YCDSB Policies

YCDSB Policy 423 Conflict of Interest for Employees

YCDSB Policy 802 Purchasing, Lease and Rental of Goods and Services

YCDSB Policy 803 School Generated Funds

YCDSB Policy 808 Travel, Meals and Expense Reimbursement

YCDSB Procedures

YCDSB Procedures Approval Authority Schedule

YCDSB Procedures Purchasing Reference Guide

YCDSB Procedures Purchasing Card Policies and Procedures

YCDSB Procedures School Generated Funds: Elementary and Secondary

YCDSB Procedures Travel, Meals & Expense Reimbursement

7. RELATED FORMS

YCDSB Admin. 1	Cheque Payment Requisition
YCDSB Admin. 3	Expense Reimbursement (Non-Mileage)
YCDSB Admin. 17	P- Card Monthly Transaction Log
YCDSB Admin. 19B	Exception Approval Form

School specific forms used by schools for reimbursement of funds through the school bank account.

Approval by Board	November 27, 2018 _____ <i>Date</i>
Effective Date	November 28, 2018 _____ <i>Date</i>
Revision Dates	November 27, 2018 _____ <i>Date</i>
Review Date	November 2023 _____ <i>Date</i>

POLICY TITLE: ~~USE OF BOARD AND SCHOOL FUNDS FOR RECOGNITION OR ACKNOWLEDGEMENT PURPOSES~~

SECTION B: GUIDELINES

~~1. It is expected that the following will be considered prior to using Board and school funds for recognition or acknowledgement purposes:~~

- ~~1.1 Is the recognition or acknowledgement necessary /appropriate?~~
- ~~1.2 Is there another fund source, such as a Non Board Funds (Social Funds)?~~

~~2. Acceptable use of Board and School funds for recognition or acknowledgement expenditures:~~

~~2.1 **Bereavement**~~

~~As an expression of sympathy, the Board acknowledges bereavements with a Mass card; however there may be times when it is appropriate to express sympathy with a floral arrangement.~~

~~2.2 **Honoraria**~~

~~Clergy, presenters or guests may be presented with an honorarium of a monetary sum, a gift certificate, or other tangible personal item. Presentations of monetary value must be according to the authorities and approval levels as set out in the Purchasing Reference Guide.~~

~~2.3 **Special Circumstances**~~

- ~~2.3.1 Recognition for an honour or accomplishment to a staff member or student(s);~~
- ~~2.3.2 The provision of food, subject to the authorities and approval levels set out in the Purchasing Reference Guide, and the Travel, Meals and Expense Reimbursement Policy; or~~
- ~~2.3.3 An exceptional situation, subject to prior approval.~~

~~3. Unacceptable use of Board / school funds for recognition or acknowledgement expenditures includes but is not limited to:~~

- ~~3.1 Additional gift(s) for retiring employees beyond what is presented at the Annual Retirement Celebration;~~
- ~~3.2 Gifts for staff who are transferring or taking leaves of absence;~~
- ~~3.3 Expressions of 'Get Well', such as balloon or floral arrangements;~~
- ~~3.4 Gifts or acknowledgements of a personal nature, including but not limited to Christmas, Valentine's Day, birthdays or Professional Assistants Day;~~
- ~~3.5 The bulk purchase of gift cards; or~~
- ~~3.6 The purchase of alcohol.~~

~~4. Reimbursement Procedures When Using Board and School Funds for Recognition or Acknowledgement Purposes:~~

- ~~4.1 Requests for reimbursement must be accompanied by original detailed receipts and submitted on an Admin 3 Form - Expense Reimbursement (Non Mileage).~~
- ~~4.2 Purchases made using the Purchasing card shall be detailed on an Admin. 17~~

- ~~Form P Card Transaction Log. Original detailed receipt(s) are required.~~
- ~~4.3 — Requests for reimbursement for the purchase of Gift Cards must be accompanied by a list of the names of the intended recipients.~~
 - ~~4.4 — Requests for reimbursement through school funds must be submitted on the prescribed forms and follow the administrative controls as outlined in the Procedures for School Generated Funds.~~
 - ~~4.5 — All reimbursements are subject to audit.~~

5. Reporting

~~An exclusive general/sub ledger account will be established to record expenditures governed under this policy.~~

DRAFT

YORK CATHOLIC DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE
REPORT NO. 2026: 04

To: Regular Board Meeting

February 24, 2026

A meeting of the Special Education Advisory Committee was held on **February 23, 2026** in a hybrid format in person at the CEC, 320 Bloomington Rd. W and virtually over Google meet.

PRESENT:

Committee Members:	A. Grella, D. Legris, A. Connolly, N. Byrne, A. Carter, J. Wigston, J. Man, M. Bujan, Y. Zhou
Administration:	J. Powers, L. Cipollone, L. Lausic,
Regrets:	S. Leckey, N. Welch
Recording	C. Mong
Guests:	S. McGuire, <i>YCDSB Teacher</i> T. Paniculam, <i>YCDSB Teacher</i> J. Chan, <i>YCDSB Behaviour Analyst</i>

1. ACTION ITEM(S): NIL

2. CORRESPONDENCE: NIL

3. PRESENTATIONS/DISCUSSIONS/INFORMATION:

- St Julia Billiard Curriculum Connects, Human Body Medical Symposium
- After school Secret Agent Society (SAS) - Calling all Cadets Presentation
- Student Services Department Updates

4. ASSOCIATION REPORTS:

- Community Living: E-Connector
- Easter Seals Association Update

5. ITEMS FOR FUTURE AGENDA:

- Easter Seals Presentation
- LDAYS Presentation
- Mental Health Program updates
- Best Buddies
- Bocce Tournament

6. NEXT MEETING: March 2, 2026

A. GRELLA, CHAIR, SEAC

York Catholic District School Board
REPORT NO. 2026:01
STUDENT SUCCESS & PATHWAYS COMMITTEE

To: Regular Board Meeting

February 24, 2026

A meeting of the Student Success & Pathways Committee was held at the Catholic Education Centre on Monday, February 23rd, 2026, at 2:30 pm.

PRESENT:

Trustee Committee Members: M. Iafrate, A. Saggese, (In Person)
F. Alexander, E. Crowe (Virtual)

Other Trustees: N/A

Approved Absence: M. Barbieri

Administration: A. Arcadi, R. Antunes, J. Sarna

Staff: D. La Gamba

Recording: L. Coquim

Presiding: A. Saggese, Committee Chair

Election of Officers 2026-27

Chair: A. Saggese

Vice Chair: M. Iafrate

1. ACTION ITEM(S):

THAT the Board approve the 2026 Terms of Reference for the Student Success and Pathways Committee.

2. DISCUSSION / INFORMATION ITEMS:

- a. EQAO Results
- b. EQAO Practice Tests

3. FUTURE MEETING DATE: May 11, 2026

4. ADJOURNMENT: 3:09 pm

A.Saggese, Committee Chair

YORK CATHOLIC DISTRICT SCHOOL BOARD

**STUDENT SUCCESS & PATHWAYS
(STANDING COMMITTEE OF THE BOARD)**

TERMS OF REFERENCE

2026

The Student Success & Pathways Committee will support the York Catholic District School Board’s Mission, Vision, Core Values and Strategic Commitments and good Governance as outlined within these Terms of Reference.

1. Purpose/Mandate:

- 1.1. To receive staff presentations on the Board Improvement Learning Cycle for Student Achievement and Well-Being (BILC-SAW) and review its alignment with the YCDSB Strategic Plan.
- 1.2. To review programs and initiatives that promote student achievement, student engagement, mental health and well-being and align with the BILC-SAW.
- 1.3. To receive staff presentations and demonstrations regarding technology enhanced learning opportunities for students.
- 1.4. To report student achievement on the province-wide assessments of reading, writing and math skills at key stages of students’ elementary and secondary school education.
- 1.5. To receive staff presentations on the implementation and assessment of various academic programs, both elementary and secondary, within the board.
- 1.6. To make recommendations to the board regarding the establishment/expansion/relocation of focus/specialized programs, in the curriculum and special education departments.
- 1.7. To receive staff presentations on Special Education issues and initiatives.
- 1.8. To receive staff presentations on professional learning initiatives i.e. PA Days.
- 1.9. To receive staff presentations that help students transition to high school.
- 1.10. To develop strategies to help attract/retain Catholic students.

2. Expected Outcome of the Committee’s Work:

- 2.1 To ensure continuous improvement of student achievement and well-being.

3. Committee Membership:

- 3.1 The Student Success & Pathways Committee will be comprised of five Trustees.

4. Resource Personnel:

- 4.1 Director of Education
- 4.2 Associate Director
- 4.3 Superintendent of Curriculum & Assessment
- 4.4 Superintendent of Exceptional Learners
- 4.5 Chief Information Officer
- 4.6 Principal of Student Success
- 4.7 Coordinator: Elementary Programs
- 4.8 Coordinator: Secondary Programs
- 4.9 Research Officer, Instructional Services
- 4.10 Superintendents of Education: School Leadership
- 4.11 Coordinating Manager, Budget & Audit Services
- 4.12 Administrative Assistant, Director’s Office

As agenda requires: Curriculum, Planning, Plant, and Transportation Department Staff

Trustee Membership:

F. Alexander

M. Barbieri

E. Crowe

M. Iafrate

A. Saggese

Last Revision / Approval Date:

Feb 24, 2026

5. Meeting Schedule and Time:

- 5.1 The Student Success & Pathways Committee will meet at least three times per year or as needed.

York Catholic District School Board

REPORT

Report to: Board of Trustees

Date: February 24, 2026

Report: Director’s Performance Appraisal Committee

EXECUTIVE SUMMARY

This report is to seek approval for Trustee representation on the Director’s Performance Appraisal Committee (DPAC).

BACKGROUND

On March 4, 2024, the Ministry of Education introduced new regulation outlining the Director of Education Performance Appraisal process. (*Ontario Regulation 83/24*)

Performance Appraisal Committee (*As per Ontario Regulation 83/24*)

No later than May 15 in each year, each board shall establish a committee responsible for conducting a performance appraisal of the director of education for the board, composed of not fewer than three and not more than seven board members, one of whom shall be elected by a majority of the committee to act as its chair.

At the April 29, 2025 Regular Board Meeting, the Board of Trustees approved three Trustees, one of which is now stepping down, due to personal reasons.

LET IT BE RESOLVED

THAT Trustee Angela Saggese be appointed to the Director’s Performance Appraisal Committee to fill the committee vacancy from February 24, 2026 to June 30, 2026 term.

Submitted by: Maria Iafrate, Chair of the Board

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees
FROM: Administration
DATE: February 24, 2026
RE: **Policy 709 Naming of Schools**

This report is presented to Trustees to highlight the rationale for the revisions to Policy 709 *Naming of Schools*.

BACKGROUND:

This policy was discussed at the February 17th, 2026 Policy Review Committee (PRC). The policy has been updated following feedback from the PRC to ensure school names are to be submitted to the Archbishop of Toronto for approval by the Cardinal.

The policy was initially presented to the PRC as part of the Board's cyclical review process and to align with new legislative requirements introduced through the *Supporting Children and Students Act, 2025*. School boards are now required to obtain the Minister's approval before naming a new school or changing the name of an existing one.

RECOMMENDATION:

That the updates to Policy 709 *Naming of Schools* be approved.

ATTACHMENTS

(1) Revised Policy 709 *Naming of Schools*.

Policy Owner: Jennifer Sarna, Interim Director of Education
Prepared By: Alexandra Burnell-Gentile, Policy Advisor
Endorsed By: Jennifer Sarna, Interim Director of Education



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Facilities	<i>Policy Number</i> 709
<i>Former Policy #</i> 509	<i>Page</i> 1 of 4
<i>Original Approved Date</i> January 1970	<i>Subsequent Approval Dates</i> March 17, 1987, February 3, 2009, March 25, 2014, June 16, 2020, September 29, 2020

POLICY TITLE: NAMING OF SCHOOLS

SECTION A

1. PURPOSE

The selection of a school name is a significant step in the process of establishing a new school community because, from the name, the ethos of the school will develop. Within a Catholic school community, the school name is intended to forge a connection with a Saint or other significant Catholic individual or tradition, whose gifts/meaning will provide a focus for the school and kindle a unique identity and spiritual bond for the students and staff. The purpose of this policy and related guidelines is to provide direction to staff and community partners who are responsible for proposing names for new schools in the York Catholic District School Board. **This policy provides direction for naming schools consistent with the denominational rights of the Roman Catholic board and with applicable legislation.**

2. POLICY STATEMENT OBJECTIVE

It is the policy of the York Catholic District School Board that schools of the Board shall be named in honour of the Divinity, a Catholic tradition, a person or group that has been officially recognized by the Church through beatification or canonization.

3. PARAMETERS

- 3.1 The chosen name shall reflect, in an obvious manner, the Catholic faith, e.g.:
 - Blessed Trinity Catholic Elementary School
 - Sacred Heart Catholic High School
 - St. Augustine Catholic High School
 - St. Joseph Catholic Elementary School
- 3.2 Key consideration shall be given to the local Parish name if not previously selected.
- 3.3 The duplication of names within the Board will not be permitted (including names of schools that have closed or have been consolidated).
- 3.4 The name of the school shall be such that it does not encourage abbreviation or nicknaming.
- 3.5 The possessive form shall not be used in the name.
- 3.6 **Prior to approval, the Board shall include an equity impact statement outlining how each proposed school name aligns with the Ontario Human Rights Code and Policy/Program Memorandum 119, Developing and Implementing Equity and Inclusive**

- Education Policies in Ontario Schools.*
- 3.7 As one of the school districts guided spiritually by the Archdiocese of Toronto, all school names shall be submitted to the Office of the Archbishop for approval by the Cardinal. As per Archdiocesan guidelines, at least two possible names are to be submitted for consideration.
- 3.8 The final ~~choice~~ **selection** of a school name shall rest ~~solely~~ with the Board **and shall be communicated to the Minister of Education.**
- 3.9 If a school name is modified, a new plaque ~~will~~ **shall** be produced with the name of the Board of Trustees, on the Board at the time of approving the name change.

4. RESPONSIBILITIES

4.1 Board of Trustee(s)

- 4.1.1 To chair the school naming committee.
- 4.1.2 To present a recommended list of names to the Board.

4.2 Director of Education

- 4.2.1 To oversee the compliance of the Naming of Schools Policy and related guidelines.
- 4.2.2 **To ensure proposed school names are submitted to the Archdiocese of Toronto for approval in accordance with this policy.**
- 4.2.3 **To ensure that the naming of a new school or the renaming of an existing school is communicated to the Minister of Education.**

4.3 Superintendent of Education: School Leadership

- 4.3.1 To support the implementation of the Naming of Schools Policy and related guidelines.
- 4.3.2 To form a school naming committee consisting of the local Trustee(s), Principal (where appointed), local pastor(s), parents of the future students of the new school, students who will be attending the new school and other **members of the school community, members deemed appropriate ensuring the committee reflects the diversity of the school community and includes voices from equity-seeking groups.**

4.4 Principals

- 4.4.1 To ensure that a suitable plaque or scroll, outlining the significance of the school name, is arranged for and displayed appropriately in the school.

5. Cross References

[Education Act](#)

[PPM 119 Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools](#)

[Ontario Human Rights Code](#)

YCDSB Policy 702 Solemn Blessing and Official Opening of New Schools and Additions

YCDSB Handbook for School Blessings and Official Openings

Approval by Board	<u>September 29, 2020</u> <i>Date</i>
Effective Date	<u>September 30, 2020</u> <i>Date</i>
Revision Dates	<u>September 29, 2020</u> <i>Date</i>
Review Date	<u>June 2025</u> <i>Date</i>

POLICY TITLE: NAMING OF SCHOOLS

SECTION B GUIDELINES: PROCEDURES FOR NAMING SCHOOLS

1. New Schools

- 1.1 As soon as the boundaries are established for the new school, the Superintendent of Education for the school, in consultation with the Trustee(s) representing the attendance area shall meet to determine membership for this committee.
 - 1.1.1 The process for selecting committee members shall apply an equity lens to ensure representation from equity-seeking groups within the new school boundary.
- 1.2 The committee shall seek input and engage in consultation on possible school names.
 - 1.2.1 Consultation shall be accessible and barrier-free, including multiple languages, virtual options, and culturally responsive engagement strategies to support participation of marginalized families.
- 1.3 The committee shall recommend at least three names, in order of preference, with rationale, to the Board.
- 1.4 Following Board approval of the proposed names, at least two names shall be submitted to the Archdiocese of Toronto for approval.
- 1.5 Following Archdiocesan approval, the Board shall approve the final name and communicate it to the Minister of Education. ~~The Board's final selection of a school name shall be communicated to the Minister of Education.~~

2. Closed/Consolidated Schools

- 2.1 If two or more existing schools are closed, and the students are moved to one new consolidated location the procedure for the naming of new schools shall be followed.
- 2.2 If one or more existing schools are closed, and the students are relocated to fill existing space in one or more existing schools the name of the receiving school(s) shall be maintained.
 - 2.2.1 Upon electing the new Catholic School Council, a subcommittee shall be established, with representatives from all merged school communities. The subcommittee will devise a plan to honour the closed school(s) name (i.e., chapel, peace garden, reflection area in the library).
- 2.3 Where a new school name is approved, the Board's decision shall be communicated to the Minister of Education.

3. Replacement / Relocated Schools

- 3.1 If an existing school is replaced or relocated, and the pupils are relocated to a new school facility, the name of the closed school shall become the name of the new school unless the Catholic School Council requests, in writing to the Director of Education, that a name change be considered due to:
 - a. Its location in a new Parish;
 - b. Its location in an area served by two or more Parishes; or,
 - c. Another reason precipitated by the location change.
- 3.2 Following a request by a Catholic School Council, the Director of Education will request that the Superintendent of Education assigned to the new school location implement the naming of new school's guidelines.
- 3.3 Any school name approved by the Board shall be communicated to the Minister of Education.

4. Renaming Existing Schools

4.1. Non Program Needs

- 4.1.1 Where the title of the individual for whom the school has been named is changed by the Catholic Church, the Superintendent of Education assigned to the school shall consult with the Catholic School Council and shall draft a report to the Board recommending renaming the school to incorporate the new title.
- 4.1.2 Under extenuating circumstances (which may include new understandings of historical injustices, colonial legacies, or discriminatory associations linked to the existing name, as guided by the *Ontario Human Rights Code*, Ministry of Education, and YCDSB policies) the Board may decide that a name change is required. In such circumstances, a motion to approve the start of a school renaming process similar to a new school shall be followed. A list of at least three names shall be presented to the Board, ~~in order of preference, for final approval, and shall be communicated to the Minister of Education.~~ Following Board approval of the proposed names, at least two names shall be submitted to the Archdiocese of Toronto for approval. Following Archdiocesan approval, the Board shall approve the final name and communicate it to the Minister of Education.

4.2 Program Needs

- 4.2.1 In the event that there is a significant change to the program offering at an existing school, and a change of name is contemplated, the Catholic School Council shall be consulted.
- 4.2.2 The school name may only be altered by the addition or deletion of an extension to the existing name
- 4.2.3 The recommended change shall be presented to the Board by the local Trustee for approval.
- 4.2.4 Any approved change to a school name shall be communicated to the Minister of Education.



York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1
Tel: 905-713-1211, 416-221-5051, 1-800-363-2711
Fax: 905-713-1272 • www.ycdsb.ca

September 26, 2023

OBLIGATIONS RELATING TO PUBLIC FUNDS SPENDING OR OBLIGATION TO PROTECT PUBLIC FUNDS

Whereas the York Catholic District School Board (YCDSB) Trustees approve all Board Policies, which must be followed by all staff and Trustees unless exemptions are granted by motions of the Board, for limited times (as per the Board *Policy 101 Meta Policy: Policy Management and Governance*);

Whereas Trustees are elected to safeguard the public purse, and ensure that tax dollars are spent in accordance with all CRA requirements and Board policies;

Whereas Trustees' Oath of Office and Code of Conduct require Trustees to conduct themselves in such a way as to instill public confidence in the system, and not personally benefit from the position of a Trustee;

Whereas the YCDSB *Policy 111 Trustee Services and Expenditures* uses the TRIP Google Program for travel reimbursement for all staff, including Trustees, and Parameter 3, Section 3:11 states, "*Trustee expenses for travel/meals will be reimbursed according to the Travel, Meals and Expense Reimbursement Policy*".

Whereas the TRIP Program uses the quickest route to calculate distance travelled, which is in keeping with the Board's practice, prior to the TRIP Program implementation;

Whereas staff has been requested to manually calculate mileage for some Trustees not using the most direct quick distance, contrary to *Policy 111 Trustee Services and Expenditures* without any exemption motion by the Board of Trustees,

Whereas *Policy 111 Trustee Services and Expenditures* has been reviewed several times over the years, and most recently March 28, 2023, and no indication was ever provided to Trustees that exemptions were being granted to select Trustees,

LET IT BE RESOLVED

THAT the practice of calculating mileage using any method other than the TRIP program stop immediately;

THAT a report is brought to the Board of Trustees at its October 2023 Board meeting to include the following:

- Background on the TRIP program, including its implementation date and the process used before its implementation;
- A list of all Trustees that have been using a process other than the TRIP, for mileage reimbursement, and how long this alternate mileage calculation has been used for those Trustees in question;
- A detailed summary of all reimbursements made to Trustees using “an alternate mileage calculation process” other than TRIP and how long this alternate process has been used;
- A summary of the calculation of how much the mileage reimbursement would have been had Policy 111 been followed and the TRIP program calculation been used;
- An explanation of the process used when staff are asked to deviate from any Board policy for the payment of expenses of any sort for staff or Trustees.

THAT all monies in excess of the monies that would have been received by Trustees had they used the TRIP process be immediately reimbursed to ensure public confidence in the process is restored.

Respectfully submitted,

Maria Iafrate
Trustee, Richmond Hill

Ref: 2024:04:0916:MI

York Catholic District School Board

REPORT

Report to: Board of Trustees
From: Administration
Date: January 27, 2026 (*Deferred from December 16, 2025*)
Report: **Notices of Motion:**
 i. Trustee Expenditures
 ii. Obligations Relating to Public Funds Spending or
 Obligation to Protect Public Funds

BACKGROUND

At the September 26, 2023 meeting, a Trustee motion requested a review of mileage claims processed outside of the TRIP application and directed Administration to return with a detailed report. Before this work was finalized, a subsequent motion brought on August 21, 2024 (Appendix A) that redirected the exercise to a broader, independent review by RIAT of all Trustee expenses; it was the understanding of Administration that this RIAT-led review replaced the narrower TRIP-specific request, and that the Board wished to ensure an arms-length, comprehensive review given the level of concern and discord present at the time. This direction was reaffirmed when the Director provided a verbal update that the scope would include the senior leadership team, reinforcing the expectation of organization-wide transparency and neutrality.

CURRENT CONTEXT:

Administration has proceeded on the basis that the RIAT review—broader in scope, independent in method, and inclusive of both Trustees and senior staff—represented the Board’s preferred path forward. In the current climate, where the Board has expressed a strong expectation of enhanced transparency, impartiality, and consistency in how expenses are reviewed, this approach aligns with best governance practice and reduces the risk of selective review. It also ensures that all individuals subject to Policy 808 and Policy 111 are reviewed against the same standards, by an independent body, using a consistent methodology.

CONSIDERATION:

Administration notes respectfully that continuing with the broader RIAT review remains the most appropriate and responsible course of action. It responds to the Board’s stated need for independence, addresses concerns raised publicly and privately by multiple Trustees, and reflects the updated scope including senior leadership. This approach avoids duplication, mitigates reputational risk, and ensures a complete, unbiased assessment that supports restored confidence in Board governance and expense oversight.

Prepared and submitted by: Calum McNeil, Chief Financial Officer and Treasurer of the Board
Endorsed by: Jennifer Sarna, Interim Director of Education, Foundation Chair and Secretary of the Board



York Catholic District School Board

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NOTICE OF MOTION

August 21, 2024

TRUSTEE EXPENDITURES

- Whereas** expenditure limits may not be exceeded" (Policy 111 Parameter 3.3);
- Whereas** it is the responsibility of each individual Trustee "to ensure that all expenses submitted are necessary, reasonable, and are in compliance with the Board's policy and all other relevant policies, procedures, guidelines and legislation." (Policy 111 Responsibility Trustees 4.4.2) and Policy 808 4.1.1 "to ensure that expenses submitted are in compliance with Policy 111";
- Whereas** clause 3.3.2 of Policy 118 Trustee Code of Conduct states that Trustees shall "Uphold and abide by all Board policies, procedures, protocols and the York Catholic District School Board Trustee Code of Ethics (Appendix "A");
- Whereas** all Trustees were in-serviced on Policies 111 and 808 at the beginning of the term and both policies were reviewed and approved by the Board (March 28, 2023 and October 30, 2023 respectively);
- Whereas** all claims should be submitted prior to September 15th for the fiscal year ending August 31st (Policy 808 4.4.7), so a two-year review is timely.

LET IT BE RESOLVED

THAT RIAT be directed to audit all Trustee expenditures submitted during this Trustee term, i.e. since November 15th, 2022, and a detailed report identifying all exceptions and anomalies as well as recommendations for any additional controls and policy changes be brought to a Public Audit Committee meeting as soon as possible so as to ensure public confidence and accountability.

Respectfully submitted,

Elizabeth Crowe
 Trustee
 Aurora/King/Whitchurch-Stouffville

Reference No. 2024:22:0821:EC

Elizabeth Crowe, Trustee – Aurora/King/Whitchurch-Stouffville
 elizabeth.crowe@ycdsb.ca • Home Tel: 905-939-8911

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees
FROM: Administration
DATE: December 16, 2025
RE: **Mileage Claims Exceptions Update - Trustees**

This report provides an update on the Trustee motion concerning mileage reimbursements processed outside the Travel Reimbursement Input Program (TRIP) application, and outlines relevant policy considerations. It should be noted that the review underlying this report was conducted in late 2023.

BACKGROUND:

The TRIP application, introduced to YCDSB staff in February 2016, replaced the previously used Excel-based mileage form with a web-based travel reimbursement program accessible through the Board portal. TRIP calculated distances using Google Maps (subsequently updated to MapQuest), considering the shortest time excluding traffic (subsequently updated to shortest distance) and toll-free routes.

The program was discussed at the Policy Review Committee on October 12, 2016, as referenced in paragraph 7 of Appendix A. A subsequent update in September 2023 enabled staff to submit claims with a floating Primary Work Location (PWL), taking into account distances between school sites. Staff members are required to submit mileage claims using the TRIP application.

RELEVANT POLICIES AND GUIDANCE:

Key policies that govern the reimbursement process include **Policy 111 (Trustee Services and Expenditures)** and **Policy 808 (Travel, Meals, and Expenses Reimbursement)**. Policy 111, paragraph 6 (Travel), defers to Policy 808 as the governing policy for travel reimbursements.

Policy 111, paragraph 6, explicitly states that Trustee travel claims should be processed through the Board-approved TRIP application, unless exceptions are granted. Historically, Policy 808 permitted the Director and the Chief Financial Officer (CFO) to approve exceptions (until late 2023). These approvals were in place as early as 2016, without the requirement for Board disclosure of the granted exceptions.

TRUSTEE EXCEPTIONS:

A detailed review, including interviews with former staff, emails, reports, and memos, was conducted in late 2023 to understand the history of Trustee exceptions. In 2016, Trustees were given the option of submitting mileage reimbursement either through TRIP or manually, as detailed in a memo sent to Trustees on November 1, 2016 (Appendix B). The attached is a draft version; we confirmed in interviews that the memo was sent.

According to former senior staff, two Trustees opted to submit mileage claims manually, with the CFO granting these exceptions in line with Policy 808, on an annual basis. This practice of annual approvals from the CFO continued for a number of years, but discontinued sometime before 2021. Notably, the practice of submitting claims manually did not require Board approval, and the Trustees' claims were processed based on actual routes taken.

The attached comparison report (Appendix C), which dates back to 2017, was created by re-entering mileage claims into the TRIP system for comparison purposes. The report reveals that the total mileage

reimbursement differences for Trustees A and Trustee B were \$1,328 and \$1,669, respectively, for the periods under review.

RECOMMENDATIONS:

Following the September 26, 2023 Board meeting, all Trustees were informed that travel claims must now be processed through the TRIP application.

It is recommended that Policy 808 and Policy 111 be updated to formally mandate that Trustees submit all mileage claims through the TRIP application, with no exceptions. This will ensure consistency, transparency, and adherence to the same financial management practices applied to all staff.

Regarding the period from 2017 through 2023, while the exceptions were granted based on informal approvals, it is the Administration's view that the policies were followed in spirit. However, the lack of formal documentation and the absence of Board-level oversight during this period suggest a need for stronger transparency moving forward. To this end, an update to the policies would not only formalize this practice but also align it with the current expectations for accountability in public office.

Administration acknowledges that Trustees may have previously been unaware of the full implications of the policy framework governing these claims. Going forward, efforts will be made to ensure all stakeholders are clearly informed of these requirements, fostering a transparent and equitable process.

CONCLUSION:

The updates to Policies 808 and 111 will provide a clear, uniform standard for travel claims processing. These changes reflect the Board's commitment to financial prudence, transparency, and fairness. By formalizing the use of TRIP for all mileage claims, the Board ensures that all travel-related reimbursements are subject to the same processes, minimizing potential concerns and discrepancies.

ATTACHMENTS

Appendix A – Policy Review Committee, October 12, 2016

Appendix B – Business Services and Budget and Audit Services Memo

Appendix C – Mileage reimbursement comparison

Prepared and Submitted By:
Endorsed By:

Calum McNeil, Chief Financial Officer & Treasurer of the Board
John De Faveri, Director of Education, Foundation Chair and Secretary of the Board

York Catholic District School Board

**MINUTES
POLICY REVIEW COMMITTEE**

October 12, 2016

Attending:

Committee Members: C. Cotton, C. Ferlisi, M. Marchese, D. Mazzotta

Absent with Notice: T. Ciaravella

Other Trustees in Attendance: E. Crowe, D. Giuliani

Administration: F. Bagley, M. Battista, A. Chan, J. Porter

Other Guests: M. Totten

Recording: J. Di Bratto

Presiding: C. Ferlisi

1. Approval of the Agenda

**MOTION Mazzotta/Marchese
CARRIED**

2. Approval of the Previous Minutes – June 13, 2016

With a minor revision, THAT the minutes be approved.
**MOTION Crowe/Mazzotta
CARRIED**

3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: N/A

4. OUTSIDE PRESENTATIONS: N/A

5. STAFF PRESENTATIONS:

Report: Police School Board Protocol

Further to the June 13, 2016 Policy Review Committee Meeting, F. Bagley introduced M. Battista, Superintendent of Education: School Leadership and Safe Schools, Elementary, to present the updated Police School Board Protocol. M. Battista shared that a joint committee comprised of the four school boards (English Catholic, English Public, French Catholic and French Public) and York Regional Police have made mandated legislative revisions to the protocol which include, the duty to report section with the addition of referral to CAS protocols, changes in mandatory calls to YRP to reflect threats of serious physical injury included in bullying and cyber-related incidents, inclusion of lockdown procedures, inclusion of bomb threat procedures and further clarification of the role of Police and Administrators in investigations.

M. Battista also shared that joint training for Senior Administration, Principals and Vice-Principals has been mandated by the provincial task force and will be taking place October 14, 21, 25, 28, December 16 and January 31, 2017. All administrators will attend one of the sessions, and in addition, during each Area Leadership Team meeting, the Family of Schools Community VIP officers will attend to present case studies that administrators will discuss and problem solve together. This should be completed by January 2017. Principals will present the new Police School Board Protocol to their staffs following the training sessions. M. Battista will meet with L. Coulter to discuss training for the other employee groups of the York Catholic District School Board. The committee suggested some minor revisions and requested that M. Battista communicate these with the writing committee. The committee endorsed the revised Police School Board Protocol document.

**MOTION Crowe/Marchese
CARRIED**

7:30 p.m. Upon completing her presentation, M. Battista excused herself from the Policy Review Committee Meeting.

Approval Authority Schedule (AAS)

A. Chan presented the Approval Authority Schedule (AAS) to advise the Policy Review Committee members that the only revisions to the document are those that reflect the organizational changes for the past year including the Associate Director, Strategic Leadership and Chief Financial Officer and Treasurer of the Board. The committee accepted the updated information.

6. ACTION ITEMS

Occupational Health & Safety Policies

Policy 409 Occupational Health & Safety

Policy 425 Respectful Workplace – Rename Workplace Harassment

Policy 426 Sexual Harassment (Workplace) (Terminate due to inclusion in Policy 425)

Policy 427 Workplace Violence (Terminate due to inclusion in Policy 425)

Policy 403 Support Services Recruitment and Promotion

Policy 404 Academic Services Recruitment and Promotion (Request to Terminate - Policy 405A

Appointments to Academic Administrative Positions: Supervisory Officers, Principals and Vice-Principals and Policy 405B Appointment to Academic Positions of Added Responsibility due to inclusion in Policy 404)

C. Ferlisi presented all action items on the agenda on block. As Chair of the Committee, C. Ferlisi requested to defer the policies in L. Coulter's absence but comments would be noted. Through some detailed discussion the committee had comments and suggestions regarding each of the Human Resources policies listed above including suggested revisions to guidelines and procedures. E. Crowe asked that when Staff is bringing a report to terminate policies, the current version of the policy be included so that the committee can compare and review. Also, M. Marchese shared that she will forward two documents from the Ministry of Labour that may assist with the revisions to the Workplace Harassment Policy. F. Bagley will be discussing the suggestions and revisions with L. Coulter. L. Coulter will revise and present at a future Policy Review Committee Meeting.

DISCUSSION

Policy 119 Disposition of Complaints Against Trustees

(Business Arising from Minutes of the June 21st, 2016 Regular Meeting of the Board, Section 4).

F. Bagley presented this policy as endorsed through the Policy Review Committee meeting June 13, 2016 and presented for the approval of the Board at the Regular Meeting of June 21, 2016. At that time, D. Giuliani requested that the policy be brought back to Policy Review for further discussion. The committee discussed concerns with the policy and requested to defer this policy for a couple of months due to documentation that has been received by C. Cotton through OCSTA. C. Cotton wishes to have an opportunity to review the document as it contains a number of items within our guidelines and procedures that are not within the act. C. Cotton will communicate with F. Bagley when her review is complete. Suggested revisions will be discussed with L. Coulter and presented at a future Policy Review Committee meeting.

7. INFORMATION ITEMS

Policy 115 Perquisites

F. Bagley invited A. Chan to present the policy that is up for its five (5) year review in December. With some minor revisions Policy 115 Perquisites was moved and approved.

MOTION Cotton/Crowe

CARRIED

Policy 808 Travel, Meals and Expense Reimbursement

A. Chan advised the Policy Review Committee that this policy has been updated to reflect the organizational changes for the past year, primarily to replace the Associate Director, Corporate Services and the Treasurer of the Board with the Chief Financial Officer and Treasurer of the Board. In addition, the related procedures were updated to include the Travel Reimbursement Input Program (TRIP). With some detailed discussion the

committee suggested minor revisions as well as an additional report indicating Administrators claims. The committee also requested that Trustee invoices for Telecommunication Services are only needed at the beginning of the year and then again at the end of the year to cross reference amounts. Trustees will be required to provide invoices if amounts are different for the month. A procedure will be implemented to accommodate this change. A. Chan will present the revised policy and the Administrators claims report at the November 14th, 2016 Policy Review Committee Meeting.

Post Meeting: A discussion was held between D. Mazzotta, E. Crowe and A. Chan resulting in the Administrators claims report being retracted.

Policy 411 Workplace Accommodation (Request to Terminate)

Due to absence of L. Coulter this policy was deferred and will be presented at the next Policy Review Committee meeting at a future Policy Review Committee meeting.

Policy 602 Safe Arrival, Safe Departure & Attendance – Elementary

F. Bagley presented the revised policy which has been updated with additional language that is clearer as it relates to the provision for teachers to take attendance during transition periods throughout the day. F. Bagley advised that School Superintendents will review the revisions to this policy with their Principals at their next ALT and then Principals will communicate the revised procedure to all staff. The committee appreciated the rewording in the policy. D. Mazzotta suggested that a process pertaining to the immediate location of a student in the school be added to the policy when the parent has received a message from the school denoting their child's absence, and the parent has contacted the school to advise that their child was in fact sent to school. F. Bagley will revise the policy accordingly. This policy will be presented at the Policy Review Committee meeting on Tuesday, November 15, 2016.

8. Future Discussion Items

Policies to be brought to future Policy Committee Meetings

- Policy 119 Disposition of Complaints against Trustees
- Policy 217 Sexual Harassment (Students)
- Policy 403 Support Services Recruitment and Promotion
- Policy 404 Academic Services Recruitment and Promotion
- Policy 406 Performance Appraisal of Academic Staff
- Policy 407 Criminal Background Checks
- Policy 409 Occupational Health & Safety
- Policy 410 Principal & Vice Principal Performance Appraisal
- Policy 411 Workplace Accommodation
- Policy 423 Conflict of Interest for Employees
- Policy 424 Disposition of Complaints about Board Employees
- Policy 426 Sexual Harassment (Workplace)
- Policy 427 Workplace Violence
- Policy 428 Racial & Ethnocultural Harassment

9. Adjournment

That, the Policy Review Committee meeting adjourned at 9:30 p.m.

MOTION Cotton/Marchese

CARRIED

10. Next Policy Review Committee meeting: Monday, November 14, 2016, 6:30 p.m. in Room 100.



YORK CATHOLIC DISTRICT SCHOOL BOARD

BUSINESS SERVICES AND BUDGET AND AUDIT SERVICES

TO: Trustees

CC: Anna Chan, Chief Financial Officer and Treasurer of the Board
Jackie Porter, Coordinating Manager, Budget and Audit Services

FROM: Lucie Giambattista, Manager, Accounting, Payroll and Benefit Services
Judy Selvadurai, Compliance and Financial Specialist

DATE: September XX, 2016

SUBJECT: Trustee Mileage Reimbursement Options

PURPOSE

The purpose of this memo is to provide instructions and options for submitting mileage reimbursements.

Option available for submitting mileage reimbursement

Mileage reimbursements are to be submitted using one of the two options recommended below:

1) **TRIP** application (Preferred method)

- The Board’s on-line Travel Reimbursement Input Program (**TRIP**) is available for Trustees to claim mileage and can be accessed through **MyPortal**. This on-line application is used to submit mileage reimbursements (including parking and toll charges) that are eligible under Policy #808.
- Instructions on how complete the reimbursement can be found in the Trustee reference guide. The link to the guide can be found at the bottom of the TRIP application.

2) **Manual Process:**

A Mileage Input Sheet will be used to claim mileage. Please note that this Mileage Input Sheet does not have formulas to calculate the mileage automatically. It is the responsibility of the claimant to track total kilometres for each date travelled for business purposes.

- For each travel date provide the locations, reason for travel and total kilometres
- For Non Board locations enter the location and address on the location worksheet
- Attach the completed Mileage Input Sheet with the receipts for parking and toll to the Admin # 3 form. Use the column "Other \$" on the Admin #3 form to claim these reimbursements and submit through the Admin #3 process.

The option chosen will apply for the school year.

MILEAGE REIMBURSEMENT COMPARISON

APPENDIX C

Period of travel		KM travelled as per input sheet	Rate reimbursed \$	Total Board reimbursement \$	KM travelled as per TRIP	Board rate \$	Total TRIP calculation \$	Difference \$
Trustee A								
2017/2018	Sep 11 - 29, 2017	449.2	0.49	220.11	340.8	0.49	166.99	(53.12)
2017/2018	Oct 4 - 25	550.0	0.49	269.50	436.6	0.49	213.93	(55.57)
2017/2018	Nov 13 -30	438.8	0.49	215.01	327.9	0.49	160.67	(54.34)
2017/2018	Dec 5 - 18	274.8	0.49	134.65	213.4	0.49	104.57	(30.09)
2017/2018	Jan 16 - 30, 2018	402.2	0.55	221.21	319	0.55	175.45	(45.76)
2017/2018	Feb 5 - 27	378.0	0.55	207.90	283.7	0.55	156.04	(51.87)
2017/2018	Apr 3 - 30	717.0	0.55	394.35	563.8	0.55	310.09	(84.26)
2017/2018	May 1 - 29	435.6	0.55	239.58	378.9	0.55	208.40	(31.19)
2017/2018	Jun 12 - 28	279.4	0.55	153.67	222.7	0.55	122.49	(31.19)
2017/2018	Aug 27 -30	129.6	0.55	71.28	98.2	0.55	54.01	(17.27)
2018/2019	Sep 11 - 28, 2018	446.2	0.55	245.41	356.7	0.55	196.19	(49.23)
2018/2019	Oct 4 - 25	358.0	0.55	196.90	286.6	0.55	157.63	(39.27)
2018/2019	Nov 2 - 30	432.1	0.55	237.66	330.9	0.55	182.00	(55.66)
2018/2019	Dec 4 - 18	318.6	0.58	184.79	252.9	0.55	139.10	(45.69)
2018/2019	Jan 7 - 31, 2019	450.0	0.58	261.00	364.5	0.58	211.41	(49.59)
2018/2019	Feb 4 - 28	452.2	0.58	262.28	336.9	0.58	195.40	(66.87)
2018/2019	Apr 9 - 30	449.2	0.58	260.54	349.2	0.58	202.54	(58.00)
2018/2019	May 2 - 28	493.1	0.58	286.00	393.3	0.58	228.11	(57.88)
2018/2019	Jun 5 - 28	527.0	0.58	305.66	410.4	0.58	238.03	(67.63)
2018/2019	Aug 20 - 29	302.2	0.58	175.28	226	0.58	131.08	(44.20)
2019/2020	Sep 5 - 30, 2019	301.6	0.58	174.93	293.4	0.58	170.17	(4.76)
2019/2020	Oct 1 - 29	392.6	0.58	227.71	312.2	0.58	181.08	(46.63)
2019/2020	Nov 1 - 29	706.7	0.58	409.89	561.5	0.58	325.67	(84.22)
2019/2020	Dec 10 - 17	200.2	0.59	118.12	151.3	0.58	87.75	(30.36)
2019/2020	Jan 8 - Feb 28, 2020	674.0	0.59	397.66	514.3	0.59	303.44	(94.22)
2020/2021	Aug 31, 2021	58.0	0.55	31.90	42.6	0.59	25.13	(6.77)
2021/2022	Sep 2-Nov 18, 2021	143.0	0.55	78.65	108.8	0.59	64.19	(14.46)

MILEAGE REIMBURSEMENT COMPARISON

Period of travel		KM travelled as per input sheet	Rate reimbursed \$	Total Board reimbursement \$	KM travelled as per TRIP	Board rate \$	Total TRIP calculation \$	Difference \$
2021/2022	Dec 14	58.0	0.61	35.38	42.6	0.59	25.13	(10.25)
2021/2022	Feb 16 - Jun 29, 2022	1,140.0	0.61	695.40	1194.4	0.61	728.58	33.18
2021/2022	Aug 29 - 31	210.0	0.61	128.10	157.0	0.61	95.77	(32.33)
2022/2023	Sep 14 - Oct 27, 2022	330.8	0.61	201.79	251.9	0.61	153.66	(48.13)
Total 2017/18 - 2022/23		12,498.1		\$ 7,042.28	10,122.4		\$ 5,714.69	\$ (1,327.59)

MILEAGE REIMBURSEMENT COMPARISON

APPENDIX C

Period of travel		KM travelled as per input sheet	Rate reimbursed \$	Total Board reimbursement \$	KM travelled as per TRIP	Board rate \$	Total TRIP calculation \$	Difference \$
Trustee B								
2017/2018	Sep 12 - Oct 26, 2017	1,439.0	0.49	705.11	1,364.0	0.49	668.36	(36.75)
2017/2018	Nov 1 - 28	932.0	0.49	456.68	823.5	0.49	403.52	(53.17)
2017/2018	Dec 5 - 21	232.0	0.49	113.68	196.0	0.49	96.04	(17.64)
2017/2018	Jan 8 - 30, 2018	928.0	0.55	510.40	841.9	0.55	463.05	(47.36)
2017/2018	Feb 5 - Feb 28	1,216.0	0.55	668.80	1,077.2	0.55	592.46	(76.34)
2017/2018	Mar 1 - Apr 25	1,613.0	0.55	887.15	1,480.4	0.55	814.22	(72.93)
2017/2018	Apr 25 - May 29*	1,856.0	0.55	1,020.80	1,747.3	0.55/.49	952.21	(68.59)
2017/2018	May 31 - Jun 27	1,661.0	0.49	813.89	1,531.6	0.49	750.48	(63.41)
2017/2018	Jun 28 - Aug 31	564.0	0.49	276.36	499.7	0.49	244.85	(31.51)
2018/2019	Sep 4 - Oct 18, 2018	1,392.0	0.49	682.08	1,285.9	0.49	630.09	(51.99)
2018/2019	Oct 24 - Nov 27	1,312.0	0.49	642.88	1,258.3	0.49	616.57	(26.31)
2018/2019	Dec 3 - 18	589.0	0.49	288.61	537.4	0.49	263.33	(25.28)
2018/2019	Jan 8 - Feb 13, 2019	1,018.0	0.58	590.44	947.5	0.58	549.55	(40.89)
2018/2019	Mar 5 - Apr 17	1,342.0	0.58	778.36	1,223.0	0.58	709.34	(69.02)
2018/2019	Apr 23 - May 30	1,767.0	0.58	1,024.86	1,658.4	0.58	961.87	(62.99)
2018/2019	Jun 3 - Jul 3*	1,180.0	0.58/0.52	665.98	1,097.1	0.58	636.32	(29.66)
2018/2019	Aug 26 - 29	232.0	0.52	120.64	196.0	0.58/0.52	106.36	(14.28)
2019/2020	Sep 4 - Oct 11, 2019	1,018.0	0.52	529.36	934.1	0.52	485.73	(43.63)
2019/2020	Oct 15 - Nov 26	1,238.0	0.52	643.76	1,175.6	0.52	611.31	(32.45)
2019/2020	Nov 27 - 30	133.0	0.52	69.16	123.3	0.52	64.12	(5.04)
2019/2020	Dec 2 - 11	641.0	0.52	333.32	587.9	0.52	305.71	(27.61)
2019/2020	Jan 14 - Feb 20, 2020	1,114.0	0.59	657.26	1,055.4	0.59	622.69	(34.57)
2019/2020	Feb 24 - Mar 27	645.0	0.59	380.55	611.8	0.59	360.96	(19.59)
2019/2020	Jun 25, 2020	101.0	0.59	59.59	99.3	0.59	58.59	(1.00)
2019/2020	Aug 31, 2020	58.0	0.59	34.22	49.0	0.59	28.91	(5.31)

MILEAGE REIMBURSEMENT COMPARISON

APPENDIX C

Period of travel		KM travelled as per input sheet	Rate reimbursed \$	Total Board reimbursement \$	KM travelled as per TRIP	Board rate \$	Total TRIP calculation \$	Difference \$
2020/2021	Sep 1 - Nov 24, 2020	750.0	0.59	442.50	642.2	0.59	378.90	(63.60)
2020/2021	Dec 5 - 8	174.0	0.59	102.66	147.0	0.59	86.73	(15.93)
2020/2021	Jun 24 - 29, 2021	281.0	0.59	165.79	262.8	0.59	155.05	(10.74)
2020/2021	Aug 3 - 31	290.0	0.59	171.10	245.0	0.59	144.55	(26.55)
2021/2022	Sep 7 - Nov 30, 2021	588.0	0.59	346.92	524.7	0.59	309.57	(37.35)
2021/2022	Dec 1 - 14	274.0	0.59	161.66	239.7	0.59	141.42	(20.24)
2021/2022	Jan 25 - Feb 22, 2022	321.0	0.61	195.81	283.2	0.61	172.75	(23.06)
2021/2022	Mar 9 - Apr 26	424.0	0.61	258.64	378.3	0.61	230.76	(27.88)
2021/2022	May 2 - Jun 18	1,429.0	0.61	871.69	1,287.0	0.61	785.07	(86.62)
2021/2022	Jun 20 - Aug 31	1,304.0	0.61	795.44	1,209.8	0.61	737.98	(57.46)
2022/23	Sep 6 - Nov 14, 2022*	2,465.0	0.61/0.55	1,447.07	2,194.5	0.61/0.55	1,317.53	(129.55)
2022/23	Nov 15 - Dec 20	1,278.0	0.55	702.90	1,169.9	0.55	643.45	(59.46)
2022/23	Jan 11 - Feb 16, 2023	1,180.0	0.68	802.40	1,118.7	0.68	760.72	(41.68)
2022/23	Feb 21 - Mar 31	892.0	0.68	606.56	784.0	0.68	533.12	(73.44)
2022/23	Apr 4 - 27	982.0	0.68	667.76	934.7	0.68	635.60	(32.16)
2022/23	May 3 - Jun 16	1,493.0	0.68	1,015.24	1,483.7	0.68	1,008.92	(6.32)
Total 2017/18 - 2022/23		38,346.0	\$	21,708.08	35,306.8	\$	20,038.73	\$ (1,669.35)

* Reached 5,000 km, rate drops



York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1
Tel: 905-713-1211, 416-221-5051, 1-800-363-2711
Fax: 905-713-1272 • www.ycdsb.ca

November 19, 2024

AUDIT OF YCDSB PURCHASING CREDIT CARDS (PCARDS)

- Whereas** the York Catholic District School Board is in a deficit and controls need to be in place to ensure that spending is focused on the classroom while at the same time getting the best value for money;
- Whereas** spending of Trustees and the Senior Team is being reviewed by RIAT, including the use of PCards;
- Whereas** transparency and accountability is of paramount importance and an external review of all remaining PCards in the system would help to ensure proper usage and provide additional systemic recommendations for improvement, including the enforcement of spending limits.

LET IT BE RESOLVED

- THAT** an outside accounting firm be hired to perform a full audit of PCards not included in the RIAT audit, including a review of any controls currently in place;
- THAT** the review include recommendations for any changes in policy and/or procedure needed to ensure transparency, accountability and compliance;
- THAT** the review include a recommendation on whether or not the number of PCards in the system should be reduced;
- THAT** once the recommendations are implemented, training for proper usage of PCards take place once a year with all holders.

Respectfully submitted,

Elizabeth Crowe
YCDSB Chair
Trustee, Aurora/King/Whitchurch-Stouffville

Maria Iafrate
YCDSB Vice-Chair
Trustee, Richmond Hill

Ref: 2025:01:1119:EC, MI

York Catholic District School Board

REPORT

Report to: Board of Trustees
From: Administration
Date: January 27, 2026
Report: **Investigation Costs**

EXECUTIVE SUMMARY

This report is in response to a Trustee Motion approved by the Board of Trustees at their Regular Board Meeting of December 16, 2025:

Whereas the Board needs to be transparent with the costs regarding:
- Gillian Tuck, Bruce Best, Jennifer MacKenzie, McCarthy Tretrault,
Michael Maynard the Integrity Commissioner, BLG, the Judicial Review,
covering all legal fees with one grand total;

Whereas the Catholic ratepayers of York Region are demanding this information.

LET IT BE RESOLVED:

THAT the YCDSB release the total cost spent on all these investigations to be accountable to the Catholic ratepayers.

TOTAL INVESTIGATION COSTS

The total cost spent on investigations regarding Gillian Tuck, Bruce Best, Jennifer Mackenzie, McCarthy Tetrault, Michael Maynard the Integrity Commissioner, BLG, the Judicial Review, covering all legal fees and settlement is \$321,000.

Submitted by: Calum McNeil, Chief Financial Officer & Treasurer of the Board
Endorsed by: Jennifer Sarna, Interim Director of Education, Foundation Chair and Secretary of the Board

York Catholic District School Board

Report

Report To: Board of Trustees
From: Administration
Date: January 27, 2026
Subject: **Trustee Expenditures Report**

Pursuant to Board Policy 111 Trustee Services and Expenditures, a report on Trustee Expenditures is to be presented in a public session no later than the first regular Board meeting in February of each year and subsequently posted on the Board website.

Attached is the Trustee Expenditures Report for the period from November 15, 2024 to November 14, 2025.

Prepared by: Kim Scanlon, Manager, Financial Planning & Analysis
Silvana Greco, Administrator to the Director's Office and Trustee Services
Submitted by: Calum McNeil, Chief Financial Officer and Treasurer of the Board
Endorsed by: Jennifer Sarna, Interim Director of Education, Foundation Chair & Secretary of the Board

YORK CATHOLIC DISTRICT SCHOOL BOARD

TRUSTEE EXPENSES

NOVEMBER 15, 2024- NOVEMBER 14, 2025

**(Includes all board paid and discretionary allowable expenses
per Board Policy #105 - Trustee Professional Development
& Board Policy #111 - Trustee Services and Expenditures)**

SUMMARY

	Communication				Total Board	Discretionary	Total All
	Allowance	Mileage	Conferences¹⁾	Other²⁾	Paid	(See Below)	Expenses
Frank Alexander	\$ 2,712	\$ 1,551	\$ 1,135	\$ 170	\$ 5,568	\$ 4,890	\$ 10,458
Michaela Barbieri	2,712	-	710	215	3,637	5,000	8,637
Carol Cotton	2,712	1,691	3,318	31	7,752	4,473	12,225
Elizabeth Crowe	2,712	5,741	2,271	886	11,610	5,000	16,610
Joseph DiMeo	2,712	704	1,144	31	4,591	4,807	9,398
Angela Grella	2,712	1,720	1,144	-	5,577	4,960	10,537
Maria Iafrate	2,712	2,815	1,144	201	6,872	4,997	11,869
Theresa McNicol	2,712	607	-	187	3,506	4,948	8,454
Angela Saggese	2,712	2,112	1,569	210	6,603	5,000	11,603
Jennifer Wigston	2,712	3,014	4,835	12	10,573	5,000	15,573
Total	\$ 27,122	\$ 19,955	\$ 17,271	\$ 1,941	\$ 66,289	\$ 49,076	\$ 115,365

Notes:

- 1) Registration fees, accommodation, travel, meals, parking for OCSTA, CCSTA, OSTA, Board-sponsored conferences, per Policy 105.
- 2) Office supplies, business cards, letterhead, etc.

DISCRETIONARY EXPENSE DETAILS

	Discretionary	Trustee			Total	
	Allocation	Subsidies¹⁾	Supported	Other³⁾	Discretionary	Unused
			Awards²⁾		Used	
Frank Alexander	\$ 5,000	\$ 4,680	\$ -	\$ 210	\$ 4,890	\$ 110
Michaela Barbieri	5,000	4,700	300	-	5,000	-
Carol Cotton	5,000	4,150	-	323	4,473	527
Elizabeth Crowe	5,000	3,749	-	1,251	5,000	-
Joseph DiMeo	5,000	4,600	-	207	4,807	193
Angela Grella	5,000	4,433	375	152	4,960	40
Maria Iafrate	5,000	3,800	-	1,197	4,997	3
Theresa McNicol	5,000	4,855	-	93	4,948	52
Angela Saggese	5,000	3,792	125	1,083	5,000	-
Jennifer Wigston	5,000	3,762	375	863	5,000	-
Total	\$ 50,000	\$ 42,521	\$ 1,175	\$ 5,379	\$ 49,076	\$ 924

Notes:

- 1) Assistance/support to schools for learning materials/program equipment; specialty items in schools such as permanent murals/statues.
- 2) Includes student awards and the option for Trustees to transfer funds to the Trustee Micheal Carnovale (Memorial) scholarship award.
- 3) Student, archdiocesan, community and retirement events and other miscellaneous expenses.

York Catholic District School Board

Report

Report To: Board of Trustees
From: Administration
Date: January 27, 2026
Subject: Student Trustee Expenditures Report

Pursuant to Board Policy 107 Student Trustees, an expenditures report for each Student Trustee for the time period from September 1 to August 31 is to be presented in an open public session and posted on the Board website.

The following table is the Student Trustee Expenditures Report for the period from September 1, 2024 to August 31, 2025.

<u>Expenditures</u>	<u>Monica Galstyan</u>	<u>Sabine Cuesta</u>	<u>Total</u>
Cell Phone Allowance	868	868	1,736
Professional Development	3,967	3,967	7,935
Accomodation/Travel/Meals	1,775	1,177	2,951
	\$ 6,610	\$ 6,012	\$ 12,622

Note: An additional cell phone allowance of \$1,121 was related to a retroactive increase for the prior year.

Prepared by: Kim Scanlon, Manager, Financial Planning & Analysis
Submitted by: Calum McNeil, Chief Financial Officer and Treasurer of the Board
Endorsed by: Jennifer Sarna, Interim Director of Education, Foundation Chair & Secretary of the Board

York Catholic District School Board

REPORT

Report to: Board of Trustees
From: Administration
Date: January 27, 2026
Report: **Multi-Year Financial Recovery Plan (MYFRP) update**

EXECUTIVE SUMMARY

To ensure transparency and good governance over the Multi-Year Financial Recovery Plan (MYFRP), administration will provide monthly updates to the Board. This report presents the 2025/26 projection.

BACKGROUND INFORMATION

On July 23, 2025, at the Ministry’s request, the Board of Trustees submitted a revised MYFRP. This version excluded committed capital projects while still achieving elimination of the accumulated deficit by 2030/31. The revised submission incorporated updated 2024/25 projections and was reported to the Board on August 26. As of today, the Ministry has not yet approved the revised plan.

MYFRP UPDATE – 2025/26

The 2025/26 Revised Estimates deficit of \$9.3M was approved by the Board in November. With a few minor updates, the projected 2025/26 deficit is now \$9.2M. Unfortunately the budgeted lease revenue for the Barhill site (\$340k) did not materialise due to the proposed lease agreement not being approved by the Ministry. However, this pressure is more than offset by an increase in projected interest revenue (\$250k), proceeds from the sale of retired vehicles (\$100k), and lower estimated transportation expenses (\$100k).

MYFRP UPDATE – 2026/27 AND BEYOND

We remain on track with the MYFRP submitted for approval.

Submitted by: Calum McNeil, Chief Financial Officer & Treasurer of the Board
Endorsed by: Jennifer Sarna, Interim Director of Education, Foundation Chair & Secretary of the Board



York Catholic District School Board

REPORT

Report To: Board of Trustees
From: Administration
Date: January 27, 2026
Report: Standardized Cognitive Abilities Tests Update

EXECUTIVE SUMMARY:

On June 20, 2023, the Board of Trustees passed a Motion as follows:

THAT a review of the current PACE screening process be undertaken from a Human Rights and Equity lens to ensure that the process is free of any social/economic/racial biases.

This request followed the release of the YCDSB 2024 Student Census, an initiative conducted under the *Anti-Racism Act, 2017*, the *Education Act*, and the *Human Rights Code* to identify barriers to student success. Accordingly, this report provides the requested data on the standardized cognitive-abilities assessment tools used to determine eligibility for gifted placement in Ontario.

BACKGROUND INFORMATION:

The YCDSB uses the Canadian Cognitive Abilities Test (CCAT) along with the WISC to determine eligibility for placement in our Program for Academic and Creative Extension (PACE). The chart below is reflective of the current assessment tools used in following School Boards:

School Board	Criteria	School Board	Criteria
York Region DSB	CCAT WISC Naglieri General Abilities Test (NGAT)	Bruce Grey Catholic	WISC-V
Peel DSB	Naglieri General Abilities Test (NGAT)	Trillium Lakelands	WISC-V

Dufferin Peel DSB	CCAT WISC	Halton District School Board	CCAT in Grade 4 WISC-V Naglieri General Abilities Test (NGAT)
Durham DSB	CCAT WISC-V	Bluewater District School Board	Grade 4 Insight Cognitive Abilities Assessment
Toronto Catholic DSB	OLSAT8 Otis Lennon School Ability Test	Simcoe County District School Board	OLSAT (Otis-Lennon School Ability Test) WISC
Toronto DSB	CCAT-7 WISC-V or Stanford-Binet FSIQ	Hamilton-Wentworth Catholic District School Board	CCAT
Ottawa Catholic DSB	CCAT-7 WISC-V or Stanford-Binet FSIQ	Niagara Catholic District School Board	CCAT
Peterborough Victoria North Thumberland and Clarington CDSB	OLSAT (Otis Lennon School Ability Test) WISC	Ottawa-Carleton District School Board	Primary Grades 1-4: CCAT OR WPPSI-IV, WISC-V or Stanford-Binet Junior Grades 5-8: CCAT-7 OR WISC-V or Stanford-Binet FSIQ Naglieri General Abilities Test (NGAT)

SUMMARY:

The Peel District School Board, Halton District School Board, and Ottawa-Carleton District School Board have begun piloting the Naglieri General Abilities Test (NGAT) as part of their efforts to enhance equity in the identification of gifted students. The York Region District School Board is also exploring the NGAT, a verbal, nonverbal, and quantitative assessment that measures reasoning and problem-solving skills with minimal reliance on prior knowledge. Because the NGAT can be completed regardless of a student's language background, it is considered a more culturally responsive and inclusive tool. Developed by Dr. Jack A. Naglieri, Dr. Dina M. Brulles, and Dr. Kimberly Lansdowne, the NGAT was specifically designed to provide a fair and effective measure of general ability, ensuring that gifted learners from all backgrounds have equitable access to appropriate educational opportunities.

CONCLUSION:

The YCDSB will also pilot the Naglieri General Abilities Test (NGAT) to evaluate its effectiveness in supporting more equitable and culturally responsive identification of gifted learners within our Board.

Submitted by: Jennifer Powers, Superintendent of Exceptional Students

Reviewed by: Jennifer Sarna, Interim Director of Education, Foundation Chair & Secretary of the Board



York Catholic District School Board

REPORT

Report To: Board of Trustees

From: Administration

Date: January 27, 2026

Report: **Policy 203 Student Transportation Services: Semi Annual Report on Director's Exemptions (Part 1)**

EXECUTIVE SUMMARY:

The purpose of this report is to provide Trustees a summary of Transportation Exemptions approved by the Director for the 2025/26 school year. This is the first semi-annual report for the year as required by Student Transportation Services Policy 203.

BACKGROUND INFORMATION:

Eligibility requirements for transportation are identified within Student Transportation Services Policy 203. These eligibility requirements include distance criteria, program exceptions, medical exceptions etc. In addition, the policy recognizes that from time to time there may be extenuating circumstances where transportation may be approved by the Director of Education. These exceptions are to be reported to the Board on a semi-annual basis.

The Director has a budget allocation of \$41,986 for the 2025-26 school year. Current exceptions are just over \$22,127.12.

The following table is a summary of Transportation Exceptions for the 2025/26 school year, as of January 23, 2026 .

Table 1: Director Of Education Exceptions for 2025/26 school year as of January 23rd, 2026

Item #	School	Date Approved	Start Date	End Date	Comments	Student Eligible for Transportation	Annual Expenditure (net HST)	Number of Riders
1	ST. MAXIMILIAN KOLBE CHS	09/21/2023	9/21/2023	6/30/2026	Extenuating circumstances	N	\$2,995.09	1
2	ST. MAXIMILIAN KOLBE CHS	8/28/2023	9/3/2024	6/30/2026	Extenuating circumstances	N	\$299.81	1
3	ST. ROBERT CHS	8/29/2024	9/3/2024	6/30/2026	Compassion	N	\$676.26	1
4	ST. MAXIMILIAN KOLBE CHS	4/10/2024	9/4/2024	6/26/2029	Extenuating circumstances	N	\$681.35	1
5	ST. MARK CES	9/16/2024	9/4/2024	6/30/2026	Compassion	N	\$698.64	1
6	ST. MAXIMILIAN KOLBE CHS	6/16/2025	9/2/2025	6/27/2029	Extenuating circumstances	N	\$681.35	1
7	ST. RENE GOUPIL - ST. LUKE	7/4/2025	9/2/2025	6/25/2026	Extenuating circumstances	N	\$516.47	1
8	HOLY CROSS CHS	8/28/2025	9/2/2025	6/26/2026	Extenuating circumstances	Y	\$0.00	1
9	ST. JOAN OF ARC CHS	8/26/2025	9/2/2025	6/26/2026	Compassion	N	\$170.79	1
10	HOLY CROSS CHS	8/28/2025	9/2/2025	6/26/2026	Extenuating circumstances	Y	\$1,136.62	1
11	ST. JOSEPH CES - MARKHAM	7/9/2025	9/3/2025	6/25/2026	Extenuating circumstances	N	\$0.00	1
12	ST. JEROME CES	7/9/2025	9/3/2025	6/25/2026	Extenuating circumstances	N	\$780.29	1
13	OUR LADY QUEEN OF THE WORLD CA	7/9/2025	9/3/2025	6/25/2026	Extenuating circumstances	N	\$421.43	1
14	FATHER BRESSANI CHS	7/9/2025	9/3/2025	6/25/2026	Extenuating circumstances	N	\$0.00	1
15	ST. ANNE CES	8/28/2025	9/3/2025	6/26/2026	Extenuating circumstances	N	\$467.13	1
16	ST. MARGUERITE d'YOUVILLE CES	08/28/2025	9/3/2025	6/26/2026	Compassion	Y	\$0.00	1
17	OUR LADY QUEEN OF THE WORLD CA	8/28/2025	9/3/2025	6/26/2026	Extenuating circumstances	N	\$225.05	1
18	ST. MARGUERITE d'YOUVILLE CES	9/3/2025	9/3/2025	6/26/2026	Compassion	N	\$396.44	1
19	ST. ROBERT CHS	9/3/2025	9/3/2025	6/26/2026	Compassion	N	\$1,285.08	1
20	ST. ELIZABETH SETON CES	9/5/2025	9/5/2025	11/28/2025	Compassion	N	\$352.18	1
21	ST. MARGUERITE d'YOUVILLE CES	9/11/2025	9/11/2025	6/26/2026	Compassion	N	\$717.93	1
22	ST. GREGORY THE GREAT ACADEMY	9/11/2025	9/11/2025	6/26/2026	Compassion	N	\$1,870.91	4
23	OUR LADY OF GRACE CES	9/11/2025	9/11/2025	10/9/2025	Extenuating circumstances	N	\$719.99	1
24	ST. PATRICK CES - MARKHAM	9/12/2025	9/12/2025	6/26/2026	Extenuating circumstances	N	\$425.26	1
25	ST. BENEDICT CES	9/12/2025	9/12/2025	6/26/2026	Extenuating circumstances	Y	\$0.00	1
26	OUR LADY HELP OF CHRISTIANS CES	9/30/2025	9/30/2025	6/26/2026	Extenuating circumstances	Y	\$529.73	1
27	ST. JOSEPH CES - RICHMOND HILL	10/3/2025	10/3/2025	6/26/2026	Extenuating circumstances	N	\$502.11	1
28	ST. CLEMENT CES	10/21/2025	10/22/2025	6/26/2026	Compassion	N	\$332.02	2
29	ST. KATERI TEKAKWITHA CES	11/4/2025	11/4/2025	12/19/2025	Extenuating circumstances	N	\$55.67	1
30	ST. PATRICK CES - MARKHAM	11/06/2025	11/10/2025	06/26/2026	Compassion	N	\$4,934.32	1
31	ST. BERNADETTE CES	11/13/2025	11/13/2025	06/26/2026	Compassion	N	\$255.20	1
Total							\$22,127.12	35

SUMMARY:

The semi-annual report for transportation exceptions provides Trustees with an overview of transportation exceptions approved by the Director of Education in compliance with Policy 203.

Submitted by: Giovanna De Girolamo, Coordinating Manager Planning and Operations

Reviewed and Endorsed by: Jennifer Sarna, Interim Director of Education, Foundation Chair and Secretary of the Board



York Catholic District School Board

REPORT

Report To: Board of Trustees
From: Administration
Date: January 27, 2026
Report: Semi Annual Development Circulation Report

EXECUTIVE SUMMARY

The purpose of this report is to provide Trustees with a summary of major development applications received during the period of June 2025 – January 2026.

The report includes a summary of new development applications exceeding 100 low density and 250 high density units, as well as reporting of all development within Urban Growth Centres. In addition, the report highlights Administration's involvement in various land use planning processes such as secondary plans, block and precinct plans and other land use studies undertaken from June 2025 – January 2026.

Of the 35 new development applications received since the last report of June 2025, 21 development applications meet the threshold for inclusion in this report. A summary of the development applications received and a map identifying their location are included as appendices to this report.

BACKGROUND

The semi-annual development report was established in 2009 with the intent of informing the Board of significant development activity within York Region. The report includes all low/medium density applications proposing 100 units or more, and any high-density applications proposing 250 units or more (Table 1 and Map 1).

In an effort to provide increased transparency, Administration has included two additional summaries: Table 2 includes information specific to all development within the Urban Growth Centres regardless of the number of units proposed and Table 3 summarizes other land use studies which have been active over the past 6 months.

Official plans, secondary plans and block plans with a site designation will continue to come to the Board individually as they are received.

DEVELOPMENT ACTIVITY FROM JUNE 2025 – JANUARY 2026

Of the 35 new development applications received since the last report of June 2025, 21 plans meet the established thresholds for inclusion in the Semi-Annual Development Report (Table 1). None of the remaining 14 applications are located within an Urban Growth Centre (Table 2).

OTHER LAND USE PLANNING STUDIES

Administration continues to be involved in a number of other land use planning activities and studies including secondary plans, block plans, Ontario Land Tribunal (OLT) matters, and other land use studies over the June 2025 – January 2026 reporting period. Table 3 provides a summary of the broader land use planning exercises that Administration has participated in during this time period. Administration will continue to participate in these studies and provide the Board with further updates as required. No action from the Board is required at this time.

MINISTER’S ZONING ORDERS (MZOs and eMZOs)

There have been no Minister’s Zoning Orders issued by the province for this reporting period.

SUMMARY

This report and attached tables provide Trustees with a summary of major applications processed by Administration, and reviewed in the context of accommodation needs, during the time period of June 2025 – January 2026. Additional details on various secondary plans and other planning processes that Administration have participated in over the June 2025 – January 2026 timeframe have been included for Trustee review. The next Semi-Annual Development Report will be provided in June 2026.

LIST OF ATTACHMENTS:

1. Table 1. Development Applications Over 100 Low Density and 250 High Density Units
2. Table 2. Development Applications within Urban Growth Centres
3. Table 3. Summary of Recent Planning Studies Participated in by Planning Services Staff
4. Map 1. Location Map of Semi-Annual Development Applications
5. Map 2. Location Map of Planning Study Areas and MZOs

Submitted by: Daniella Marcone, Senior Planner

Reviewed by: Giovanna De Girolamo, Coordinating Manager of Planning & Operations

Endorsed by: Jennifer Sarna, Interim Director, Foundation Chair & Secretary of the Board

Semi-Annual Development Report

Table 1

Development Applications over 100 low density and 250 high density units
June 2025 - January 2026

Map ID	Development Plan	Plan Type	Date Received	Municipality (Ward)	Trustee	UNITS			Timing	Site Required	Elementary School Boundary	Secondary School Boundary	Anticipated Elementary Yield	Anticipated Secondary Yield
						Single / Semi	Townhouse / Stacked	Condo / Apt						
1	Z(V)-25020	OPA, ZBA	10-Jun-25	Vaughan (Ward 5)	Angela Grella/Jennifer Wigston	0	0	1,026	2033	No	St. Anthony	St. Robert	16	11
2	OPA(V)-25009	OPA, ZBA	20-Jun-25	Vaughan (Ward 3)	Angela Grella/Jennifer Wigston	0	20	4,388	2032	No	St. Catherine of Siena	Holy Cross	133	32
3	Z(R)-250012	ZBA	27-Jun-25	Richmond Hill (Ward 2)	Maria Iafrate/Joseph DiMeo	0	0	1,414	2030	No	Corpus Christi	Our Lady Queen of the World	25	17
4	Z(V)-25026	OPA, ZBA	4-Jul-25	Vaughan (Ward 2)	Michaela Barbieri	0	0	1,196	2031	No	St. Peter	Holy Cross	36	8
5	SP(R)-25018	SPA	7-Jul-25	Richmond Hill (Ward 3)	Maria Iafrate/Joseph DiMeo	0	149	0	2027	No	St. Joseph, Richmond Hill	Our Lady Queen of the World	9	7
6	Z(M)-25124351	OPA, ZBA	7-Jul-25	Markham (Ward 8)	Frank Alexander	0	0	605	2032	No	St. Francis Xavier	Father Michael McGivney	18	5
7	19T-25V09	OPA, ZBA, SUBD	8-Jul-25	Vaughan (Ward 4)	Angela Grella/Jennifer Wigston	0	0	9,590	2032	No	Our Lady of the Rosary	St. Elizabeth	96	38
8	19T-25A01	ZBA, SUBD	26-Jul-25	Aurora (Ward 4)	Elizabeth Crowe	8	117	0	2031	No	Holy Spirit	St. Maximilian Kolbe	11	8
9	Z(W)-25010	OPA, ZBA	1-Aug-25	Whitchurch-Stouffville (Ward 1)	Elizabeth Crowe	0	0	1,243	2031	No	St. Mark	St. Katharine Drexel	25	6
10	OPA(V)-25014	OPA	20-Aug-25	Vaughan (Ward 1)	Angela Saggese	0	166	0	2030	No	Pope Francis	Holy Cross	40	12
11	Z(M)-25133512	OPA, ZBA	3-Sep-25	Markham (Ward 6)	Carol Cotton	0	740	0	2030	No	St. Monica	St. Augustine	43	29
12	Z(V)-25036	OPA, ZBA	3-Sep-25	Vaughan (Ward 4)	Angela Grella/Jennifer Wigston	0	0	2,004	2032	No	Our Lady of the Rosary	St. Elizabeth	20	8
13	SP(V)-25026	SPA	8-Sep-25	Vaughan (Ward 4)	Angela Grella/Jennifer Wigston	0	0	1,102	2029	No	Our Lady of the Rosary	St. Elizabeth	33	8
14	19T-25V011	ZBA, SUBD	12-Sep-25	Vaughan (Ward 2)	Michaela Barbieri	49	91	0	2032	Yes	St. Stephen	Holy Cross	40	14
15	19T-25V012	ZBA, SUBD	25-Sep-25	Vaughan (Ward 1)	Angela Saggese	223	118	0	2032	No	St. Raphael the Archangel	St. Joan of Arc	57	35
16	19T-25V013	ZBA, SUBD	21-Oct-25	Vaughan (Ward 1)	Angela Saggese	130	78	0	2032	No	St. Clare	St. Jean de Brebeuf	67	24
17	19T-25V014	ZBA, SUBD	31-Oct-25	Vaughan (Ward 1)	Angela Saggese	61	136	0	2030	No	St. Raphael the Archangel	St. Joan of Arc	32	18
18	SU(M)-25137532	SUBD	13-Nov-25	Markham (Ward 6)	Carol Cotton	540	785	1,500	2033	No	St. Mark	St. Katharine Drexel	165	53
19	19T-25E02	ZBA, SUBD	17-Nov-25	East Gwillimbury (Ward 2)	Theresa McNicol	615	215	0	2033	No	Our Lady of Good Counsel	Sacred Heart	88	20
20	OPA(V)-25018	OPA	3-Dec-25	Vaughan (Ward 4)	Angela Grella/Jennifer Wigston	0	28	5,161	2033	No	Our Lady of the Rosary	St. Elizabeth	157	39
21	Z(M)-25141723	ZBA	8-Dec-25	Markham (Ward 8)	Frank Alexander	0	0	1,183	2033	No	St. Rene Goupil-St. Luke	St. Robert	19	13

NOTES

OPA: Official Plan Amendment - ZBA: Zoning Bylaw Amendment - SUBD: Draft Plan of Subdivision Application - SPA: Site Plan Application

Semi-Annual Development Report

Table 2

Development applications within Urban Growth Centres (Regardless of unit count)

Plans highlighted in yellow are duplicated on Table 1.

Markham Centre Secondary Plan

Map ID	Development Plan	Plan Type	Date Received	Municipality (Ward / Community)	Trustee	UNITS			Timing	Site Required	Elementary School Boundary	Secondary School Boundary	Anticipated Elementary Yield	Anticipated Secondary Yield
						Single / Semi	Town house	Condo / Apt						
*	No plans received													

Richmond Hill Centre Secondary Plan

Map ID	Development Plan	Plan Type	Date Received	Municipality (Ward / Community)	Trustee	UNITS			Timing	Site Required	Elementary School Boundary	Secondary School Boundary	Anticipated Elementary Yield	Anticipated Secondary Yield
						Single / Semi	Town house	Condo / Apt						
*	No plans received													

Langstaff Gateway Secondary Plan

Map ID	Development Plan	Plan Type	Date Received	Municipality (Ward / Community)	Trustee	UNITS			Timing	Site Required	Elementary School Boundary	Secondary School Boundary	Anticipated Elementary Yield	Anticipated Secondary Yield
						Single / Semi	Town house	Condo / Apt						
*	No plans received													

Vaughan Metropolitan Centre Secondary Plan

Map ID	Development Plan	Plan Type	Date Received	Municipality (Ward / Community)	Trustee	UNITS			Timing	Site Required	Elementary School Boundary	Secondary School Boundary	Anticipated Elementary Yield	Anticipated Secondary Yield
						Single / Semi	Town house	Condo / Apt						
13	SP(V)-25026	SPA	8-Sep-25	Vaughan (Ward 4)	Angela Grella/Jennifer Wigston	0	0	1,102	2029	No	Our Lady of the Rosary	St. Elizabeth	33	8
20	OPA(V)-25018	OPA	3-Dec-25	Vaughan (Ward 4)	Angela Grella/Jennifer Wigston	0	28	5,161	2033	No	Our Lady of the Rosary	St. Elizabeth	157	39

Newmarket Urban Centre Secondary Plan

Map ID	Development Plan	Plan Type	Date Received	Municipality (Ward / Community)	Trustee	UNITS			Timing	Site Required	Elementary School Boundary	Secondary School Boundary	Anticipated Elementary Yield	Anticipated Secondary Yield
						Single / Semi	Town house	Condo / Apt						
*	No plans received													

Yonge Steeles Corridor

Map ID	Development Plan	Plan Type	Date Received	Municipality (Ward / Community)	Trustee	UNITS			Timing	Site Required	Elementary School Boundary	Secondary School Boundary	Anticipated Elementary Yield	Anticipated Secondary Yield
						Single / Semi	Town house	Condo / Apt						
*	No plans received													

Yonge Corridor Secondary Plan

Map ID	Development Plan	Plan Type	Date Received	Municipality (Ward / Community)	Trustee	UNITS			Timing	Site Required	Elementary School Boundary	Secondary School Boundary	Anticipated Elementary Yield	Anticipated Secondary Yield
						Single / Semi	Town house	Condo / Apt						
*	No plans received													

Weston 7 Secondary Plan Area

Map ID	Development Plan	Plan Type	Date Received	Municipality (Ward / Community)	Trustee	UNITS			Timing	Site Required	Elementary School Boundary	Secondary School Boundary	Anticipated Elementary Yield	Anticipated Secondary Yield
						Single / Semi	Town house	Condo / Apt						
*	No plans received													

Semi Annual Development Report

Table 3

Recent Planning Studies Attended/Participated in by Planning Services Staff

June 2025 - January 2026

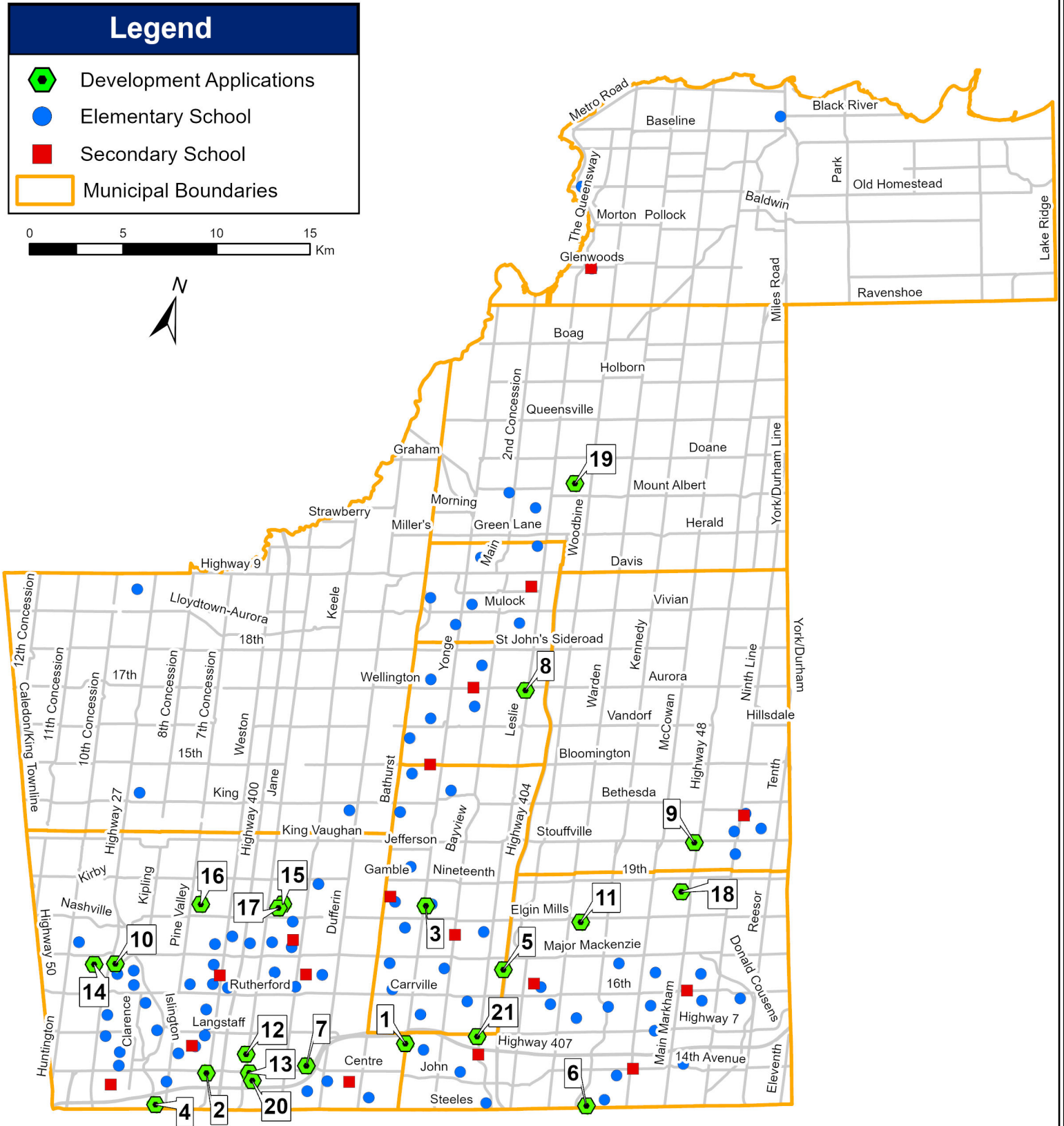
Map ID	Planning Study Name	Municipality (Ward)	Trustee	Status / Type	Recent Activity	Estimated new units ¹	Elementary School / Secondary Schools	Designated School Sites
A	Block 66 (East)	Vaughan Ward 1	Angela Saggese	Privately Initiated Secondary Plan / Municipal OPA	Board staff have engaged in further discussions with the City regarding the opportunity for a school site within this block as an alternative to Copper Creek. Formal comments have been submitted to the City reiterating the need for a school site within this area.	Approximately 1,300 low/mid-rise units	Pope Francis / Holy Cross	TBD
B	Complete Communities Secondary Plan	East Gwillimbury Wards 1, 2, 3	Theresa McNicol	Secondary Plan	Board staff attended a Technical Advisory Committee (TAC) meeting that took place in September 2025 to discuss the development of the Complete Communities Secondary Plan which consists of six separate areas of future growth within East Gwillimbury communities.	Approximately 18,000 low/mid/high-rise units	Our Lady of Good Counsel / Good Shepherd / Sacred Heart	TBD
C	Vaughan Metropolitan Centre (VMC) Secondary Plan	Vaughan Ward 4	Angela Grella / Jennifer Wigston	Secondary Plan	Board staff have engaged in further discussions with the City regarding future school sites within the VMC area.	Approximately 97,800 low/mid/high-rise units	Our Lady of the Rosary / St. Elizabeth	2 Elementary School Sites
D	Block 27	Vaughan Ward 1	Angela Saggese	Secondary Plan	Board staff have been engaged in ongoing discussions with the City and landowners group regarding the location and configuration of school sites in the secondary plan area.	Approximately 7,500 low/mid/high-rise units	St. Raphael the Archangel / St. Joan of Arc	2 Elementary School Sites
E	Upper Markham Village	Markham Ward 6	Carol Cotton	Secondary Plan	Board staff have engaged in discussions with the City regarding a potential school site within the secondary plan area.	Approximately 18,850 low/mid/high-rise units	St. Kateri Tekakwitha / St. Brother Andre	TBD
F	East Beaver Creek	Richmond Hill Ward 6	Maria Iafrate / Joseph DiMeo	Secondary Plan	A Secondary Plan for East Beaver Creek was circulated to the Board for review and comment. Given the projected pupil yield from the area, a school site is not required.	Approximately 9,000 low/mid/high-rise units	Christ the King / St. Robert	No

NOTES:

1. Unit totals are subject to change

Location of Development Applications

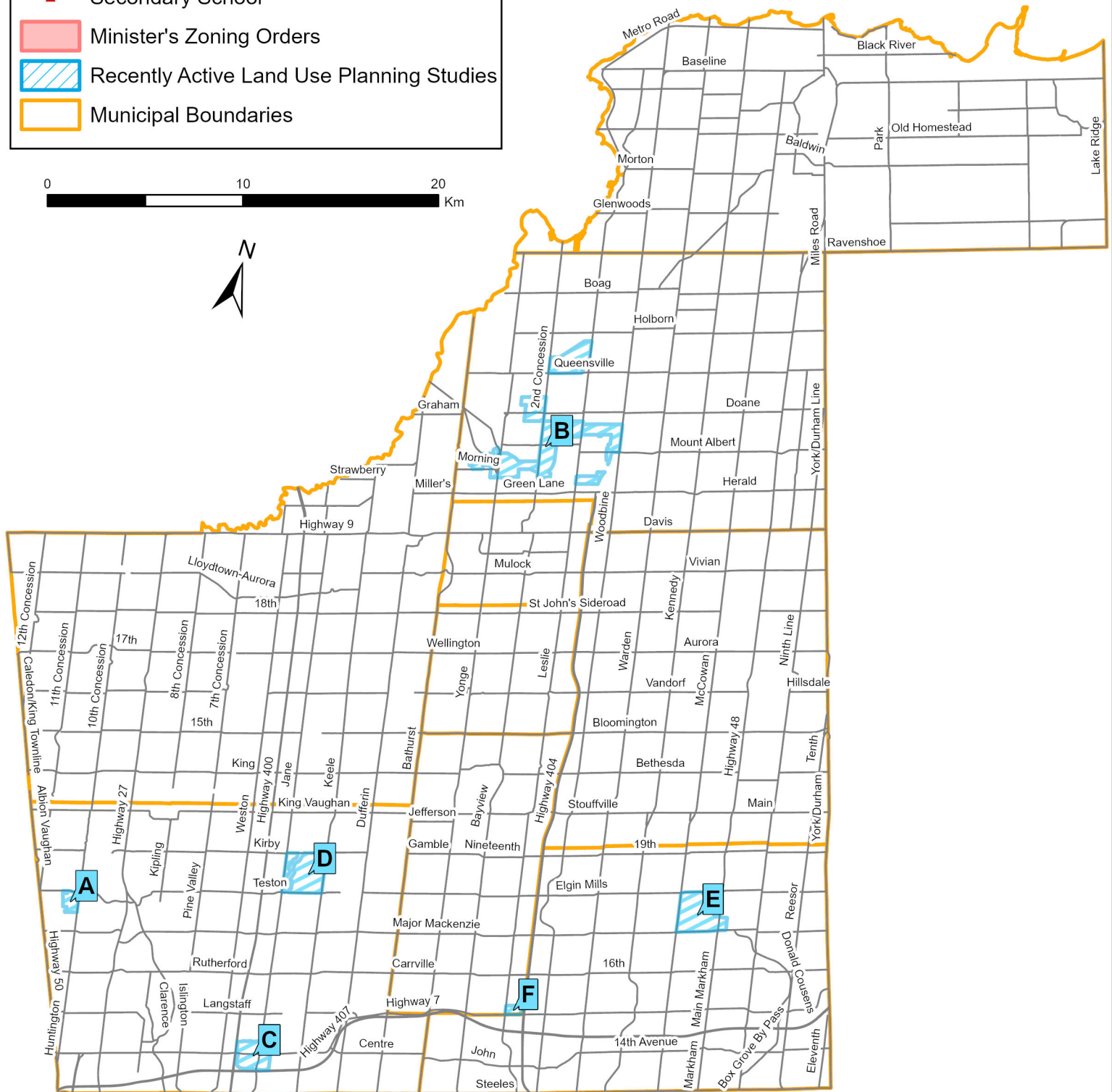
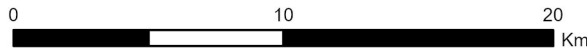
Planning Services Unit



Planning Services Unit

Legend

- Elementary School
- Secondary School
- Minister's Zoning Orders
- Recently Active Land Use Planning Studies
- Municipal Boundaries





FEBRUARY 2026

TRUSTEE SERVICES

Monthly Virtue: Wisdom

March 2026

Mar 2—SEAC 6:30 pm
 Mar 3—Director’s Council
 Mar 11—Joint Board 4pm
 Mar 11—Audit Committee 5:30 pm (Public)
 Mar 11—Audit Committee 6:30 pm (Private)
 Mar 12—Board-Wide Lenten Mass 1:15 pm
 Mar 16-20—March Break
 Mar 23—YCPIC 6:30 pm
 Mar 25—Frost & Fire Games at FMM
 Mar 30—Apr 3: Holy Week: No Night Meetings

April 2026

Mar 30—Apr 3: Holy Week: No Night Meetings
 Apr 1—Director’s Council
 Apr 3—Good Friday
 Apr 5—Easter Sunday
 Apr 6—Easter Monday
 Apr 7—Policy Review 6:30 pm
 Apr 13—SEAC 6:30pm
 Apr 14—Executive 1:30 pm (Public)
 Apr 14—Executive 2:15 pm (Private)
 Apr 14—HRC Committee—3pm
 Apr 21—Committee of the Whole 6:30 pm
 Apr 21—Regular Board 7:30 pm
 Apr 28—All Saints Milestone Anniversary
 Apr 30—Frost & Fire Games at OLL
 Apr 30—May 2—OCSTA-AGM

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2	3 6:30 pm Policy Review	4 Director’s Council	5	6	7
8	9 7pm SEAC	10 3pm HRC Committee 7:30 pm Corporate Services (Public) 8:00 pm Corporate Services (Private) 7:30 pm Spec Board	11	12	13	14 Happy Valentine’s Day!
15	16 Family Day	17 3pm Executive (Public) 4pm Executive (Private) 6:30 pm Policy Review	18 ASH WEDNESDAY	19	20	21
22	23 2:30 pm Student Success & Pathways 6:30 pm SEAC	24 6:30 pm CTW 7:30 pm Regular Board	25	26	27	28

REPORT

Report to: Board of Trustees
From: Administration
Date: February 24, 2026
Report: **Multi-Year Financial Recovery Plan (MYFRP) update**

EXECUTIVE SUMMARY

To ensure transparency and good governance over the Multi-Year Financial Recovery Plan (MYFRP), administration will provide monthly updates to the Board. This report presents the 2025/26 projection.

BACKGROUND INFORMATION

On July 23, 2025, at the Ministry's request, the Board of Trustees submitted a revised MYFRP. This version excluded committed capital projects while still achieving elimination of the accumulated deficit by 2030/31. The revised submission incorporated updated 2024/25 projections and was reported to the Board on August 26. As of today, the Ministry has not yet approved the revised plan.

MYFRP UPDATE – 2025/26

The 2025/26 Revised Estimates deficit of \$9.3M was approved by the Board in November. The projected 2025/26 position remains on track at \$9.3M deficit with some updates to specific measures and assumptions. Most notably, the supply staff savings target is reduced (\$1.1M) based on experience to date, a reduction in the ESL grant (\$900k) is anticipated based on current enrolment and lease revenue for the Barhill site (\$340k) is removed. However, this pressure is offset by prior year Continuing Education grants (\$870k), an increase in projected interest revenue (\$300k), lower estimated transportation expenses (\$274k) and other miscellaneous revenues and department savings.

MYFRP UPDATE – 2026/27 AND BEYOND

We remain on track with the MYFRP submitted for approval.

Submitted by: Calum McNeil, Chief Financial Officer & Treasurer of the Board

Endorsed by: Jennifer Sarna, Interim Director of Education, Foundation Chair & Secretary of the Board

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees
FROM: Administration
DATE: February 24, 2026
RE: **2026 Trustee Determination and Distribution**

EXECUTIVE SUMMARY

The purpose of this report is to provide the Board of Trustees with preliminary information regarding the Trustee Determination and Distribution process in advance of the 2026 municipal election. The election date is Monday October 26, 2026.

BACKGROUND

Beginning with the 2003 trustee elections under Ontario Regulation 412/00 of the Education Act (O. Reg 412/00), school boards assume the responsibility for trustee distribution and determination (D&D) calculations. This regulation requires school boards to determine the number of trustees on their Board based on the principle of representation by population (referred to as “*trustee determination*”) as well as the geographic area each of their trustees will represent (referred to as “*trustee distribution*”).

PLANNING FOR 2026 MUNICIPAL ELECTION

Ontario Regulation 412/00 outlines the specific requirements for Boards to complete in accordance with the legislation. In previous election years, by mid January the Ministry of Education has provided supplemental information including a memo and user guide.

As of the drafting of this report, the Ministry has not issued its customary memo or user guide. Administration has sent inquires to the Ministry regarding timeline for a memo release, and received the following reply:

‘The rules governing the number and distribution positions are found in section 58.1 of the Education Act, and in Ontario Regulation 412/00 - Elections to Representation on District School Boards. The requirements provided for in the regulation remain in effect’

As outlined in O.Reg 412/00, the Municipal Property Assessment Corporation (MPAC) is required to prepare a Population of Electoral Groups (PEG) Report by February 15th of each election year. The PEG report provides the electoral population counts for each municipal ward in a Board’s jurisdiction. This report has been received by Administration and is included as Appendix 1.

In the absence of any further information or direction from the Ministry of Education regarding Trustee Determination and Distribution for the 2026 election cycle, Administration will follow the steps outlined below, consistent with the requirements of Ontario Regulation 412/00.

STEPS REQUIRED FOR TRUSTEE DETERMINATION AND DISTRIBUTION

Step 1 – Determination of the Number of Trustees:

As identified in the 2026 PEG Report, the total electoral population for the YCDSB is 201,920 resulting in the allocation of ten (10) Trustees.

Step 2 – Distribution of Trustees:

Step two is to determine the distribution of trustees (Trustee Areas) and in doing so the board must rely on each municipal ward's population and corresponding electoral quotient.

Electoral Quotients

To allocate trustee areas (distribution), municipalities and wards are combined together to form geographic areas. The electoral quotient for an area is calculated by the following formula:

$$\underline{\text{Area Electoral Population} * 10 (\text{Number of Trustees}) / \text{Total Electoral Population}}$$

In the above calculation, population is the electoral population as identified in the PEG report. The calculation of each trustee area should be as close as possible to a whole number, and the number of trustees allocated to a geographic area should be as nearly as possible, the sum of the electoral quotients for that area.

Table 1 below illustrates the change in electoral quotient for each of the trustee areas over the past 2 municipal election periods.

The PEG report was received by Administration February 10, 2026 and is currently being analyzed. The Board's electoral total has decreased from 204,038 in 2022 to 201,920.

Table 1. Electoral Quotients for 2022 and 2026

Trustee Area	Trustee	Current # of Trustees	Electoral Quotients			
			2026	2022	Change from 2022	% Change
Aurora / King / Whitchurch-Stouffville	Elizabeth Crowe	1	1.13	1.10	0.03	2.64%
East Gwillimbury / Georgina / Newmarket	Theresa McNicol	1	1.03	1.00	0.03	3.19%
Markham Wards 1-3 & 6	Carol Cotton	1	0.84	0.85	-0.01	-0.59%
Markham Wards 4-5,7-8	Frank Alexander	1	1.14	1.16	-0.02	-2.07%
Markham Sub Total		2	1.98	2.01	-0.03	-1.45%
Richmond Hill	Maria lafrate, Joe Di Meo	2	1.38	1.37	0.01	0.58%
Vaughan Ward 1	Angela Saggese	1	1.22	1.22	0.00	0.08%
Vaughan Ward 2	Michaela Barbieri	1	1.16	1.21	-0.05	-4.46%
Vaughan Ward 3	Jennifer Wigston /	2	2.11	1.44	0.02	0.72%
Vaughan Wards 4/5	Angela Grella			0.65		
Vaughan Sub Total		4	4.48	4.52	-0.04	-0.84%

At a future Board meeting, prior to March 31, 2026 Administration will provide the Board with options for Trustee area alignment consistent with the requirements of O. Reg 412/00.

LOW POPULATION MUNICIPALITY DESIGNATION

School boards have the ability to designate one or more municipalities as a “low population municipality”. This designation allows the Board to increase the sum of the electoral quotients for these municipalities by either 1 or 2 while reducing the electoral quotients for all other areas. This designation does not affect the total number of Trustees for the Board.

If the Board is to choose a configuration which results in a variance between the electoral quotient and the number of trustees assigned that is greater than 0.5, a low population municipality designation for a municipality is required. Since 2014, Richmond Hill has been designated a “low population municipality”.

As part of the Board resolutions required by March 31, the Board must pass one of two possible resolutions as outlined in Ontario Regulation 412/00. The extract from Regulation 412/00 (Section 4.1)) is as follows.

4.(1) *A board that has jurisdiction in more than one municipality shall, no later than March 31 in each election year,*

- (a) *pass a resolution designating one or more municipalities within the board’s area of jurisdiction as low population municipalities and directing that an alternative distribution of members be done in respect of them for purposes of the election of board members; or*

(b) pass a resolution stating that the board has decided not to designate any municipality within the board's area of jurisdiction as a low population municipality.

Beginning with the 2014 election, the Board has designated the City of Richmond Hill as a low population municipality.

Step 3 – Report

Prior to April 3, 2026 school boards are required to submit a Determination and Distribution Report (D&D Report) to the Minister of Education, the election clerks for all municipalities within the Board's jurisdiction, and the secretary of every other school board that is wholly or partially within the board's area of jurisdiction.

KEY DATES

March 31, 2026 - Deadline for Board approval of Trustee Distribution for 2026-2030 Municipal term

April 3, 2026 - Deadline for Board decision to be provided to:

- Ministry of Education
- Election Clerks for all municipalities within the Board's jurisdiction
- The secretary of every other board that is wholly or partially within the board's area of jurisdiction

SUMMARY

This report provides preliminary information related to trustee determination and distribution for the 2026 municipal election.

Consistent with past process, Administration will prepare the necessary background material, possible alignment options for Trustees' consideration as well as resolutions the Board is required to pass by March 31, 2026.

ATTACHMENTS

1. [PEG Report](#)

Prepared by: Adam McDonald, Manager, Accommodation Planning and Property
Submitted by: Giovanna De Girolamo, Coordinating Manager of Planning and Operations
Endorsed by: Jennifer Sarna, Interim Director, Foundation Chair & Secretary of the Board

Population of Electoral Groups Report

School Board ID: 42 - YORK CATHOLIC DISTRICT SCHOOL BOARD

County/Mun: 1928 - VAUGHAN CITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	24,628	0	0	0
02	0	0	23,352	0	0	0
03	0	0	28,742	0	0	0
04	0	0	6,190	0	0	0
05	0	0	7,575	0	0	0
1928 - Total:	0	0	90,487	0	0	0

County/Mun: 1936 - MARKHAM CITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	4,519	0	0	0
02	0	0	5,171	0	0	0
03	0	0	3,694	0	0	0
04	0	0	7,244	0	0	0
05	0	0	5,214	0	0	0
06	0	0	3,573	0	0	0
07	0	0	5,621	0	0	0
08	0	0	4,880	0	0	0
1936 - Total:	0	0	39,916	0	0	0

County/Mun: 1938 - RICHMOND HILL CITY

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	5,797	0	0	0
02	0	0	3,392	0	0	0
03	0	0	2,826	0	0	0
04	0	0	5,640	0	0	0
05	0	0	5,243	0	0	0
06	0	0	4,943	0	0	0
1938 - Total:	0	0	27,841	0	0	0

Population of Electoral Groups Report

School Board ID: 42 - YORK CATHOLIC DISTRICT SCHOOL BOARD

County/Mun: 1944 - WHITCHURCH-STOUFFVILLE TOWN

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	696	0	0	0
02	0	0	843	0	0	0
03	0	0	940	0	0	0
04	0	0	1,648	0	0	0
05	0	0	1,337	0	0	0
06	0	0	1,918	0	0	0
1944 - Total:	0	0	7,382	0	0	0

County/Mun: 1946 - AURORA TOWN

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
00	0	0	0	0	0	0
01	0	0	1,319	0	0	0
02	0	0	1,387	0	0	0
03	0	0	2,272	0	0	0
04	0	0	995	0	0	0
05	0	0	1,798	0	0	0
06	0	0	815	0	0	0
1946 - Total:	0	0	8,586	0	0	0

County/Mun: 1948 - NEWMARKET TOWN

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	2,127	0	0	0
02	0	0	1,187	0	0	0
03	0	0	1,079	0	0	0
04	0	0	1,533	0	0	0
05	0	0	1,121	0	0	0
06	0	0	2,351	0	0	0
07	0	0	2,481	0	0	0
1948 - Total:	0	0	11,879	0	0	0

Population of Electoral Groups Report

School Board ID: 42 - YORK CATHOLIC DISTRICT SCHOOL BOARD

County/Mun: 1949 - KING TOWNSHIP

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	1,457	0	0	0
02	0	0	2,489	0	0	0
03	0	0	432	0	0	0
04	0	0	1,153	0	0	0
05	0	0	1,071	0	0	0
06	0	0	219	0	0	0
1949 - Total:	0	0	6,821	0	0	0

County/Mun: 1954 - EAST GWILLIMBURY TOWN

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	1,752	0	0	0
02	0	0	1,613	0	0	0
03	0	0	889	0	0	0
1954 - Total:	0	0	4,254	0	0	0

County/Mun: 1970 - GEORGINA TOWN

Ward	English Public	French Public	English Separate	French Separate	Prot-Sep	Other
01	0	0	1,264	0	0	0
02	0	0	1,252	0	0	0
03	0	0	995	0	0	0
04	0	0	870	0	0	0
05	0	0	373	0	0	0
1970 - Total:	0	0	4,754	0	0	0

Population of Electoral Groups Report

School Board ID: 42 - YORK CATHOLIC DISTRICT SCHOOL BOARD

Summary Total

County/Mun	English Public	French Public	English Separate	French Separate	Prot-Sep	Other	Total
1928	0	0	90,487	0	0	0	90,487
1936	0	0	39,916	0	0	0	39,916
1938	0	0	27,841	0	0	0	27,841
1944	0	0	7,382	0	0	0	7,382
1946	0	0	8,586	0	0	0	8,586
1948	0	0	11,879	0	0	0	11,879
1949	0	0	6,821	0	0	0	6,821
1954	0	0	4,254	0	0	0	4,254
1970	0	0	4,754	0	0	0	4,754
Total	0	0	201,920	0	0	0	201,920

Population of Electoral Groups Report

School Board ID: 42 - YORK CATHOLIC DISTRICT SCHOOL BOARD

Summary Total

School Board - Grand Totals

School Board ID	English Public	French Public	English Separate	French Separate	Prot-Sep	Other	Total
42	0	0	201,920	0	0	0	201,920
Total	0	0	201,920	0	0	0	201,920



York Catholic District School Board

REPORT

Report To: Board of Trustees
From: Administration
Date: February 24, 2026
Report: **Nominal Enrolment Projections 2026-2035**

EXECUTIVE SUMMARY:

The intent of this report is to provide the Board with updated NOMINAL enrolment projections based on October 31, 2025 actual enrolment.

Enrolment projections are updated annually in support of many Board decision making processes, including capital planning, program planning, budget development, staffing and Ministry reporting.

System wide enrolment for 2026-27 is anticipated to decline by 266 students (-0.56%) from the current school year. Enrolment in the elementary panel will experience a continued decline over the next ten years. Enrolment in the Secondary panel is projected to continue to increase over the short term as larger incoming grade 9 classes replace smaller graduating grade 12 classes.

Attached as appendices, are tables summarizing 2025 actual enrolment by grade, as well as 10-year enrolment projections.

BACKGROUND:

Enrolment projections are updated annually by Planning Services. Planning staff utilize a number of methodologies, data sources and considerable analysis in the development of a detailed by grade, by school, 10-year enrolment forecast.

Projections are prepared in a “hybrid” model that includes a grade (cohort) survival approach and a number of other data sources to validate and model projected school enrolments.

Historical Enrolment

Although past trends do not necessarily repeat themselves, monitoring, analyzing and modeling based on previous enrolment are important elements in the development of projections. One example of this is the annual review of retention rates. Retention rates are the core to the Cohort Survival Method, which forecasts the number of students within schools that move through the grades from one year to the next. Retention rates are annually reviewed and adjusted by school, by grade, by year and by program.

Development Data

A variety of data sources are monitored and compiled throughout the calendar year to track development applications and their timing. Municipal development applications for both short and long term residential developments are monitored and tracked throughout the year and represent one of the most vital data inputs in forecasting growth from new development.

Timing of new residential unit closings are estimated based on annual subdivision surveys, historical building permit trends, economic indicators, as well as Regional and Municipal unit forecasts and approvals.

Estimated pupil yields generated by new development are calculated by Planning Services and applied by unit type with consideration to the following variables: housing type, location, community, regional and provincial demographics as well as historical trends.

Planning staff work closely with the regional and local municipalities to maintain an up to date perspective of development and population forecasts and liaise regularly as required.

Where there is a lack of formal documentation and timing for long term development trends, such as high density proposals and white-belt expansions, assumptions have been made to ensure projections are consistent with long term regional growth forecasts.

Building Permit and Occupancy Data

Building permit and occupancy data are tracked to ensure short-term residential growth is accurately recorded.

CURRENT HOUSING CLIMATE IN YORK REGION

The Greater Toronto Area housing market continues to influence school-aged enrolment trends. In York Region, residential building permit activity remains strong, particularly for higher-density units in urban centres and transit corridors. However, much of this growth is concentrated in condominiums and smaller units, which are less likely to attract or retain families with school-aged children.

At the same time, the Region is experiencing a declining 0–4 age cohort, reflecting lower birth rates and the out-migration of young families seeking more affordable or family-oriented housing options outside the Region. This shrinking early-years population signals continued enrolment decline, as fewer children are projected to enter the elementary system in the coming years.

ENROLMENT PROJECTION OVERVIEW:

The Board is experiencing long term enrolment decline throughout the Region. As noted in the executive summary, enrolment between the 2025-26 and 2026-27 school years is anticipated to decline by 266 students. Over the next 10 years, enrolment is anticipated to decline by an average of -0.45% annually.

Although overall decline is anticipated, primarily in the Elementary panel, there will be pockets of residential growth that will require student accommodation. Within the Town of East Gwillimbury, Administration has received a capital priority approval for an elementary school in Queensville in response to residential growth. In the City of Vaughan, the Board has received approval for a joint use project with the YRDSB to construct a catholic elementary and public elementary school facility in the Vaughan Metropolitan Centre.

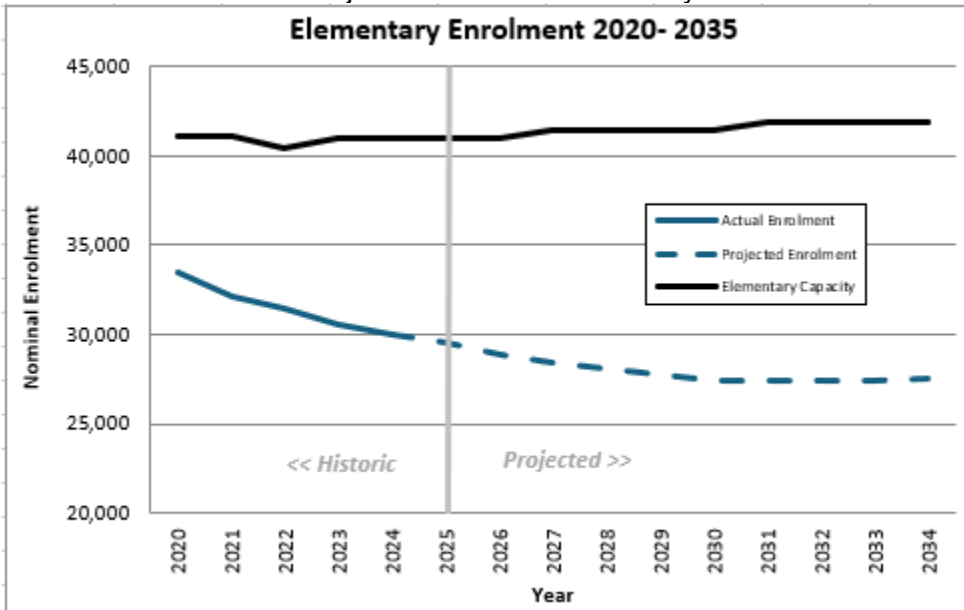
Administration continues to monitor a number of external factors, including servicing restrictions, provincial housing targets, population shifts and immigration patterns. Influences of these factors on overall projected enrolment is anticipated to have a gradual impact over the long term.

The charts below illustrate 5-year historical enrolment as well as a 10-year projection, by panel.

Elementary

Elementary enrolment is anticipated to decline by 703 students for the 2026-27 school year for a total of 28,841 students. Table 1 below illustrates 5 years of historical enrolment and the 10 year forecast. Over the next 10 years, enrolment at the elementary panel is anticipated to decline at an average rate of -0.64% annually.

Table 1. Historical and Projected Nominal Elementary Enrolment



Notes: Capacity does not include portables or portapaks
 Capacity increase for 2027 assumes the opening for the Queensville elementary school
 Capacity increase for 2031 assumes the opening of the Vaughan Metropolitan Elementary School

Secondary

Secondary enrolment is anticipated to increase by 437 students for the 2026-27 school year for a total of 20,274 students. Over the last several years, the Board has experienced significant enrolment growth at Grade 9, as shown in Table 2a below.

Table 2a - Grade 8 to Grade 9 Enrolment Growth

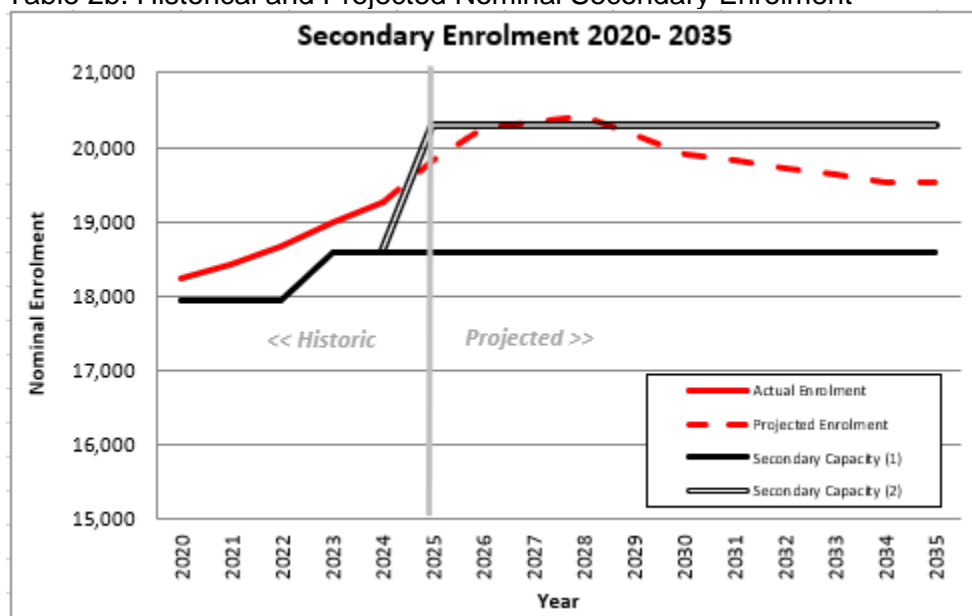
Enrol Month/Yr	Gr 8	Gr 9	% Increase
Oct-20	3,984		
Oct-21	3,846	4,620	16%
Oct-22	3,823	4,617	20%
Oct-23	3,644	4,792	25%
Oct-24	3,696	4,809	32%
Oct-25	3,776	5,121	39%

While contributing factors to the growth in grade 9 are difficult to determine definitively, preliminary information received from secondary principals is that registrations for 2026 are strong, and are anticipated to remain strong, resulting in continued increases at the secondary panel. Administration continues to monitor the registration totals as it relates to section allocation, portable needs etc.

Table 2b below illustrates 5 years of historical enrolment and the 10 year forecast. Given the forecasted growth at Grade 9, enrolment at the secondary panel is anticipated to increase for the next 3 years, followed by a gradual leveling off and longer term decline.

The longer term decline at the secondary panel is due in part to the smaller grade cohorts working their way through the elementary panel into the secondary panel. If not for the influx of students from Grade 8 to Grade 9 annually, the overall long term decline at the secondary panel would be more significant.

Table 2b. Historical and Projected Nominal Secondary Enrolment

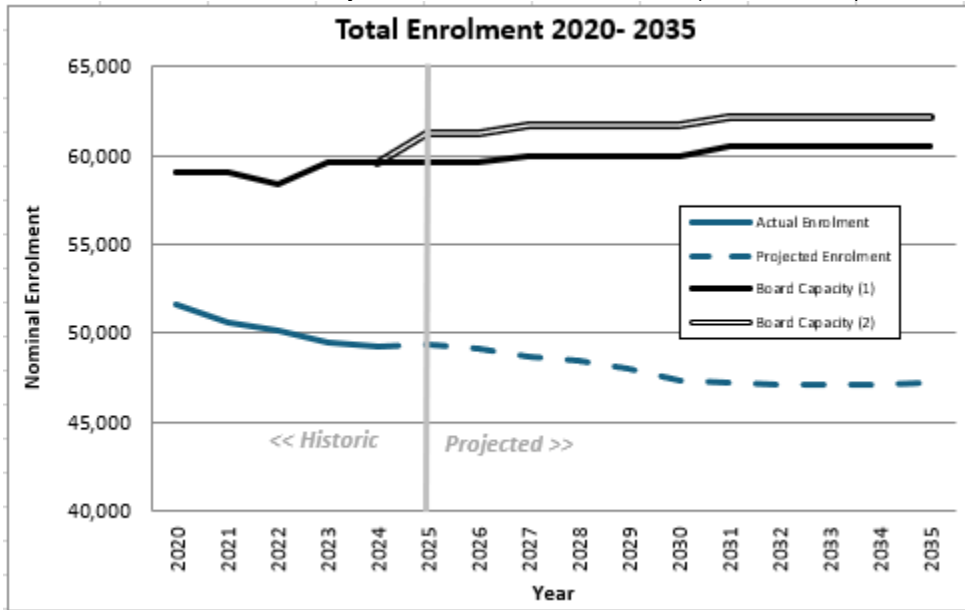


Notes: Capacity does not include portables or portapaks
 Board Capacity 1 - Pupil loading of 21 pupils/classroom
 Board Capacity 2 - Pupil loading of 23 pupils/classroom (per Ministry of Education direction)

Board Total

Overall enrolment throughout the next 10 years is anticipated to decrease at an average rate of -0.53%. Over the next 5 years, enrolment is projected to decrease, with an annual average rate of -0.80%. From 2030-2034, enrolment is projected to decrease by an annual average rate of -0.26%.

Table 3. Historical and Projected Nominal Enrolment (Board Total)



Notes: Capacity does not include portables or portapaks

Capacity increase for 2027 assumes the opening for the Queensville elementary school

Capacity increase for 2031 assumes the opening of the Vaughan Metropolitan Elementary School

Board Capacity 1 - Pupil loading of 21 pupils/classroom (Secondary Only)

Board Capacity 2 - Pupil loading of 23 pupils/classroom (Secondary Only)

SUMMARY:

Enrolment projections continue to play a critical role in funding, budgeting, staffing and capital planning. The enrolment projections contained in this report form the basis for accommodation planning and Ministry reporting throughout the next year.

The 10 Year NOMINAL enrolment projections indicate a system wide annual enrolment decline of - 0.53%. Administration will closely monitor changes in enrolment and revise the Board’s short and long term enrolment projections as required.

Additional updates will be provided as part of Administration’s annual reporting to the Board.

APPENDICES:

1. Alpha By-School / By-Program – 10 year NOMINAL Projections (Elementary)
2. Alpha By-School / By-Program – 10 year NOMINAL Projections (Secondary)
3. Alpha By-Trustee Area / By-School / By-Program – 10 year NOMINAL projections (Elementary)
4. October 31,2025 Nominal By Grade / By-School / By-Program Actual Enrolment (Elementary)
5. October 31,2025 Nominal By Grade / By School / By-Program Actual Enrolment (Secondary)

Submitted by: Adam McDonald, Manager, Accommodation Planning and Property

Reviewed by: Giovanna De Girolamo, Coordinating Manager of Planning & Operations

Endorsed by: Jennifer Sarna, Interim Director, Foundation Chair & Secretary of the Board

YORK CATHOLIC DISTRICT SCHOOL BOARD
ELEMENTARY NOMINAL PROJECTION SUMMARY
 2026-2035 Alpha By School By Program - 10 Year Nominal Projections

Projection Date: February 11, 2026

SCHOOL	Board Capacity	Trustee	Port (Nov 2025)	PAK (Nov 2025)	Cap with Pak	Program ¹	Actual 2025 NOMINAL	2025 % UTIL (Without Pak)	10 Year projected October 31st NOMINAL Enrolment									
									2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
All Saints	421	Carol Cotton	0	0	421	English	241	57%	240	247	248	268	291	285	289	290	287	287
Blessed Chiara Badano	291	Elizabeth Crowe	0	0	291	French Immersion	165	57%	177	183	192	203	208	210	208	206	204	200
Blessed Trinity	870	Angela Saggese	0	0	870	English	342		321	313	316	312	291	279	265	263	254	257
						French Immersion	184		176	163	151	147	145	141	135	129	124	125
						School Total	526	60%	497	476	467	459	436	420	400	392	378	382
Canadian Martyrs	494	Theresa McNicol	2	0	494	English	548	111%	542	541	548	552	552	543	540	557	562	536
Christ the King	455	Maria lafrate / Joseph DiMeo	8	0	455	English	290		290	297	301	293	274	274	295	277	260	256
						French Immersion	295		286	291	292	290	292	286	285	277	270	263
						School Total	585	129%	576	588	593	583	566	560	580	554	530	519
Corpus Christi	354	Maria lafrate / Joseph DiMeo	0	0	354	English	139	39%	149	167	194	221	246	275	286	298	314	324
Divine Mercy	513	Angela Saggese	0	0	513	English	167	33%	174	183	190	189	184	178	174	177	188	179
Father Frederick McGinn	588	Maria lafrate / Joseph DiMeo	0	0	588	English	335	57%	306	287	262	252	240	236	230	224	230	231
Father Henri Nouwen	499	Maria lafrate / Joseph DiMeo	0	0	499	English	157		143	132	128	130	130	130	130	130	138	144
						PACE	70		0	0	0	0	0	0	0	0	0	
						School Total	227	45%	143	132	128	130	130	130	130	130	138	144
Father John Kelly	464	Angela Saggese	0	0	464	English	234	50%	219	214	203	193	195	194	191	184	184	180
Good Shepherd	369	Theresa McNicol	4	0	369	English	469	127%	468	344	365	387	396	397	401	399	386	383
Guardian Angels	694	Angela Grella / Jennifer Wigston	0	0	694	English	576	83%	556	534	516	494	483	477	470	469	471	463
Holy Jubilee	680	Angela Saggese	0	0	680	English	277	41%	255	240	226	223	219	204	201	195	191	190
Holy Name	530	Elizabeth Crowe	3	0	530	English	503	95%	510	535	559	595	595	608	612	629	636	634
Holy Spirit	501	Elizabeth Crowe	0	0	501	English	382	76%	375	381	356	325	316	304	297	282	273	275
Immaculate Conception	527	Angela Grella / Jennifer Wigston	0	0	527	English	356	68%	356	333	341	334	318	317	304	290	282	271
Light of Christ	496	Elizabeth Crowe	0	0	496	English	325	66%	327	324	321	319	311	301	311	306	308	297
Notre Dame	582	Theresa McNicol	0	0	582	English	405	70%	383	362	353	344	336	316	299	281	268	258
Our Lady Help of Christians	573	Maria lafrate / Joseph DiMeo	0	0	573	English	358		363	372	381	393	403	418	427	416	421	427
						PACE	0		83	88	84	84	84	84	84	84	84	
						School Total	358	62%	446	460	465	477	487	502	511	500	505	511
Our Lady of Fatima	602	Michaela Barbieri	0	0	602	English	237		223	215	216	220	220	222	230	237	244	254
						French Immersion	184		175	167	165	159	154	148	150	146	140	136
						School Total	421	70%	398	382	381	379	374	370	380	383	384	390
Our Lady of Good Counsel	461	Theresa McNicol	6	0	461	English	569	123%	591	436	446	460	461	456	443	444	441	436
Our Lady of Grace	360	Elizabeth Crowe	0	0	360	English	212	59%	195	202	208	210	208	199	203	204	215	210
Our Lady of Hope	461	Maria lafrate / Joseph DiMeo	0	6	599	English	246	53%	253	244	236	233	231	224	228	209	212	208
Our Lady of the Annunciation	530	Maria lafrate / Joseph DiMeo	0	0	530	English	187	35%	181	177	177	177	167	168	175	168	168	171
Our Lady of the Lake (Elementary)	184	Theresa McNicol	0	0	184	English (Gr 7s and 8s)	194		187	198	231	204	205	213	200	214	213	207
						French Immersion (Gr 7s and 8s)	21		26	43	50	48	38	36	43	40	39	37
						School Total	215	117%	213	241	281	252	243	249	243	254	252	244
Our Lady of the Rosary	398	Angela Grella / Jennifer Wigston	0	0	398	English	368	92%	373	364	360	376	406	448	511	571	635	711
Pope Francis	602	Angela Saggese	0	10	832	English	925	154%	918	916	884	864	829	792	775	749	734	726
Prince of Peace	340	Theresa McNicol	0	0	340	English	287	84%	314	320	323	340	338	329	322	312	306	299
San Lorenzo Ruiz	643	Carol Cotton	0	0	643	English	349	54%	326	297	271	248	211	188	176	150	145	143
San Marco	487	Michaela Barbieri	0	0	487	English	286	59%	278	274	260	262	268	288	301	314	328	344
Sir Richard W. Scott	291	Frank Alexander	0	8	475	English	223	77%	214	216	211	210	208	206	197	197	203	198

YORK CATHOLIC DISTRICT SCHOOL BOARD
ELEMENTARY NOMINAL PROJECTION SUMMARY
2026-2035 Alpha By School By Program - 10 Year Nominal Projections

Projection Date: February 11, 2026

SCHOOL	Board Capacity	Trustee	Port (Nov 2025)	PAK (Nov 2025)	Cap with Pak	Program ¹	Actual 2025 NOMINAL	2025 % UTIL (Without Pak)	10 Year projected October 31st NOMINAL Enrolment									
									2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
St. Agnes of Assisi	511	Angela Grella / Jennifer Wigston	0	0	511	English	245	48%	232	219	196	179	165	154	146	136	132	128
St. Andrew	522	Michaela Barbieri	0	0	522	English	272	52%	264	267	268	271	267	273	261	268	267	261
St. Angela Merici	340	Michaela Barbieri	0	8	524	English	248	73%	234	228	217	199	182	165	156	146	132	127
St. Anne	404	Maria Iafrate / Joseph DiMeo	0	0	404	English	320	79%	327	332	339	321	305	302	277	275	266	259
St. Anthony	349	Carol Cotton	0	0	349	English	94		100	108	115	116	125	133	143	152	158	161
						French Immersion	105		106	109	103	102	95	96	95	91	88	81
						School Total	199	57%	206	217	218	218	220	229	238	243	246	242
St. Benedict	409	Frank Alexander	0	0	409	English	360	88%	362	370	370	365	353	349	344	332	324	317
St. Bernadette	372	Theresa McNicol	0	0	372	English	237	64%	235	230	219	210	203	204	205	207	207	209
St. Brendan	530	Elizabeth Crowe	0	8	714	English	337	64%	312	284	258	239	243	250	247	273	290	307
St. Brigid	435	Elizabeth Crowe	0	0	435	English	289	66%	287	281	286	296	303	331	342	349	357	368
St. Catherine of Siena	294	Michaela Barbieri	0	0	294	English	240	82%	243	248	249	253	251	250	230	228	229	232
St. Cecilia	786	Angela Grella / Jennifer Wigston	0	0	786	English	443	56%	413	373	357	342	336	332	332	334	336	336
St. Charles Garnier	547	Maria Iafrate / Joseph DiMeo	0	0	547	English	404		392	366	363	352	333	298	290	271	261	270
						PACE	169		153	162	153	153	153	153	153	153	153	
						School Total	573	105%	545	528	516	505	486	451	443	424	414	423
St. Clare	406	Angela Grella / Jennifer Wigston	0	0	406	English	148	36%	144	135	151	171	211	256	313	367	425	481
St. Clement	384	Michaela Barbieri	0	0	384	English	328	85%	321	309	308	294	282	273	274	262	260	251
St. David	605	Angela Saggese	0	0	605	English	195	32%	187	183	184	187	190	179	176	177	177	177
St. Edward	392	Frank Alexander	0	0	392	French Immersion	238	61%	220	207	202	191	186	184	172	170	164	161
St. Elizabeth Seton	444	Theresa McNicol	4	0	444	English	186		176	172	164	158	156	155	159	149	141	139
						French Immersion	292		295	302	299	298	296	298	301	296	288	280
						School Total	478	108%	471	474	463	456	452	453	460	445	429	419
St. Emily	723	Angela Grella / Jennifer Wigston	0	12	999	English	402	56%	390	403	434	444	446	450	494	525	540	552
St. Francis Xavier	573	Frank Alexander	0	0	573	English	328		320	302	283	269	247	240	229	228	234	242
						French Immersion	144		140	134	128	120	117	114	107	106	102	100
						School Total	472	82%	460	436	411	389	364	354	336	334	336	342
St. Gabriel the Archangel	510	Angela Grella / Jennifer Wigston	0	0	510	English	361	71%	351	348	328	314	316	326	341	355	366	372
St. Giovanni Battista Scalabrini	360	Angela Grella / Jennifer Wigston	0	0	360	English	157	44%	163	159	164	179	181	189	199	221	238	257
St. Gregory the Great	476	Angela Grella / Jennifer Wigston	0	0	476	English	245		245	235	229	230	222	218	211	211	208	203
						PACE	51		61	70	73	73	73	73	73	73	73	
						School Total	296	62%	306	305	302	303	295	291	284	284	281	276
St. James	510	Angela Saggese	0	0	510	English	230	45%	208	198	194	186	184	177	183	176	171	170
St. Jerome	599	Elizabeth Crowe	0	0	599	English	214	36%	196	188	165	161	156	153	147	132	130	132
St. John Bosco	484	Angela Grella / Jennifer Wigston	0	0	484	French Immersion	238	49%	209	195	182	171	158	150	142	139	137	134
St. John Chrysostom	453	Theresa McNicol	0	0	453	English	201	44%	204	201	198	202	200	197	197	199	202	199
St. John Paul II	360	Maria Iafrate / Joseph DiMeo	0	0	360	English	248	69%	256	249	233	235	228	232	211	203	197	199
St. John XXIII	291	Carol Cotton	0	0	291	English	182		181	171	163	162	161	170	173	179	195	209
						French Immersion	126		121	119	120	116	119	115	110	105	104	102
						School Total	308	106%	302	290	283	278	280	285	283	284	299	311
St. Joseph the Worker	464	Angela Grella / Jennifer Wigston	2	0	464	English	412		403	396	374	367	355	331	316	302	290	279
						French Immersion	132		130	130	126	127	122	123	118	117	114	111
						School Total	544	117%	533	526	500	494	477	454	434	419	404	390
St. Joseph, Aurora	380	Elizabeth Crowe	0	0	380	French Immersion	253	67%	247	249	246	250	242	235	233	226	223	213

YORK CATHOLIC DISTRICT SCHOOL BOARD
ELEMENTARY NOMINAL PROJECTION SUMMARY
 2026-2035 Alpha By School By Program - 10 Year Nominal Projections

Projection Date: February 11, 2026

SCHOOL	Board Capacity	Trustee	Port (Nov 2025)	PAK (Nov 2025)	Cap with Pak	Program ¹	Actual 2025 NOMINAL	2025 % UTIL (Without Pak)	10 Year projected October 31st NOMINAL Enrolment										
									2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	
St. Joseph, Markham	519	Frank Alexander	7	0	519	English	546	105%	525	517	501	496	483	469	433	426	423	429	
St. Joseph, Richmond Hill	321	Maria Iafate / Joseph DiMeo	0	0	321	English	215	67%	223	228	231	230	223	227	229	235	232	226	
St. Julia Billiard	642	Frank Alexander	0	0	642	English	245		213	197	181	172	168	162	157	164	165	172	
						PACE	37		47	44	40	40	40	40	40	40	40	40	40
						School Total	282	44%	260	241	221	212	208	202	197	204	205	212	
St. Justin Martyr	398	Carol Cotton	6	6	536	English	509		493	487	469	463	457	466	444	438	431	425	
						PACE	142		133	132	129	129	129	129	129	129	129	129	
						School Total	651	164%	626	619	598	592	586	595	573	567	560	554	
St. Kateri Tekakwitha	340	Frank Alexander	0	0	340	English	281	83%	263	237	245	237	252	271	284	300	317	354	
St. Katharine Drexel (Elementary)	322	Elizabeth Crowe	0	0	322	English (Gr 7s and 8s)	329		291	279	292	307	289	274	282	291	303	317	
						French Immersion (Gr 7s and 8s)	66		49	50	55	52	54	62	68	70	69	70	
						School Total	395	123%	340	329	347	359	343	336	350	361	372	387	
St. Margaret Mary	464	Michaela Barbieri	0	0	464	English	337	73%	345	356	370	384	369	362	370	391	399	389	
St. Marguerite d'Youville	501	Maria Iafate / Joseph DiMeo	0	6	639	English	227		230	219	217	204	200	208	207	208	213	206	
						French Immersion	176		179	194	197	191	195	195	180	182	178	176	
						School Total	403	80%	409	413	414	395	395	403	387	390	391	382	
St. Mark	393	Elizabeth Crowe	0	0	393	English	336	85%	342	364	362	369	381	383	409	413	415	415	
St. Mary	516	Elizabeth Crowe	0	8	700	English	590	114%	581	573	568	546	544	530	521	517	511	518	
St. Mary Immaculate	390	Maria Iafate / Joseph DiMeo	0	0	390	English	314	81%	310	302	309	303	281	282	277	263	253	245	
St. Mary of the Angels	646	Angela Grella / Jennifer Wigston	0	10	876	English	550	85%	512	474	443	418	422	409	407	401	403	399	
St. Matthew	300	Carol Cotton	0	0	300	English	104	35%	97	94	91	80	72	73	70	73	70	79	
St. Michael	406	Carol Cotton	0	0	406	English	250	62%	238	235	235	235	240	251	263	265	261	259	
St. Michael the Archangel	657	Angela Grella / Jennifer Wigston	0	0	657	English	369	56%	325	288	257	237	229	222	207	195	192	189	
St. Monica	441	Carol Cotton	0	0	441	English	377	85%	357	363	346	362	393	424	449	471	505	540	
St. Nicholas	441	Theresa McNicol	0	0	441	English	406	92%	418	421	426	412	400	388	377	362	347	333	
St. Padre Pio	527	Michaela Barbieri	0	8	711	English	343	65%	316	300	289	279	265	271	262	254	253	248	
St. Patrick, Markham	317	Frank Alexander	2	0	317	English	220	69%	202	184	167	157	140	120	113	107	97	97	
St. Patrick, Schomberg	355	Elizabeth Crowe	0	0	355	English	340	96%	330	316	312	307	301	290	292	286	287	283	
St. Paul	265	Theresa McNicol	0	0	265	English	149	56%	154	157	157	154	158	161	154	148	122	114	
St. Peter	369	Michaela Barbieri	0	0	369	English	283	77%	288	292	300	313	317	317	312	313	310	308	
St. Raphael the Archangel	441	Angela Saggese	0	0	441	English	195	44%	180	154	142	131	134	144	158	190	233	275	
St. Rene Goupil-St. Luke	231	Carol Cotton	0	0	231	English	241	104%	236	239	239	234	227	221	224	228	220	222	
St. Stephen	548	Michaela Barbieri	0	10	778	English	431	79%	457	481	509	528	552	581	589	617	633	641	
St. Thomas Aquinas	441	Theresa McNicol	0	0	441	English	202		206	194	184	190	177	188	186	184	184	179	
						French Immersion	150		153	147	142	135	138	133	130	125	123	118	
						School Total	352	80%	359	341	326	325	315	321	316	309	307	297	
St. Veronica	599	Angela Grella / Jennifer Wigston	0	10	829	English	405	68%	363	326	301	272	243	225	212	204	199	197	
unnamed Queensville ES		Theresa McNicol				English			0	300	341	378	413	440	465	485	510	538	

YORK CATHOLIC DISTRICT SCHOOL BOARD
ELEMENTARY NOMINAL PROJECTION SUMMARY
 2026-2035 Alpha By School By Program - 10 Year Nominal Projections

Projection Date: February 11, 2026

SCHOOL	Board Capacity	Trustee	Port (Nov 2025)	PAK (Nov 2025)	Cap with Pak	Program ¹	Actual 2025 NOMINAL	2025 % UTIL (Without Pak)	10 Year projected October 31st NOMINAL Enrolment									
									2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
						English	26,307		25,671	24,897	24,583	24,350	24,050	23,976	23,967	24,037	24,208	24,396
						French Immersion	2,769		2,689	2,683	2,650	2,600	2,559	2,526	2,477	2,425	2,367	2,307
						PACE	469		477	496	479	479	479	479	479	479	479	479
TOTAL Elementary	40,963		44	110	43,493	Total	29,545	72%	28,842	28,376	28,025	27,770	27,466	27,394	27,363	27,406	27,539	27,691
Actual Change							-481		-703	-466	-352	-255	-304	-73	-31	43	133	153
Percent Change							-1.60%		-2.38%	-1.62%	-1.24%	-0.91%	-1.09%	-0.27%	-0.11%	0.16%	0.48%	0.55%

Program Distribution As a Percentage of Overall Enrolment

Program	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Regular Track	89.0%	89.0%	87.7%	87.7%	87.7%	87.6%	87.5%	87.6%	87.7%	87.9%	88.1%
French Immersion	9.4%	9.3%	9.5%	9.5%	9.4%	9.3%	9.2%	9.1%	8.8%	8.6%	8.3%
PACE	1.6%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.8%	1.7%	1.7%	1.7%

¹ English is defined as standard YCDSB Programming

Elementary Assumptions

October 31, 2025 base enrolment extracted from Edsembli
 Projections for programs (FI, PACE) are specific to each school based on enrolment history as well other data available
 Trustee identification has been obtained from the 2025/26 Superintendent/Trustee Family of Schools document

YORK CATHOLIC DISTRICT SCHOOL BOARD
SECONDARY NOMINAL PROJECTION SUMMARY
2025-2035 Alpha By School By Program - 10 Year Nominal Projections

Projection Date: February 11, 2026

School	Board Capacity	Trustee	Port (Nov 2025)	PAK (Nov 2025)	Cap with Pak	Program ¹	Actual Oct 2025 NOMINAL	2025 % UTIL (Without Pak)	10 Year Projected October 31st NOMINAL Enrolment									
									2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Cardinal Carter	1,528	Elizabeth Crowe	2	0	1,528	English	1,181		1,192	1,230	1,246	1,208	1,180	1,144	1,094	1,085	1,073	1,058
						IB	172		173	178	182	196	187	194	195	197	196	194
						School Total	1,353	89%	1,365	1,408	1,428	1,404	1,367	1,338	1,289	1,282	1,269	1,252
Father Bressani	1,348	Angela Grella / Jennifer Wigston	4	0	1,348	English	1,208		1,249	1,294	1,267	1,221	1,163	1,094	1,089	1,040	1,010	1,040
						French Immersion	220		235	214	218	211	198	199	186	173	163	157
						School Total	1,428	106%	1,484	1,508	1,485	1,432	1,361	1,293	1,275	1,213	1,173	1,197
Father Michael McGivney Academy	1,295	Frank Alexander	0	0	1,295	English	897		898	944	975	985	988	953	984	962	876	906
						IB	365		378	366	378	363	368	359	354	347	336	336
						School Total	1,262	97%	1,276	1,310	1,353	1,348	1,356	1,312	1,338	1,309	1,212	1,242
Holy Cross	1,279	Michaela Barbieri	3	0	1,279	English	1,252		1,202	1,155	1,084	1,104	1,118	1,148	1,195	1,203	1,265	1,318
						IB	14		0	0	0	0	0	0	0	0	0	
						School Total	1,266	99%	1,202	1,155	1,084	1,104	1,118	1,148	1,195	1,203	1,265	1,318
Our Lady of the Lake	524	Theresa McNicol	0	6	1,862	English	314		357	354	324	337	348	343	370	350	348	366
						French Immersion	16		25	23	25	42	46	55	50	49	47	45
						School Total	330	63%	382	377	349	379	394	398	420	399	395	411
Our Lady Queen of the World	1,157	Maria Iafrate / Joseph DiMeo	4	0	1,157	English	958		964	1,030	1,068	1,101	1,101	1,093	1,055	1,028	1,064	1,102
						French Immersion	340		370	372	362	340	330	328	329	328	333	335
						School Total	1,298	112%	1,334	1,402	1,430	1,441	1,431	1,421	1,384	1,356	1,397	1,437
Sacred Heart	1,238	Theresa McNicol	1	4	1,330	English	1,165		1,280	1,356	1,366	1,355	1,298	1,306	1,327	1,332	1,375	1,367
						RAP	159		188	170	170	170	170	170	170	170	170	170
						School Total	1,324	107%	1,468	1,526	1,536	1,525	1,468	1,476	1,497	1,502	1,545	1,537
St. Augustine	1,332	Carol Cotton	12	0	1,332	English	1,701	128%	1,757	1,759	1,736	1,635	1,621	1,576	1,549	1,526	1,473	1,454
St. Brother Andre	1,259	Frank Alexander	0	24	1,811	English	996		875	828	851	843	847	852	866	854	826	799
						French Immersion	168		155	157	153	165	162	155	159	152	148	148
						School Total	1,164	92%	1,030	985	1,004	1,008	1,009	1,007	1,025	1,006	974	947
St. Elizabeth	1,562	Angela Grella / Jennifer Wigston	0	6	1,700	English	807		780	803	867	836	824	859	864	908	916	906
						RAP	302		302	296	320	306	312	319	314	312	307	294
						School Total	1,109	71%	1,082	1,099	1,187	1,142	1,136	1,178	1,178	1,220	1,223	1,200
St. Jean de Brebeuf	1,377	Angela Grella / Jennifer Wigston	0	20	1,837	English	1,430	104%	1,447	1,357	1,348	1,376	1,330	1,285	1,259	1,235	1,190	1,178
St. Joan of Arc	1,699	Angela Saggese	0	0	1,699	English	1,030	61%	1,074	1,050	1,043	991	950	934	942	964	968	967
St. Katharine Drexel	720	Elizabeth Crowe	0	0	720	English	346		484	530	534	539	546	561	562	585	573	566
						French Immersion	57		84	87	87	92	88	86	92	97	105	112
						School Total	403	56%	568	617	621	631	634	647	654	682	678	678
St. Luke Learning Centre	115	Elizabeth Crowe	0	0	115	English	48	42%	50	52	51	50	50	50	50	50	50	
St. Maximilian Kolbe	1,401	Elizabeth Crowe	0	6	1,539	English	1,162		1,206	1,210	1,232	1,167	1,095	1,129	1,081	1,090	1,040	975
						French Immersion	230		272	277	300	288	283	282	274	277	276	279
						School Total	1,392	99%	1,478	1,487	1,532	1,455	1,378	1,411	1,355	1,367	1,316	1,254
St. Robert	1,206	Carol Cotton	13	12	1,482	English	1,093		1,114	1,095	1,083	1,114	1,145	1,199	1,160	1,180	1,249	1,260
						IB	613		577	559	564	547	558	554	549	553	553	552
						School Total	1,706	141%	1,691	1,654	1,647	1,661	1,703	1,753	1,709	1,733	1,802	1,812
St. Theresa of Lisieux	1,263	Maria Iafrate / Joseph DiMeo	11	12	1539	English	1,593	126%	1,587	1,599	1,603	1,594	1,600	1,600	1,600	1,597	1,600	1,599

YORK CATHOLIC DISTRICT SCHOOL BOARD
SECONDARY NOMINAL PROJECTION SUMMARY
 2025-2035 Alpha By School By Program - 10 Year Nominal Projections

Projection Date: February 11, 2026

School	Board Capacity	Trustee	Port (Nov 2025)	PAK (Nov 2025)	Cap with Pak	Program ¹	Actual Oct 2025 NOMINAL	2025 % UTIL (Without Pak)	10 Year Projected October 31st NOMINAL Enrolment									
									2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
TOTAL Secondary	20,303		50	90	23,573	English	17,181		17,516	17,646	17,678	17,456	17,204	17,126	17,047	16,989	16,896	16,911
						IB	1,164		1,128	1,103	1,124	1,106	1,113	1,107	1,098	1,097	1,085	1,082
						French Immersion	1,031		1,141	1,130	1,145	1,138	1,107	1,105	1,090	1,076	1,072	1,076
						RAP	461		490	466	490	476	482	489	484	482	477	464
						School Total	19,837		20,274	20,345	20,437	20,176	19,906	19,827	19,719	19,644	19,530	19,533
Actual Change						562		437	71	92	-261	-270	-79	-108	-75	-114	3	
Percentage Change						2.92%		2.20%	0.35%	0.45%	-1.28%	-1.34%	-0.40%	-0.54%	-0.38%	-0.58%	0.02%	

System Total	61,266		94	200	67,066		49,382		49,116	48,721	48,462	47,946	47,372	47,221	47,082	47,050	47,069	47,224
Actual Change							81		-266	-395	-260	-516	-574	-152	-139	-32	19	156
Percentage Change							0.16%		-0.54%	-0.80%	-0.53%	-1.06%	-1.20%	-0.32%	-0.29%	-0.07%	0.04%	0.33%

Secondary Program Distribution as Percentage of Overall Enrolment

Program	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
English	86.6%	86.4%	86.7%	86.5%	86.5%	86.4%	86.4%	86.4%	86.5%	86.5%	86.6%
IB	5.9%	5.6%	5.4%	5.5%	5.5%	5.6%	5.6%	5.6%	5.6%	5.6%	5.5%
French Immersion	5.2%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.5%	5.5%	5.5%	5.5%
RAP	2.3%	2.4%	2.3%	2.4%	2.4%	2.4%	2.5%	2.5%	2.5%	2.4%	2.4%

¹ English is defined as standard YCDSB Programming

Secondary Assumptions

October 31, 2025 base enrolment extracted from Edsembli
 Projections for programs (IB, FI, RAP) are specific to each school based on enrolment history as well as other data available
 Trustee identification has been obtained from the 2025/26 Superintendent/Trustee Family of Schools document

YORK CATHOLIC DISTRICT SCHOOL BOARD
ELEMENTARY NOMINAL PROJECTION SUMMARY
 2026-2035 Alpha By Trustee By Program - 10 Year Nominal Projections

Projection Date: February 11, 2026

										10 Year projected October 31st NOMINAL Enrolment									
School	Board Capacity	Trustee	Port (Nov 2025)	PAK (Nov 2025)	Cap with Pak	Program ¹	Actual 2025 NOMINAL	2025 % UTIL (Without Pak)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	
Guardian Angels	694	Angela Grella / Jennifer Wigston	0	0	694	English	576	83%	556	534	516	494	483	477	470	469	471	463	
Immaculate Conception	527	Angela Grella / Jennifer Wigston	0	0	527	English	356	68%	356	333	341	334	318	317	304	290	282	271	
Our Lady of the Rosary	398	Angela Grella / Jennifer Wigston	0	0	398	English	368	92%	373	364	360	376	406	448	511	571	635	711	
St. Agnes of Assisi	511	Angela Grella / Jennifer Wigston	0	0	511	English	245	48%	232	219	196	179	165	154	146	136	132	128	
St. Cecilia	786	Angela Grella / Jennifer Wigston	0	0	786	English	443	56%	413	373	357	342	336	332	332	334	336	336	
St. Clare	406	Angela Grella / Jennifer Wigston	0	0	406	English	148	36%	144	135	151	171	211	256	313	367	425	481	
St. Emily	723	Angela Grella / Jennifer Wigston	0	12	999	English	402	56%	390	403	434	444	446	450	494	525	540	552	
St. Gabriel the Archangel	510	Angela Grella / Jennifer Wigston	0	0	510	English	361	71%	351	348	328	314	316	326	341	355	366	372	
St. Giovanni Battista Scalabrini	360	Angela Grella / Jennifer Wigston	0	0	360	English	157	44%	163	159	164	179	181	189	199	221	238	257	
St. Gregory the Great	476	Angela Grella / Jennifer Wigston	0	0	476	English	245		245	235	229	230	222	218	211	211	208	203	
						PACE	51		61	70	73	73	73	73	73	73	73	73	
						School Total	296	62%	306	305	302	303	295	291	284	284	281	276	
St. John Bosco	484	Angela Grella / Jennifer Wigston	0	0	484	French Immersion	238	49%	209	195	182	171	158	150	142	139	137	134	
St. Joseph the Worker	464	Angela Grella / Jennifer Wigston	2	0	464	English	412		403	396	374	367	355	331	316	302	290	279	
						French Immersion	132		130	130	126	127	122	118	117	114	111		
						School Total	544	117%	533	526	500	494	477	454	434	419	404	390	
St. Mary of the Angels	646	Angela Grella / Jennifer Wigston	0	10	876	English	550	85%	512	474	443	418	422	409	407	401	403	399	
St. Michael the Archangel	657	Angela Grella / Jennifer Wigston	0	0	657	English	369	56%	325	288	257	237	229	222	207	195	192	189	
St. Veronica	599	Angela Grella / Jennifer Wigston	0	10	829	English	405	68%	363	326	301	272	243	225	212	204	199	197	
TRUSTEE SUB TOTAL	8,241		2	32	8,977		5,458	66%	5,226	4,982	4,832	4,728	4,686	4,700	4,796	4,910	5,041	5,156	
Blessed Trinity	870	Angela Saggese	0	0	870	English	342		321	313	316	312	291	279	265	263	254	257	
						French Immersion	184		176	163	151	147	145	141	135	129	124	125	
						School Total	526	60%	497	476	467	459	436	420	400	392	378	382	
Divine Mercy	513	Angela Saggese	0	0	513	English	167	33%	174	183	190	189	184	178	174	177	188	179	
Father John Kelly	464	Angela Saggese	0	0	464	English	234	50%	219	214	203	193	195	194	191	184	184	180	
Holy Jubilee	680	Angela Saggese	0	0	680	English	277	41%	255	240	226	223	219	204	201	195	191	190	
Pope Francis	602	Angela Saggese	0	10	832	English	925	154%	918	916	884	864	829	792	775	749	734	726	
St. David	605	Angela Saggese	0	0	605	English	195	32%	187	183	184	187	190	179	176	177	177	177	
St. James	510	Angela Saggese	0	0	510	English	230	45%	208	198	194	186	184	177	183	176	171	170	
St. Raphael the Archangel	441	Angela Saggese	0	0	441	English	195	44%	180	154	142	131	134	144	158	190	233	275	
TRUSTEE SUB TOTAL	4,685		0	10	4,915		2,749	59%	2,638	2,564	2,490	2,432	2,371	2,288	2,258	2,240	2,256	2,279	

YORK CATHOLIC DISTRICT SCHOOL BOARD
ELEMENTARY NOMINAL PROJECTION SUMMARY
 2026-2035 Alpha By Trustee By Program - 10 Year Nominal Projections

Projection Date: February 11, 2026

School	Board Capacity	Trustee	Port (Nov 2025)	PAK (Nov 2025)	Cap with Pak	Program ¹	Actual 2025 NOMINAL	2025 % UTIL (Without Pak)	10 Year projected October 31st NOMINAL Enrolment									
									2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
All Saints	421	Carol Cotton	0	0	421	English	241	57%	240	247	248	268	291	285	289	290	287	287
San Lorenzo Ruiz	643	Carol Cotton	0	0	643	English	349	54%	326	297	271	248	211	188	176	150	145	143
St. Anthony	349	Carol Cotton	0	0	349	English	94		100	108	115	116	125	133	143	152	158	161
						French Immersion	105		106	109	103	102	95	96	95	91	88	81
						School Total	199	57%	206	217	218	218	220	229	238	243	246	242
St. John XXIII	291	Carol Cotton	0	0	291	English	182		181	171	163	162	161	170	173	179	195	209
						French Immersion	126		121	119	120	116	119	115	110	105	104	102
						School Total	308	106%	302	290	283	278	280	285	283	284	299	311
St. Justin Martyr	398	Carol Cotton	6	6	536	English	509		493	487	469	463	457	466	444	438	431	425
						PACE	142		133	132	129	129	129	129	129	129	129	129
						School Total	651	164%	626	619	598	592	586	595	573	567	560	554
St. Matthew	300	Carol Cotton	0	0	300	English	104	35%	97	94	91	80	72	73	70	73	70	79
St. Michael	406	Carol Cotton	0	0	406	English	250	62%	238	235	235	235	240	251	263	265	261	259
St. Monica	441	Carol Cotton	0	0	441	English	377	85%	357	363	346	362	393	424	449	471	505	540
St. Rene Goupil-St. Luke	231	Carol Cotton	0	0	231	English	241	104%	236	239	239	234	227	221	224	228	220	222
TRUSTEE SUB TOTAL	3,480		6	6	3,618		2,720	78%	2,628	2,601	2,529	2,515	2,520	2,551	2,565	2,571	2,593	2,637
Blessed Chiara Badano	291	Elizabeth Crowe	0	0	291	French Immersion	165	57%	177	183	192	203	208	210	208	206	204	200
Holy Name	530	Elizabeth Crowe	3	0	530	English	503	95%	510	535	559	595	595	608	612	629	636	634
Holy Spirit	501	Elizabeth Crowe	0	0	501	English	382	76%	375	381	356	325	316	304	297	282	273	275
Light of Christ	496	Elizabeth Crowe	0	0	496	English	325	66%	327	324	321	319	311	301	311	306	308	297
Our Lady of Grace	360	Elizabeth Crowe	0	0	360	English	212	59%	195	202	208	210	208	199	203	204	215	210
St. Brendan	530	Elizabeth Crowe	0	8	714	English	337	64%	312	284	258	239	243	250	247	273	290	307
St. Brigid	435	Elizabeth Crowe	0	0	435	English	289	66%	287	281	286	296	303	331	342	349	357	368
St. Jerome	599	Elizabeth Crowe	0	0	599	English	214	36%	196	188	165	161	156	153	147	132	130	132
St. Joseph, Aurora	380	Elizabeth Crowe	0	0	380	French Immersion	253	67%	247	249	246	250	242	235	233	226	223	213
St. Katharine Drexel (Elementary)	322	Elizabeth Crowe	0	0	322	English (Gr 7s and 8s)	329		291	279	292	307	289	274	282	291	303	317
						French Immersion (Gr 7s and 8s)	66		49	50	55	52	54	62	68	70	69	70
						School Total	395	123%	340	329	347	359	343	336	350	361	372	387
St. Mark	393	Elizabeth Crowe	0	0	393	School Total	336	85%	342	364	362	369	381	383	409	413	415	415
St. Mary	516	Elizabeth Crowe	0	8	700	English	590	114%	581	573	568	546	544	530	521	517	511	518
St. Patrick, Schomberg	355	Elizabeth Crowe	0	0	355	English	340	96%	330	316	312	307	301	290	292	286	287	283
TRUSTEE SUB TOTAL	5,708		3	16	6,076		4,341	76%	4,219	4,209	4,180	4,179	4,151	4,130	4,172	4,184	4,221	4,239

YORK CATHOLIC DISTRICT SCHOOL BOARD
ELEMENTARY NOMINAL PROJECTION SUMMARY
 2026-2035 Alpha By Trustee By Program - 10 Year Nominal Projections

Projection Date: February 11, 2026

School	Board Capacity	Trustee	Port (Nov 2025)	PAK (Nov 2025)	Cap with Pak	Program ¹	Actual 2025 NOMINAL	2025 % UTIL (Without Pak)	10 Year projected October 31st NOMINAL Enrolment									
									2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Sir Richard W. Scott	291	Frank Alexander	0	8	475	English	223	77%	214	216	211	210	208	206	197	197	203	198
St. Benedict	409	Frank Alexander	0	0	409	English	360	88%	362	370	370	365	353	349	344	332	324	317
St. Edward	392	Frank Alexander	0	0	392	French Immersion	238	61%	220	207	202	191	186	184	172	170	164	161
St. Francis Xavier	573	Frank Alexander	0	0	573	English	328		320	302	283	269	247	240	229	228	234	242
						French Immersion	144		140	134	128	120	117	114	107	106	102	100
						School Total	472	82%	460	436	411	389	364	354	336	334	336	342
St. Joseph, Markham	519	Frank Alexander	7	0	519	English	546	105%	525	517	501	496	483	469	433	426	423	429
St. Julia Billiard	642	Frank Alexander	0	0	642	English	245		213	197	181	172	168	162	157	164	165	172
						PACE	37		47	44	40	40	40	40	40	40	40	40
						School Total	282	44%	260	241	221	212	208	202	197	204	205	212
St. Kateri Tekakwitha	340	Frank Alexander	0	0	340	English	281	83%	263	237	245	237	252	271	284	300	317	354
St. Patrick, Markham	317	Frank Alexander	2	0	317	English	220	69%	202	184	167	157	140	120	113	107	97	97
TRUSTEE SUB TOTAL	3,483		9	8	3,667		2,622	75%	2,506	2,408	2,328	2,257	2,194	2,155	2,076	2,070	2,069	2,110
Christ the King	455	Maria lafrate / Joseph DiMeo	8	0	455	English	290		290	297	301	293	274	274	295	277	260	256
						French Immersion	295		286	291	292	290	292	286	285	277	270	263
						School Total	585	129%	576	588	593	583	566	560	580	554	530	519
Corpus Christi	354	Maria lafrate / Joseph DiMeo	0	0	354	English	139	39%	149	167	194	221	246	275	286	298	314	324
Father Frederick McGinn	588	Maria lafrate / Joseph DiMeo	0	0	588	English	335	57%	306	287	262	252	240	236	230	224	230	231
Father Henri Nouwen	499	Maria lafrate / Joseph DiMeo	0	0	499	English	157		143	132	128	130	130	130	130	130	138	144
						PACE	70		0	0	0	0	0	0	0	0	0	
						School Total	227	45%	143	132	128	130	130	130	130	130	138	144
Our Lady Help of Christians	573	Maria lafrate / Joseph DiMeo	0	0	573	English	358		363	372	381	393	403	418	427	416	421	427
						PACE	0		83	88	84	84	84	84	84	84	84	
						School Total	358	62%	446	460	465	477	487	502	511	500	505	511
Our Lady of Hope	461	Maria lafrate / Joseph DiMeo	0	6	599	English	246	53%	253	244	236	233	231	224	228	209	212	208
Our Lady of the Annunciation	530	Maria lafrate / Joseph DiMeo	0	0	530	English	187	35%	181	177	177	177	167	168	175	168	168	171
St. Anne	404	Maria lafrate / Joseph DiMeo	0	0	404	English	320	79%	327	332	339	321	305	302	277	275	266	259
St. Charles Garnier	547	Maria lafrate / Joseph DiMeo	0	0	547	English	404		392	366	363	352	333	298	290	271	261	270
						PACE	169		153	162	153	153	153	153	153	153	153	
						School Total	573	105%	545	528	516	505	486	451	443	424	414	423
St. John Paul II	360	Maria lafrate / Joseph DiMeo	0	0	360	English	248	69%	256	249	233	235	228	232	211	203	197	199
St. Joseph, Richmond Hill	321	Maria lafrate / Joseph DiMeo	0	0	321	English	215	67%	223	228	231	230	223	227	229	235	232	226
St. Marguerite d'Youville	501	Maria lafrate / Joseph DiMeo	0	6	639	English	227		230	219	217	204	200	208	207	208	213	206
						French Immersion	176		179	194	197	191	195	195	180	182	178	176
						School Total	403	80%	409	413	414	395	395	403	387	390	391	382
St. Mary Immaculate	390	Maria lafrate / Joseph DiMeo	0	0	390	English	314	81%	310	302	309	303	281	282	277	263	253	245
TRUSTEE SUB TOTAL	5,983		8	12	6,259		4,150	69%	4,124	4,107	4,097	4,062	3,985	3,992	3,964	3,873	3,850	3,842

YORK CATHOLIC DISTRICT SCHOOL BOARD
ELEMENTARY NOMINAL PROJECTION SUMMARY
 2026-2035 Alpha By Trustee By Program - 10 Year Nominal Projections

Projection Date: February 11, 2026

School	Board Capacity	Trustee	Port (Nov 2025)	PAK (Nov 2025)	Cap with Pak	Program ¹	Actual 2025 NOMINAL	2025 % UTIL (Without Pak)	10 Year projected October 31st NOMINAL Enrolment									
									2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Our Lady of Fatima	602	Michaela Barbieri	0	0	602	English	237		223	215	216	220	222	230	237	244	254	
						French Immersion	184		175	167	165	159	154	148	150	146	140	136
						School Total	421	70%	398	382	381	379	374	370	380	383	384	390
San Marco	487	Michaela Barbieri	0	0	487	English	286	59%	278	274	260	262	268	288	301	314	328	344
St. Andrew	522	Michaela Barbieri	0	0	522	English	272	52%	264	267	268	271	267	273	261	268	267	261
St. Angela Merici	340	Michaela Barbieri	0	8	524	English	248	73%	234	228	217	199	182	165	156	146	132	127
St. Catherine of Siena	294	Michaela Barbieri	0	0	294	English	240	82%	243	248	249	253	251	250	230	228	229	232
St. Clement	384	Michaela Barbieri	0	0	384	English	328	85%	321	309	308	294	282	273	274	262	260	251
St. Margaret Mary	464	Michaela Barbieri	0	0	464	English	337	73%	345	356	370	384	369	362	370	391	399	389
St. Padre Pio	527	Michaela Barbieri	0	8	711	English	343	65%	316	300	289	279	265	271	262	254	253	248
St. Peter	369	Michaela Barbieri	0	0	369	English	283	77%	288	292	300	313	317	312	312	313	310	308
St. Stephen	548	Michaela Barbieri	0	10	778	English	431	79%	457	481	509	528	552	581	589	617	633	641
TRUSTEE SUB TOTAL	4,537		0	26	5,135		3,189	70%	3,144	3,137	3,151	3,162	3,127	3,150	3,135	3,176	3,195	3,191
Canadian Martyrs	494	Theresa McNicol	2	0	494	English	548	111%	542	541	548	552	552	543	540	557	562	536
Good Shepherd	369	Theresa McNicol	4	0	369	English	469	127%	468	344	365	387	396	397	401	399	386	383
Notre Dame	582	Theresa McNicol	0	0	582	English	405	70%	383	362	353	344	336	316	299	281	268	258
Our Lady of Good Counsel	461	Theresa McNicol	6	0	461	English	569	123%	591	436	446	460	461	456	443	444	441	436
Our Lady of the Lake (Elementary)	184	Theresa McNicol	0	0	184	English (Gr 7s and 8s)	194		187	198	231	204	205	213	200	214	213	207
						French Immersion (Gr 7s and 8s)	21		26	43	50	48	38	36	43	40	39	37
						School Total	215	117%	213	241	281	252	243	249	243	254	252	244
Prince of Peace	340	Theresa McNicol	0	0	340	English	287	84%	314	320	323	340	338	329	322	312	306	299
St. Bernadette	372	Theresa McNicol	0	0	372	English	237	64%	235	230	219	210	203	204	205	207	207	209
St. Elizabeth Seton	444	Theresa McNicol	4	0	444	English	186		176	172	164	158	156	155	159	149	141	139
						French Immersion	292		295	302	299	298	296	298	301	296	288	280
						School Total	478	108%	471	474	463	456	452	453	460	445	429	419
St. John Chrysostom	453	Theresa McNicol	0	0	453	English	201	44%	204	201	198	202	200	197	197	199	202	199
St. Nicholas	441	Theresa McNicol	0	0	441	English	406	92%	418	421	426	412	400	388	377	362	347	333
St. Paul	265	Theresa McNicol	0	0	265	English	149	56%	154	157	157	154	158	161	154	148	122	114
St. Thomas Aquinas	441	Theresa McNicol	0	0	441	English	202		206	194	184	190	177	188	186	184	184	179
						French Immersion	150		153	147	142	135	138	133	130	125	123	118
						School Total	352	80%	359	341	326	325	315	321	316	309	307	297
Unnamed Queensville		Theresa McNicol				English			0	300	341	378	413	440	465	485	510	538
TRUSTEE SUB TOTAL	4,846		16	0	4,846		4,316	89%	4,352	4,368	4,447	4,472	4,467	4,454	4,422	4,402	4,339	4,266
TOTAL Elementary	40,963		44	110	43,493	TOTAL	29,545	72%	28,842	28,376	28,025	27,770	27,466	27,394	27,363	27,406	27,539	27,691
Actual Change							-481		-703	-466	-352	-255	-304	-73	-31	43	133	153
Percent Change							-1.60%		-2.38%	-1.62%	-1.24%	-0.91%	-1.09%	-0.27%	-0.11%	0.16%	0.48%	0.55%

¹ English is defined as standard YCDSB Programming

Elementary Assumptions

October 31, 2025 base enrolment extracted from Edseml
 Projections for programs (FI, PACE) are specific to each school based on enrolment history as well other data available
 Trustee identification has been obtained from the 2025/26 Superintendent/Trustee Family of Schools document

YORK CATHOLIC DISTRICT SCHOOL BOARD

2025 ELEMENTARY NOMINAL BY GRADE/BY PROGRAM

ACTUAL ENROLMENT AS AT OCTOBER 31, 2025

School	Program ¹	JK	SK	Gr01	Gr02	Gr03	Gr04	Gr05	Gr06	Gr07	Gr08	Total
All Saints	English	12	17	18	17	27	17	21	38	34	40	241
Blessed Chiara Badano	French Immersion	0	0	31	29	24	30	28	23	0	0	165
Blessed Trinity	English	28	45	26	32	31	42	32	29	35	42	342
	French Immersion	0	0	30	26	20	18	15	25	24	26	184
	School Total	28	45	56	58	51	60	47	54	59	68	526
Canadian Martyrs	English	55	40	42	53	61	56	49	51	71	70	548
Christ the King	English	25	42	18	9	22	39	32	36	32	35	290
	French Immersion	0	0	53	39	42	33	31	27	25	45	295
	School Total	25	42	71	48	64	72	63	63	57	80	585
Corpus Christi	English	11	11	17	21	12	16	15	14	6	16	139
Divine Mercy	English	21	6	14	20	19	21	19	16	15	16	167
Father Frederick McGinn	English	23	18	27	25	30	38	33	47	44	50	335
Father Henri Nouwen	English	10	7	14	14	15	20	13	16	21	27	157
	PACE	0	0	0	0	0	0	21	25	16	8	70
	School Total	10	7	14	14	15	20	34	41	37	35	227
Father John Kelly	English	22	17	23	18	19	15	30	30	26	34	234
Good Shepherd	English	40	60	47	45	53	44	41	38	49	52	469
Guardian Angels	English	42	39	47	56	53	65	76	67	66	65	576
Holy Jubilee	English	21	23	22	21	33	23	21	34	38	41	277
Holy Name	English	52	45	50	49	44	53	43	54	51	62	503
Holy Spirit	English	23	31	39	34	45	35	48	47	36	44	382
Immaculate Conception	English	35	31	38	37	24	40	37	24	53	37	356
Light of Christ	English	30	27	29	26	39	35	30	37	35	37	325
Notre Dame	English	31	37	40	39	46	32	34	41	51	54	405
Our Lady Help of Christians	English	30	33	36	30	35	41	35	36	43	39	358
Our Lady of Fatima	English	25	30	18	18	23	19	20	24	28	32	237
	French Immersion	0	0	24	18	24	23	24	19	25	27	184
	School Total	25	30	42	36	47	42	44	43	53	59	421
Our Lady of Good Counsel	English	60	63	53	71	64	59	36	59	53	51	569
Our Lady of Grace	English	27	11	17	19	29	19	21	16	15	38	212
Our Lady of Hope	English	18	17	26	16	24	22	29	32	37	25	246

YORK CATHOLIC DISTRICT SCHOOL BOARD

2025 ELEMENTARY NOMINAL BY GRADE/BY PROGRAM

ACTUAL ENROLMENT AS AT OCTOBER 31, 2025

School	Program ¹	JK	SK	Gr01	Gr02	Gr03	Gr04	Gr05	Gr06	Gr07	Gr08	Total
Our Lady of the Annunciation	English	10	20	28	16	15	28	19	15	20	16	187
Our Lady of the Lake (Elementary)	English	0	0	0	0	0	0	0	0	101	93	194
	French Immersion	0	0	0	0	0	0	0	0	10	11	21
	School Total	0	0	0	0	0	0	0	0	111	104	215
Our Lady of the Rosary	English	41	43	28	26	46	40	26	35	47	36	368
Pope Francis	English	85	99	99	93	109	103	91	98	74	74	925
Prince of Peace	English	43	44	37	37	26	35	38	27	0	0	287
San Lorenzo Ruiz	English	11	18	34	21	34	49	38	41	55	48	349
San Marco	English	26	26	29	35	23	30	20	36	27	34	286
Sir Richard W. Scott	English	19	12	22	27	23	20	19	25	25	31	223
St. Agnes of Assisi	English	15	16	24	23	23	28	30	35	23	28	245
St. Andrew	English	28	25	18	38	20	33	27	24	25	34	272
St. Angela Merici	English	12	23	19	22	31	29	33	25	24	30	248
St. Anne	English	27	25	22	37	24	37	41	27	38	42	320
St. Anthony	English	15	12	6	6	8	9	14	6	5	13	94
	French Immersion	0	0	16	13	8	18	13	13	10	14	105
	School Total	15	12	22	19	16	27	27	19	15	27	199
St. Benedict	English	30	31	34	26	29	51	35	41	41	42	360
St. Bernadette	English	25	27	26	30	30	35	31	33	0	0	237
St. Brendan	English	27	51	27	29	47	51	56	49	0	0	337
St. Brigid	English	35	31	25	39	37	39	43	40	0	0	289
St. Catherine of Siena	English	26	25	22	27	20	26	23	27	21	23	240
St. Cecilia	English	24	28	28	39	41	46	55	50	72	60	443
St. Charles Garnier	English	14	24	32	32	47	52	41	34	62	66	404
	PACE	0	0	0	0	0	0	31	43	34	61	169
	School Total	14	24	32	32	47	52	72	77	96	127	573
St. Clare	English	13	9	11	18	16	11	19	11	21	19	148
St. Clement	English	29	30	34	25	33	35	42	20	44	36	328
St. David	English	18	19	15	19	22	17	18	21	20	26	195
St. Edward	French Immersion	0	0	26	34	26	30	29	26	30	37	238
St. Elizabeth Seton	English	19	35	15	10	13	17	21	21	17	18	186
	French Immersion	0	0	45	33	36	36	35	40	33	34	292
	School Total	19	35	60	43	49	53	56	61	50	52	478

YORK CATHOLIC DISTRICT SCHOOL BOARD

2025 ELEMENTARY NOMINAL BY GRADE/BY PROGRAM

ACTUAL ENROLMENT AS AT OCTOBER 31, 2025

School	Program ¹	JK	SK	Gr01	Gr02	Gr03	Gr04	Gr05	Gr06	Gr07	Gr08	Total
St. Emily	English	37	32	37	27	50	39	40	38	49	53	402
St. Francis Xavier	English	25	31	25	35	24	40	38	37	40	33	328
	French Immersion	0	0	18	23	16	17	20	16	18	16	144
	School Total	25	31	43	58	40	57	58	53	58	49	472
St. Gabriel the Archangel	English	34	34	26	26	27	32	43	55	37	47	361
St. Giovanni Battista Scalabrini	English	12	17	15	14	15	22	9	17	20	16	157
St. Gregory the Great	English	22	20	20	25	24	30	19	30	30	25	245
	PACE	0	0	0	0	0	0	19	15	9	8	51
	School Total	22	20	20	25	24	30	38	45	39	33	296
St. James	English	18	20	22	13	21	22	25	22	28	39	230
St. Jerome	English	13	17	22	17	17	21	17	34	22	34	214
St. John Bosco	French Immersion	0	0	25	32	28	36	27	29	27	34	238
St. John Chrysostom	English	26	13	16	18	23	23	16	22	23	21	201
St. John Paul II	English	16	22	20	33	21	30	19	32	29	26	248
St. John XXIII	English	25	18	10	12	13	20	16	20	23	25	182
	French Immersion	0	0	23	25	16	11	13	10	15	13	126
	School Total	25	18	33	37	29	31	29	30	38	38	308
St. Joseph the Worker	English	37	47	28	36	42	39	41	51	43	48	412
	French Immersion	0	0	21	25	11	20	11	16	14	14	132
	School Total	37	47	49	61	53	59	52	67	57	62	544
St. Joseph, Aurora	French Immersion	0	0	46	36	38	34	22	27	25	25	253
St. Joseph, Markham	English	31	41	43	65	59	58	53	68	56	72	546
St. Joseph, Richmond Hill	English	30	18	16	21	20	24	20	23	18	25	215
St. Julia Billiard	English	12	17	11	22	23	25	24	35	33	43	245
	PACE	0	0	0	0	0	0	10	14	13	0	37
	School Total	12	17	11	22	23	25	34	49	46	43	282
St. Justin Martyr	English	25	32	42	64	42	64	47	59	61	73	509
	PACE	0	0	0	0	0	0	30	34	35	43	142
	School Total	25	32	42	64	42	64	77	93	96	116	651
St. Kateri Tekakwitha	English	26	20	23	24	20	27	33	18	47	43	281
St. Katharine Drexel (Elementary)	English	0	0	0	0	0	0	0	0	147	182	329
	French Immersion	0	0	0	0	0	0	0	0	26	40	66
	School Total	0	0	0	0	0	0	0	0	173	222	395

YORK CATHOLIC DISTRICT SCHOOL BOARD

2025 ELEMENTARY NOMINAL BY GRADE/BY PROGRAM

ACTUAL ENROLMENT AS AT OCTOBER 31, 2025

School	Program ¹	JK	SK	Gr01	Gr02	Gr03	Gr04	Gr05	Gr06	Gr07	Gr08	Total
St. Margaret Mary	English	41	32	22	45	32	32	31	31	34	37	337
St. Marguerite d'Youville	English	19	15	14	15	14	21	35	26	37	31	227
	French Immersion	0	0	19	27	20	18	25	23	17	27	176
	School Total	19	15	33	42	34	39	60	49	54	58	403
St. Mark	English	46	38	45	36	47	49	29	46	0	0	336
St. Mary	English	47	61	54	59	68	52	68	61	61	59	590
St. Mary Immaculate	English	19	20	25	23	24	38	38	29	50	48	314
St. Mary of the Angels	English	43	43	45	39	55	35	64	68	79	79	550
St. Matthew	English	7	9	5	9	8	13	14	11	12	16	104
St. Michael	English	16	21	22	13	30	22	27	29	31	39	250
St. Michael the Archangel	English	18	20	25	32	25	30	38	53	61	67	369
St. Monica	English	20	14	36	35	32	36	36	60	45	63	377
St. Nicholas	English	46	41	40	39	38	42	42	37	40	41	406
St. Padre Pio	English	30	29	35	33	21	36	34	34	41	50	343
St. Patrick, Markham	English	10	19	17	15	28	24	20	29	29	29	220
St. Patrick, Schomberg	English	24	24	32	28	41	37	36	36	45	37	340
St. Paul	English	13	28	14	14	9	11	17	15	14	14	149
St. Peter	English	34	29	27	29	26	25	22	26	28	37	283
St. Raphael the Archangel	English	13	10	15	17	13	17	25	23	36	26	195
St. Rene Goupil-St. Luke	English	19	24	19	19	27	31	25	26	19	32	241
St. Stephen	English	54	49	39	49	36	35	45	42	44	38	431
St. Thomas Aquinas	English	29	28	9	29	19	32	34	22	0	0	202
	French Immersion	0	0	32	17	31	26	28	16	0	0	150
	School Total	29	28	41	46	50	58	62	38	0	0	352
St. Veronica	English	18	24	26	31	33	49	50	45	60	69	405
TOTAL Elementary	English	2,188	2,300	2,238	2,406	2,532	2,755	2,685	2,837	3,073	3,293	26,307
	French Immerison	351	0	409	377	340	350	321	310	299	363	2,769
	PACE	104	0	0	0	0	0	111	131	107	120	469
	Total	2,188	2,300	2,647	2,783	2,872	3,105	3,117	3,278	3,479	3,776	29,545

¹ English is defined as standard YCDSB Programming

Elementary Assumptions

October 31, 2025 base enrolment extracted from Edsembli

YORK CATHOLIC DISTRICT SCHOOL BOARD
2025 SECONDARY NOMINAL BY GRADE/BY PROGRAM

ACTUAL ENROLMENT AS AT OCTOBER 31, 2025

School	Program ¹	Gr09	Gr10	Gr11	Gr12	Total
Cardinal Carter	English	298	272	293	318	1,181
	IB	53	56	39	24	172
	School Total	351	328	332	342	1,353
Father Bressani	English	203	209	186	225	823
	Advanced Placement (AP)	147	110	66	62	385
	French Immersion	39	23	26	27	115
	AP and FI	24	25	37	19	105
	<i>FI TOTAL</i>	63	48	63	46	220
	<i>AP TOTAL</i>	171	135	103	81	490
	School Total	413	367	315	333	1,428
Father Michael McGivney Academy	English	183	177	231	306	897
	IB	166	98	51	50	365
	School Total	349	275	282	356	1,262
Holy Cross	English	212	270	283	319	1,084
	IB	0	0	0	14	14
	High Performer Athlete (HPA)	47	52	33	34	166
	School Total	259	324	315	368	1266
Our Lady of the Lake	English	69	84	64	51	268
	Advanced Placement (AP)	11	13	21	1	46
	French Immersion	0	7	5	0	12
	AP and FI	0	1	3	0	4
	<i>FI TOTAL</i>	0	8	8	0	16
	<i>AP TOTAL</i>	11	14	24	1	50
	School Total	80	105	93	52	330

YORK CATHOLIC DISTRICT SCHOOL BOARD
2025 SECONDARY NOMINAL BY GRADE/BY PROGRAM

ACTUAL ENROLMENT AS AT OCTOBER 31, 2025

School	Program ¹	Gr09	Gr10	Gr11	Gr12	Total
Our Lady Queen of the World	English	182	168	172	227	749
	Advanced Placement (AP)	45	87	40	37	209
	French Immersion	57	42	51	42	192
	AP and FI	47	56	28	17	148
	<i>FI TOTAL</i>	104	98	79	59	340
	<i>AP TOTAL</i>	92	143	68	54	357
	School Total		331	353	291	323
Sacred Heart	English	223	233	224	216	896
	Advanced Placement (AP)	86	86	56	41	269
	RAP	48	43	40	28	159
	School Total	357	362	320	285	1,324
St. Augustine	English	493	435	405	368	1,701
St. Brother Andre	English	165	138	215	303	821
	Advanced Placement (AP)	43	41	51	40	175
	French Immersion	15	26	28	45	114
	AP and FI	15	19	10	10	54
	<i>FI TOTAL</i>	30	45	38	55	168
	<i>AP TOTAL</i>	58	60	61	50	229
	School Total	238	224	304	398	1,164
St. Elizabeth	English	191	140	200	276	807
	RAP	89	70	69	74	302
	School Total	280	210	269	350	1,109
St. Jean de Brebeuf	English	308	332	426	364	1,430
St. Joan of Arc	English	202	191	248	249	890
	Advanced Placement (AP)	60	35	29	16	140
	School Total	262	226	277	265	1,030

YORK CATHOLIC DISTRICT SCHOOL BOARD
2025 SECONDARY NOMINAL BY GRADE/BY PROGRAM

ACTUAL ENROLMENT AS AT OCTOBER 31, 2025

School	Program ¹	Gr09	Gr10	Gr11	Gr12	Total
St. Katharine Drexel	English	108	132	79	0	319
	Advanced Placement (AP)	27	0	0	0	27
	French Immersion	7	19	19	0	45
	AP and FI	12	0	0	0	12
	<i>FI TOTAL</i>	19	19	19	0	57
	<i>AP TOTAL</i>	39	0	0	0	39
	School Total		154	151	98	0
St. Luke Learning Centre	English	1	6	13	28	48
St. Maximilian Kolbe	English	250	207	216	253	926
	Advanced Placement (AP)	41	40	22	29	132
	French Immersion	56	34	48	21	159
	AP and FI	24	17	18	12	71
	High Performer Athlete (HPA)	33	29	33	9	104
	<i>FI TOTAL</i>	80	51	66	33	230
	<i>AP TOTAL</i>	65	57	40	41	203
School Total		404	327	337	324	1,392
St. Robert	English	241	275	275	302	1,093
	IB	185	155	140	133	613
	School Total	426	430	415	435	1,706
St. Theresa of Lisieux	English	315	320	282	304	1221
	Advanced Placement (AP)	100	91	98	83	372
	School Total	415	411	380	387	1,593

YORK CATHOLIC DISTRICT SCHOOL BOARD
2025 SECONDARY NOMINAL BY GRADE/BY PROGRAM

ACTUAL ENROLMENT AS AT OCTOBER 31, 2025

School	Program ¹	Gr09	Gr10	Gr11	Gr12	Total
	English	3,644	3,589	3,812	4,109	15,154
	Advanced Placement (AP)	560	503	383	309	1,755
	French Immersion (FI)	174	151	177	135	637
	AP and FI	122	118	96	58	394
	High Performer Athlete (HPA)	80	83	65	44	272
	International Baccalaureate (IB)	404	309	230	221	1,164
	Regional Arts Program (RAP)	137	113	109	102	461
	<i>FI TOTAL</i>	303	288	292	193	1,076
	<i>AP TOTAL</i>	682	621	479	367	2,149
	TOTAL Secondary	Total	5,121	4,866	4,872	4,978

¹ English is defined as standard YCDSB Programming

Secondary Assumptions

October 31, 2025 base enrolment extracted from Edsembli



**Monthly Virtue:
Perseverance**

April 2026


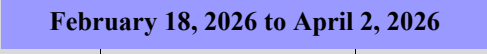

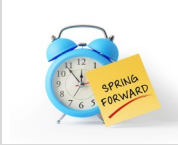
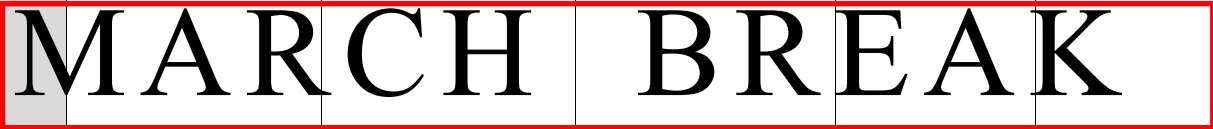



- Mar 30—Apr 3: Holy Week: No Night Meetings
- Apr 1—Director’s Council
- Apr 3—Good Friday
- Apr 5—Easter Sunday
- Apr 6—Easter Monday
- Apr 7—Policy Review 6:30 pm
- Apr 13—SEAC 6:30pm
- Apr 14—Executive 1:30 pm (Public)
- Apr 14—Executive 2:15 pm (Private)
- Apr 14—HRC Committee—3pm
- Apr 20—Best Buddies —5pm
- Apr 21—Committee of the Whole 6:30 pm
- Apr 21—Regular Board 7:30 pm
- Apr 28—All Saints Milestone Anniversary
- Apr 30—Frost & Fire Games at OLL
- Apr 30—May 2—OCSTA-AGM

May 2026

- Apr 30—May 2—OCSTA-AGM
- May 3 to 8—Catholic Education Week
- May 4—PA Day: Secondary
- May 4—St. Paul Anniversary
- May 4—SEAC 6:30 pm
- May 5—Holy Jubilee Anniversary
- May 6—Director’s Council
- May 7—St. Charles Garnier Anniversary
- May 11—Student Success & Pathway 2:30 pm
- May 13—Joint Board 4pm
- May 13—Corp Services 6:30 pm (Public)
- May 13—Corp Services 7:30 pm (Private)
- May 14—St. Michael Anniversary
- May 18—HOLIDAY—Victoria Day
- May 19—Executive 3pm (Public)
- May 19—Executive 4pm (Private)
- May 20—Audit (Private) 5:30 pm
- May 20—Audit (Public) 6:30 pm
- May 21—Special Olympics at OLQW
- May 25—YCPIC 6:30 pm
- May 26—Committee of the Whole 6:30 pm
- May 26—Regular Board 7:30 pm
- May 28—St. Angela Merici Anniversary

MARCH 2026

TRUSTEE SERVICES

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						
1	2	3	4	5	6	7
	6:30 pm SEAC	Director’s Council				
8	9	10	11	12	13	14
			4pm Joint Board 5:30 pm Audit (Public) 6:30 pm Audit (Private)	1:15 pm Lenten Board Wide Mass		
15	16	17	18	19	20	21
						
22	23	24	25	26	27	28
	6:30 pm YCPIC		Frost & Fire Games at FMM			
29	30	31				
						
		152				



APRIL 2026 TRUSTEE SERVICES




Monthly Virtue: REVERENCE

May 2026

- Apr 30—May 2—OCSTA-AGM
- May 3 to 8—Catholic Education Week
- May 4—PA Day: Secondary
- May 4—St. Paul Anniversary
- May 4—SEAC 6:30 pm
- May 5—Holy Jubilee Anniversary
- May 6—Director's Council
- May 7—St. Charles Garnier Anniversary
- May 11—Student Success & Pathway 2:30 pm
- May 13—Joint Board 4pm
- May 13—Corp Services 6:30 pm (Public)
- May 13—Corp Services 7:30 pm (Private)
- May 14—St. Michael Anniversary
- May 18—HOLIDAY—Victoria Day
- May 19—Executive 3pm (Public)
- May 19—Executive 4pm (Private)
- May 20—Audit (Private) 5:30 pm
- May 20—Audit (Public) 6:30 pm
- May 21—Special Olympics at OLQW
- May 25—YCPIC 6:30 pm
- May 26—Committee of the Whole 6:30 pm
- May 26—Regular Board 7:30 pm
- May 28—St. Angela Merici Anniversary

June 2026

- June 1—YSCPC Awards
- June 2—Policy Review 6:30 pm
- June 3—Director's Council
- June 3—Yes I Can Awards
- June 4-6—CCSTA
- June 5—PA Day—Elementary
- June 8—SEAC 6:30 pm
- June 9—Executive 3pm (Public)
- June 9—Executive 4pm (Private)
- June 10—HRC 5pm
- June 16—Committee of the Whole 6:30 pm
- June 16—Regular Board 7:30 pm
- June 25—PA Day—Secondary
- June 26—Special Board (If Needed) 9am
- June 26—PA Day—Elem & Secondary

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 Director's Council	2	3 	4
HOLY WEEK— March 30 to April 3, 2026						
5 	6 EASTER MONDAY 	7	8 7pm—YCPIC Spring Conference	9	10	11
12	13 6:30 pm SEAC	14 6:30 pm Policy Review	15 7pm—YCPIC Spring Conference	16	17	18
19	20 5pm Best Buddies	21 1:30 pm Executive (Public) 2:15 pm Executive (Private) 3pm HRC	22	23	24	25
26	27	28 6:30 pm CTW 7:30 pm Regular Board	29 10am All Saints Milestone	30 OCSTA—AGM—Apr 30 to May 2, 2026		