

YORK CATHOLIC DISTRICT SCHOOL BOARD

AGENDA

REGULAR BOARD MEETING

~~Tuesday, June 15, 2021~~

(Continued June 16, 2021)

Catholic Education Centre

7:30 P.M.

REVISED PAGES

June 16, 2021

32 to 39a

REVISED PAGES – June 15, 2021

New Pages 2a, 36a, 63a

Watch the Board Meeting

STREAM

event on our YCDSB TV Channel:

<http://bit.ly/YCDSB-TV>

LAND ACKNOWLEDGEMENT

*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.*

- | | | |
|---|---------------------------|------------|
| 1. OPENING PRAYER / LAND ACKNOWLEDGEMENT | Religious Education Team | |
| 2. ROLL CALL | M. Battista | |
| 3. APPROVAL OF NEW MATERIAL | D. Mazzotta | |
| 4. APPROVAL OF THE AGENDA | D. Mazzotta | |
| 5. DECLARATIONS OF CONFLICT OF INTEREST FOR CURRENT MEETING | D. Mazzotta | |
| 6. DECLARATIONS OF CONFLICT OF INTEREST FROM PREVIOUS MEETING | D. Mazzotta | |
| 7. APPROVAL OF THE PREVIOUS MINUTES | D. Mazzotta | |
| a) Regular Board Meeting of May 25, 2021 | | |
| b) Special Board Meeting of June 2, 2021 | | |
| c) Special Board Meeting of June 8, 2021 | | |
| 8. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING | | |
| a) Letter to Minister of Education from YCDSB Board Chair and YCDSB SEAC Chair | D. Mazzotta | 2a |
| 9. INSPIRATIONAL MESSAGES: | | |
| 10. CHAIR'S REPORT / UPDATE: | D. Mazzotta | |
| 11. OCSTA BOARD OF DIRECTOR'S UPDATE: | J. Wigston | |
| 12. DIRECTOR'S REPORT / UPDATE: | M. Battista | |
| 13. STUDENT TRUSTEES' REPORT: | T. Siby / A. Casbarro | |
| 14. RECOGNITIONS / OUTSIDE PRESENTATIONS: | | |
| a) DELEGATION: Kids Returning to School with No Restrictions | John Bruno, Marisa Grossi | 3 |
| b) DELEGATION: Remove All Mandated Restrictions | Atousa Deyhori | 4 |
| c) DELEGATION: Importance of Special Education Funding | Kathy Bryden, SEAC | 5 |
| 15. PRESENTATIONS OF INPUT RELATED TO AN ITEM ON THE AGENDA | | |
| 16. JOURNEY TOWARDS OUR VISION: | | |
| a) 2021-2022 Preliminary Estimates Budget Book | A. Chan | 6 |
| 17. ACTION ITEM(S) (including Committee Reports): | | |
| a) Approval of Report No. 2021:22 Committee of the Whole (June 15) (Verbal) | C. Cotton | |
| b) Approval of 2021-2022 Preliminary Budget (Estimates) (New Report, Page 36a) | A. Chan | 32 |
| c) Approval of Report No. 2021:03 York Catholic Parent Involvement Committee (May 31) | T. McNicol | 40 |
| d) Approval of Report No. 2021:03 Corporate Services Committee (Jun 8) | M. Iafrate | 62 |
| e) Receipt of Report No. 2021:07 Special Education Advisory Committee (June 14) (TBD) | J. Wigston | 63a |
| f) YCDSB By-Law 1: Operational By-Law | M. Battista | 64 |
| g) Approval of Policy 219A Elementary Student Dress Code | M. Battista | 70 |
| h) Approval of Policy 106 Delegations to the Board | M. Battista | 76 |

18. DISCUSSION ITEM(S): N/A

19. INFORMATION ITEM(S):

- a) 2021-2022 Board Meeting Dates
- b) Semi-Annual Development Circulation Report January 2021 to June 2021
- c) Cafeteria Services Transition Plan at Our Lady of the Lake Catholic Academy
- d) August 2021 Calendar

D. Mazzotta	92
T. Pechkovsky	93
E. Pivato	101
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20. NOTICES OF MOTION

(Notices of Motion are to be submitted in writing and will return to the subsequent meeting as Information, the following meeting as Discussion, and finally Action at the next Board Meeting.)

21. FUTURE AGENDA ITEM(S) / REQUEST FOR INFORMATION

22. ADJOURNMENT

**SPECIAL BOARD MEETING
(BUDGET DEVELOPMENT)**

**Thursday, June 24, 2021
4:00 P.M.**



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

Elizabeth Crowe
Aurora/King
Whitchurch Stouffville

June 15, 2021

Theresa McNicol
East Gwillimbury/
Georgina/Newmarket

The Honorable Stephen Lecce,
Minister of Education
Ministry of Education 22nd Floor
Mowat Block 900 Bay Street
Toronto, Ontario M7A1L2

Carol Cotton
Vice-Chair
Markham
Area 1, Wards 1, 2, 3, 6

Dear Minister Lecce,

James Ecker
Markham
Area 2, Wards 4, 5, 7, 8

This letter is being sent requesting that the Ministry continue providing enrolment stabilization funding for the 2021-2022 fiscal year in order to protect program and service levels. This letter is being sent on behalf of the York Catholic District School Board's Special Education Advisory Committee (SEAC) in regards to the motion passed at the May 25, 2021 Regular Public Board meeting.

Dominic Mazzotta
Chair
Richmond Hill

THAT the York Catholic District School Board send a letter to the Minister of Education advocating for the continuity of enrolment stabilization funding and opposition to a reduction of special education funding for the 2021-2022 school year.

Maria Iafate
Richmond Hill

THAT the letter be co-signed by the Chair of the Board and the Chair of SEAC.

Rose Cantisano
Vaughan
Area 1, Ward 1

SEAC and the Board of Trustees are concerned at the impact of lower enrolments on the York Catholic District School Board's Special Education Per Pupil Amount (SEPPA) and the decreased funding available to support students with high needs. While the overall enrolment of the Board may continue to decline, the needs of our most vulnerable students continue to increase. The continual enrolment decrease resulting from the COVID-19 pandemic severely amplifies this Special Education funding shortfall.

Dino Giuliani
Vaughan
Area 2, Ward 2

The total student enrolment from 2018-2022 has decreased by 2480 students while the number of special education students requiring educational support has increased by 209 during the same four year period. The decrease in Special Education SEPPA Grant from the enrolment decline approximated \$2.8 million during the same period. The deficit generated from enrolment decline each year inhibits our ability to serve our most vulnerable students.

Maria Marchese
Vaughan
Area 3, Ward 3

We urge you and your government to consider extending the funding stabilization provided to school boards for another school year in order to protect programs and services to our most vulnerable students.

Jennifer Wigston
Vaughan,
Area 4, Wards 4, 5

We look forward to your timely reply,

Teresa Siby
Sr. Student Trustee

Alessandro Casbarro
Jr. Student Trustee

Dominic Mazzotta
Chair of the Board, YCDSB

Kathy Bryden
SEAC Chair, YCDSB

c.c. YCDSB Board of Trustees
SEAC Members

Public Request to Make a Presentation or Present Petition Inbox

john bruno <ycdsb.forms@ycdsb.ca>

9:16 PM (35
minutes ago)

to board.delegations

Name john bruno

Email Address

Home Address

Home Telephone

Business Telephone

Is this request related to a Motion
and/or decision of the Board? Yes

Spokesperson 1 Name marisa grossi

Spokesperson 1 Email Address

Spokesperson 1 Address

Spokesperson 1 Home Telephone

Spokesperson 1 Business Telephone

Spokesperson 2 Address
Canada

3) Presentation/Petition Details

Date of Board Meeting Jun 15, 2021

Specific Statement of Issue
kids returning back to school with no restrictions

If Applicable, your key recommendations/suggestions to address the problem/issue:
It has been a tough year and half on my kids going to school and staying home for online learning

4) Electronic Presentation Details

If your presentation is in an electronic format (Powerpoint, Slides, Audio, Video) the information you provide in this form will help us support you during the presentation. Please submit the request and email a copy of the electronic presentation 48 hours in advance of the Board meeting. Email Presentation to board.delegations@ycdsb.ca

Is your presentation in an electronic
format? No

Form prepared by: john bruno

Date May 31, 2021

Public Request to Make a Presentation or Present Petition

Parent Concerns

Atousa Deyhori <ycdsb.forms@ycdsb.ca>

Mon, Jun 7, 9:54 PM (21
hours ago)

to [board.delegations](#)

Name Atousa Deyhori

Email Address

Home Address

Home Telephone

Name of Group Being Represented (if Applicable) John Bruno

Is this request related to a Motion and/or decision of the Board? Yes

Spokesperson 1 Name Atousa Deyhori

Spokesperson 1 Email Address

Spokesperson 1 Address

Spokesperson 1 Home Telephone

Spokesperson 2 Address Canada

3) Presentation/Petition Details

Date of Board Meeting Jun 15, 2021

Specific Statement of Issue
Remove all mandate restrictions

If Applicable, your key recommendations/suggestions to address the problem/issue:
N/A

4) Electronic Presentation Details

If your presentation is in an electronic format (Powerpoint, Slides, Audio, Video) the information you provide in this form will help us support you during the presentation. Please submit the request and email a copy of the electronic presentation 48 hours in advance of the Board meeting. Email Presentation to board.delegations@ycdsb.ca

Is your presentation in an electronic format? No

Form prepared by: Atousa Deyhori

Date Jun 07, 2021

Public Request to Give Input Related to an Item on the Agenda Inbox

Kathy Bryden <ycdsb.forms@ycdsb.ca>

1:02
PM

to board.delegations

Name Kathy Bryden

Email Address

Home Address

Home Telephone

Name of Group Being Represented (if Applicable) SEAC

Is this request related to a Motion and/or decision of the Board? No

Spokesperson 1 Name

Spokesperson 1 Email Address

Spokesperson 1 Address

Spokesperson 1 Home Telephone

Spokesperson 2 Address Canada

3) Presentation Details

Date of Board Meeting Jun 15, 2021

What item on the agenda are you addressing? Special Education budget

Specific Statement of Issue
Importance of special education funding

Summary of key presentation points:

- acknowledge the Board for, year after year, always finding ways to support SE and that SEAC wishes for the Board to continue this momentum
- help ensure that all exceptional learners' needs are met
- meet our obligations to all special education students and their families

If Applicable, your key recommendations/suggestions to address the problem/issue:

SEAC recommends that the Board continue to support the exceptional learners at YCDSB in the form of adequate funding for special education programs and services.

4) Electronic Presentation Details

If your presentation is in an electronic format (Powerpoint, Slides, Audio, Video) the information you provide in this form will help us support you during the presentation. Please submit the request and email a copy of the electronic presentation 48 hours in advance of the Board meeting. Email Presentation to board.delegations@ycdsb.ca

Is your presentation in an electronic format? No

Form prepared by: Kathy Bryden

Date Jun 11, 2021

PRELIMINARY 2021-22 FINANCIAL POSITION Updated

Presented by:
Anna Chan, Interim Chief Financial Officer & Treasurer of the Board

June 15, 2021





PURPOSE

To provide Board of Trustees with:

- Updated 2021-22 Preliminary Financial Position (Budget Book)
 - Enrolment (unchanged) & Updated Revenue (Details in Appendices A-G)
 - Preliminary Financial Position (without unfunded COVID-19 Pandemic Related expenses, without proposed investments and cost savings measures)
- In-year Deficit and Compliance implications (Before COVID-19 Pandemic Related expenses, before proposed investments and cost savings measures)
- Present updated proposed unfunded COVID-19 Pandemic Related expenses
- Present Trustee and other cost savings measures and investment opportunities
- Present the Capital Budget
- Identify Risks and next steps



2021-22 Funding Mechanisms

2021-22 GSN + Misc. Revenues + Non-COVID-19 PPF

+

COVID-19 PPF

- For the majority of the funding, school boards are asked to plan for 50% use only (i.e., first half of the year and subject to review of Covid-19 vaccine impact)

+

Accumulated Surplus (Reserves)

- May allow up to 2% of operating allocation for the full year – however, asked to plan for 1% for now to cover the extra cost pressure anticipated for the first half of the school year

+

(NEW) Supplemental COVID-19 Support Funding

- May or may not apply to YCDSB depending on 2020-21 and 2021-22 fiscal decisions and results



2021-22 Operating Framework

Elementary Panel:

- Should plan to operate full-time in-person learning
- Elementary students should cohort with their classmates and homeroom teacher

Secondary Panel:

- Should plan to operate full-time in-person learning
- Boards are required to limit schedules to two in-person classes (such as quadmestering), unless schools can cohort grades
- Boards are also asked to have plans to pivot to other modes of delivery, if necessary (Adaptive or Full remote)
- Designation of school boards and adaptive model to be confirmed in Summer

Remote Learning Option:

- Boards are required to offer remote learning options consistent with PPM164

COVID Measures for First Half of the Year (Implied given 50% COVID funding):

- Additional teachers to keep smaller class size, extra custodians for enhanced cleaning, extra lunchtime supervisors/sick room monitor, transportation, etc.



Preliminary 2021-22 ENROLMENT PROJECTIONS

Enrolment	2020-21 Revised Estimates	2021-22 Estimates	Change \$	Change %
<u>Elementary</u>				
Pupils of the Board	33,464.5	32,210.0	(1,254.5)	(3.7%)
International Students	33.0	16.5	(16.5)	(50.0%)
Total - Elementary	33,497.5	32,226.5	(1,271.0)	(3.8%)
<u>Secondary</u>				
Pupils of the Board	17,886.4	18,449.0	562.6	3.1%
International Students	181.0	91.0	(90.0)	(49.7%)
Total - Secondary	18,067.4	18,540.0	472.6	2.6%
Total Enrolment	51,564.9	50,766.5	(798.4)	(1.5%)

- Enrolment figures are based on Average Daily Enrolment (ADE)
- Projections for 2021-22 are lower by 798.4 ADE mainly due to drop in elementary pupils as well as continued decreases for International Students



Preliminary 2021-22 OPERATING REVENUES (UPDATED)

	2020-21 Revised Estimates	2021-22 Estimates	Change \$
Operating Revenue			
GSN Funding excluding Capital	\$ 576,447,894	\$ 576,846,634	\$ 398,740
Stabilization Funding	4,692,825	-	\$ (4,692,825)
Total GSN Funding	\$ 581,140,719	\$ 576,846,634	\$ (4,294,085)
PPF and Other Grants	16,530,376	8,265,981	(8,264,395)
Other Revenue			
Continuing Education	7,707,740	7,817,638	109,898
International Student Fees	3,383,712	1,802,385	(1,581,327)
Other Miscellaneous Revenue	5,260,876	5,422,309	161,433
Total Other Revenue	16,352,328	15,042,332	(1,309,996)
Total Operating Revenue	\$ 614,023,423	\$ 600,154,947	\$ (13,868,476)

Update from June 8th in GSN of \$3,667

Note: International Student Fees are generated from the International Students, as per the projected enrolment. Note that within the GSN, there is a clawback of \$1,300 per International Student ADE.



Preliminary 2021-22 OPERATING REVENUES DETAILS

GSN, other grants and revenues details are provided from Appendix A through H:

- Appendix A: Updated GSN from June 8, 2021
- Appendix B: Continuing Education Revenues
- Appendix C: Miscellaneous Revenues
- Appendices D to G: Priorities and Partnership Funding (PPF), other Grants and Revenues which have expense offsets



Preliminary 2021-22 FINANCIAL POSITION (Updated without un-approved items)

	2020-21 Revised Estimates	2021-22 Estimates	Change \$
Total Operating Revenue	\$ 614,023,423	\$ 600,154,947	\$ (13,868,476)
<u>Operating Expenses</u>			
Salaries and Benefits	\$ 551,124,682	\$ 536,002,753	\$ (15,121,929)
Other Expenses	68,151,975	61,388,386	\$ (6,763,589)
PPF and Other Grants	16,530,376	8,315,982	\$ (8,214,394)
Total Operating Expenses	\$ 635,807,033	\$ 605,707,121	\$ (30,099,912)
Ministry Compliance Adjustments	\$ 1,364,272	\$ 1,364,272	\$ -
Compliance In-Year Position	\$ (23,147,882)	\$ (6,916,446)	\$ 16,231,436
<u>Pandemic/Economic Impact</u>			
Revenue	12,418,946	7,508,850	(4,910,097)
Operating Expenses	33,017,683	7,508,850	(25,508,834)
Total Pandemic Economic Impact	\$ (20,598,737)	\$ -	\$ 20,598,737
Compliance In-Year Position, excluding Pandemic/Economic Impact	\$ (2,549,145)	\$ (6,916,446)	\$ (4,367,301)

Update from June 8th Corporate Services Committee position

Note: Excludes all unapproved amounts – excludes unfunded COVID-19 Pandemic expenses and excludes cost savings measures and investments

Note: Loss of revenues due to COVID-19 pandemic are not considered unfunded



2021-22 In-Year Pressure / Pandemic Factors

Pandemic Factors used for the 2021-22 Estimates are not well defined and are subject to significant changes:

- Based on Ministry direction, COVID Measures and COVID Funding included in 2021-22 Estimates are only for first half of the year (50%)
- COVID measures: Additional teachers to keep smaller class size, extra custodians for enhanced cleaning, extra lunchtime supervisors/isolation room monitor, transportation, etc. are only estimates and subject to changes

2021/22 COVID RELATED FUNDING AND COSTS	Budgeted Costs	PPF COVID Funding	GSN COVID Funding	Unfunded
Add'l Staffing Supports - Teachers (1/2 year)	1,004,514	1,004,514	-	-
Add'l Staffing Supports - Custodians(1/2 Year)	2,584,267	2,584,267	-	-
Mental Health Supports	390,660	221,927	168,733	-
Re-engaging Students and Reading Assessment Supports	486,391	486,391	-	-
Special Education Supports	242,007	158,894	-	83,113
Special Education EA support (20 Eas for Half Year)	554,080	-	-	554,080
Transportation	660,500	586,200	-	74,300
Ventilation in Classrooms - Filters (1/2 year)	150,000	150,000	-	-
Ventilation in Classrooms - Utilities (1/2 year)	408,899	198,645	-	210,254
Supply Costs (1/2 year)	2,500,000	-	-	2,500,000
Additional -Teachers, Isolation Room Monitors (1/2 year)	1,000,000	-	-	1,000,000
Student Technological Devices	360,143	-	360,143	-
COVID-19 Initiatives - Opg	10,341,461	5,390,838	528,876	4,421,747



Preliminary 2021-22 IN-YEAR DEFICIT AND COMPLIANCE

The preliminary outlook for 2021-22 is a **\$6.9M In-Year Deficit** before inclusion of unfunded COVID-19 pandemic expenses and implementing Cost Savings Measures or Investment opportunities:

For a compliant Budget, the in-year deficit must be less than 1% of the Board's operating allocation, which is projected to be \$5.8M. Therefore, the preliminary **In-Year Deficit of \$6.9M is non-compliant.**

Note:

1. Unfunded Covid-19 Related Expenses will increase the in-year deficit by \$4.4M to \$11.3M
2. Any approved investments will increase the deficit and cost savings measures will decrease the in-year deficit



Preliminary Accumulated Surplus Available for 2021-22

	2018-19 FS	2019-20 FS	2020-21 Forecast (2)
In-Year Surplus/(Deficit)	\$ 785,043	\$ 5,574,770	\$ (9,587,424)
Ending Accumulated Surplus/(Deficit)	\$ 12,399,696	\$ 17,974,466	\$ 8,387,042
Accumulated Surplus as a % of Operating Allocation (1)	2.18%	3.15%	1.47%
<i>Note 1: Percentage is calculated based on an average operating allocation of \$570M.</i>			
<i>Note 2: Assumes 2020-21 projected deficit presented May 25th will utilize Accumulated Surplus.</i>			
<i>2020-21 Deficit may significantly changed due to continued school closures.</i>			

- The projected Accumulated Surplus available is \$8.4M after incorporating the projected 2020-21 In-Year Deficit of (\$9.6M). This assumes no application of Proceeds of Disposition.



Ministry of Education – School Board In-Year Deficit Elimination Policy

The Ministry of Education permits school boards to incur an in-year deficit if the following conditions are met:

- ***The in-year deficit is less than 1% of its operating funding allocation.***
 - ❑ The projected operating funding allocation for YCDSB is \$578M, 1% of this amount \$5.78M. The projected deficit of \$6.9M is above this amount and non-compliant with the Ministry's requirement.
- ***The Board has an Accumulated Surplus balance available from the prior year***
 - ❑ The estimated Accumulated Surplus from 2020-21 school year is \$8.4M which is sufficient for the projected 2021-22 in-year Deficit of \$6.9M. (Assume no use of POD for 2020-2021)
- ***The Board submits a deficit elimination plan which indicates the Board will return to a balanced in-year position within 2 years (i.e. a school board can have a deficit in Year 1 and Year 2, but must return to a balanced position in Year 3).***
 - ❑ Of the projected in-year deficit of \$6.9M, \$4.6M by the loss of revenue during the pandemic. Therefore, \$4.6M is expected to be transitory and non-structural. With the expectation that the negative impact caused by the pandemic will dissipate within the next year, the Board will need to have an additional deficit elimination plan for the remaining \$2.3M to return to a balanced position within two years.
 - ❑ The deficit elimination plan must be submitted as part of the Board's EFIS submission for the 2021-22 Estimates (Budget), and is required to be approved by the Board of Trustees.



Potential Additional Funding

2021-22 Covid-19 Funding Supports:

- Where school boards access more than a total of 2% of their operating allocation from their reserves for the safe operation of schools over the 2020-21 and 2021-22 school years,
Supplemental Funding up to 2% of 2021-22 Operating Allocation will be available to cover excess use of reserves (YCDSB approx. \$11.6M)
 - **Only half or up to 1% of the operating allocation will be available for the first half of the school year (at Estimates)**
- Supplemental Funding revenue must not be included – will be calculated by Ministry Finance Officer
- **Revenue from Supplemental Funding will not count towards the in-year compliance deficit for Minister's approval.**



Preliminary 2021-22 COST SAVING MEASURES AND INVESTMENTS

The 2021-22 Financial Position encompasses all normal obligatory changes for Salaries, Benefits and Expenses (e.g. Collective Agreement terms, benefits increases, expenses to match grants), as well as increases in expenses previously approved.

Due to the significant in-year deficit, proposed cost savings measures and proposed Departmental budget increases that are in addition to aforementioned changes, have been identified as proposed investments. (Summary on Slide 15)

Trustees have proposed cost savings measures and investments as well. (Summary on Slide 16)

Note: Details are provided in a separate Board Report, with appropriate associated Board actions.



Preliminary 2021-22

COST SAVING MEASURES AND INVESTMENTS

Cost savings measures and investments by Budget Unit:

Department	Cost Saving measures	Investments	Net Total (\$)
Student Services	\$ (460,000)	-	\$ (460,000)
Curriculum	(494,500)	549,343	54,843
Plant	(858,805)	98,000	(760,805)
Planning & Transportation	(57,328)	281,857	224,529
Human Resources		347,932	347,932
HR: International Education	(5,000)		(5,000)
Finance		585,000	585,000
Other	(550,000)		(550,000)
	\$ (2,425,633)	\$ 1,862,132	\$ (563,502)



Preliminary 2021-22 TRUSTEE COST SAVING MEASURES AND INVESTMENTS

Department	#	Investments/(Cost Savings Measures)	FTE	Sal & Ben (\$)	Expenses (\$)	Total (\$)
Director's Office	1	Whistleblowing - Additional cost to support Whistleblowing process (i.e. Use of external investigators)			75,000	275,340
	2	In-house legal council	1.0	200,340		
Associate Director's Office	3	Policy Specialist	1.0	100,000		100,000
Plant	4	Senior Controller, Environmental Services	0.5	(97,000)	(6,570)	(103,570)
Curriculum	5	Religious Ed Coordinator	(1.0)	(125,000)		208,500
	6	STREAM Centre - 3 incremental Teachers for half year commencing February (add to existing 2 teachers and 1 consultant)	1.5	175,500		
	7	STREAM Centre - Student Transportation @ 75% (3 centres for full yr and 3 for half yr)			150,000	
	8	AQ Course Reimbursement			8,000	
		Total Investment Proposals	3.0	\$ 253,840	\$ 226,430	\$ 480,270



Preliminary 2021-22 CAPITAL BUDGET

Capital Grants Funding

2021-22 Estimates

	2021-22 Opening Balance	2021-22 Allocation	Total Allocation Available	2021-22 Expenditures	2021-22 Closing Balance
School Renewal Alloc (SRA)	\$ 3,500,000	\$ 6,868,841	\$ 10,368,841	\$ 9,018,841	\$ 1,350,000
School Condition Imp (SCI)	5,000,000	10,541,766	15,541,766	10,541,766	5,000,000
Temporary Accom (TAG)	150,000	149,591	299,591	299,591	-
Capital Priorities (CAPP)	31,665,201	-	31,665,201	5,000,000	26,665,201
Capital Priorities - Land (CAPL)	45,580	-	45,580	-	45,580
Child Care Capital (CCC)	3,224,953	-	3,224,953	1,195,503	2,029,450
Full Day Kindergarten (FDK)	2,180,173	-	2,180,173	667,663	1,512,510
School First Child Care (SFCC)	2,534,226	-	2,534,226	304,497	2,229,729
COVID-19 Resilience Infrastructure Stream (CVRIS)	11,923,500	-	11,923,500	11,923,500	-
Minor TCA	-	1,500,000	1,500,000	1,500,000	-
Total Ministry Funding	\$ 60,223,633	\$ 19,060,198	\$ 79,283,831	\$ 40,451,361	\$ 38,832,470
Proceeds of Disposition (POD)	\$ 68,019,254	\$ -	\$ 68,019,254	\$ 5,215,000	\$ 62,804,254
Education Development Charges	1,527,467	8,000,000	9,527,467	100,000	9,427,467
Total Board/Other Funding	\$ 69,546,721	\$ 8,000,000	\$ 77,546,721	\$ 5,315,000	\$ 72,231,721
TOTAL CAPITAL FUNDING	\$ 129,770,354	\$ 27,060,198	\$ 156,830,552	\$ 45,766,361	\$ 111,064,191



RISKS IDENTIFIED

There are many risks within the proposed budget:

1. Enrolment projections & costs are based on assumptions that may change.
2. COVID related assumptions (school operating models, government and medical health direction, etc.).
3. External conditions affecting Board operations (e.g. immigration, interest, etc.).
4. Grants or revenues that may decrease in the future.
5. Structural in-year deficit requiring the Minister's approval.
6. Investments that are permanent in nature that add to the Board's structural deficit.

Administration continuing to refine GSN / EFIS calculations, salaries & benefits, and other expenses.



Next Steps

- June 15 Trustee approval:
 - Proposed COVID-19 Pandemic investments
 - Proposed cost savings measurements and investments
- Need to identify savings for structural deficits, if necessary.
- Finalization of enrolment projections.
- Calculation of grants in EFIS, based on projected enrolment and refinement of projected revenues.
- Finalization of school operating model for first half of the school year and reflect any cost changes.
- Expenditures projections to be finalized.
- Work with Ministry staff for Estimates submission.



Appendix A:

PRELIMINARY 2021-22 GSN Funding

GRANT FOR STUDENT NEEDS (excluding capital)	2020-21 Revised Estimates	2021-22 Estimates	Change \$	Change %
Pupil Foundation Grant	\$ 286,802,437	\$ 285,261,193	\$ (1,541,244)	(0.5%)
School Foundation Grant	36,719,901	36,550,357	(169,544)	(0.5%)
Special Purpose Grants			-	
Special Education Grant	70,891,913	70,831,569	(60,344)	(0.1%)
Language Grant	14,056,044	14,826,864	770,820	5.5%
Indigenous Education Grant	2,116,416	4,368,488	2,252,072	106.4%
Geographic Circumstances Grant (RNEF)	101,896	107,084	5,188	5.1%
Learning Opportunities Grant	6,638,520	7,224,653	586,133	8.8%
Mental Health and Well-being Grant	1,396,135	1,574,685	178,550	12.8%
Supports for Students Fund	5,268,773	5,268,773	-	0.0%
Continuing Education and Other Programs Grant	4,702,143	4,887,091	184,948	3.9%
Cost Adjustment & Teacher Qualifications & Experience	58,057,663	57,027,226	(1,030,437)	(1.8%)
Student Transportation Grant	18,903,525	19,483,015	579,490	3.1%
Declining Enrolment Adjustment	2,543,529	2,381,285	(162,244)	(6.4%)
School Board Administration and Governance Grant	15,714,546	15,387,773	(326,773)	(2.1%)
School Facility Operations	51,744,280	51,893,841	149,561	0.3%
Support for COVID-19 Outbreak Allocation	533,364	-	(533,364)	(100.0%)
Program Leadership Allocation	905,864	999,480	93,616	10.3%
Debt Service Support	224,087	224,087	-	0.0%
Transfer to/(from) Deferred Revenue (GSN)	-	-	-	-
Minor TCA	(1,000,000)	(1,500,000)	(500,000)	50.0%
Short Term Interest	126,858	49,170	(77,688)	(61.2%)
Total Grants For Student Needs (GSN)	\$ 576,447,894	\$ 576,846,635	\$ 398,741	0.1%
Stabilization Funding	4,692,825	-	(4,692,825)	(100.0%)
Total Grants For Student Needs (GSN) incl. Def Rev Change	\$ 581,140,719	\$ 576,846,635	\$ (4,294,084)	(0.7%)

- Change From June 8th: Special Education (\$5,923) and Q&E \$9,590
- Note that Minor TCA has no impact on the Board's Compliance position



Appendix B:

PRELIMINARY 2021-22

Continuing Education Revenue

CONTINUING EDUCATION SUMMARY	2020-21 Revised Estimates	2021-22 Estimates	Change
MCCSS *- Adult Non Credit Language Learning	\$ 7,071,600	\$ 7,125,221	\$ 53,621
Centro Scuola (Donation)	300,000	356,277	56,277
Other Fees:			
Credit/Remedial - Non Ontario Student	19,125	19,125	-
Credit/Remedial - Material	2,820	2,820	-
ESL	159,825	159,825	-
General Interest	154,370	154,370	-
Total Other	\$ 336,140	\$ 336,140	\$ -
Total Continuing Education Revenue	\$ 7,707,740	\$ 7,817,638	\$ 109,898
*Ministry of Children, Community and Social Services, Citizenship and Immigration Division			



Appendix C

PRELIMINARY 2021-22

Miscellaneous Revenue

MISCELLANEOUS REVENUE	2020-21 Revised Estimates	2021-22 Estimates	Change \$	Change %
Rental Revenue	\$ 2,625,876	\$ 2,657,070	\$ 31,194	1.2%
Community Use Rental Revenue	115,000	800,000	685,000	595.7%
Cafeteria Income	5,000	5,000	-	0.0%
Interest Revenue	700,000	500,000	(200,000)	(28.6%)
Prior Year Grant Adjustment	106,121	-	(106,121)	(100.0%)
Energy Incentives	350,000	350,000	-	0.0%
Solar Project	300,000	300,000	-	0.0%
OSBIE Rebates	560,239	560,239	-	0.0%
Miscellaneous Revenue	498,640	250,000	(248,640)	(49.9%)
TOTAL	\$ 5,260,876	\$ 5,422,309	\$ 161,433	2.4%



Appendix D

PRELIMINARY 2021-22

Priorities & Partnership Funding (PPF) and Other Grants

Priority and Partnership Funds (PPF) and Other Revenues	2020-21 Revised Estimates	2021-22 Estimates	Change from Rev. Est. \$
Total Priorities and Partnerships Fund (PPF) - COVID	11,885,582	5,390,837	(6,494,745)
Total Priorities and Partnerships Fund (PPF) - Non-COVID	2,559,913	1,034,580	(1,525,333)
Total Official Languages in Education (OLE) Grant	193,120	193,121	-
Total Other MOE	466,763	466,763	-
Total Other Ministries	214,452	279,452	65,000
Total Non-Ministry	885,546	719,444	(166,102)
Total YCDSB Programs	325,000	181,785	(143,215)
Grand Total	16,530,376	8,265,982	(8,264,395)

- PPFs and Other grants are as at 2020-21 Revised Estimates and as at 2021-22 Estimates. These PPFs and other grants will have offsetting expenses.



Appendix E

Preliminary 2021-22 PPF (Covid-19)

Priority and Partnership Funds Covid-19 (PPF)	2020-21 Revised Estimates	2021-22 Estimates	Change from Rev. Est. \$	Full Year Amounts		
				2020-21 COVID PPFs Actuals	2021-2022 Announced PPFs	Change from Actuals \$
Add'l Funding for Teachers	\$ 2,419,192	\$ -	\$ (2,419,192)	\$ 2,419,192	\$ -	\$ (2,419,192)
Add'l Staffing Supports	-	3,588,781	3,588,781	-	7,177,562	3,588,781
Custodial Staffing Support	1,254,798	-	(1,254,798)	1,254,798	-	(1,254,798)
Enhanced Cleaning Allocations	100,451	-	(100,451)	100,451	-	(100,451)
H&S Trng for Occ Tchrs & Casual EWs	243,881	-	(243,881)	243,881	-	(243,881)
High Priority Areas	1,967,614	-	(1,967,614)	1,967,614	-	(1,967,614)
Mental Health Supports	168,314	221,927	53,613	462,373	443,854	(240,446)
Re-engaging Students & Reading Assessment Supports	-	486,391	486,391	-	486,391	486,391
Remote Learning Funding	1,137,701	-	(1,137,701)	1,137,701	-	(1,137,701)
Scl Reopening Emerging Issues	2,317,049	-	(2,317,049)	2,317,049	-	(2,317,049)
Special Education Supports	-	158,894	158,894	-	317,787	158,894
Special Education Supports	432,843	-	(432,843)	432,843	tba	(432,843)
Transportation	816,739	586,200	(230,539)	906,776	1,172,400	(320,576)
Ventilation in Classrooms	1,027,000	348,645	(678,356)	2,054,000	697,289	(1,705,356)
Evidence Based Reading Intervention	-	-	-	233,431	-	(233,431)
ECPP Technology	-	-	-	7,295	-	(7,295)
Health and Safety	-	-	-	1,661,788	-	(1,661,788)
Summer Lrng-Students with Sepec Ed Needs	-	-	-	300,488	-	(300,488)
Technology	-	-	-	1,973,179	tba	(1,973,179)
Total Priorities and Partnerships Fund (PPF) - COVID	\$ 11,885,582	\$ 5,390,837	\$ (6,494,745)	\$ 17,472,859	\$ 10,295,283	\$(12,082,022)

- Both part year (2020-21 Revised Estimates vs 2021-22 Estimates) and full year as announced to-date is presented above for comparatives purposes.
- Covid-19 PPF are to offset Covid-19 related expenses which are expected to exceed funded amounts.



Appendix F

Preliminary 2021-22 PPF (Non-Covid-19)

Priority and Partnership Funds (PPF)	2020-21 Revised Estimates	2021-22 Estimates	Change from Rev. Est. \$
After School Skills Development	111,249	-	(111,249)
AQ Subsidy - ASD	38,050	38,050	-
Broadband Modernization Program	606,489	-	(606,489)
Energy Management	466,532	-	(466,532)
Focus on Youth	41,150	-	(41,150)
Human Rights and Equity Advisor	170,430	170,430	-
Demographic Data Gathering (formerly IBDC)	59,211	35,000	(24,211)
Learning and Innovation Fund for Teachers	-	63,000	63,000
Math Strategy Renewal (FMS/RMS)	505,000	505,000	-
Parents Reaching Out (PRO) Regional	31,101	55,900	24,799
RIAT Host Board	18,841	-	(18,841)
Specialist High Skills Major (SHSM)/Expansion Program	375,000	97,000	(278,000)
Summer Transition Program - Spec Ed & Mental Health	49,409	-	(49,409)
Transp Supports for Children & Youth In Care	17,258	-	(17,258)
Well Being: Mental Health Professional Learning	15,000	15,000	-
Well Being: Safe, Accepting & Healthy Schools	55,193	55,200	7
Total Priorities and Partnerships Fund (PPF) - Non-COVID	2,559,913	1,034,580	(1,525,333)

- PPF are as at 2020-21 Revised Estimates and as at 2021-22 Estimates. These PPFs will have offsetting expenses.



Appendix G

Preliminary 2021-22 PPF (Non-Covid-19)

Other Grants and Revenues with Offsetting Expenses	2020-21 Revised Estimates	2021-22 Estimates	Change from Rev. Est. \$
FSL Initiatives	193,120	193,121	-
Total Official Languages in Education (OLE) Grant	193,120	193,121	-
Other MOE Grants - Supports for Students Fund CF	466,763	466,763	-
Total Other MOE	466,763	466,763	-
Ontario Youth Apprenticeship Program (OYAP)	214,452	279,452	65,000
Total Other Ministries	214,452	279,452	65,000
School College Work Init-Accelerated (Apprenticeship)	18,000	18,000	-
School College Work Init-Schl within a College(SWAC)	30,000	30,000	-
School College Work Init-Regular Dual Credit	185,000	100,000	(85,000)
Children's Treatment Network (CTN)	506,443	506,444	-
Save on Energy	100,000	-	(100,000)
Food Programs/Families in Need	29,003	50,000	20,997
Practice Teaching	15,000	15,000	-
FSL-LMP	2,100	-	(2,100)
Total Non-Ministry	885,546	719,444	(166,103)
Arts and Athletic Camp	100,000	-	(100,000)
Artist in the School	32,500	-	(32,500)
Coding After School Program	22,500	-	(22,500)
AQ Courses	170,000	181,785	11,785
Total YCDSB Programs	325,000	181,785	(143,215)

- Unlike Misc. Revenues, these Other Grants and Revenues will have offsetting expenses

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees

FROM: Administration

DATE: June 15, 2021

RE: **2021-22 Budget (Estimates) Proposed Investments and Cost Savings Measures**

REVISED

EXECUTIVE SUMMARY:

The purpose of this report is to seek approval of proposed COVID-19 pandemic related unfunded budget, investments and cost savings measures identified for the 2021-22 Budget (Estimates).

Under a separate agenda item, the 2021-22 Preliminary Financial Position, before COVID-19 pandemic unfunded expenses, before proposed investments and cost savings measures, will be presented. A Preliminary Budget Book, again before COVID-19 pandemic unfunded expenses, before proposed investments and cost savings measures, has been included in the agenda as well.

BACKGROUND:

On June 8, 2021, the 2021-22 Preliminary Financial Position (including unfunded COVID-19 related costs) was presented at Corporate Services Committee (CSC) meeting. A preliminary non-Compliant In-Year Deficit of \$11,965,325 was projected before cost savings measures and proposed investments have been incorporated. This deficit **included** Ministry defined Pandemic-related deficit of \$4,726,490.

However, since these COVID-19 pandemic unfunded expenses have not yet been approved and unlike the Financial Position presented at the June 8, 2021 CSC, the financial position presented at this June 15, 2021 Board Meeting will be **before** COVID-19 pandemic unfunded expenses as well as **before** the following:

1. Trustee initiated investments and cost savings measures; and
2. Other proposed investments and cost savings measures.

These proposed items have been updated since the June 8, 2021 CSC presentation since all action items identified have been deferred to the June 15, 2021 Board Meeting.

COVID-19 PANDEMIC EXPENSES

The unfunded Pandemic-related expenses of **\$4,475,167** results from estimated expenses totalling \$10,394,881 net of GSN and PPF pandemic related funding of \$528,876 and \$5,390,838 respectively. With the exception of the GSN funding and the Re-engaging Students and Reading Assessment Supports, the rest of the funding is at 50% of the PPF grants as per Ministry's direction. Similarly, the expenses are only for half of the year.

The following chart shows both the funded and unfunded COVID-19 pandemic budgeted expenses:

2021/22 COVID RELATED FUNDING AND COSTS	Budgeted Costs	PPF COVID Funding	GSN COVID Funding	Unfunded	Notes
Add'l Staffing Supports - Teachers (1/2 year)	1,004,514	1,004,514	-	-	1
Add'l Staffing Supports - Custodians(1/2 Year)	2,584,267	2,584,267	-	-	2
Mental Health Supports	390,660	221,927	168,733	-	
Re-engaging Students and Reading Assessment Supports	486,391	486,391	-	-	
Special Education Supports	242,007	158,894	-	83,113	3
Special Education SEW (18 for 1/2 Yr)	607,500	-	-	607,500	4
Transportation	660,500	586,200	-	74,300	5
Ventilation in Classrooms - Filters (1/2 year)	150,000	150,000	-	-	6
Ventilation in Classrooms - Utilities (1/2 year)	408,899	198,645	-	210,254	7
Supply Costs (1/2 year)	2,500,000	-	-	2,500,000	8
Additional -Teachers, Isolation Room Monitors (1/2 year)	1,000,000	-	-	1,000,000	8
Student Technological Devices	360,143	-	360,143	-	9
COVID-19 Initiatives - Opg	10,394,881	5,390,838	528,876	4,475,167	

Subject to Trustee approval, the pandemic related investments are proposed to be **\$4,475,167**. Provided below are explanations for items:

1. The \$1,004,514 is estimated to cover additional Supports for remote learning based on survey results
2. \$2,584,267: For September to January, the government requires enhanced cleaning of schools due to COVID. The government requires enhanced cleaning of touch points during the school day. In the evening, the government requires the schools to be cleaned and then disinfected (a new two step cleaning process). The FTE custodians have been re-assigned to help clean during the day and to complete the two step cleaning process in the evening. With the reassignment due to the extra duties, supply custodians must be available to fill in for the FTE that have been re-assigned (and also for absences). For February to August, the government may lift all of the enhanced cleaning requirements and no FTE custodians has been budgeted to be re-assigned.
3. \$242,007: Includes 3 Educational Assistance (EA) same as 2020-2021. The unfunded portion represents the costs for the second half of the year and is expected to be funded when PPF funding is released for the second half of the year at Revised Estimates.
4. **\$607,500**: Includes request for 18 SEW's for half year term for post-COVID-19 re-opening.
5. \$74,300: \$1.3M represents the YCDSB's share of the cleaning cost for the full year; the \$660K is for the half-year. The rate for next year is assumed to be 2.5% higher (i.e. \$20.5/route/day) - but is still pending negotiation with the vendors.
6. \$150,000: MERV-13 filters for improved ventilation safety.
7. \$408,899: Additional run time for HVAC systems to increase ventilation.
8. The supply costs of \$2,500,000 and additional staffing of \$1,000,000 are estimated from 50% of 2020-21 experience (mainly for teacher supply and isolation monitors)
9. \$360,143: Broadband and GSuite (existing costs not funded)

This report will seek Trustee approval of the unfunded COVID-19 Pandemic related expenses of **\$4,475,167**.

TRUSTEES' PROPOSED INVESTMENTS AND OPPORTUNITIES

The following is a list of Trustees' proposed investments and cost savings measures by Budget Unit:

Department	#	Investments/(Cost Savings Measures)	FTE	Sal & Ben (\$)	Expenses (\$)	Total (\$)
Director's Office	1	Whistleblowing - Additional cost to support Whistleblowing process (i.e. Use of external investigators)			75,000	275,340
	2	In-house legal council	1.0	200,340		
Associate Director's Office	3	Policy Specialist	1.0	100,000		100,000
Plant	4	Senior Controller, Environmental Services	0.5	(97,000)	(6,570)	(103,570)
Curriculum	5	Religious Ed Coordinator	(1.0)	(125,000)		208,500
	6	STREAM Centre - 3 incremental Teachers for half year commencing February (add to existing 2 teachers and 1 consultant)	1.5	175,500		
	7	STREAM Centre - Student Transportation @ 75% (3 centres for full yr and 3 for half yr)			150,000	
	8	AQ Course Reimbursement			8,000	
		Total Investment Proposals	3.0	\$ 253,840	\$ 226,430	\$ 480,270

Subject to Trustee approval, these investments and cost savings measures will impact the 2021-22 Financial Position.

OTHER PROPOSED INVESTMENTS AND COST SAVINGS MEASURES

The following are other proposed cost savings measures and investments by Budget Unit.
Subject to Trustee approval, these cost savings measures and investments will impact the 2021-22 Financial Position:

Department Budget Proposals - Investments & Cost Savings Measures

Department	#	Investments/(Cost Savings Measures)	FTE Changes	Sal & Ben (\$)	Expenses (\$)	Total (\$)
Student Services	1	Closing of Centres (2 TD & 1 ISA) and 1 Pace	(4.0)	(460,000)		(460,000)
	2	Specialized Educational Workers (funded by reduction of outside services)	4.0	270,000	(270,000)	
Curriculum	3	ESL FTE reduction - enrolment decrease	(4.3)	(494,500)		54,843
	4	Religion Resources (\$375k Gr 7 & \$60k Gr 3 funded by Indigenous Education)			435,000	
	5	Computer Software/Licenses			114,343	
Plant	6	Custodial FTE reduction - enrolment decrease	(3.0)	(201,000)		(760,805)
	7	Utilities - Energy Efficiencies			(632,805)	
	8	Maintenance Costs Reductions - leased schools			(25,000)	
	9	E-base Software New Modules (Lock and Key Manager, Fleet Manager, Safe work place)			22,000	
	10	Increased Material Costs (Roofing and ground)			70,000	
	11	Solar Energy			6,000	
Planning & Transportation	12	Legal Cost			(10,000)	224,529
	13	International Student Agency fee reduction - enrolment decrease			(47,328)	
	14	Transportation contract cost increase			281,857	
Human Resources	15	Disability Management Coordinator	1.0	109,751		347,932
	16	Health and Safety, Junior Officer	1.0	95,929		
	17	HR Academic Services Coordinator	1.0	109,751		
	18	International Education Admin Support	0.5	32,500		
HR: International Education	19	Supplies & Services Savings			(5,000)	(5,000)
Finance	20	Purchasing junior buyer (Separate Board Report)	1.0	85,000		585,000
	21	Budget software & implementation & support	1.0	100,000	400,000	
Other	22	Cafeteria Coordinator (Hospitality program at OLL)	(0.5)	(50,000)		(550,000)
	23	Vacation accrual reduction		(500,000)		
Total Cost Savings Measures and Investment Proposals			(2.3)	\$ (902,569)	\$ 339,067	\$ (563,502)

Provided below are explanations for items:

1. Closing of 2 TD Centres and 1 ISA Centre and reduction of 1 Pace program FTE will generate 4 FTE cost reduction.
2. Proposed reduction of outside service budget to generate 4 Specialize Education Worker FTEs
3. A decrease of 4.3 FTE is due to declining enrolment.
4. Religion Resources for Grade 7 and Grade 3 may be funded through Indigenous Education Allocation.
5. Computer software/licenses costs necessary for the department.
6. A decrease of 3.0 FTE due to declining enrolment
7. Energy efficiencies as a result of continued LED conversion projects, Building Automation System improvements, recommissioning to ensure systems are operating as intended, and a change in the Utility Consumption Database that incorporates the warmer winters experienced in recent years has provided electricity and gas savings

8. The budget for leased schools (OLGC, HFY and OLP) has been reduced by \$25,000 to realign with past expenditures experience.
9. Budget requests include the annual licensing fee of \$22,000 for three new E-Base modules purchased in 2021: Lock & Key Manager, Fleet Manager and Safe Work Place.
10. Significant industry-wide increases up to 30% for materials used in hard surface and roof repairs results in budget increases of \$50,000 for hard surface repairs and \$20,000 for roof repairs.
11. Solar energy projects require real-time system updates of \$2,500 and legal fees of \$3,500 for contract updates and management in 2021-22.
12. Temporary legal costs reduction due to moratorium on Pupil Accommodation Reviews.
13. Temporary International Student Agency fee reduction due to enrolment decrease of International Students.
14. The \$1.3M represents YCDSB's share of the cleaning cost for the full year; the \$660K is for the half-year. The rate for next year is assumed to be 2.5% higher (i.e. \$20.5/route/day), but is still pending negotiation with the vendors.
15. Disability Management Coordinator – 1 FTE requested
16. Health and Safety, Junior Officer – 1 FTE requested
17. HR Academic Services Coordinator – 1 FTE requested
18. International Education Admin Support – 1 FTE requested
19. Temporary Supplies & Services Savings due to lack of activities during COVID.
20. Purchasing junior buyer – request under separate request.
21. Budget software & implementation & support The Finance Department currently uses mainly Excel and SAP to develop and track department and Board budgets. The use of Excel is labour intensive, time consuming and also very manual. A dedicated budget tool will help improve efficiency in budget development and compilation of operating, salary, FTE and capital components. Resources to maintain the current model and processes are stretched. A Budget development tool would help to alleviate some of the pressures that occur with validating data entry, linkages across spreadsheets, tracking of changes and reducing manual mapping of FTEs and salaries. It would provide linkages between HR and Budget when developing the Resource budget. A budgeting tool will also assist to perform what-if funding, spend scenarios and with the compilation of EFIS reporting to the Ministry which are over 200 pages per cycle with various inputs. Breakdown of components:
 - a. \$200k - \$300K Software and implementation including Budget book Application
 - b. Includes Server database, operating system customized reports, configuration and implementation
 - c. \$200K - Project Implementation costs
 - d. Dedicated resources will be required to support the budget team due to resource constraints, Project Lead, IT support
 - e. Training Costs
22. Cafeteria Coordinator (Hospitality program at OLL): rationale in separate agenda item.
23. Vacation accrual reduction, resulting from increased management of vacation balances.

RECOMMENDATION:**THAT the Board of Trustees approve:**

1. The proposed pandemic related unfunded investments as follows;

2021/22 COVID RELATED FUNDING AND COSTS	Unfunded
Special Education Supports	83,113
Special Education SEW (18 for 1/2 Yr)	607,500
Transportation	74,300
Ventilation in Classrooms - Utilities (1/2 year)	210,254
Supply Costs (1/2 year)	2,500,000
Additional -Teachers, Isolation Room Monitors (1/2 year)	1,000,000
COVID-19 Initiatives - Opg	4,475,167

2. The Trustee initiated investments and cost savings measures and investments #3 to #8 individually, as follows;

Department	#	Investments/(Cost Savings Measures)	FTE	Sal & Ben (\$)	Expenses (\$)
Associate Director's Office	3	Policy Specialist	1.0	100,000	
Plant	4	Senior Controller, Environmental Services	0.5	(97,000)	(6,570)
Curriculum	5	Religious Ed Coordinator	(1.0)	(125,000)	
	6	STREAM Centre - 3 incremental Teachers for half year commencing February (add to existing 2 teachers and 1 consultant)	1.5	175,500	
	7	STREAM Centre - Student Transportation @ 75% (3 centres for full yr and 3 for half yr)			150,000
	8	AQ Course Reimbursement			8,000

3. The following proposed Cost Savings Measures and investments #1 to #11, #13 to #23, as follows:

Department	#	Investments/(Cost Savings Measures)	FTE Changes	Sal & Ben (\$)	Expenses (\$)
Student Services	1	Closing of Centres (2 TD & 1 ISA) and 1 Pace	(4.0)	(460,000)	
	2	Specialized Educational Workers (funded by reduction of outside services)	4.0	270,000	(270,000)
Curriculum	3	ESL FTE reduction - enrolment decrease	(4.3)	(494,500)	
	4	Religion Resources (\$375k Gr 7 & \$60k Gr 3 funded by Indigenous Education)			435,000
	5	Computer Software/Licenses			114,343
Plant	6	Custodial FTE reduction - enrolment decrease	(3.0)	(201,000)	
	7	Utilities - Energy Efficiencies			(632,805)
	8	Maintenance Costs Reductions - leased schools			(25,000)
	9	E-base Software New Modules (Lock and Key Manager, Fleet Manager, Safe work place)			22,000
	10	Increased Material Costs (Roofing and ground)			70,000
	11	Solar Energy			6,000
Planning &	13	International Student Agency fee reduction - enrolment decrease			(47,328)
Transportation	14	Transportation contract cost increase			281,857
Human Resources	15	Disability Management Coordinator	1.0	109,751	
	16	Health and Safety, Junior Officer	1.0	95,929	
	17	HR Academic Services Coordinator	1.0	109,751	
	18	International Education Admin Support	0.5	32,500	
HR: International Education	19	Supplies & Services Savings			(5,000)
Finance	20	Purchasing junior buyer (Separate Board Report)	1.0	85,000	
	21	Budget software & implementation & support	1.0	100,000	400,000
Other	22	Cafeteria Coordinator (Hospitality program at OLL)	(0.5)	(50,000)	
	23	Vacation accrual reduction		(500,000)	

THAT the Board of Trustees approve the following legal-related items, as follows:

4. The Trustee initiated investments and cost savings measures #1 and #2 individually;

Department	#	Investments/(Cost Savings Measures)	FTE	Sal & Ben (\$)	Expenses (\$)
Director's Office	1	Whistleblowing - Additional cost to support Whistleblowing process (i.e. Use of external investigators)			75,000
	2	In-house legal council	1.0	200,340	

5. The proposed Cost Savings Measure #12, as follows:

Department	#	Investments/(Cost Savings Measures)	FTE Changes	Sal & Ben (\$)	Expenses (\$)
Planning &	12	Legal Cost			(10,000)

Prepared and Submitted by: Anna K. Chan, Interim CFO and Treasurer
 Endorsed by: Mary Battista, Interim Director

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees

FROM: Administration

DATE: June 15, 2021

RE: Closure of Two TD Centres and One ISA Centre

EXECUTIVE SUMMARY:

The TD Centres at St. Clare of Assisi CES and Corpus Christi CES, and the ISA Centre at St. Joseph Markham CES were closed as different models of special education delivery and challenges with low enrolment are considered.

RATIONALE:

TD Centres address the needs of behavioural students in the Board. TD Centre enrolment for 2018-2021 school years shows most centres have been operating under capacity, and as a result the two centres were closed as needs could be met in other TD Centres or in the home school. [TD Enrolment](#) Each TD Centre is assigned one Special Education teacher and one Educational Intervenor. For these closures, two TD Education Intervenors were reassigned to support the students in the integrated classrooms. Also, as we continue to explore creative, innovative, flexible, and adaptive problem-solving approaches to special education, the current TD model approach is being modified. TD teachers in the remaining Centres with less than three students will provide support and direct teaching for students with behaviour needs in the home school, along with students assigned to the centre. In addition, they will work with Core Resource Teachers to model programs and build capacity. Behaviour Resource staff will also examine providing whole class, small group and one to one support in order to help build self-regulation skills and support this model. Qualitative and quantitative data on outcomes will be shared in Spring 2022, as we continue to consider alternative approaches for the TD Centre model.

As we continue to address budgetary shortfalls, the St. Joseph Markham ISA Centre was closed due to the retirement of staff. Currently, 13 ISA Centres remain open to accommodate the remaining students accessing the program for the 2021-2022 academic school year. Ten ISA teachers have taken on the newly approved Itinerant Literacy Intervention Teacher role. This number will suffice for the first year of implementation, as they will be supported by a one-year term Consultant role subsidized by the Reengaging Students and Reading Grant. In addition to forming a multidisciplinary committee to develop an overall literacy framework for our reading intervention programs, this Consultant will support ILITs with training, program implementation and data collection.

RECOMMENDATIONS:

We are committed to providing consistent, accountable and focused quality service in response to identified needs of students, through direct and effective intervention, and building capacity of staff. In order to fulfill this goal, we continue to explore our current models and use of resources, which may include such closures and restructuring.

Prepared and Submitted By: Diana Candido, Superintendent of Learning: Exceptional Learners
Endorsed By: Mary Battista, Interim Director of Education

TD Enrolment Table

	Past Enrollment				Current Enrolment
SCHOOLS	GRADE	2018	2019	2020	2021-22
St. Peter CES	1-3	6	6	2	2
St. Julia Billiard CES	2-4, 3-5	8	5	4	2
St. Clare CES	4-6	7	7	(2)	CLOSED
Light of Christ CES (HST 2018, OLGC 2019)	1-3	8	7	6	5
(SCG 2018, 2019) Corpus Christi CES	3-5 , 4-6	5	6	(3)	CLOSED
St. Bernadette CES (STA 2018, 2019)	4-6	6	6	5	0
Fr Henri Nouwen CES	6-8	8	6	4	3
Elementary Totals		48	43	20	12
Our Lady Queen of World Catholic Academy (Br. Andre 2018, 2019)	9-10	6	6	2	4

YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT NO. 2021:03
YORK CATHOLIC PARENT INVOLVEMENT COMMITTEE (YCPIC)**

To: Regular Board Meeting

June 15, 2021

A York Catholic Parent Involvement Committee (YCPIC) meeting was held via Google Meet commencing at 7 p.m., on Monday, May 31, 2021.

PRESENT:

Committee Member(s): Carmen Bunker, David Cheng, Januario De Souza, Mary Giardina, Johnson Irimpan, Gabriella Marchione, Maria Praveen, Singai Rani Wilson, Deven Sandhu, Martina Saverino, Rosanna Soda, Andrea Telfer, Sarah Tjin-a-joe, Jaclyn Toma, Florence Wang, Tony Zafran

Administration(s): Mary Battista, Anthony Arcadi, Theresa Penney, Jamal Warda

Trustee(s): Dominic Mazzotta, Theresa McNicol

Guest(s): N/A

Recording Secretary: Mary Giardina

REGRETS:

Committee Member(s): Kristina Costabile, Sonja DaSilva, Juanita Doell, Emanuela Polin-De Luca, Tony Lorini, Kaline Rozek, Maurizio Ruberto

Administration(s): Franco Di Marco, Mary Marcello

1. ACTION ITEM(S):

THAT the Board approve the York Catholic Parent Involvement Committee (YCPIC) By-Laws as presented.

2. DISCUSSION/INFORMATION ITEM(S):

- a) Update on Annual Community Profile
- b) YCPIC (Virtual) Conference Discussion for Fall 2021
- c) Orientation for CSC Chairs and Secretaries Fall 2021 (Date)

3. FUTURE MEETING DATES: TBD

Martina Saverino, YCPIC Chair



YCPIC BY-LAWS



REVISION HISTORY

Revisions to this document are listed by date in the table below.

Date	Version #	By:	Description
05/31/2021		Martina Saverino	Update Document
06/16/2014	11.0	Jan de Souza	Amendments to Section 5.5 Officers
11/09/2013	10.0	Jan de Souza	May 29, 2013. YCPIC meeting approved motions for changes 3(g); 5.1 (3); 5.5 (8) (c) (iv) (v); 5.8 (7)(c); 5.8 (7)(g) & 6 (2)
11/18/2011	9.0	Jan de Souza	Title Changed to By-Law
11/15/2011	8.0	Jan de Souza	Added 5.13
11/13/2011	7.0	Jan de Souza	Revised 5.5(2); 5.5(10); 5.8(2) & (7)(m); 5.12(4); 8(4)
09/19/2011	6.0	Jan de Souza	Added 5.5 (10) & 8 (4) & generalized 10.
05/24/2011	5.0	Jan de Souza	Draft finalized
05/24/2011	4.0	Maria Le & Helen Soehner	Minor formatting corrections after review.
05/20/2011	3.0	Jan de Souza	5.4 (3) deleted. 5.5 (2) & (6) corrected.
03/03/2011	2.0	Jan de Souza	YCPIC working session updates
02/24/2011	1.0	Jan de Souza	Initial Draft

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1. COMMITTEE NAME

- (1) The name of the advisory committee for the York Catholic District School Board (hereinafter referred to as the "Board"), shall be the York Catholic Parent Involvement Committee (YCPIC), (hereinafter referred to as "YCPIC").
- (2) "Meeting" in respect to the YCPIC, does not include a training session or other event where YCPIC does not discuss or decide matters that it has authority to decide.
- (3) "Parents" in respect to the YCPIC, are parents of a ~~student~~ ~~pupil~~ who is enrolled in a school of the Board, and includes a guardian as defined in section 1 of the *Education Act, Ontario Regulation 612/00* for School Councils and Parent Involvement Committees (hereafter referred to as the "Act").
- (4) "Parent Member" in respect to the YCPIC of the Board, is a member of the YCPIC who is appointed or elected to YCPIC in accordance with section 34 of the Act or who fills a vacancy created by a Parent Member ceasing to hold office.
- (5) The students of the schools in the Board, hereinafter referred to as the "Students", the parents or guardians, hereinafter referred to as the "Parents", the school teaching and non-teaching staff members, pastors or their designates, the Board trustee, and the residents of the area serviced by the Board that are separate school tax supporters, hereinafter referred to as the "Ratepayers" shall be considered to be members of the Board community.
- (6) The names of the advisory councils, for schools in the Board hereinafter referred to as the "Catholic School Councils".
- (7) Members of the YCPIC who have finished serving the maximum terms allowed on the YCPIC and can no longer be members of the YCPIC will, hereinafter, be referred to as "Alumni Members".

2. MISSION STATEMENT

To support and encourage parent involvement, at the Board level, to support improved student achievement and well-being by providing information, and advice, to the Board, on effective parent engagement strategies and practices, communicating with, and supporting, school councils, and undertaking activities to help parents support their children's learning at home, and at school, in line with supporting the vision and strategies put forth in the parent engagement policy for Ontario schools.

Vision

In Ontario's education system, all partners acknowledge the positive impact of parent engagement on student achievement. Students are supported, and inspired, to learn in a culture of high expectations in which parents:

- ☐ Are welcome, respected, and valued, by the school community, as partners in their children's learning and development;
- ☐ Have opportunities to be involved, and also a full range of choices about how to be involved, in the educational community to support student success;
- ☐ Are engaged through ongoing communication, and dialogue, with other educational partners to support a positive learning environment at home and at school; and,
- ☐ Are supported, with the information and tools necessary, to participate in school life.

Strategies

Strategy 1: School Climate

Foster and sustain a positive, welcoming school climate in which all parent perspectives are encouraged, valued, and heard.

Strategy 2: Eliminating Barriers

Identify and remove barriers to parent engagement that may prevent some parents from fully participating in their children's learning and to reflect the diversity of our students and communities.

Strategy 3: Supports for Parents

Provide parents with the knowledge, skills, and tools they need to support student learning at home and at school.

Strategy 4: Parent Outreach

Review and expand communication and outreach strategies such as local workshops, presentations, tools, and resources, to share information and strategies related to supporting learning at home and parent engagement in schools.

3. PURPOSE OF COMMITTEE

The main purpose is to support, encourage, and enhance parent engagement, at the Board level, in order to improve Student achievement and well-being.

The YCPIC will achieve its purpose by,

- (1) Providing information and advice on parent engagement, to the Board;
- (2) Communicating with, and supporting, Catholic School Councils of schools of the Board; and
- (3) Undertaking activities to help Parents of ~~students~~ ~~pupils~~ of the Board support their children's learning, at home, and at school.

Furthermore, the YCPIC will:

- (a) Develop strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with Parents, and to effectively engage Parents in improving student achievement and well-being;
- (b) Advise the Board, and the Board's Director of Education, on ways to use the strategies and initiatives referred to in clause (a) above;
- (c) Communicate information from the Ministry to Catholic School Councils of schools of the Board, and to Parents of ~~students~~ ~~pupils~~ of the Board;
- (d) Work with Catholic School Councils of schools of the Board and, through the Board's Director of Education, with employees of the Board to,
 - (1) Share effective practices to help engage Parents, especially Parents who may find engagement challenging, in their children's learning,
 - (2) Identify and reduce barriers to parent engagement,
 - (3) Help ensure that schools of the Board create a welcoming environment for Parents of its ~~students~~ ~~pupils~~, and
- (e) Determine, in consultation with the Board's Director of Education, and in keeping with the Board's policies, how funding, if any, provided under the Act, as described in section 27 and clauses (a) to (d), is to be used.
- (f) Co-sponsor the Annual Catholic School Council Conference along with the Board, and
- (g) Create newsletters ~~in a~~ ~~during the~~ school year ~~and make them~~ ~~to be made~~ available on the Board website. ~~as well as print copies for all Catholic School Council Members in the Board.~~

4. CODE OF ETHICS

A Parent Member shall consider the best interests of all students.

A Parent Member shall be guided by the YCPIC's and the Board's mission statements.

A Parent Member shall act within the limits of the roles and responsibilities of the YCPIC, as identified by the YCPIC operating guidelines, the Board, and the Ontario Ministry of Education.

A Parent Member shall become familiar with the Board's policies and operating practices and act in accordance with them.

A Parent Member shall maintain the highest standards of integrity.

A Parent Member shall recognize and respect the personal integrity of each member of the Board Community.

A Parent Member shall treat all other Parent Members with respect and allow for diverse opinions to be shared without interruption.

A Parent Member shall encourage a positive environment in which individual contributions are encouraged and valued.

A Parent Member shall acknowledge democratic principles and accept the consensus of the YCPIC.

A Parent Member shall respect the confidential nature of some Board business and respect limitations this may place on the operation of the YCPIC.

A Parent Member shall not disclose confidential information.

A Parent Member shall limit discussions at the YCPIC meetings to matters of concern to the Board Community as a whole.

A Parent Member shall use established communication channels when questions or concerns arise.

A Parent Member shall promote high standards of ethical practice within the Board community.

A Parent Member shall declare any conflict of interest.

A Parent Member shall not accept any payment or benefit financially through the YCPIC involvement.

5. COMMITTEE

5.1 COMPOSITION OF YCPIC

- (1) The YCPIC shall include the following:
 1. The number of Parent Members of the YCPIC recommended not to exceed 25, but may exceed, with the YCPIC vote, as specified in the by-laws of the YCPIC.
 2. The Director of Education of the Board.
 3. Board of Trustees, appointed by the Board of Trustees.
 4. The number of community representatives recommended not to exceed 3, but may exceed, with the YCPIC vote, as specified in the by-laws of the YCPIC.
- (2) Subject to the by-laws of the YCPIC, the Board may appoint one or more of the following individuals to the YCPIC:
 5. One Principal **or Vice-Principal** of an elementary school of the Board.
 6. One Principal **or Vice-Principal** of a secondary school of the Board.
 7. One Teacher ~~other than a Principal or Vice-Principal~~, employed in an elementary school of the Board.
 8. One Teacher ~~other than a Principal or Vice-Principal~~, employed in a secondary school of the Board.
 9. One person employed by the Board, other than a Principal, Vice-Principal or Teacher.
- (3) The YCPIC shall appoint, or elect, Parent Members to the YCPIC before November 15 of the school year, and before the first meeting of the YCPIC in the school year.
 10. The Director of Education will invite experienced parents who have served on the Catholic School Councils to apply to be Parent Members of the YCPIC. The YCPIC application form and criteria ~~have been set~~ **are to be established** by the Director of Education and posted on the Board website.
 11. Individuals interested in serving on YCPIC will be asked to complete an application form by ~~the Board, by April 1~~ **mid June**, prior to the **new** school year, ~~starting~~ **which begins** in September. **Individuals may choose to serve for a one, two or three-year term, at their choice.** The criteria for the selection has been set by the Board in the application form.
 12. Successful candidates will be contacted in ~~early mid to end of June~~, prior to the **start of the new** school year. ~~starting in September~~. These successful candidates must attend a new Parent Member orientation session along with existing Parent Members of the YCPIC.
 13. Applicants, who the Board is unable to accommodate on the YCPIC, and who have indicated their willingness to participate in focus groups or committees working on related issues, will be contacted by the Board during the school year.
- (4) In specifying the number of Parent Members to be appointed or elected to the YCPIC in its by-laws, YCPIC shall ensure that Parent Members constitute a majority of the members of the YCPIC.
 - (2) The term of office of the Member of the Board, appointed under paragraph 3 of subsection (1) shall be determined by the Board.
 - (3) Community representatives appointed to the YCPIC shall not be members or employees of the Board.
 - (4) **Each year, existing YCPIC members will be asked to complete a Commitment Form for the following year, to determine the number of available spots.**

- (5) The Board shall make any appointments under subsection (2) before November 15 of the school year, and before the first meeting of the YCPIC in the school year.
- (6) An appointment to the YCPIC under subsection (2) is of no effect unless the person agrees to the appointment.

5.2 PARENT MEMBERS

- (1) Parent Members shall be appointed or elected to the YCPIC under section 33 of the Act, in accordance with the by-laws of YCPIC.
- (2) A person is qualified to be appointed or elected under section 5.1 as a Parent Member of the YCPIC if he or she is a Parent/Guardian.
- (3) A person is qualified to be appointed or elected under section 5.1 as a Parent Member of the YCPIC of the Board if he or she is employed by the Board.
- (4) A Parent Member referred to in subsection (3) shall, at his or her first YCPIC meeting, inform the YCPIC of his or her employment with the Board.

5.3 VACANCIES

- (1) Should an appointed Parent Member position become vacant because of resignation, inability of a Parent Member to fulfil his or her roles and responsibilities, or other causes, the remaining Parent Members shall constitute the YCPIC, unless the Parent Member majority is not maintained. If the majority of Parent Members on the YCPIC is not maintained, the YCPIC shall instruct the Board to fill the vacancy.
- (2) The Board shall ensure that vacancies in Parent Member positions on the YCPIC committee are advertised through a variety of methods.
- (3) Methods of advertising vacancies in parent member positions on the YCPIC committee may include,
 - (a) Advertisements in newsletters of schools or school councils of schools of the Board;
 - (b) Advertisements in newspapers with general circulation in the geographic jurisdiction of the Board;
 - (c) Advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board;
 - (d) Notices in schools of the Board, **sent via School Messenger**; and
 - (e) Notices on the Board **and school** websites, ~~and on the websites of the Board's schools.~~
- (4) A vacancy in the membership of the YCPIC does not prevent the YCPIC from exercising its authority; it may continue to operate as long as there is a quorum and the majority of the YCPIC Parent Members are present.
- (5) When a vacant spot on the YCPIC is filled, the new Parent Member's term shall expire at the end of the school year.

5.4 TERM OF OFFICE

- (1) The term of office of some of the Parent Members of the YCPIC shall be one year, the term of office of some of the Parent Members shall be two years and the term of office of some of the Parent Members shall be three years, as provided in the by-laws of the YCPIC.
- (2) A Parent Member of the YCPIC may be reappointed or re-elected to the YCPIC for more than one term unless otherwise provided in the by-laws of the YCPIC.

5.5 OFFICERS

- (1) The YCPIC committee shall have a Chair ~~or, if the by-laws of the YCPIC so provide,~~ and Vice-Chair.
- (2) The Chair of the YCPIC must be a Parent Member of the YCPIC and shall be elected for a two-year term by the Parent Members of the YCPIC, at the first meeting of the YCPIC in each school year that there is a vacancy in the office of Chair. Similarly, the Vice-Chair of the YCPIC must be a Parent Member of the YCPIC and shall be elected for a one-year term by the Parent Members of the YCPIC at the first meeting of the YCPIC in each school year that there is a vacancy in the office of the Vice-Chair. Persons running for the position of Chair or Vice-Chair must have a minimum of 2 years' experience, ~~as a member of YCPIC. Persons running for the position of Secretary or Treasurer should have a minimum of 1 year experience, as a member of the YCPIC.~~
~~Only Parent Members with a two-year term are eligible to be elected to the position of Chair.~~
- (3) An individual may not serve more than two consecutive terms as Chair of the YCPIC.
- (4) An individual who has served one term or two consecutive terms as Chair of the YCPIC may be re-elected as Chair of the YCPIC committee provided at least one two-year term has elapsed since his or her last term as Chair.
- (5) The Chair of the YCPIC shall act as spokesperson for the YCPIC in communicating with the Director of Education of the Board, and the Board.
- (6) The Officers shall be Parent Members who are Parents/Guardians. Following the elections at the Annual General Meeting (AGM), council shall elect Officers. The term of Officers shall be for one (1) year. All appointments shall be completed within thirty (30) days of the Annual General Meeting.
- (7) The Officers of the YCPIC shall consist of a Chair, Vice-Chair, Secretary, Treasurer, and such other officers as the Council deems necessary to perform the duties of the YCPIC. No person shall hold more than one office in any given school year.

CHAIR

The Chair of the YCPIC shall:

- a) Act as the official spokesperson of the YCPIC;
- b) Provide the necessary leadership in the formation and effective operation of the YCPIC;
- c) Chair all meetings of the YCPIC;
- d) Communicate with the Board Director on behalf of the YCPIC; and
- e) Will make efforts to mentor a Parent Member to take on the role of the Chair; and
- f) Possess joint signing authority together with the Board offices bursar.

In consultation with the Director of the Board, ~~or designate,~~ the Chair shall:

- a) Call the YCPIC meetings;
- b) Set the date and prepare the agenda for the YCPIC Annual General Meeting;
- c) Ensure that the minutes of meetings are recorded and maintained;
- d) Participate in information and training programs;
- e) Communicate regularly with the Director of the Board of Education.
- f) Be an ex-officio member of all Standing Sub-committees of the YCPIC.
- g) Organize, supervise and monitor the preparation of the Annual Report on the activities of the YCPIC.

In the absence of both the Chair and Vice-Chair, the meetings can be chaired by another Parent Member of the YCPIC appointed by the YCPIC Parent Members present.

VICE-CHAIR

During the absence of the Chair, the duties and powers of the same shall be exercised by the Vice-Chair. The Vice-Chair shall assist the Chair in the exercise of his/her duties and powers.

SECRETARY

The Secretary shall:

- a) Keep a record of the proceedings of the YCPIC meetings and of the Annual General Meeting;
- b) Tend to all official correspondence and communications;
- c) Post and distribute notices as directed by the YCPIC;
- d) Organize and file records as directed by the YCPIC; and
- e) Inform the Chair if any member misses 3 meetings in a YCPIC year; and
- f) Perform such other duties as may from time-to-time be required by the YCPIC.

The agenda for scheduled YCPIC meetings and minutes of the previous YCPIC meeting should be sent to all the YCPIC members and be made available to the Board Community no less than ~~five (5) days~~ **72 hours** prior to the next YCPIC meeting.

TREASURER

The Treasurer of the YCPIC shall:

- a) Keep full and accurate written accounts of all receipts and disbursements of the YCPIC in proper books of account and shall be guided by any regulations prescribed by the Board in this regard.
- b) Provide at meetings of the YCPIC, or whenever required, an accurate and up-to-date account of all transactions of the YCPIC and to report generally regarding the financial position of the YCPIC;
- c) Prepare the year end annual financial statement at least fourteen (14) days prior to the Annual General Meeting; and
- d) Perform such other duties as may be from time-to-time required by the YCPIC.

The proper books of accounts shall be made available at each YCPIC committee meeting for examination by any community member.

All YCPIC funds shall be held by the Board, ~~in one bank account, at a designated local bank, recommended by the Director of Education, the signing Officers, and approved by the YCPIC.~~ **The Director shall have signing authority on the YCPIC expenditures.**

~~The Chair and the Board office bursar the Director shall have cheque signing authority on the YCPIC committee bank account, with any two of the aforementioned signatures, as well as solely the Director, necessary to validate cheques. The YCPIC may, by resolution, appoint any other authorized signing officers.~~

At the end of the Term of duty, or in the event of resignation, the Treasurer will promptly and expeditiously deliver and transfer any and all books, ledgers and records in his or her possession pertaining to the finances of the YCPIC in such manner as the YCPIC may request and direct. The outgoing Treasurer shall, upon reasonable request made by or on behalf of the YCPIC, provide any and all assistance, advice and information necessary for an orderly transition for the incoming Treasurer.

- (8) A vacancy in the office of Chair, Vice-chair, or any office provided for in the by-laws of the YCPIC, shall be filled in accordance with the by-laws of the YCPIC.

- (9) A Board employee or Trustee cannot sit on the YCPIC executive.

5.6 REMUNERATION

- (1) A person shall not receive any remuneration for serving as a member of the YCPIC.
- (2) Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a Board member at the YCPIC meeting.
- (3) The Board shall establish policies respecting the reimbursement of members of the YCPIC for expenses incurred as members of the YCPIC.
- (4) A Board shall reimburse members of the YCPIC for expenses incurred as members of the YCPIC in accordance with the policies referred to in subsection (3).

5.7 CONFLICT OF INTEREST

- (1) A conflict of interest may be actual, perceived, or potential.
- (2) Members of the YCPIC shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the YCPIC.
- (3) A Parent Member shall exclude him/herself from discussions in which:
- i. A conflict of interest is likely to result;
 - ii. The Parent Member's ability to carry out his or her duties and responsibilities as a member of the YCPIC may be jeopardized; and
 - iii. The Parent Member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Board in response to advice that the YCPIC provides to the Board.
- (4) A Parent Member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the Board.

5.8 MEETINGS

- (1) The YCPIC shall meet at least four times in each school year.
- (2) A meeting of the YCPIC cannot be held unless,
- (a) A majority of the members present at the meeting are Parent Members;
 - (b) The Director of Education, or the person designated under subsection 6 (1), is present;

- (c) The member of the Board of Trustees who sits on the YCPIC, or the person designated under subsection 6 (2), is present; and
 - ~~(d) A Trustee of the Board must also be present.~~
- (3) The Board shall make available, to the YCPIC, the facilities that the Board considers necessary for the proper functioning of the YCPIC, and shall make reasonable efforts to enable members to participate fully in meetings of the YCPIC.
 - (4) All meetings of the YCPIC shall be open to the public, and shall be held at a location that is accessible to the public.
 - (5) The Chair, or Vice-Chairs, of the YCPIC, shall ensure that notice of each meeting is provided to all members of the YCPIC at least five days before the meeting by,
 - (a) Delivering a notice to each member by e-mail or regular mail; and
 - (b) Posting a notice on the Board's website.
 - ~~(6) For the purposes of subsection (6), notice by regular mail is provided five days before the meeting if it is mailed five days before the YCPIC meeting.~~
 - (7) The YCPIC meetings:
 - (a) The YCPIC shall conduct its business at meetings held at the Board at such times and on such days as it may decide. The YCPIC committee meeting is one where the YCPIC business is discussed and does not include information seminars or workshops. The YCPIC number of meetings shall not be less than four (4) per school year.
 - (b) The Chair shall call a Special Meeting, if asked to do so, in writing, by at least five YCPIC members, with the prior consent of the Director of the Board.
 - (c) Parent members of the YCPIC ~~have to~~ shall be present for the majority of the meetings, annually, and if unable to participate, or if a conflict arises, should notify the Chair of the YCPIC. Anyone missing 3 regular meetings in an YCPIC year shall be removed from the committee unless excused by a motion of the committee.

A meeting of YCPIC committee cannot be held unless:

 - (i) A majority of the current members of the YCPIC are present at the meeting; and,
 - (ii) A majority of the members of the YCPIC who are present at the meeting are Parent Members.

All meetings of the YCPIC committee shall be open to the members of the Board community. ~~provided that the~~ The Chair should identify and introduce inform any persons attending the YCPIC meetings that they are not members of YCPIC committee.
 - (d) The minutes of a meeting shall be recorded by the Secretary, or an appointee, and published as soon as possible, following the meeting. The minutes shall be approved, and adopted, by the YCPIC at the subsequent meeting.

- (e) A Special meeting of the YCPIC may be called from time to time, by the Chair, with prior consent of the Director of Education of the Board.
- (f) Quorum for the transaction of business at any meeting of the YCPIC shall be a simple majority (50% plus 1) of the YCPIC members, provided that a simple majority of those present at the meeting are Parents Members.
- (g) Voting: Matters put to the YCPIC at any meeting of the YCPIC shall be decided by a simple majority (50% plus 1). Only Parent Members of the YCPIC and the Community Representatives are entitled to vote. All other members present shall be entitled to input prior to voting on any issue. Proxy votes will not be recognized. Voting may also occur via e-mail, following discussion of a published agenda item, at a meeting where quorum was not reached and the item is time sensitive. ~~as identified by the Director of the board, or designate.~~
- (h) No formal notice of the YCPIC meetings shall be necessary if:
 - i. All the members are present when the time, date and place is decided; and
 - ii. The meetings are held on a regular schedule and at the same place.

At least 5 days' notice shall be given if the YCPIC meets irregularly.
- (i) Agendas: The Chair, in consultation with the Director of the Board, shall prepare the agenda for the YCPIC meetings, which shall be distributed ~~no later than five (5) days~~ 72 hours prior to the next scheduled YCPIC meeting. The Agenda shall include only issues and matters that pertain to the objectives, authority and powers of the YCPIC. No new matters or issues will be dealt with at the YCPIC meeting unless deemed by the Director of the Board of Education and the Chair prior to the meeting to be of an urgent nature.
- (j) Conduct of Members. In all matters of the YCPIC the members shall recognize and adhere to the following principles of appropriate conduct:
 - i. To maintain proper discipline and decorum during meetings, debates, deliberations and discussions;
 - ii. To conduct themselves, when engaged in any matters relating to the YCPIC, in accordance with acceptable standards of integrity, dignity and respect; and
 - iii. To refrain from disclosing any information that the YCPIC, by a majority vote, determines to be confidential.
- (k) Inappropriate Conduct: The duties of the Chair shall include:
 - i. To decline to put to a vote motions which infringe rules of proper procedure;
 - ii. To enforce in all situations the observance of order and decorum among the members;
 - iii. To rule when a member is in breach of the established procedures or is conducting himself or herself in a manner which is unacceptable, offensive and/or inappropriate;
 - iv. Where such unacceptable, offensive and/or inappropriate conduct persists at the YCPIC meeting, to put the motion to a vote by the YCPIC as to whether the offending member should be expelled from the meeting; and
 - v. Where such unacceptable, offensive and/or inappropriate conduct by a particular member is repeated on more than one occasion, to put the motion to a vote by the YCPIC as to whether the offending member should be permanently expelled from the YCPIC.

(l) Conflict of Interest.

Each YCPIC member shall avoid situations that arise in connection with his or her duties as a YCPIC member that could result in an inconsistency between the overall mission and objectives of the YCPIC and a personal or vested interest.

Should an issue or agenda item arise during the YCPIC meeting where an YCPIC member is in a conflict of interest situation, he or she shall declare that conflict immediately and shall not deliberate or vote on any such resolution.

(m) Alumni Members

The YCPIC Chair and the Director of Education will:

- (1) Recognize the YCPIC members leaving the YCPIC; and
- (2) Involve Alumni members as required in Focus Groups or YCPIC Sub-Committees.

5.9 SUBCOMMITTEES

- (1) The YCPIC may establish subcommittees to make recommendations to the YCPIC.
- (2) A subcommittee of the YCPIC must include at least one Parent Member of the YCPIC.
- (3) A subcommittee of the YCPIC may include persons who are not members of the YCPIC committee.
- (4) Subsections 5.7 (3) to (7) apply, with necessary modifications, to subcommittees of the YCPIC.

5.10 INCORPORATION

The YCPIC shall not be incorporated.

5.11 BY-LAWS

The YCPIC,

- (1) May make by-laws governing the conduct of the YCPIC's affairs; and
- (2) Shall make by-laws,
 - a. Specifying the number of parent members up to twenty-five, to be appointed or elected to the YCPIC, governing the process of appointment or election of Parent Members and governing the filling of vacancies in Parent Membership,
 - b. Specifying the number of Community Representatives, up to three, to be appointed to the committee, governing the process of appointment of Community Representatives and governing the filling of vacancies in Community Representative membership,
 - c. Governing the election of members of the YCPIC to the offices of Chair or Vice-Chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the YCPIC,

- d. Specifying the number of Parent Members of the YCPIC that will hold office for one year, the number of Parent Members that will hold office for two years and the number of Parent Members that will hold office for three years.
- e. Specifying how many, if any, of the persons listed in subsection 5.1 (2) may be appointed by the Board to the YCPIC,
- f. Specifying the length of the term of office for the Community Representative Members of the YCPIC and the members appointed by the Board, if any, under subsection 5.1 (2),
- g. Establishing rules respecting conflicts of interest of the members of the YCPIC, and
- h. Establishing a process for resolving conflicts internal to the YCPIC, consistent with any conflict resolution policies of the Board.

5.12 MINUTES AND FINANCIAL RECORDS

- (1) The YCPIC shall keep minutes of all of its meetings and records of all of its financial transactions
- (2) The YCPIC shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the Board, if any, respecting the retention of documents by committees of the Board.
- (3) The minutes of the YCPIC shall be,
 - a. Posted on the Board's website. ~~and~~
 - ~~b. Sent electronically to the Chair or Vice-chairs of the Catholic School Councils of the Board.~~
- (4) The minutes of the YCPIC's meetings and the records of its financial transactions will be available for examination at the Board's office by any person without charge for four years.
- (5) The YCPIC meeting minutes posted on the website of the Board shall remain on the website for four years.

5.13 CONFLICT RESOLUTION

- (1) Every YCPIC member will be given an opportunity to express his or her concern or opinion about the issue in dispute and how the dispute has affected him or her.
- (2) Speakers to an issue will maintain a calm and respectful tone at all times.
- (3) Speakers will be allowed to speak without interruption.
- (4) The responsibility of the Chair and Vice-chair is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- (5) If no common ground can be identified, the Chair or Vice-chair will seek to clarify preferences among all members before proceeding further.
- (6) If all attempts at resolving the conflict have been exhausted without success, the Chair or Vice-chair shall request the intervention of the Director, or other senior administrator, to facilitate a resolution of the conflict.

6. DELEGATION

- (1) The Director of Education of the Board may,
 - (a) Delegate any of his or her powers or duties as a member of the YCPIC to a Supervisory Officer employed by the Board; and
 - (b) Designate a Supervisory Officer of the Board to attend an YCPIC meeting in his or her place.

- (2) The member of a Board of Trustees who sits on the YCPIC may,
 - (a) Delegate any of his or her powers or duties as a member of the YCPIC to another member of the Board of Trustees; and
 - (b) Designate a member of the Board of Trustees to attend the YCPIC meetings in his or her place.

7. CONSULTATION

7.1 CONSULTATION BY BOARD

- (1) A Board may solicit and take into consideration the advice of the YCPIC with regard to matters that relate to improving student achievement and well-being.
- (2) The Board shall inform the YCPIC of its response to advice provided to it by the YCPIC.

7.2 CONSULTATION BY MINISTRY

- (1) The Ministry may solicit and take into consideration the advice of the YCPIC with regard to matters that relate to improving student achievement and well-being.

7.3 CONSULTATION BY PARENT INVOLVEMENT COMMITTEE

- (1) The YCPIC may solicit and take into consideration the advice of parents of ~~students~~ pupils enrolled in schools of the Board with regard to matters under consideration by the YCPIC.
- (2) The YCPIC may solicit and take into consideration the advice of the Alumni Members.

8. SUMMARY OF ACTIVITIES

- (1) The YCPIC shall annually submit a written summary of the YCPIC's activities, to the Chair of the Board of Education, and to the Board's Director of Education.
- (2) The summary of activities shall include a report on how funding, if any, provided under the *Education Act, Ontario Regulation 612/00* for School Councils and Parent Involvement Committees described in section 27 and clauses 28 (a) to (d), was spent.
- (3) The Director of Education shall,
 - (a) Provide the summary of activities to the school councils of the schools of the Board; and
 - (b) Post the summary of activities on the website of the Board.
- (4) All correspondence or information from YCPIC must be approved by the YCPIC executive committee before being sent out.

9. AMENDMENTS

The By-Laws of the YCPIC may only be amended at the Annual General Meeting of the YCPIC in any school year.

Proposed amendments are to be noted on the agenda for the Annual General Meeting. Notice in writing of the proposed amendment(s) shall be submitted to the Chair and Secretary of the YCPIC at least fifteen (15) days before the Meeting. Copies of all proposed amendments shall be distributed to the members of the YCPIC at least 10 days prior to the Annual General Meeting.

Amendments must be approved by the majority of the YCPIC members constituting the quorum and the majority of the members constituting the quorum must be Parent Members.

Amendments that do not receive approval may not be tabled again before one year has elapsed.

10. APPROVALS

This By-Law was voted on and approved at the YCPIC meeting of _____.

Signed approvals from:

Director of Education YCDSB

YCPIC Chair

**Chair of YCPIC By-Law
Sub-Committee**

**Member of YCPIC By-Law
Sub-Committee**

**Member of YCPIC By-Law
Sub-Committee**

**Member of YCPIC By-Law
Sub-Committee**

**Member of YCPIC By-Law
Sub-Committee & Treasurer**

**Member of YCPIC By-Law
Sub-Committee**

**REPORT NO. 2020:03 of the
CORPORATE SERVICES COMMITTEE
PUBLIC SESSION**

To: Board of Trustees

June 15, 2021

A public session of the Corporate Services Committee was held via Google Meet on Tuesday, June 8, 2021, commencing at 6:30 p.m.

PRESENT:

Committee Members: R. Cantisano, C. Cotton, E. Crowe, J. Ecker, D. Giuliani, M. Iafrate, T. McNicol, D. Mazzotta, J. Wigston

Administration: M. Battista, A. Chan, L. Giambattista, T. Pechkovsky, M. Gray, D. Clapham, O. Oloya, D. Candido, A. Arcadi, J. Sarna, E. Pivato, T. D'Acunto, W. Kwon, K. Scanlon, J. Tsui

Absent with Notice: M. Marchese, Student Trustees A. Casbarro and T. Siby

Recording: K. Errett

Presiding: M. Iafrate, Committee Chair

1) ACTION ITEM(S):

a) High Density Development Schools

THAT the Board of Trustees endorse the Principles and Parameters as outlined in Table 1 as related to the designation and development of school sites in high density developments.

2) SUB-COMMITTEE REPORT: Nil

3) BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING: Nil

4) OUTSIDE PRESENTATION: Nil

5) STAFF PRESENTATION:

a) 2021-2022 Preliminary Budget Presentation

6) DISCUSSION ITEMS: Nil

7) INFORMATION ITEMS:

The Committee processed the following:

- a) 2021-2022 Preliminary Budget Presentation
- b) Purchasing Department Staffing Request
- c) Minutes of the June 8, 2021 meeting were approved
- d) Community Planning and Partnership Update
- e) St. Robert CHS Driveway Update
- f) Annual Energy Report
- g) Procurement Activity Report
- h) Insurance Reports: Property Claims/Theft and Damage

8) NOTICE(S) OF MOTION: Nil

9) FUTURE ITEMS: Nil

ADJOURNMENT: 9:12 p.m.

On Motion: Ecker/Crowe and CARRIED

M. Iafrate, Committee Chair

**Table 1 Principles and Parameters
Re High Density Developments**

Principles	
1.	The school building and site must promote student achievement
2.	The school building and site must promote the well-being and safety of all students and staff
3.	Students must have direct access to safe and secure outdoor play spaces
4.	The school building must fit within provincial funding, or alternative funding sources as supported by legislation
5.	The school operation must fit within provincial funding, or alternative funding sources and legislative requirements
Parameters	
1.	Preference toward a stand-alone elementary school - multi story elementary school on reduced site size (example 3-5 acres in high density areas, size to be determined by location, context, ability to meet principles, parameters, etc.)
2.	Underground or parking structure for staff (including potential parking easements)
3.	Must offer the same classrooms, and amenity space as a typical YCDSB school (standard space template)
4.	Requirement for dedicated outdoor place space directly accessible to the school (not separated by a public/private road), utilizing a combination of rooftop outdoor spaces and ground level dedicated outdoor spaces to provide flexibility (e.g. ability to add classrooms or portables in the future and not separated by road)
5.	Consideration for traditional ground floor uses to be located on the upper floors (Library, outdoor space, kindergarten rooms), assuming safety and operational considerations are addressed.
6.	A safe evacuation site should be available within 500 metres.

YORK CATHOLIC DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE
REPORT NO. 2021:07

To: Regular Board Meeting

June 15, 2021

A meeting of the Special Education Advisory Committee was held on **June 14, 2021** virtually over Google Meet at 7:00 p.m.

PRESENT:

Committee Members:	K. Bryden, H. Adams, J. Wigston, M. Iafrate, D. Legris, F. Tyndall, N. Lai, J. Man, L. Paluzzi, S. Suppa, S. Gatti, J. Gamboa
Association Representatives:	A. Misa, F. Di Marco, M. DiFederico
Administration:	D. Candido, A. Cabraja, L. Lausic, E. Miceli-Bush
Regrets:	E. Morgillo, C. Remo, D. Giuliani, N. Welch, D. Flynn
Recording	C. Mong
Guests:	M. A. Arista Vallario, <i>Special Ed. Department Head, SEH, YCDSB</i> J. Chan, <i>ABA Specialist, YCDSB</i> L. Cappello, <i>ASD Consultant, YCDSB</i> J. Lee, <i>Supervisor of Behaviour Resource Services, YCDSB</i> K. Tutty- Smith, <i>Hearing Consultant, YCDSB</i>

1. ACTION ITEM(S): Nil

2. CORRESPONDANCE: Nil

3. PRESENTATIONS/DISCUSSIONS/INFORMATION:

- Revised Model Special Education Program Delivery for students with ASD
- Approval of the letter to the Minister
- Summer School Programs
- Special Education Plan – Final Draft
- Updates for next year 2021-2022
- 2021-2022 SEAC Meeting Dates
- Public Posting of the K-12 Education Standards Development Committee Initial Recommendations Report.

4. ASSOCIATION REPORTS:

- Early Intervention Services of York Region
- Centre for ADHD Awareness, Canada
- Learning Disabilities Association of York Region

5. ITEMS FOR FUTURE AGENDA: Nil

6. NEXT MEETING: September 20, 2021

K. BRYDEN, CHAIR, SEAC

York Catholic District School Board

REPORT

Report To: Board of Trustees
From: Administration
Date: June 15, 2021
Report: YCDSB By-Law 1: Operational By-Law

EXECUTIVE SUMMARY

Further to the May 25, 2021 Regular Board Meeting, this brief revised report contains proposed revisions to the YCDSB By-Law 1: Operational By-Law for presentation to the Board of Trustees.

5.1 Amendment to By-laws

By-laws of the Board may be amended at a regular meeting of the Board upon the affirmative vote of a majority of all the trustees present, provided that a notice with the proposed text of the proposed amendment has been presented at a previous Board meeting. By-Law No. 1 shall be reviewed once per trustee (4-year) term or when there are changes to any pertinent legislation. Such changes shall be referred to the Board for public notice and approval

Existing Language	Proposed Language
2.2 <u>Election Procedure</u> (a) With the chief executive officer or alternate presiding, the Board shall proceed to elect by separate vote a Chair and a Vice Chair, such election to be upon nomination and by secret ballot. A seconder is not required for a nomination. Such ballots to be counted by the presiding officer or delegate aided by two (2) scrutineers appointed by the presiding officer from among Board administration. (b) Trustees joining the meeting via telephone conference call will be permitted to be nominated as Chair and Vice Chair of the Board. (c) Through a process obtained by a scrutineer, Trustees joining the meeting via teleconference may participate in the secret ballot process by giving expressed permission to a person of their choice. (d) All nominees will be permitted to address the board members before voting commences for maximum of 2 minutes. (e) All nominators will be permitted to introduce the nominee for a maximum of 1 minute.	2.2 <u>Election Procedure</u> (a) With the chief executive officer or alternate presiding, the Board shall proceed to elect by separate vote a Chair and a Vice Chair, such election to be upon nomination and by secret ballot. A seconder is not required for a nomination. (b) Trustees joining the meeting via telephone conference call will be permitted to be nominated as Chair and Vice Chair of the Board. (c) Trustees joining the meeting via teleconference may participate in the secret ballot process. (d) All nominees will be permitted to address the board members before voting commences for a maximum of 2 minutes. (e) All nominators will be permitted to introduce the nominee for a maximum of 1 minute.

<p>(f) Election shall require a clear majority of the votes cast.</p> <p>(g) (i) In the event of three or more candidates, the candidate receiving the lowest number of votes will be eliminated, and another vote will be held until there is a clear majority.</p> <p>(ii) In the event that there are three or more candidates, and that as a result of the vote there is no clear majority but there is a tie between the candidates receiving the lowest vote so that no candidate can be eliminated, a second vote will be held.</p> <p>(iii) If there is still a tie, the C.E.O. will draw lots between the candidates that have a tie vote, and the candidate whose name is drawn will be eliminated.</p> <p>(h) (i) In the event of two candidates, and an equality of votes at the election of a Chair and/or Vice Chair a second vote, by secret ballot, will be held.</p> <p>(ii) If there is still a tie, the C.E.O. will draw lots between the candidates that have a tie vote, and the candidate whose name is drawn will be eliminated.</p> <p>(i) At the first meeting of the trustees following a municipal election, the Board shall proceed in like manner to appoint the Archbishop of the Archdiocese as <i>Honorary Chair</i> and the Bishop of the Archdiocese as <i>Honorary Trustee</i>, who shall hold office until the expiry of the term for which the members of the Board were elected.</p> <p>The above process is to be followed for all Board Committees except for Section 2.2 (d) and (e).</p>	<p>(f) Votes will be e-mailed to the Board's legal counsel who will join the meeting to oversee the voting process. Legal Counsel will follow the process outlined in (g), (h), (i).</p> <p>(g) Election shall require a clear majority of the votes cast.</p> <p>(h) (i) In the event of three or more candidates, the candidate receiving the lowest number of votes will be eliminated, and another vote will be held until there is a clear majority.</p> <p>(ii) In the event that there are three or more candidates, and that as a result of the vote there is no clear majority but there is a tie between the candidates receiving the lowest vote so that no candidate can be eliminated, a second vote will be held.</p> <p>(iii) If there is still a tie, the Director of Education will draw lots between the candidates that have a tie vote, and the candidate whose name is drawn will be eliminated.</p> <p>(i) (i) In the event of two candidates, and an equality of votes at the election of a Chair and/or Vice Chair a second vote, by secret ballot, will be held.</p> <p>(ii) If there is still a tie, the C.E.O. will draw lots between the candidates that have a tie vote, and the candidate whose name is drawn will be eliminated.</p> <p>(j) At the first meeting of the trustees following a municipal election, the Board shall proceed in like manner to appoint the Archbishop of the Archdiocese as <i>Honorary Chair</i> and the Bishop of the Archdiocese as <i>Honorary Trustee</i>, who shall hold office until the expiry of the term for which the members of the Board were elected.</p> <p>The above process is to be followed for all Board Committees except for Section 2.2 F(d) and (e). The Use of Legal Counsel may be waived for Committee elections, see 4.1.5.</p>
<p>4.1.5 <u>Election of Chair</u> The staff resource shall call the first meeting of the committee and conduct the</p>	<p>4.1.5 <u>Election of Committee Chair/Vice Chair</u> (a) The staff resource shall call the first meeting of the committee and conduct</p>

<p>election of the Chair as well as the Vice Chair if required. The election will follow the guidelines as set out in Section 2.2.</p>	<p>the election of the Chair as well as the Vice Chair if required. The election will follow the guidelines as set out in Section 2.2 except for 2.2(d) and 2.2 (e).</p> <p>(b) In lieu of using legal counsel to count emailed votes for committee elections, i.e. 2.2(f), trustees may choose to email votes to a trusted third party, such as the recording secretary for the meeting.</p>
<p>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. <u>Public Session</u></p> <ol style="list-style-type: none"> 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 10. Inspirational Messages 11. Chair's Report/Update 12. OCSTA Board of Director's Update 13. Director's Report/Update 14. Student Trustees' Report 15. Recognitions/Outside Presentations 16. Presentations of Input Related to an Item on the Agenda 17. Journey Towards Our Vision 18. Action Items including committee reports 19. Discussion Items 20. Information items 21. Notices of Motion 22. Future Agenda Items/Requests for Information 23. Adjournment <p>Any items under "presentations", "discussions" or "information" may be dealt with as action items at the discretion of the Board.</p>	<p>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. <u>Public Session</u></p> <ol style="list-style-type: none"> 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 10. Chair's Report/Update/Inspirational Messages 11. OCSTA Board of Director's Update 12. Director's Report/Update 13. Student Trustees' Report 14. Recognitions/Outside 15. Delegations 16. Journey Towards Our Vision - Staff Presentations 17. Action Items including committee reports 18. Discussion Items 19. Information items 20. Notices of Motion 21. Future Agenda Items/Requests for Information 22. Adjournment <p>Any items under "presentations", "discussions" or "information" or "Notices of Motion" may be dealt with as action items at the discretion of the Board.</p>

<p><u>Private Session</u></p> <ol style="list-style-type: none"> 1. Opening Prayer 2. Roll Call 3. Approval of New Material 4. Approval of the Agenda 5. Declarations of Conflict of Interest for Current Meeting 6. Declarations of Conflict of Interest from Previous Meeting 7. Approval of the Previous Minutes 8. Business Arising From the Minutes 9. (a) Outside or (b) Staff Presentations 10. Action Items (Group A) including Committee Reports 11. Discussion Items 12. Information Items 13. Notices of Motion RECESS (Student Trustees Excused) 14. Staffing Report 15. Action Items (Group B), including Committee Reports 16. Trustee Input to Senior Staff/Requests for Information 17. Rise and Report 	<p><u>Private Session</u></p> <ol style="list-style-type: none"> 1. Opening Prayer 2. Roll Call PART A 3. Approval of New Material 4. Approval of the Agenda 5. Declarations of Conflict of Interest for Current Meeting PART A 6. Declarations of Conflict of Interest from Previous Meeting PART A 7. Approval of the Previous Minutes PART A 8. Business Arising From the Minutes PART A 9. (a) Outside or (b) Staff Presentations 10. Action Items (PART A) including Committee Reports 11. Discussion Items 12. Information Items 13. Notices of Motion RECESS (Student Trustees Excused) PART B 14. Approval of New Material 15. Approval of the Agenda 16. Declarations of Conflict of Interest for Current Meeting PART B 17. Declarations of Conflict of Interest from Previous Meeting PART B 18. Approval of the Previous Minutes PART B 19. Business Arising From the Minutes PART B 20. Staff Presentations 21. Director's Staffing Report 22. Action Items (PART B) including Committee Reports 23. Discussion Items 24. Information Items 25. Notices of Motion 26. Rise and Report (if no Part C) RECESS (Sr. Admin Excused as determined by the Director of Education) PART C -Optional 27. Approval of New Material 28. Approval of the Agenda 29. Declarations of Conflict of Interest for Current Meeting PART C 30. Declarations of Conflict of Interest from Previous Meeting PART C 31. Approval of the Previous Minutes PART C 32. Business Arising From the Minutes PART C 33. Action Items (PART C) 34. Discussion Items
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	<p>35. Information Items: including Whistleblower and HREA reports</p> <p>36. Trustee Input to Senior Staff/Requests for Information</p> <p>37. Rise and Report</p>
<p>3.1.14 <u>New Business Brought Forward by Trustee(s) – Notices of Motions</u></p> <p>All notices of motion must be provided in writing to all Trustees prior to start of the meeting.</p> <p>(a) Matters of new business or action items need to be processed by the Board in an efficient, fair and timely manner. There needs to be sufficient time to allow for information gathering, report writing and discussion prior to Board action. As such, items submitted in writing as notices of motion by a Trustee, either through Executive Committee or at a Board meeting, will return to the subsequent meeting as an information item, the following meeting as a discussion item, and finally as an action item on the next Board meeting agenda. Trustees are encouraged to ask questions to help staff write a report relating to the matter, so that once the matter comes for action, all Trustees understand the matter at hand and its implications.</p> <p>(b) The process described in (a) can be expedited if there is consensus by all Trustees present at a meeting to vote on a matter originally listed for either information or discussion on the agenda.</p> <p>(c) In the case of a time-sensitive matter, a Trustee can bring a motion forward through Executive, or if time does not permit, through the discretion of the Chair at any time prior to the start of a Board meeting.</p> <p>(d) The Trustee bringing the motion forward for the first time may request the board to expedite the process and give reason for action, and provided that in the discussion, requested information from staff will be supplied and considered before action takes place.</p> <p>(e) All Trustee motions are to be dealt with, [as outlined in (a), (b), (c)], in a three (3) month timeframe. It is understood that the Board does not generally meet during school holidays and breaks, specifically - March</p>	<p>3.1.14 <u>New Business Brought Forward by Trustee(s) – Notices of Motions</u></p> <p>All notices of motion must be provided in writing to all Trustees prior to start of the meeting.</p> <p>(a) Matters of new business or action items need to be processed by the Board in an efficient, fair and timely manner. There needs to be sufficient time to allow for information gathering, report writing and discussion prior to Board action. As such, items submitted in writing as notices of motion by a Trustee, either through Executive Committee or at a Board meeting, will return to the subsequent meeting as an information item, the following meeting as a discussion item, and finally as an action item on the next Board meeting agenda. Trustees are encouraged to ask questions to help staff write a report relating to the matter, so that once the matter comes for action, all Trustees understand the matter at hand and its implications.</p> <p>(b) The process described in (a) can be expedited by a motion to amend the Board agenda at the beginning of a Board meeting.</p> <p>(c) In the case of a time-sensitive matter, a Trustee can bring a motion forward for action through Executive, or if time does not permit, through the discretion of the Chair at any time prior to the start of a Board meeting.</p> <p>(d) The Trustee bringing forward the request to expedite the process {(b) and/or (c)} shall give reason for action, provided that, requested information from staff has been supplied and considered before action takes place.</p> <p>(e) All Trustee motions are to be dealt with, [as outlined in (a), (b), (c)], in a three (3) month timeframe. It is understood that the Board does not generally meet during school holidays and breaks, specifically - March Break, Holy Week, Christmas Break and during the summer months (July/August), and that this would be taken into consideration when applying the three (3) month timeframe.</p> <p>(f) A student trustee is not entitled to move a</p>

<p>Break, Holy Week, Christmas Break and during the summer months (July/August), and that this would be taken into consideration when applying the three (3) month timeframe.</p> <p>(f) A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the board or one of its committees on which the student trustee sits. When student trustees have an item/proposal that they would like discussed at the board table, they are advised to request that an elected trustee bring the item forward as a motion at the board meeting, with a notation, e.g., “<i>Submitted by Trustee XXX on behalf of Student Trustees XXX</i>”. If no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion. (<i>Education Act s 2.6</i>)</p>	<p>motion, but is entitled to suggest a motion on any matter at a meeting of the board or one of its committees on which the student trustee sits. When student trustees have an item/proposal that they would like discussed at the board table, they are advised to request that an elected trustee bring the item forward as a motion at the board meeting, with a notation, e.g., “<i>Submitted by Trustee XXX on behalf of Student Trustees XXX</i>”. If no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion. (<i>Education Act s 2.6</i>)</p>
<p>3.2 Special Board Meetings</p> <p>3.2.2 <u>Notice</u></p> <p>Notice to the trustees of such meeting and notice of the matters to be dealt with shall be effected by verbal notification to the trustees, or by electronic means (with respect to such trustees that cannot be contacted personally or by telephone for verbal notice,) 48 hours in advance. and in accordance with the provisions of Section 7.4 hereof. Given the short timeline, an agenda and all related materials are to be emailed as soon as possible.</p>	<p>3.2 Special Board Meetings</p> <p>3.2.2 <u>Notice</u></p> <p>Notice to the trustees of such meeting and notice of the matters to be dealt with shall be effected by verbal notification to the trustees, or by electronic 48 hours in advance. Given the short timeline, an agenda and all related materials are to be emailed as soon as possible.</p>
<p>3.2.3 <u>Notice Waived</u></p> <p>Provided however that the restrictions as to 48 hours' notice shall not apply to any special meeting of the Board for which the Secretary obtains unanimous approval of all trustees to the holding of such meeting, and to the subject matter to be dealt with thereat.</p>	<p>3.2.3 <u>Notice Waived</u></p> <p>Provided however that the restrictions as to 48 hours' notice shall not apply to any special meeting of the Board for which the Secretary obtains approval of at least two thirds of the trustees to the holding of such meeting, and to the subject matter to be dealt with thereat.</p>



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Students/Admissions	<i>Policy Number</i> 219A
<i>Former Policy #</i> 219	<i>Page</i> 1 of 6
<i>Original Approved Date</i> January 29, 2002	<i>Subsequent Approval Dates</i> January 22, 2008 February 3rd, 2009 September 1st, 2009 March 5, 2013 November 28, 2017 January 29, 2020

POLICY TITLE **ELEMENTARY STUDENT DRESS CODE**

SECTION A

1. PURPOSE

In keeping with the distinctiveness of our Catholic schools, the York Catholic District School Board believes that a student Dress Code fosters:

- 1.1 A sense of belonging and pride;
- 1.2 A safe and respectful environment for learning and teaching; and
- 1.3 A confident and positive sense of self and respect for the dignity and welfare of others.

The purpose of this policy is to provide guidance to school Administrators and Catholic School Councils with respect to student Dress Code **while recognizing its obligations under the legislative environment of the *Education Act* and the *Ontario Human Rights Code*.**

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board **to establish fair and equitable standards and practices for student dress and** that all schools shall have a defined Dress Code, namely, *Appropriate*, *Standardized* or *Full Uniform*.

3. PARAMETERS

- 3.1 In Elementary schools with an *Appropriate Dress Code*, the Principal, in conjunction with the Catholic School Council, will review issues related to student adherence to the code annually.
- 3.2 In Elementary schools with a *Standardized Dress Code*, the Principal, in conjunction with the Catholic School Council, will assess both the efficacy of the approved clothing items and review issues related to student adherence to the code annually.
- 3.3 In Elementary schools with a *Full Uniform Dress Code*, efficacy of the approved clothing items, the level of satisfaction with the current supplier, as well as adherence to the

- code will be reviewed annually by the Principal in conjunction with the Catholic School Council.
- 3.4 A formal Request for Proposal (RFP) process facilitated by the York Catholic DSB Purchasing Department results in the selection of an approved Uniform Vendor, for schools with a *Full Uniform Dress Code*. Vendor proposal submissions are evaluated by a committee comprised of Trustees, Superintendents, Principals, Student Trustees and Parent representation.
 - 3.5 No suspensions or expulsions for dress code infractions will occur at the Elementary level. A list of progressive discipline strategies to address non-compliance is included in the Policy Guidelines, Section B (5).
 - 3.6 When a new school is opened, a discussion regarding Dress Code will be part of the Principal's Transition Plan. Schools shall commence the Dress Code process in accordance with the timelines outlined in the procedures, an addendum to this policy, once the transition to the new school has occurred. The school will open with an Appropriate Dress Code and the Preliminary Survey will be used to indicate a desire to move to a Standardized Dress Code.
 - 3.7 Schools affected by a Pupil Accommodation Review shall discuss Dress Code as part of each school's Transition Plan. Schools will commence the Dress Code review in accordance with the timelines outlined in the procedures, an addendum to this policy, once the transition to the new (receiving) school has occurred.
 - 3.8 For a period of one year, when students are transitioning as the result of a new school opening or a Pupil Accommodation Review, students will have the option to adhere to the dress code of their former school.
 - 3.9 In the 5th year of the school's current dress code, the Elementary Dress Code review will begin.
 - 3.10 Results from the decision-making process will be retained at the school for five (5) full years and will be destroyed in year six (6).

4. RESPONSIBILITIES

4.1 Principals

- 4.1.1 To provide leadership and support to the school community with respect to Dress Code implementation and the application of the Elementary Dress Code policy and procedures.
- 4.1.2 To exercise discretion in allowing exceptions to the Dress Code.
- 4.1.3 To review issues relating to student adherence to the Dress Code with the Catholic School Council on an annual basis.
- 4.1.4 To liaise with Purchasing Services on issues related to Dress Code, where applicable.

4.2 School Staff

- 4.2.1 To support school community initiatives which promote compliance with the Dress Code.

4.3 Catholic School Council

- 4.3.1 To collaborate with the Principal with regards to Dress Code.

- 4.3.2 To have representation on the Dress Code Advisory Committee assisting with the decision-making process as outlined within the procedures of this policy.
- 4.3.3 To support and promote the ongoing implementation of the school's Dress Code.

4.4 Parent(s)/ Guardians and Students

- 4.4.1 To abide by the approved Dress Code.

5. DEFINITIONS

5.1 Dress Code

- 5.1.1 **Appropriate** - Students dressed in ~~clothing that does not interfere with the learning environment, disrupt school activities, or create a safety hazard.~~
 clothes that are respectful, neat and clean.
- 5.1.2 **Standardized** - Students dressed in clothes of common colour and style.
- 5.1.3 **Full Uniform** - Students dressed in approved clothing items branded with the school insignia purchased from an authorized Board supplier.

5.2 Registered Family

Each registered family of current students who reside in the same household/address according to Maplewood, will be eligible to participate in the process and have one vote throughout the decision making process. Families with students ONLY in grade 8 (or grade 6 in Georgina) are not eligible to participate.

6. CROSS REFERENCES

- YCDSB Policy 202 [Safe Schools - Student Discipline](#)
- YCDSB Policy 802 [Purchasing, Lease and Rental of Goods and Services](#)
- YCDSB Policy 812 [Fair Labour Practices for School Uniforms](#)

[YCDSB Procedure Elementary Student Dress Code](#)
(Addendum to Policy 219A Elementary Dress Code)

[YCDSB Procedure Transition Process for School Consolidation/Closure](#)
(Addendum to Policy 713: Pupil Accommodation Review of Schools)

Approval by Board	<u>January 28, 2020</u> Date
Effective Date	<u>January 29, 2020</u> Date
Revision Dates	<u>January 28, 2020</u> Date
Review Date	<u>January 2025</u> Date

POLICY TITLE: ELEMENTARY STUDENT DRESS CODE

SECTION B: GUIDELINES

1. PARAMETERS FOR THE *APPROPRIATE DRESS CODE*.

~~All student attire must be in keeping with our Catholic teachings and beliefs, and reflect principles of modesty and shall not include the following:~~

- 1.1 All student attire must be in keeping with our Catholic teachings and beliefs, and reflect the value of modesty and the principle of the dignity of the human person.
- 1.2 Upper garments are to cover the midriff and shoulders.
- 1.3 Garments are to have solid fabric rather than mesh or netting.
- 1.4 Appropriate Dress Code enforcement is the responsibility of the Principal and school staff are expected to support its consistent implementation.
- 1.5 The Appropriate Dress Code will permit the Principal to exercise discretion to allow exceptions to the Dress Code or exceptions regarding compliance.

~~Halter tops, tank tops, spaghetti strap tops (narrower in width than 3 centimeters) or tube tops;~~

~~Half t-shirts, tops with cut-outs, tops made of mesh or netting type material;~~

~~Short shorts or skirts;~~

~~Low necklines, front or back;~~

~~Language and/or representation (pictures) on attire that indicates gang affiliation and/or depicts violence, profanity or discrimination of any kind whatsoever or that otherwise demeans an identifiable individual or group;~~

~~Accessories not in keeping with the spirit of the Dress Code as determined by the local school;~~

~~Tops, pants, shorts and skirts must cover the entire midriff.~~

2. PARAMETERS FOR THE *STANDARDIZED DRESS CODE*

Each school must take into consideration the following when developing their *Standardized Dress Code* options:

- 2.1 Affordability;
- 2.2 Ease of purchase;
- 2.3 Practicality and respect for the age, growth, specific individual needs and developmental stages of children within the elementary school community (i.e., stretchy bottoms that provide for ease of wear, comfort and foster independence);
- 2.4 Durability and ease of care;
- 2.5 Respect for cultural norms within the school community;
- 2.6 Alternative options for top-wear with at least two colour options (not white only);
- 2.7 Inclusion of skirts, shorts and dresses;
- 2.8 Seasonal temperature changes;
- ~~Neatness and cleanliness;~~
- 2.9 No restrictions regarding footwear;
- 2.10 "Spirit Wear" will be acceptable as Dress Code options;
- 2.11 **JEANS OF ANY KIND WILL NOT FORM PART OF THE *STANDARDIZED DRESS CODE*.**

All Elementary School Standardized Dress Codes will permit the Principal to exercise discretion to allow exceptions to the Dress Code or exceptions regarding compliance.

3. PARAMETERS FOR THE *FULL UNIFORM DRESS CODE*

A full Uniform Dress Code requires all clothing items to be purchased from a Board approved supplier. The selection of items to be included in a school Dress Code shall be made by the Principal in collaboration with the Catholic School Council with consideration of the parameters listed above in #2.

4. PROCESS TO REVIEW AN EXISTING SCHOOL DRESS CODE OR A DRESS CODE SCHOOL IMPACTED BY A PUPIL ACCOMMODATION REVIEW OR IMPLEMENT A DRESS CODE IN A NEW SCHOOL

- 4.1 The Principal will begin the Elementary Dress Code review process, beginning with the Elementary Dress Code: Preliminary Survey.
- 4.2 If the results of the Dress Code: Preliminary Survey ARE greater than 30% of the total (eligible) number of families in the school community being in favour of a change, the full decision-making process will be initiated as outlined in the procedures, an addendum to this policy.
- 4.3 In new schools, the full-decision making process shall occur once the school has opened. The school will open with an Appropriate Dress Code and the Preliminary Survey will be used to indicate a desire to move to a Standardized Dress Code.
- 4.4 The decision-making process will enable all **registered families** (eligible to participate) to be involved in selecting the form of Dress Code to be implemented in their elementary school. The process should commence in the fall of the school year, no later than November 1st, and must be completed by March 31st for implementation in September of the next school year.
- 4.5 No decision-making process shall be repeated for 5 full school years with the exception of new schools or schools affected by a Pupil Accommodation Review decision related to a school closure/consolidation.

5. COMPLIANCE / NON-COMPLIANCE

Schools may wish to consider holding “Spirit/Theme Days” or “Civvies Days” to promote compliance with the Dress Code expectations. Such initiatives will be developed at the local level by the Principal in consultation with the school staff and the Catholic School Council. If any funds are collected through these initiatives, they shall be used to support Social Justice causes.

Examples of a progressive discipline approach for non-compliance include but are not limited to:

- 5.1 Verbal reminders of expectations;
- 5.2 Communication with Parent(s)/Guardians;
- 5.3 Written notification to Parent(s)/Guardians by the Principal or designate outlining the Dress Code expectations.

Any action taken to implement the requirements of this Policy, including the application of supports and consequences to students, must be consistent with the YCDSB Policy 202 *Safe Schools - Student Discipline*.

No elementary school student shall be suspended / expelled for non-compliance with this policy.

6. COMMUNICATION

Dress Code expectations will be clearly stated in the following:

- 6.1 Y.C.D.S.B. Student or Parent/Guardian Handbook, if applicable;
- 6.2 Student Agenda;
- 6.3 School Website;
- 6.4 Kindergarten and New Registration Packages; and,
- 6.5 September and May/June School Newsletters.

7. REVIEW / ASSESSMENT

Where a *Standardized/Full Uniform Dress Code* has been implemented, the Principal, in consultation with the Catholic School Council will assess both the efficacy of the clothing items, and adherence to the code annually. Amendments, i.e. clothing item addition, to the approved clothing items **may** be made at this time (no formal voting process is required).

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance	<i>Policy Number</i> 106
<i>Former Policy #</i> 803	<i>Page</i> 1 of 15
<i>Original Approved Date</i> May 1969	<i>Subsequent Approval Dates</i> May, 1988, June 22nd, 1999 January 2003, March 25, 2008 February 25, 2014 November 29, 2016 January 31, 2017

DRAFT June 10 2021
SECTION A

POLICY TITLE: DELEGATIONS TO THE BOARD AND ~~INPUT TO AGENDA~~
ITEMS

1. **PURPOSE**

The Board recognizes that *all stakeholders* need to have a voice in the decision making process of the Board and to have their concerns heard. This policy is intended to provide the guidelines under which the above may occur.

*This policy is consistent with all applicable legislation, including the **Education Act**, **The Ontario Human Rights Code**, **Municipal Freedom of Information and Protection of Privacy Act** (MIFIPPA), and **Occupational Health and Safety Act** (OHSA).*

2. **OBJECTIVE ~~POLICY STATEMENT~~**

The York Catholic District School Board values the input members of the community may provide into issues where they have a particular concern or interest subject to approved guidelines. Therefore, it is the policy of the York Catholic District School Board that delegations to the Board enable members of the community to give timely input on items to be discussed on a Board Agenda.

3. **PARAMETERS**

In the interest of engaging our communities, the Board is committed to providing stakeholders with opportunities to provide input and/or feedback that supports or informs Board decision-

making through delegations received at Regular, Special Meetings of the Board or Committee Meetings. All delegations may be made in person or virtually.

In an effort to conducting efficient Board meetings:

All approved delegations will be heard and Trustees may ask questions for clarification purposes only.

There will be no engagement or debate between the Board of Trustees, Board staff and the official spokesperson of the delegation.

~~The official spokesperson of the delegation should not expect to ask any questions to the Board or Board Staff that evening.~~

Where the matter brought before the Board requires a decision, the Board will notify the official spokesperson through written communication of the decision, or of the date of the meeting at which a decision is to be made.

Upon receipt of a public request to make a delegation in accordance with the parameters outlined in this policy, the Executive Committee of the Board will:

- i) Review the request and determine whether the presentation will be heard.
(Presentations contrary to directives by the Ministry of Education, Ministry of Labour, Ministry of Health and our local and provincial Health Units will not be heard).
- ii) Determine if the approved delegation request will be heard before the whole Board, in a private session of the Board, referred to a committee of the Board, or referred to the Director of Education to determine appropriate action(s).

DELEGATIONS TO THE BOARD: PUBLIC PRESENTATIONS

- 3.1 An individual or delegation wishing to make a presentation to the Board shall process the request through the Administrator to the Director and Trustee Services who will provide direction and a copy of Form Admin. 29(a) which must be fully completed and received at least seven (7) days prior to the date of the meeting.
- 3.2 An individual or delegation wishing to make a presentation to the Board requesting the development of a proposed policy or the revision of an existing policy must also complete and submit Appendix 4 (Rationale for the Development, Review or Revision of a Policy) of Policy 101: Meta Policy: Policy Management and Governance along with Form Admin. 29(a) to the Administrator to the Director and Trustee Services as outlined in parameter 3.1.
- 3.3 An individual or delegation wishing to make a presentation to the Board related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at a Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools*.
- 3.4 No more than three (3) delegations will be approved for any Regular Board meeting by the Executive Committee of the Board. ~~without approval of the Executive Committee of the Board.~~
- 3.5 During the budget development process, the Board explicitly solicits stakeholder input and as such, more than three delegations may be approved by the Executive Committee for Board meetings in May and June.

- 3.6 If there are numerous delegation requests on a particular matter, the Executive Committee reserves the right to reduce the delegation time to 5 minutes and/or call a special board meeting to hear the delegations.
- 3.7 At the discretion of the Chair, delegations may be added to a Board agenda in the event of a time sensitive situation.
- 3.8 The Chair reserves the discretion to defer a request for a presentation.
- 3.9 Following approval to hear the presentation, before the full Board or a committee of the Board, the spokesperson for the group (or individual) shall be notified of the meeting date and time and shall be apprised of the **expectations** parameters for the presentation.
- 3.10 Up to two (2) individuals may serve as spokespersons for any delegation, and no other members of the delegation shall address the Board, except by request of a Trustee and permission of the Chair. ~~Additional~~
- 3.10.1 **Written material in support of the presentation, including PowerPoint, will be provided to Trustees by the Friday prior to the scheduled Board meeting.**
- 3.10.2 **If supporting information is not submitted within the timeline, the delegation will be removed from the agenda and presented at a future Board meeting.**
~~may be provided to Trustees at the meeting.~~
- 3.11 A maximum of *ten (10)* minutes per delegation is allowed to make a presentation. The Chair may choose to extend the time.
- 3.12 **All delegation presentations must agree to be livestreamed during the meeting.**
- ~~Where the matter brought before the Board requires a decision, the Board reserves the right not to make the decision at the same meeting at which a presentation is heard. The individual or the official spokesperson of the delegation shall be notified verbally, or by letter of the decision, or of the date of the meeting at which a decision is to be made, or a staff report concerning the presentation is to be considered.~~

DELEGATIONS TO THE BOARD: PRESENTATION OF A PETITION

- 3.13 An individual or delegation wishing to present a petition **as part of their delegation presentation** to the Board shall present a written copy of the petition to the **Administrator to the Director and Trustee Services** ~~Recording Secretary~~ at least fifteen (15) minutes prior to the start of the Board Meeting ~~along with a completed Admin 29(a).~~ Receipt of the petition will be noted by the Chair on behalf of the Board **and noted in the minutes of the meeting by the recording secretary** ~~during the Presentations segment of the Agenda.~~
- 3.13.1 **For the purpose of a virtual presentation the original petition must be delivered to the Catholic Education Centre prior to the meeting to the Administrator to the Director and Trustee Services.**
- 3.14 An individual or delegation wishing to present a petition to the Board related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at a Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools*.

3.15 Petitions shall contain original signatures only, written directly on the face of the petition, along with printed names, addresses, postal codes and email addresses.

3.12.1 Electronic petitions shall not be accepted.

~~Following approval to hear a petition, before the full Board or a committee of the Board, the spokesperson for the group presenting a petition shall be allowed to address the Board, if they so desire, in public session or in camera, as determined by the Chair of the Board.~~

~~A maximum of three (3) minutes is allowed to present a petition. The Chair may choose to extend the time to allow for wrap-up of the presentation.~~

3.16 If a Trustee wishes may also to present a petition to the Board on behalf of their community, they should process it through the Executive Committee for placement on a Board agenda. during the "Presentations" segment of the Agenda.

~~After receiving a petition, and where the matter requires a decision, the Board reserves the right not to make the decision at the same meeting at which the petition is presented. The official spokesperson of the delegation shall be notified verbally, or by letter of the decision, or of the date of the meeting at which a decision is to be made, or a staff report concerning a petition to be considered.~~

DELEGATIONS TO THE BOARD: PRESENTATIONS OF INPUT RELATED TO AN ITEM ON THE AGENDA

~~An individual or delegation wishing to give input to the Board, related to any item on the Agenda, shall notify the Secretary to the Director's Office: Trustee Services at least fifteen (15) minutes prior to the start of the Board Meeting. The Secretary to the Director's Office: Trustee Services will provide a copy of Admin 29(b) for completion and approve the request if the item is on the agenda and inform the spokesperson for the group of the parameters for the presentation.~~

~~An individual or delegation wishing to present input related to an item on the agenda, specifically if the item relates to a Pupil Accommodation Review, shall be redirected to present at the Special Meeting of the Board designated to the receipt of public delegations for the purpose of providing feedback on the Final Staff Report (Report 2), in accordance with Board Policy 713: *Pupil Accommodation Review of Schools*.~~

~~On occasion, there may be a Notice of Motion presented to the Board by an individual Trustee that is in need of immediate action due to its urgency or its time sensitive nature. In this situation, the Chair of the Board shall take responsibility for extending an invitation to members in the audience for presentation of input related to the specific item.~~

~~An individual or delegation wishing to make a presentation to the Board requesting the development of a proposed policy or the revision of an existing policy as part of their presentation to give input to the Board, related to an item on the Agenda, must also complete and submit Appendix A (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance along with Form Admin. 29(a) to the Secretary to the Director's Office: Trustee Services as outlined in parameter 3.18.~~

~~One person shall serve as spokesperson for the group and no other members of the group shall address the Board. Additional written material in support of the presentation may be provided to Trustees at the meeting.~~

~~Each presentation of input shall be limited to a maximum of three (3) minutes. The Chair may choose to extend the time.~~

~~In the interest of operating efficient board meetings, there may be occasions when presentations of input are limited.~~

~~After hearing the presentation, the Board reserves the right not to make a decision at the same meeting at which the related presentation is heard.~~

DELEGATIONS TO THE BOARD: PRESENTATIONS RELATED TO A PUPIL ACCOMMODATION REVIEW OF SCHOOLS

- 3.17 All public delegations related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at the Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools* and this policy.

~~When a Special Meeting of the Board is convened to receive delegations related to a Final Staff Report with Community Consultation (Report 2) parameters 3.17 to 3.24 of this policy shall be waived with the exception of parameter 3.18.~~

- 3.18 Members of the public will be given the opportunity to provide feedback on a *Final Staff Report with Community Consultation (Report 2)* through public delegations to the Board of Trustees at a Special Meeting of the Board no later than ten (10) business days after a *Final Staff Report with Community Consultation (Report 2)* is publicly posted.
- 3.19 The Special Meeting of the Board to receive public delegations related to a *Final Staff Report with Community Consultation (Report 2)* shall be announced and advertised publicly by the Board through a range of communication methods and shall be posted on the Board's website.
- 3.20 In accordance with Ministry *Guidelines* and in alignment with Board Policy 713: *Pupil Accommodation Review of Schools*, there is no limit to the number of delegations approved for presentation at the Special Meeting of the Board as it is designated solely to receiving input to a *Final Staff Report with Community Consultation (Report 2)*. There may be occasions where the number of delegation requests received exceeds the time allotment of the Special Meeting of the Board. If this occurs a date and time for the Board to reconvene the Special Meeting of the Board will be confirmed by the Chair of the Board and communicated to community stakeholders.
- 3.21 An individual or delegation wishing to give input to the Board related to a *Final Staff Report with Community Consultation (Report 2)* may notify the Administrator to the Director and Trustee Services to the Director's Office: Trustee Services at any time prior to the start of the Special Meeting of the Board or notify designated personnel at any time during the Special Meeting of the Board. A copy of Admin 29(c) for completion will be distributed to the individual or delegation.

- 3.22 One person shall serve as spokesperson for a group. Additional written material in support of the presentation may be provided to Trustees at the meeting, but shall be provided to the Administrator to the Director and Trustee Services to the Director's Office for inclusion in the *Final Staff Report with Public Delegations Addendum (Report 3)*.
- 3.23 Each presentation of input shall be limited to a maximum of five (5) minutes.
- 3.24 Feedback received through the presentation of public delegations related to a *Final Staff Report with Community Consultation (Report 2)* shall be included in the *Final Staff Report with Public Delegations Addendum (Report 3)*.

~~On the date of the Regular Meeting of Board where a decision related to a Pupil Accommodation Review, specifically a school consolidation and/or closure, is to be made by the Board of Trustees, and with the acknowledgement that a Special Meeting of the Board for delegations related to the specific Pupil Accommodation Review has occurred, parameters 3.17 to 3.24 of this policy shall be suspended with the exception of parameter 3.18 as the Special Meeting of the Board to receive public delegations related to a Pupil Accommodation Review has occurred.~~

DELEGATIONS TO THE BOARD: PRESENTATIONS ON "IN CAMERA" MATTERS

- 3.25 Items should be forwarded to the Executive Committee of the Board for consideration.

4. RESPONSIBILITIES

4.1 Executive Committee

- 4.1.1 To receive, review and approve requests to make a presentation before the Board.

4.2 Director of Education

- 4.2.1 To oversee compliance with the Delegations to the Board and Input to Agenda Items policy.

4.3 Administrator to the Director and Trustee Services to the Director's Office— Trustee Services or Recording Secretary

- 4.3.1 To manage requests to make a public presentation, present a petition, give input related to an item on the agenda or a pupil accommodation review to the Board.

5. DEFINITIONS

5.1 Delegation

A formal presentation made to the whole Board at a Regular or Special Meeting of the Board or in a private session of the Board relating to a specific issue or matter as outlined in Section 3: *Parameters* of this policy.

5.2 Petition

A formal request presented to an Official of the Board pertaining to a defined issue and/or concern. Such requests will be presented in the form of a typewritten document containing original signatures only, written directly on the face of the petition, printed names, addresses, postal codes and email addresses. ~~telephone numbers~~. Email, faxed or photocopied petitions are not accepted and will not be presented.

6. **APPENDICES RELATED FORMS** —

[Admin 29\(a\)](#) Public Request to Make a Presentation or Present a Petition

~~YCDSB Form: Admin 29(b) Public Request to Make a Presentation Related to an Item on the Agenda~~

[Admin 29\(c\)](#) Public Request to Make a Presentation Related to a Pupil Accommodation Review

[Appendix 4](#) - Rationale for the Development, Review or Revision of a Policy

7. **REFERENCE DOCUMENTS**

YCDSB [Policy 101 Meta Policy: Policy Management and Governance](#)

YCDSB [Policy 713 Pupil Accommodation Review of Schools](#)

Approval by Board

January 31, 2017

Date

Effective Date

February 1, 2017

Date

Revision Date(s)

January 31, 2017

Date

Review Date

January 2022

Date



YORK CATHOLIC DISTRICT SCHOOL BOARD

Admin. 29(a)

File Ref. M14

May 2021

Revised Feb. 2020

PUBLIC REQUEST TO MAKE A PRESENTATION OR PRESENT A PETITION

Please Note:

Each individual/group is allowed a maximum of 10 minutes to make a presentation and to answer questions from Trustees.

Each individual/group is allowed 3 minutes to present a petition and to answer questions from Trustees.

In the interest of operating efficient Board meetings there will be occasions when delegations shall be limited.

1) INDIVIDUAL MAKING THE REQUEST:

Name:			
Home Address:		Email Address:	
Home Telephone:		Business Telephone:	
Name of Group Being Represented (if Applicable):			
Name of Home School being represented:			
Are you a York Catholic District School Board employee? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is this request related to a Motion and/or decision of the Board? Yes <input type="checkbox"/> No <input type="checkbox"/>			

2) SPOKESPERSON (No more than three people)

Name:		Name:	
Address:		Address:	
Home Telephone:		Home Telephone:	
Business Telephone:		Business Telephone:	
Email Address:		Email Address:	

3) SPECIFIC STATEMENT OF ISSUE:

[Please see reverse]

4) SUMMARY OF KEY PRESENTATION POINTS:

5) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM/ISSUE:

Form prepared by: _____ Date: _____

I am aware that my delegation presentation will be livestreamed during the Board Meeting.

EQUIPMENT REQUIREMENTS

If your presentation is in an electronic format (PowerPoint, Slides, Audio, Video) the information you provide will help us support you during the presentation. Please email a copy of the electronic presentation **48 hours** in advance of the Board meeting. Email Presentation to board.delegations@ycdsb.ca

Please specify technology requirements needed:

- ☐ Presentation (PowerPoint, Google Slide, Keynote) **with no audio** and video embedded
- ☐ Presentation (PowerPoint, Google Slide, Keynote) **with audio** and video embedded
- ☐ Internet Needed (Example: playing YouTube video or reference to a website)

Other: _____

HIGHLIGHTS OF POLICY 106 – DELEGATIONS TO THE BOARD:

Presenters should ensure that a completed Admin. 29(a) form is received by the Administrator to the Director and Trustee Services Office at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, L4G 0M1 by mail or fax (905) 713-1272 at least **7** days in advance of the meeting for a Public Presentation and at least 15 minutes prior to the start of the Board Meeting for a Presentation of a Petition.

Written material in support of the presentation, including PowerPoint, shall be provided to Trustees by the Friday prior to the scheduled Board meeting. If supporting information is not submitted within the timeline, the delegation will be removed from the agenda and presented at a future Board meeting.

~~If presenters submit all presentation materials to the Administrator to the Director's Office — Trustee Services, no later than 6 calendar days prior to the scheduled Board Meeting they will be included in the appropriate meeting agenda package.~~

Presenters who are requesting the development of a proposed policy or the revision of an existing policy as part of their delegation to the Board must also complete and submit **Appendix 4** (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance.

Presenters who use the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated. The Chair will direct the presentation to a private meeting of the Board. The presentation shall be processed as per Policy No. 424: Disposition of Complaints About Board Employees.



WE REMOVED THIS SECTION IN THE POLICY

REQUEST APPROVED — Yes ☐ — No ☐

Admin. 29(b)
File Ref. M14
February 2017

YORK CATHOLIC DISTRICT SCHOOL BOARD
PUBLIC REQUEST TO GIVE INPUT RELATED TO AN ITEM ON THE AGENDA

Please Note: —

Each individual/group is allowed a maximum of 3 minutes to present input to an item on the agenda and to answer questions from Trustees.

— **In the interest of operating efficient Board meetings there will be occasions when delegations shall be limited.**

1) INDIVIDUAL MAKING THE REQUEST:

Name: _____

Address: _____ Email Address: _____

Home Telephone: _____ Business Telephone: _____

Name of Group Being Represented (if Applicable): _____

Name of Home School being represented: _____

Is this request related to a Motion and/or decision of the Board? — Yes ☐ — No ☐

2) SPOKESPERSON (An individual or one designated person to represent a group of individuals)

Name: _____ Name: _____

Address: _____ Address: _____

Home Telephone: _____ Home Telephone: _____

Business Telephone: _____ Business Telephone: _____

3) SPECIFIC STATEMENT OF ISSUE:

4) SUMMARY OF KEY PRESENTATION POINTS:

_____ Please see reverse}

**~~5) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS
TO ADDRESS THE PROBLEM/ISSUE:~~**

**~~6) IF YOU WOULD LIKE PRINTED MATERIAL DISTRIBUTED PRIOR TO THE BOARD
MEETING PLEASE SUBMIT ALONG WITH THE COMPLETED ADMIN. 29(b).~~**

Form prepared by: _____

Date: _____

HIGHLIGHTS OF POLICY 106 – DELEGATIONS TO THE BOARD:

- ~~Presenters should ensure that a completed Admin. 29(b) form is received by the Administrator to the Director and Trustee Services at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, L4G 0M1 by mail or fax (905) 713-1272 at least 30 minutes in advance of the Board Meeting.~~
- ~~Presenters who are requesting the development of a proposed policy or the revision of an existing policy as part of their delegation to the Board must also complete and submit Appendix A (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance~~

~~Presenters who use the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated. The Chair will direct the presentation to a private meeting of the Board. The presentation shall be processed as per Policy No. 424: Disposition of Complaints About Board Employees.~~



PAR

Pupil Accommodation Review

PUBLIC REQUEST TO MAKE A PRESENTATION RELATED TO A PUPIL ACCOMMODATION REVIEW

Please Note:

Each individual/group is allowed a maximum of 5 minutes to present input related to a Pupil Accommodation Review.

Input received from presenters will become the property of the Board and will be included as an addendum to Report 3 (refer to Policy 713: School Pupil Accommodation Reviews).

This form must be submitted to designated Board personnel for inclusion in Report immediately following the presentation.

2) INDIVIDUAL MAKING THE REQUEST

Name: _____

Address: _____

Email Address: _____

Home
Telephone: _____

Business
Telephone: _____

Name of Home School being represented: _____

Identify the applicable geographical area being addressed: (Insert Geographical Area) ☐

(Insert Geographical Area) ☐

3) SPOKESPERSON (An individual or one designated person to represent a group of individuals, if applicable):

Name: _____

Address: _____

Home
Telephone: _____

4) SPECIFIC STATEMENT OF ISSUE:

5) SUMMARY OF KEY PRESENTATION POINTS:

6) IF APPLICABLE, KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE ISSUE:

Form prepared by: _____ Date: _____

HIGHLIGHTS

A presenter who uses the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated by the Committee Chair.

A presenter(s) is not required to supply a complete text of their remarks in advance of the meeting. At the presenter's discretion, they may elect to prepare, copy and distribute their text to trustees/staff at the meeting (35 copies).

If presenters submit all presentation materials to the Administrator to the Director and Trustee Services, no later than 6 calendar days prior to the scheduled Board Meeting they will be included in the Special Board meeting agenda package.



York Catholic District School Board

**RATIONALE FOR THE DEVELOPMENT, REVIEW OR
REVISION OF A POLICY**

NAME:

**INDICATE ONE OF
THE FOLLOWING:**

☐

STAFF

☐

STAKEHOLDER

THE PURPOSE OF THE PROPOSED OR REVISED POLICY/PROCEDURE:

**THE OBJECTIVE OF THE PROPOSED OR REVISED POLICY/PROCEDURE - INDICATE HOW
THE PROPOSED OR REVISED POLICY WOULD SUPPORT THE BOARD'S MISSION, VISION
AND ENHANCE STUDENT/STAFF ACHIEVEMENT AND WELLBEING:**

**INDICATE WHO WOULD BE DIRECTLY OR INDIRECTLY AFFECTED BY THE PROPOSED OR
REVISED POLICY? HOW?**

**INDICATE WHO SHOULD BE INVOLVED IN DEVELOPING THE PROPOSED POLICY OR
REVISING THE EXISTING POLICY.**

WHAT WILL BE NEEDED FOR IMPLEMENTATION, EVALUATION, REVIEW PROCESSES?

WHO WILL ORGANIZE ONGOING MONITORING OF THE NEW POLICY AND HOW WILL IT BE EVALUATED?

WHAT ARE THE IMPLICATIONS ASSOCIATED WITH THE PROPOSED OR REVISED POLICY
(i.e. Financial, Human Resources, Awareness, Other)?

WHAT ARE THE PROPOSED TIMELINES FOR IMPLEMENTATION?

ADDITIONAL COMMENTS

SIGNATURE OF REQUESTOR:

DATE:

Please Note:

York Catholic District School Board Staff are to submit this completed Form to the Policy Steering Committee one week in advance of the next scheduled Committee meeting.

Stakeholders are to submit this completed Form along with the Delegation to Board Form as per the procedures outlined in Policy 106 Delegations to the Board and Input on Agenda Items.



York Catholic District School Board

M E M O

DATE: June 15, 2021

Re: 2021-2022 REGULAR BOARD MEETINGS

Below is a list of the 2021-2022 Regular Board Meeting dates. All Board Agendas and Minutes will be posted on the York Catholic District School Board website as follows:

<https://www.ycdsb.ca/trustees/board-meeting-agendas-minutes/>

Start Times for Regular Board Meetings: 7:30 pm

AUGUST 2021		SEPTEMBER 2021		OCTOBER 2021
Tuesday, August 31, 2021 6:30 pm Mass followed by Board Meeting at 7:30 pm		Tuesday, September 28, 2021		Tuesday, October 26, 2021
NOVEMBER 2021		DECEMBER 2021		DECEMBER 2021
Tuesday, November 30, 2021		Wednesday, December 1, 2021 6:30 pm Mass followed by Inaugural Board Meeting at 7:30 pm		Tuesday, December 14, 2021
JANUARY 2022		FEBRUARY 2022		MARCH 2022
Tuesday, January 25, 2022		Tuesday, February 22, 2022		Tuesday, March 29, 2022
APRIL 2022		MAY 2022		JUNE 2022
Tuesday, April 26, 2022		Tuesday, May 31, 2022		Tuesday, June 21, 2022

JUNE 2022

Thursday, June 30, 2022 @ 8 am
(Special Board Meeting,
if necessary)

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees

FROM: Administration

DATE: June 15, 2021

RE: Semi-Annual Development Circulation Report
January 2021 – June 2021

EXECUTIVE SUMMARY

The purpose of this report is to provide Trustees with a summary of major development applications received during the period of January 2021 – June 2021.

The report includes a summary of new development applications exceeding 100 low density and 250 high density units, as well as additional reporting of development within provincially designated 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 January 2021 - June 2021. The report also includes an update on various Minister's Zoning Orders that have been requested or granted since January 2021.

Of the 58 new development applications received since the last report of January 2021, 16 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

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

In an effort to provide increased transparency, Administration has included three additional summaries. Table 2 includes information specific to all development within the provincially designated growth centres, regardless of the number of units proposed. Table 3 summarizes other land use studies which have been active over the past 6 months. Table 4 summarizes the Minister's Zoning orders that have been either requested or granted over the current reporting period.

Official Plans and Secondary/Block Plans with a site designation will continue to come to the Board individually for approval as they are received.

DEVELOPMENT ACTIVITY FROM JANUARY 2021 TO JUNE 2021

Of the 58 new development applications received since the last report of January 2021, 16 plans meet the established thresholds for inclusion in the Semi Annual Development Report (Table 1). None of the remaining 42 applications were located within the provincially designated growth areas (Table 2).

OTHER LAND USE PLANNING STUDIES

Administration continues to be involved in a number of other land use planning activities and studies in the form of secondary plans, block plans, Local Planning Appeal Tribunal (LPAT) matters, and other land use studies over the January to June reporting period. Attached as Table 3 is a summary of the broader land use planning exercises that Administration has participated in over the January to June 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 (MZO’s)

A Minister’s zoning order is part of Ontario’s Planning Act that allows the Minister of Municipal Affairs and Housing to control how a piece of land is to be used and zoned, with no public consultation or opportunity to appeal by municipalities or other stakeholders, such as school Boards or citizens. A zoning order may restrict or allow certain types of development. A MZO replaces any existing official plan and zoning by-law designations by a local municipality on the parcel of land. Once a MZO is issued by the Province, the landowner is required to fulfil the MZO requirements, and is subject to other regional/municipal servicing requirements.

The approval of a MZO is outside of the regular municipal process of circulating a plan to the Board for review and comment. There is no requirement for the Province to circulate any material to commenting agencies (including school Boards) that would typically be notified by a municipality. Administration is working with the Region and lower municipalities to ensure that the Board receives notification of MZO’s.

Since January, 3 MZO’s have been granted by the Province throughout York Region, and an additional 6 have been requested. A summary of the recent MZO’s is included in Table 4 of the Appendix and identified on Map 2.

Administration will continue to monitor the long term accommodation impact of MZO’s granted throughout York Region and provide further updates to the Board as required.

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 period of January 2021 - June 2022. Additional details on various secondary plans and other planning processes that Administration has participated in over the January 2021 - June 2022 timeframe have been included for Trustee review. The next Semi-Annual Development report will be provided in January 2022.

LIST OF ATTACHMENTS:

1. [Table 1. Development Applications Over 100 Low Density and 250 High Density Units](#)
2. [Table 2. Development Applications within Provincially Designated Growth Centres](#)
3. [Table 3. Summary of Recent Planning Studies Participated in by Planning Services staff](#)
4. [Table 4. Summary of Minister’s Zoning Orders](#)
5. [Map 1. Location Map of Semi-Annual Development Applications](#)
6. [Map 2. Location Map of Planning Study Areas and Minister’s Zoning Orders](#)

Prepared By: Adam McDonald, Senior Planner
Submitted By: Tom Pechkovsky, Coordinating Manager of Planning & Operations
Endorsed By: Mary Battista, Interim Director

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Semi-Annual Development Report

Development Applications over 100 low density and 250 high density units

January 2021 - June 2021

Table 1

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	OPA(R)-20018	OPA and ZBA	1/19/2021	Richmond Hill Ward 2	Maria lafrate \ Dominic Mazzotta	0	57	277	2027	No	Father Henri Nouwen	St. Theresa of Lisieux	10	7
2	OPA(A)-202101	OPA and ZBA	1/20/2021	Aurora Ward 1	Elizabeth Crowe	0	18	361	2027	No	Holy Spirit	St. Maximilian Kolbe	12	3
3	OPA(M)-19137397	OPA, ZBA and Site Plan	1/20/2021	Markham Ward 3	Carol Cotton	0	0	297	2027	No	St. Benedict	St. Augustine	5	3
4	19T-21V01	Draft Plan, OPA, ZBA and Site Plan	1/29/2021	Vaughan Ward 3	Maria Marchese	0	11	382	2027	No	St. Veronica	St. Jean de Brebeuf	14	4
5	OPA(V)-21004	OPA and ZBA	3/16/2021	Vaughan Ward 4	Jennifer Wigston	0	10	853	2027	No	Our Lady of the Rosary	St. Elizabeth	9	5
6	SP(V)-20052	OPA, ZBA and Site Plan	3/16/2021	Vaughan Ward 4	Jennifer Wigston	0	0	627	2025	No	Our Lady of the Rosary	St. Elizabeth	19	5
7	OPA(R)-20016	OPA and ZBA	3/17/2021	Richmond Hill Ward 6	Maria lafrate \ Dominic Mazzotta	0	0	255	2027	No	St. Joseph (Richmond Hill)	Our Lady Queen of the World	5	3
8	SP(V)-20067	OPA, ZBA and Site Plan	3/24/2021	Vaughan Ward 4	Jennifer Wigston	0	0	1,070	2025	No	Our Lady of the Rosary	St. Elizabeth	32	8
9	19T-21V02	Draft Plan, OPA and ZBA	3/25/2021	Vaughan Ward 3	Maria Marchese	0	145	0	2027	No	St. Emily	St. Jean de Brebeuf	35	11
10	SU(M)-21103970	Draft Plan and ZBA	3/29/2021	Markham Ward 1	Carol Cotton	0	0	1,668	2027	No	St. Anthony	St. Robert	27	19
11	Z(V)-21009	OPA and ZBA	4/1/2021	Vaughan Ward 3	Maria Marchese	0	0	952	2028	TBD ¹	St. Gabriel the Archangel	Fathe Bressani	29	15
12	Z(M)-21106315 ²	OPA and ZBA	4/16/2021	Markham Ward 8	James Ecker	0	0	1,134	2027	No	St. John XXIII	St. Augustine	19	10
13	OPA(V)-21009 ²	Draft Plan and ZBA	5/7/2021	Vaughan Ward 4	Jennifer Wigston	0	0	4,563	2028	No	Our Lady of the Rosary	St. Elizabeth	137	73
14	Z(V)-21014	OPA and ZBA	5/9/2021	Vaughan Ward 4	Jennifer Wigston	0	0	1,006	2029	No	St. David	St. Joan of Arc	18	16
15	Z(R)-20029	OPA and ZBA	5/12/2021	Richmond Hill Ward 6	Maria lafrate \ Dominic Mazzotta	0	0	821	2028	No	St. Joseph (Richmond Hill)	Our Lady Queen of the World	15	10
16	19T-21V04	Draft Plan, OPA and ZBA	5/21/2021	Vaughan Ward 3	Maria Marchese	15	155	0	2027	No	St. Emily	St. Jean de Brebeuf	48	14

NOTES

¹ Application is within the Weston 7 Secondary Plan area - site designated, location is to be identified through the Secondary Plan process

² New applications previously circulated under different file numbers

Development Applications within Provincially Designated Growth Centres (Regardless of Unit Counts)

Table 2

Plans highlighted in yellow are duplicated on Table 1.

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 other plans received													

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						
12	Z(M)-21106315	OPA and ZBA	4/16/2021	Markham Ward 8	James Ecker	0	0	1,134	2027	No	St. John XXIII	St. Augustine	19	10
*	No other 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						
6	SP(V)-20052	OPA, ZBA and Site Plan	3/16/2021	Vaughan Ward 4	Jennifer Wigston	0	0	627	2025	No	Our Lady of the Rosary	St. Elizabeth	19	5
8	SP(V)-20067	OPA, ZBA and Site Plan	3/24/2021	Vaughan Ward 4	Jennifer Wigston	0	0	1,070	2025	No	Our Lady of the Rosary	St. Elizabeth	32	8
13	OPA(V)-21009	Draft Plan and ZBA	5/7/2021	Vaughan Ward 4	Jennifer Wigston	0	0	4,563	2028	No	Our Lady of the Rosary	St. Elizabeth	137	73
*	No other 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						
10	SU(M)-21103970	Draft Plan and ZBA	3/29/2021	Markham Ward 1	Carol Cotton	0	0	1,668	2027	No	St. Anthony	St. Robert	27	19
*	No other plans received													





Newmarket Urban Centre Secondary Plan

No Plans received

Location of Development Applications

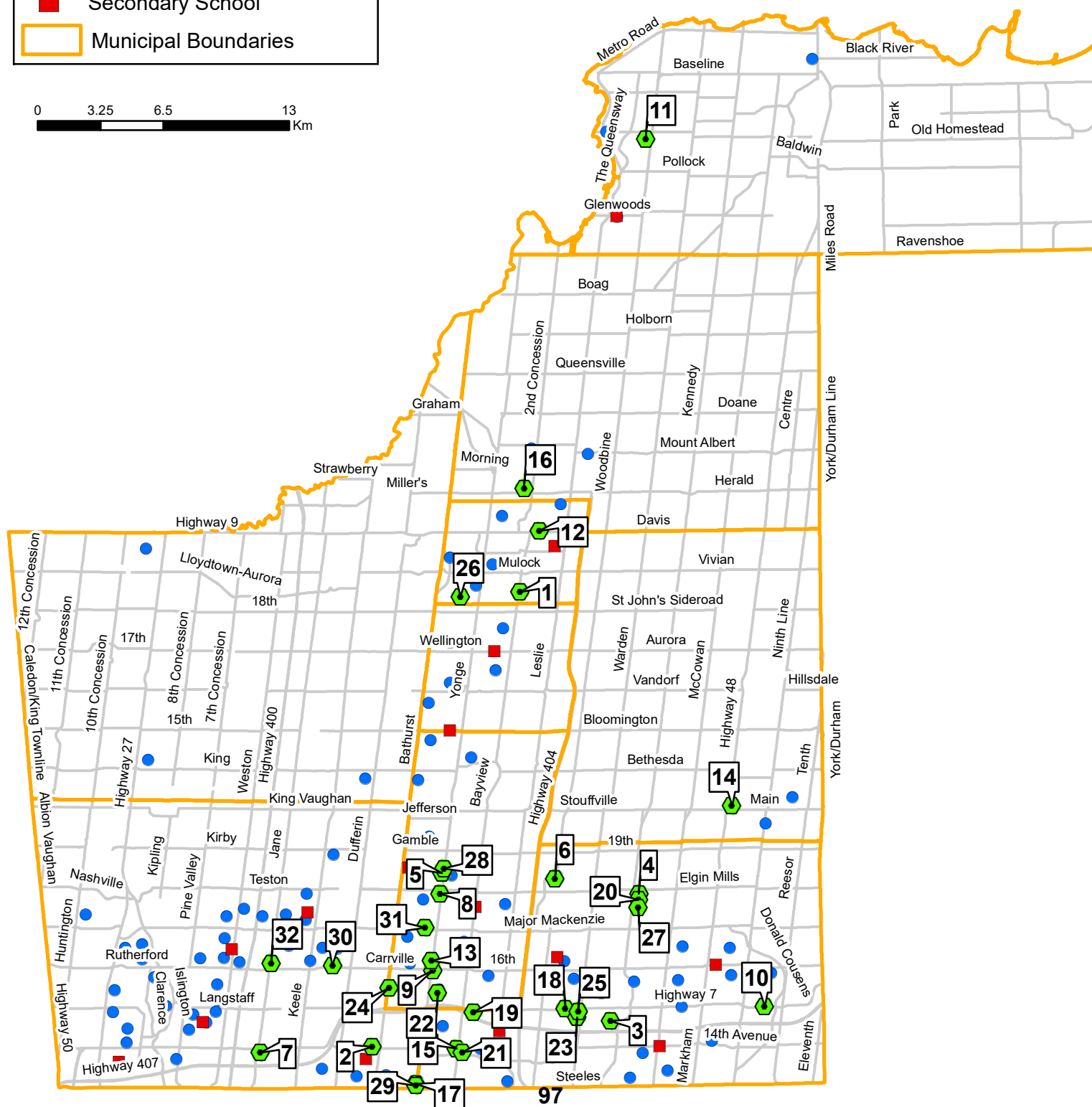
Planning Services Unit

Legend

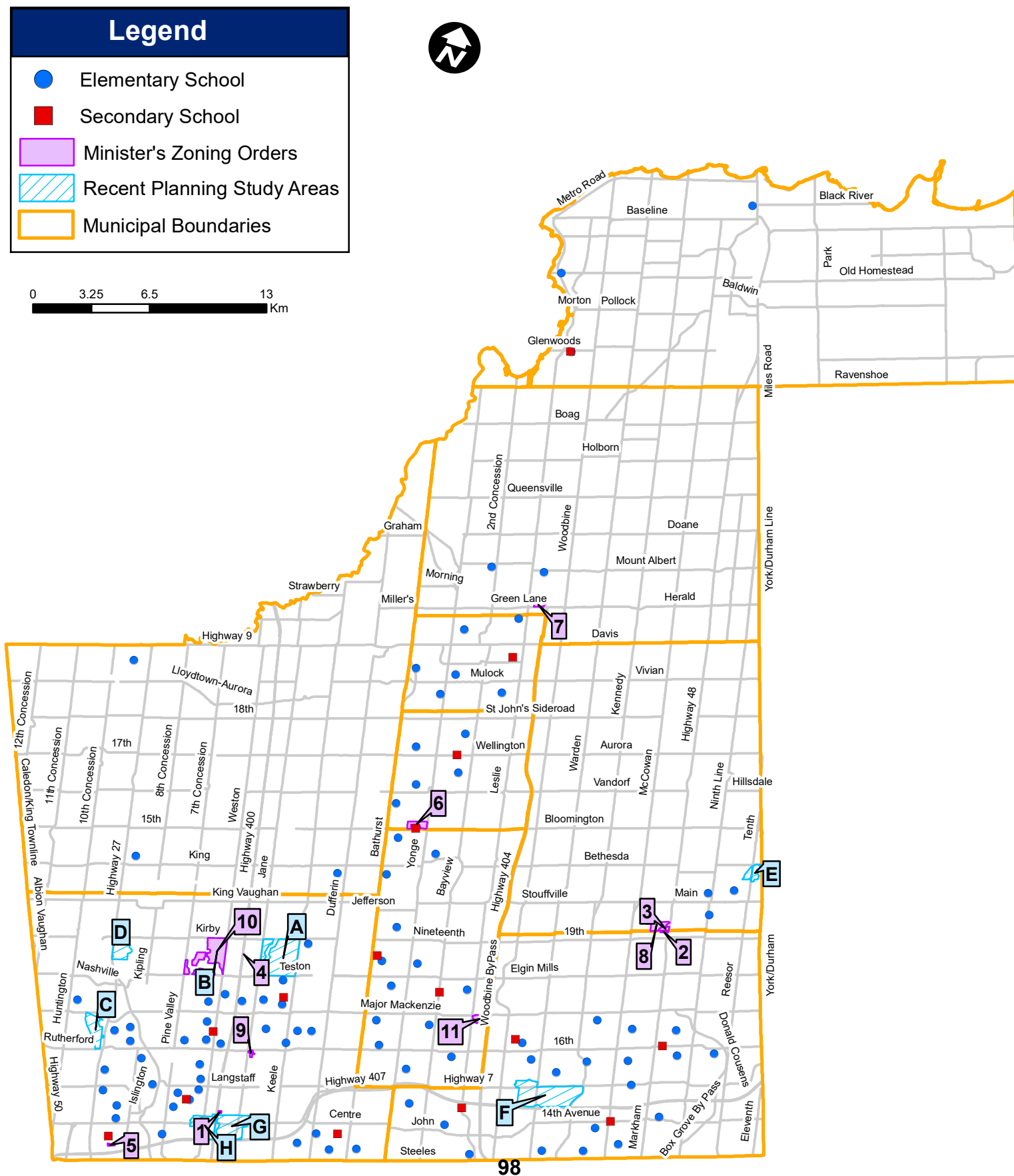
-  Development Applications
-  Elementary School
-  Secondary School
-  Municipal Boundaries



0 3.25 6.5 13 Km



Planning Services Unit



Semi Annual Development Report

Recent Planning Studies Attended/Participated in by Planning Services staff

January 2021 - June 2021

Table 3

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 27 Secondary Plan	Vaughan Ward 1	Rose Cantisano	Approved Secondary Plan	Meeting with City staff and Landowners group on May 20, 2021. Proposed Unit increase from the approved 7,000 to possibly 10,000. Discussion regarding school site configurations consistent with the Board's Site Acquisition Policy. Anticipated Block Plan submission for October/November 2021 with draft plans of subdivision to be circulated Q1/Q2 2022, with occupancies to commence 2025. 2 elementary school sites designated by the Board in mm/yy. No additional school sites required.	10,000 units (mix of low to high density)	St. Raphael the Archangel / St. Joan of Arc/Cardinal Carter	2 elementary
B	Block 60 East Block Plan	Vaughan Ward 2	Dino Guiliani	Draft Block Plan	Meetings with City Staff and Landowners group on February 24, 2021. Discussion focused on location of YCDSB school site and French Catholic Board elementary school site. A revised block plan submission is anticipated for later this year and will be brought to the Board.	1,200 units (low/medium density)	Pope Francis / Holy Cross	1 elementary
C	Markham Road / Mount Joy Secondary Plan	Markham Wards 5 and 6	Carol Cotton / James Ecker	Secondary Plan Study	City of Markham has initiated a study to develop a secondary plan for the Markham Road / Mount Joy Local corridor as identified on Map 2. Administration has had a preliminary meeting with City staff and has received an interim secondary plan study for review. A final demonstration plan and study report is expected to be presented to the City's Development Services Council in Q4 of 2021. San Lorenzo Ruiz and St. Julila Billiart have sufficient capacity to accommodate future development from the Markham Road / Mount Joy secondary plan area.	5,000 - 7,000 medium/high density units	San Lorenzo Ruiz/St. Julia Billiart / St. Brother Andre	N/A
D	Vaughan Metropolitan Centre Secondary Plan	Vaughan Ward 4	Jennifer Wigston	Approved Secondary Plan	City of Vaughan has initiated a study to update the secondary plan; ongoing discussions with Vaughan staff regarding the development of urban schools and potential additional school site needs due to revised unit forecasts	65,000-75,000 high density units	Our Lady of the Rosary / St. Elizabeth	2 elementary
E	Weston 7 Secondary Plan	Vaughan Ward 2	Maria Marchese	New Secondary Plan	City of Vaughan has initiated a study to undertake a secondary plan for the development of the Weston 7 area. Development of the area is anticipated to be built out over a 20-30 year period. An initial preliminary land use scenario has been developed and provided for review. Based on the initial preliminary forecast, Administration will identify a need for 2 school sites in the secondary plan. However, that requirement may change as unit numbers are refined. A formal designation for the site or sites required, will be brought to the board at a future date.	31,000 high density units (initial preliminary)	St. Gabriel the Archangel / St. Catherine of Siena / Father Bressani	Administration will pursue 2 elementary school sites in the secondary plan area

Semi Annual Development Report
Minister's Zoning Orders
January 2021 - June 2021

Table 4

Map ID	Reference Number	Municipality (Ward)	Trustee	Status	Description	Estimated new units ¹	Elementary School / Secondary Schools	Designated School Sites
1	O.Reg 169/21	Markham Ward 2	Carol Cotton	Granted March 5, 2021	36 Apple Creek Boulevard Long Term Care in Employment Lands	250	St. Justin Martyr / St. Augustine	None required
2	O.Reg 170/21	Vaughan Ward 4	Jennifer Wigston	Granted March 5, 2021	Future Development	0	Our Lady of the Rosary / St. Elizabeth	None required
3	O.Reg 172/21	Markham Ward 6	Carol Cotton	Granted March 5, 2021	5474 & 5662 19th Avenue Urban Boundary Expansion to permit Residential uses	516	St. Mark / St. Brother Andre	None required
4	N/A	Vaughan Ward 1	Rose Cantisano	Requested	11260 & 11424 Jane Street Employment Uses	Not Available	St. Raphael the Archangel / Cardinal Carter / St. Joan of Arc	None required
5	N/A	Vaughan Ward 4	Jennifer Wigston	Requested	137, 163 & 175 Bowes Road Residential uses in Employment lands	2907 Apt units	Our Lady of the Rosary / St. Elizabeth	None required
6	N/A	King Ward 2	Elizabeth Crowe	Requested	12650 Highway 27 Residential uses out of Nobleton Urban serviced Area	118 Singles, 88 Senior units	St. Mary / Cardinal Carter	None required
7	N/A	King Ward 5	Elizabeth Crowe	Requested	14260 Keele Street Rebuild and expand existing Long Term Care uses	Not Available	Holy Name / Cardinal Carter	None required
8	N/A	Richmond Hill Ward 5	Maria lafrate / Dominic Mazzotta	Requested	8755 Bathurst Street Mix of Medium and High density residential uses and commercial uses	Not Available	St. Charles Garnier / St. Theresa of Lisieux	None required
9	N/A	Markham Ward 2	Carol Cotton	Requested	3143 19th Avenue Mix of residential, retirement and long term care housing, commercial and employment	673 residential units, 497 Senior living units, 741 hotel suites and 256 Long term care beds	St. Monica / St Augustine	None required

NOTES:

¹ Unit totals are subject to change

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees

FROM: Administration

DATE: June 15, 2021

RE: Cafeteria Services Transition Plan at Our Lady of the Lake Catholic Academy

Executive Summary:

The purpose of this report is to provide the Board of Trustees with information on the transition plan for cafeteria services at Our Lady of the Lake Catholic Academy.

Background Information:

The cafeteria services at Our Lady of the Lake Catholic Academy have been provided by the students who take Hospitality courses, under the direction of one teacher and a Cafeteria Coordinator. The Coordinator was responsible for managing the operational aspects of the services.

The number of students enrolled in Hospitality courses has remained relatively low:

School Year	Number of Students Enrolled in Hospitality Courses
2018-2019	43
2019-2020	25
2020-2021	56
2021-2022	49

The staff and students who have provided cafeteria services to the school's community of approximately 400 students in the past years are to be commended for their efforts in doing so, as they have provided excellent service.

However, the ability of the school to operate the cafeteria under these circumstances has only been possible with the supplemental financial support of the Board, which has increased year over year.

School Year	Revenue From Sales	Expenses .5 FTE	Expenses Other	Loss Supplemented
2019-2020	38,082	29,184	30,319	(21,421)
2018-2019	63,031	29,113	49,462	(15,544)
2017-2018	61,927	29,730	49,083	(16,886)
2016-2017	65,435	28,117	48,866	(11,548)
2015-2016	75,100	27,405	54,715	(7,020)

The Board's provider of Secondary School cafeteria services is Nella's Catering. Nella's previously provided the cafeteria services at Our Lady of the Lake. A meeting has been scheduled on June 16, 2021 with Nella's management to assess the cafeteria at Our Lady of the Lake in order to incorporate this school into the logistical planning of reopening cafeteria services Board wide. The reopening of cafeteria services is conditional on the direction provided by the Ministry of Education of Ontario and York Region Public Health.

Summary:

The reopening of cafeteria services at Our Lady of the Lake Catholic Academy will have the following changes in relation to its previous operation:

1. The cafeteria will be staffed and managed by Nella's Catering.
2. Food will be prepared and sold by Nella's Catering, without supplemental financing by the Board.
3. Students who have chosen a pathway in the Hospitality industry will be provided practical hands-on placements through cooperative education.

Prepared By: Eugene Pivato, Superintendent of Education: School Leadership
Submitted By: Mary Battista, Interim Director of Education



Pope Francis

September 2021

Sept 2—E/S PA Day
 Sept 3—Board Holiday
 Sept 6—Labour Day
 Sept 7—E/S PA Day
 Sept 8—First Day of School
 Sept 14—Policy Review 6:30 pm
 Sept 17—SAL 8:45 am
 Sept 20—SEAC 7pm
 Sept 21—OCSTA Fall Regional Mtg 9-12:30
 Sept 22—Executive 3pm
 Sept 22—Human Resources Cmte 5pm
 Sept 27—YCPIC 7pm
 Sept 28—Committee of the Whole 6:30 pm
 Sept 28 —Regular Board 7:30pm

*Long warm days....
 The pace of life slows...
 A time for picnics
 and rest in the shade...
 Lord,*

*Help me to rest awhile
 in the cooling shade
 of Your presence.*

*Slow down my restless heart and
 fill me with gentle
 compassion for all
 Your people.*

AUGUST 2021 TRUSTEE SERVICES

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2 CIVIC HOLIDAY	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Director's Council (Tentative)	25 Exec 3 pm	26	27	28
29	30	31 6:30 pm CTW 7:30 pm Mass / Regular Board				