

**YORK CATHOLIC DISTRICT SCHOOL BOARD
AGENDA
REGULAR BOARD MEETING
Tuesday, September 26, 2023
7:30 P.M.**

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 Department	
2. ROLL CALL	D. Scuglia	
3. APPROVAL OF NEW MATERIAL	F. Alexander	
4. APPROVAL OF THE AGENDA	F. Alexander	
5. DECLARATIONS OF CONFLICT OF INTEREST FOR CURRENT MEETING	F. Alexander	
6. DECLARATIONS OF CONFLICT OF INTEREST FROM PREVIOUS MEETING	F. Alexander	
7. APPROVAL OF THE PREVIOUS MINUTES	F. Alexander	
a) Regular Board Meeting of August 29, 2023		
8. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING	F. Alexander	
9. CHAIR'S REPORT / UPDATE / INSPIRATIONAL MESSAGES	F. Alexander	3
a) Student Mental Health Ambassadors: Vanessa Schirripa, Mental Health Worker		
b) Commissioning of New Student Trustee, Superintendent of Human Resources		
c) Verbal Report on August 31, 2023 OCSTA Teleconference		
10. OCSTA BOARD OF DIRECTOR'S UPDATE	J. Wigston	5
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12. STUDENT TRUSTEES' REPORT	M. Galstyan, J. James, A. Zamanifar	
13. RECOGNITIONS / OUTSIDE PRESENTATIONS		
14. DELEGATIONS		
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b) Public Release of Third-Party Independent Investigation	Maria Marchese, Dino Giuliani	11
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a) Multi-Year Strategic Plan (MYSP) Update	J. Sarna	22a
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b) Approval of Report No. 2023:22 Committee of the Whole (Sept 26)	M. Iafrate	
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f) Approval of Report No. 2023:02 Audit Committee (Sept 26)	C. Cotton	26b
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j) New Whistleblower Online Application (ALIAS)	S. Morrow	179
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19. NOTICES OF MOTION		
<i>(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.)</i>		
20. FUTURE AGENDA ITEM(S) / REQUEST FOR INFORMATION		
21. ADJOURNMENT		

**UPCOMING
REGULAR BOARD MEETING**

**Monday, October 30, 2023
7:30 PM**



York Catholic District School Board

Chair's Report

Memo To: Board of Trustees

From: Frank Alexander, Chair of the Board

Date: September 26, 2023

Re: **Chair's Report**

With Thanksgiving coming sooner than any of us expected, I would like to take a moment to give thanks to God for all the mighty blessings He has bestowed in our lives. For the ability to work, learn, contribute, serve others, share fellowship and find joy in the wondrous world around us, I am profoundly thankful. And I am especially thankful for this opportunity to work with the many incredible people of the York Catholic District School Board who are truly doing God's work daily. Thanks be to God and to all of you.

YCDSB Trustee/Senior Admin Retreat

It was an honour to organize an opportunity for Trustees and Senior Administration to come together earlier this month to learn more about some pressing issues affecting Catholic education in general and the YCDSB in particular. As I said at that retreat, which happened here at the Catholic Education Centre, this was one of the most useful and informative sessions we have ever hosted. I thank all the presenters and attendees for their contributions to this vitally important session; it gave us all much to think about.

OCSTA Fall Regional Meeting

I was very pleased to participate in the Ontario Catholic School Trustees' Association's 2023 Fall Regional Meetings on Monday, September 18, 2023, in Hamilton, Ont. It was an important time to meet with Catholic leaders to discuss the strengths, challenges and opportunities that our school boards are facing across the province. There were interesting sessions on adult faith formation, Catholic leadership development, Bill 98 and more. I thank the Trustees and the Director of Education for joining me.

Curriculum Night/Open House

Curriculum Nights/Open Houses have already occurred at many YCDSB schools. This is a special night for families to meet their child's teacher, to visit their child's classroom and to learn more about their child's school. These are fun and informative nights for students, staff and families alike (not to mention Trustees). Thank you to everyone who makes these evenings such a success.

Board Retirement Evening

Looking ahead, I know that we are all excited to take part in the 2023 YCDSB Board Retirement Evening on Wednesday, October 4. We will honour about 175 people who shared their vocation with the YCDSB and made our Board a better place through their hard work. I look forward to seeing many familiar faces and congratulating everyone who has entered the next phase in their life journey.

Solemnity of St. Michael

The Archdiocese of Toronto is planning what is sure to be a joyous event on Friday, September 29 at 5:30 p.m. at St. Michael's Cathedral Basilica. Apostolic Nuncio to Canada, the Most Rev. Ivan Jurkovič, will confer the pallium, a symbol of the role of Metropolitan Archbishop and shepherd to the faithful, upon the Most Rev. Francis Leo. The Archbishop will also celebrate the Solemnity of St. Michael, the patron saint of our archdiocese. We are blessed to have excellent examples of our faith in Archbishop Leo, Most Rev. Jurkovič and St. Michael. I would encourage everyone to attend this celebration.

Feast Days in October

York Catholic schools are named after incredible personifications of our faith. These saints, faithful people, angels and remarkable events all serve as constant inspirations for our community as we do our best to journey with Christ toward Heaven. In October, we will celebrate the feast days of a number our schools' patrons, including:

- October 1 – St. Theresa of Lisieux
- October 2 – Guardian Angels
- October 4 – St. Francis of Assisi (a former YCDSB school)
- October 7 – Our Lady of the Rosary
- October 11 – St. John XXIII
- October 13 – St. Edward
- October 16 – St. Marguerite D'Youville
- October 16 – St. Margaret Mary
- October 18 – St. Luke
- October 22 – St. Pope John Paul II
- October 29 – Blessed Chiara Badano



York Catholic District School Board

Memo To: Board of Trustees

From: Jennifer Wigston, Trustee (Vaughan Area 3), OCSTA Regional Director

Date: September 26, 2023

Re: **O.C.S.T.A. Report**

OCSTA SHORT VIDEO CONTEST FOR STUDENTS

This year's Catholic Education Week theme, "We are called to Love," once again provides an opportunity to deepen our understanding of how the life of Jesus Christ and acts of Christian service help to define the Catholic identity of our Catholic schools.

The annual OCSTA Short Video Contest has been announced to all Catholic District School Boards and is now open for submissions. This year's initiative invites students from CDSB's in grades 4 – 12 to create a 2-minute video inspired by 1 John 4:12 "If we love one another, God lives in us" highlighting how demonstrating care and respect for others gives witness to our faith.

The submission deadline is December 8, 2023.

First, second and third place prizes will be awarded at both the elementary and secondary panels.

Information has been shared with all our schools.

ADVOCACY

Throughout the summer, OCSTA continued to meet with MPPs. Conversations during these meetings focused on several Catholic school board priorities including:

- Bill 98 and providing input on the regulations flowing from the legislation
- Default 'public' mechanism in the municipal property assessment system
- Student transportation funding
- Multi-year funding in support of student learning recovery
- Executive compensation
- Capital priorities and lifting the moratorium on school consolidation
- Sick leave costs
- Staff shortages.

FINANCE BRIEF

A key tool of OCSTA's advocacy work is the annual Finance Brief. The Board of Directors approved the 2023 Finance Brief, which will be shared with all boards and submitted to the Minister of Education.

RESOLUTIONS

Further to the AGM in April, the following resolutions were referred to the Political Advocacy Committee.

1. Resolution 4-23 re: Cybersecurity Strategy
2. Resolution 5-23 re: Reinstating the Ministry of Education Board Leadership Development Strategy
3. Resolution 8-23 re: Additional Funding to Equalize EI and CPP Federal Payments

The Board of Directors approved the resultant motions and the requested actions are taking place.

CATHOLIC VIRTUAL ONTARIO

Under the vision and faith filled leadership of OCSTA Director of Catholic Education, Anne O'Brien, significant progress that has been made regarding the development of distinctly Catholic online courses.

At present, there are 66 courses on the Catholic Virtual Ontario (CVO) platform and an additional 22 courses are expected to be added by Christmas. This enables students to have access to distinctly Catholic course offerings that have been developed by Catholic teachers and delivered by Catholic school boards.

To learn more about Catholic Virtual Ontario please visit www.catholicvirtualontario.org.

REGIONAL MEETINGS:

This month, OCSTA held regional meetings providing a forum for learning with and from Trustees and Directors in neighbouring boards. Various topics were discussed including Bill 98, Governance and Catholic Identity, Pastoral Care and Adult Faith Formation. The highlight was a dynamic presentation by Anne O'Brien and Sharon McMillan on the new Trustee module: Dignity of the Human Person, Diversity, Equity & Inclusion.

2024 OCSTA CATHOLIC TRUSTEES SEMINAR

January 19 – 20, 2024 Delta by Marriott Toronto Airport Hotel
Registration information to come



2024 OCSTA AGM and Conference

May 2 – 4, 2024 Sheraton Fallsview Hotel, Niagara Falls
Hosted by:

- Brant Haldimand Norfolk Catholic DSB
- Hamilton-Wentworth Catholic DSB
- Niagara Catholic



Please note that the OCSTA Board of Directors Highlights will be forwarded to all Trustees via email.



York Catholic District School Board Director's Report

Memo To: Board of Trustees
From: Domenic Scuglia, Director of Education
Date: September 26, 2023
Re: **Director's Report**

It is with great gratitude that I thank everyone who made the start of a new school year such a success. The start of another school year is a time of excitement, nervousness and – above all – activity. Our staff, students and families did an excellent job of getting us off to a great start to another school year.

I know the Lord walks alongside everyone in the York Catholic District School Board as we do the important work of forming another generation of young people whose lives will be enriched by the principles found in the [Catholic School Graduate Expectations](#).

Commissioning New Administrators

Just before the beginning of this school year, we had the pleasure of commissioning 44 people who said “yes” to the vocation of school administration as principals and vice principals. We all applaud and pray for these remarkable people who have offered their talents to serve the entire YCDSB community. I know that these new administrators will strengthen our system with their ideas and energy.

Congratulations to Lara Gudelj

St. Jean de Brebeuf CHS' community is thrilled that teacher, Lara Gudelj, has won the Ontario Teacher Insurance Plan's (OTIP) 2023 Teaching Award in the Secondary category! Lara is known to use innovative, creative thinking to infuse social justice issues into topics ranging from Technological Design, Communications, Manufacturing and Exploring Technology.

OTIP, and its partner the Ontario Teachers' Federation, noted that Lara:

Lara and her colleagues partnered to design and develop the 'Indigenous Planter Box Project,' as part of her school's Truth and Reconciliation initiative. Her class collaborated with a local elder to plant medicinal plants such as cedar, tobacco and sweetgrass seeds. This initiative shed light on the Indigenous culture; the four directions and the accompanying animals.

Congratulations, Lara and thank you for everything you do for our students and community.

Well Done, Lenny Palumbo

Lenny Palumbo, Head Custodian of St. Joseph CES in Markham, was also recognized with an OTIP Support Staff Worker Award in the Office Professional, Custodial and Maintenance category. During his nine years with the YCDSB, Lenny has become a vital member of the St. Joseph community known for putting his heart into his work.

Staff have noticed how Lenny is concerned with the well-being of the students, especially the students with special needs who feel important and valued during their interactions with Lenny. By forming authentic positive relationships with all members of the community, Lenny helps make St. Joseph a special Catholic learning community.

I thank Lenny very much for sharing his vocation with the YCDSB!

Website Redesign

I hope you have noticed the newly redesigned front pages of www.ycdsb.ca and the YCDSB school sites. These are attractive, modern designs, which help the YCDSB put its best foot forward with our students, staff, families and community partners. Earlier this month, we also launched a new Staff Website, which solved a technical limitation we were experiencing, while also providing a much more attractive layout. I want to thank Web Developer/Graphic Designer, Youngsub Kang, and the Information System team for making these important changes to benefit our entire system.

St. Cecilia Boundary Review

On Wednesday, September 27, from 6:30 to 8 p.m., the YCDSB will host a public information session at St. Cecilia Catholic Elementary School (300 Peter Rupert Ave., Vaughan, Ont.) regarding the ongoing secondary school boundary review which could affect the school. This will be a “drop-in” open house session that will include the school principals, school superintendents, the local Trustee, Planning Services staff and Student Transportation Services staff. I would encourage community members to stop by to learn more and to offer their insights.

Safety Week

From September 25-29, schools throughout the YCDSB will be participating in Safety Week, which is a time for students and staff to practice important drills that keep everyone safe. Principals have given notice to families, students and staff so everyone is prepared for these important exercises. Thank you to everyone who keeps our young people safe.

Multi-Year Strategic Plan Poster

Next month, schools will receive copies of the new Multi-Year Strategic Plan poster. Much hard work has gone into creating a visual representation of the MYSP that we can be proud of for years to come. I thank everyone for sharing their expertise when creating the MYSP and the materials that support it. This plan will guide everything that our Board does for the next five years, so it is important that we share this information widely.

Congratulations to Andre De Grasse

2022 YCDSB Distinguished Alumni Award winner, Andre De Grasse, became the first Canadian sprinter to win a Diamond League final when he ran the 200 metres in 19.76 seconds earlier this month. Congratulations to Andre for making the YCDSB and all of Canada proud with his outstanding athletic excellence!

Work on the 2024 YCDSB Distinguished Alumni Awards is underway and with all the incredible things being done by our graduates, we cannot wait to see who will be recognized next. The Distinguished Alumni Awards is an excellent way to show how Catholic education is special because it enriches the lives of individuals, families and communities.

Faith Day

On the Friday, September 22 PA Day, the staff of the YCDSB took some time to explore and strengthen their faith life. Pope Francis once shared a wise principle that guides the work on Faith Day: Showing Jesus is more effective than talking about Jesus. For so many people, our staff are daily examples of what a strong faith life looks like. Because of this, it is necessary that our staff take time to attend to their faith life and their personal well-being, so they can give back to our community and inspire faith in others.

Terry Fox Walk, Run and Roll

One of my favourite YCDSB traditions is the Terry Fox walk, run and roll events that occur in all of our schools. When I was a principal, I saw how this fundraiser brings a school community together as everyone does their part to make the world a better place. Last school year, the YCDSB received a plaque from the Terry Fox Foundation marking our Board's \$4.5 million in support of cancer research over the years. Together we will find a cure for cancer!

Orange Shirt Day

As we end September, all YCDSB school communities are having conversations about reconciliation with Indigenous peoples in order to commemorate Orange Shirt Day, or National Day of Truth and Reconciliation, on Saturday, September 30. Orange Shirt Day is rooted in the story of Phyllis Webstad who had the beautiful orange shirt that her grandmother gave her taken away on her first day at a residential school. For us to advance reconciliation with Indigenous peoples, it is necessary for us to hear and reflect on stories such as Phyllis'. I know that YCDSB schools help with this important work throughout the year and I think it is very important that we set aside some special time to advance reconciliation around Orange Shirt Day.

YCDSB Themed Lock Screens

Thanks to the work of Brenda Forhan, Assistant Manager: Marketing and Communications, and the Information Systems Department, we have rolled out themed "lock screens" on all YCDSB devices. These lock screens share important messages and help celebrate notable events throughout the school year. So far this school year, we have seen a "welcome back" message, a tribute to Terry Fox and an Indigenous reconciliation tribute. There is much more planned for the rest of the school year.

School Visits

A highlight of being Director of Education is visiting the amazing schools across the YCDSB and seeing the remarkable work of our students and staff. I am always impressed with what I see. In the coming days, I will kick off my school visits for 2023-24 when I stop by St. Charles Garnier CES in Richmond Hill.

Public Request to Make a Presentation or Present Petition

Adriano Misuraca <ycdsb.forms@ycdsb.ca>

Sun, Sep 10,
6:52 PM (12
hours ago)

to board.delegations

Name	Adriano Misuraca
Email Address	
Home Address	
Home Telephone	
Name of Group Being Represented (if Applicable)	Adriano Misuraca
Are you a York Catholic District School Board employee?	Yes
Is this request related to a Motion and/or decision of the Board?	Yes
Spokesperson 1 Name	Adriano Misuraca
Spokesperson 1 Email Address	
Spokesperson 1 Address	
Spokesperson 2 Address	Canada
3) Presentation/Petition Details	
Date of Board Meeting	Sep 26, 2023
Specific Statement of Issue	to show support and solidarity with our trustees who voted to not raise the pride flag; to encourage the promotion and inculcation of Catholic values/catechism in all that we do in our schools, and as it relates to the topic of LGBTQ+ issues
If Applicable, your key recommendations/suggestions to address the problem/issue:	Encouraging greater opportunities to engage students in a robust faith life rooted in communal practices (i.e. encouraging class prayer of the Rosary); encouraging curriculum connections to encyclicals, such as: The Redemption of the Body and Sacramentality of Marriage, to help shape students in a Catholic understanding of sexuality and humanness
4) Electronic Presentation Details	
Written material in support of the presentation, including PowerPoint, shall be provided to Trustees by end of day Saturday (11:59pm) 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. Email Presentation to board.delegations@ycdsb.ca	
Is your presentation in an electronic format?	No
Acknowledgement	- I am aware that my delegation presentation will be livestreamed during the Board Meeting.
Form prepared by:	Adriano Misuraca
Date	Sep 10, 2023

Public Request to Make a Presentation or Present Petition

Maria Marchese <ycdsb.forms@ycdsb.ca>

Sep 16, 2023,
7:55 PM (2 days
ago)

to board.delegations

Name	Maria Marchese
Email Address	
Home Address	
Home Telephone	
Name of Group Being Represented (if Applicable)	Maria Marchese
Are you a York Catholic District School Board employee?	No
Is this request related to a Motion and/or decision of the Board?	Yes
Spokesperson 1 Name	Maria Marchese
Spokesperson 1 Email Address	
Spokesperson 1 Address	
Spokesperson 1 Home Telephone	
Spokesperson 2 Name	Dino Giuliani
Spokesperson 2 Address	
Spokesperson 2 Home Telephone	
3) Presentation/Petition Details	
Date of Board Meeting	Sep 26, 2023
Specific Statement of Issue	
1. The public release of the 3rd party independent investigation report, conducted by JMJ Workplace Investigation, Information Item on September 26, 2023 Board Meeting, regarding complaints of discrimination filed by former Trustees of Italian Heritage against a sitting Trustee.	
2. The YCDSB Trustees' response to the factual findings and conclusions of the report.	
Summary of key presentation points:	
1. It is in the public interest to release the investigation report.	
2. The YCDSB Board of Trustees has an obligation to demonstrate, through its actions, that it does not tolerate discrimination on any level and must respond accordingly, and swiftly, to the investigator's findings of fact and conclusions.	
If Applicable, your key recommendations/suggestions to address the problem/issue:	
1. Release of the 3rd party independent investigation report, conducted by JMJ Workplace Investigation.	
2. The YCDSB Board of Trustees impose appropriate sanctions having regard to the serious findings of fact and conclusions reached by the independent investigator in her report. Serious consideration must be given to the fact that the YCDSB has a large student and staff population of Italian Heritage.	

4) Electronic Presentation Details

Written material in support of the presentation, including PowerPoint, shall be provided to Trustees by end of day Saturday (11:59pm) 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. Email Presentation to board.delegations@ycdsb.ca

Is your presentation in an electronic format?	No
Acknowledgement	- I am aware that my delegation presentation will be livestreamed during the Board Meeting.
Form prepared by:	Maria Marchese
Date	Sep 16, 2023



Multi-Year Strategic Plan

Reporting Template

Presentation to Board of Trustees - September 26, 2023

The Director of Education will report to the Board of Trustees on three checkpoints each year:

1. December Board meeting
1. February Board meeting
1. June Board meeting

MULTI-YEAR STRATEGIC PLANNING

Supplementary Resources for School Board Trustees

2017

This process allows the Director to do the following:

- Develop a summary of the status of all the SMART goals
- Develop a detailed explanation of why each SMART goal is (or is not) on target
- Explain what the administration will do to maintain positive performance (or to address underperformance)

MULTI-YEAR STRATEGIC PLANNING

Supplementary
Resources for
School Board
Trustees

2017

YCDSB - Reporting Template 2023-2024

[YCDSB Reporting Template - 2023-2024](#)

YCDSB - Reporting Template 2023-2024

Report #1 - December 19, 2023

Our Mission	With Jesus Christ as our model, we provide all students with a Catholic education rooted in equity, well-being and learning.
Our Vision	A recognized leader in Catholic education committed to inclusion, excellence and innovation that develops socially responsible global citizens.
Our Values	Catholicity Equity, Diversity and Inclusion Excellence Fiscal Responsibility, Integrity Respect

Overall Performance Summary: Status of Goals

Reporting Period	Action Required	Monitor	On Target	Overall	Trend
Current					

YCDSB - Reporting Template 2023-2024

Catholic Faith - Strategic Commitment #1

Nurture faith formation and relationships with Christ.

Strategic Goals

Goal 1.1	Foster a culture that respects and <u>honours</u> the human dignity of all persons that is inspired by our relationship with Christ.
Goal 1.2	Embed and prioritize the <u>Ontario Catholic School Graduate</u> expectations into all curriculum areas.
Goal 1.3	Cultivate school environments focused on spiritual growth to support Catholic faith formation and deeper faith knowledge.

YCDSB - Reporting Template 2023-2024

Performance Summary: Status of Goals

Reporting Period	Action Required	Monitor	On Target	Overall	Trend
Current					

SMART Goal Status

SMART Goal	Current Status	Trend	Comment
At least 80% of Grade 8 students will report a satisfactory ('Agree' or 'Strongly Agree') result on the exit survey questions that assess the impact of their school and its programming on their experience at school by June 2024			
All liturgical resources will be updated and promoted on the YCDSB Religion and Family Life Google site, accessible to 100% of schools, by June 2024.			
All FDK-Grade 8 teachers will implement the Growing in Faith, Growing in Christ Religious Education Program for their students by June 2024			
Before the end of June 2024, the Religious Education team will have made available a series of system-wide liturgical celebrations to foster fellowship and adult faith formation (Faith Day, Faith Ambassador Events, etc.) to 100% of schools.			

MYSP - Reporting Template

Colours representative of a traffic light will be used to provide a visual on the progress each goal:

 Action Required

 Monitor

 On Target



Reporting Template - Sample Data

Status of Each Goal

Goal	Prior Status	Current Status	Trend	Comment
2.1 Create positive school climates that support student character development and feelings of safety in the classroom	Action required	Monitor	→	The results of the school climate survey show a 5% increase in the number of students who feel safe at school. The board's target is a 12% increase within the next 2 years.
2.2 Increase staff satisfaction and development opportunities	Monitor	On target	↑	The human resources department successfully implemented the new onboarding process and training for new staff. The number of new staff who reported feeling competent in their role within the first 6 months increased by 13%, compared with last year.
2.3 Reduce conflict and increase relationship development among students	On target	On target	↑	The Buddy Bench program has successfully reduced incidents of conflict during playground recess by 13%, compared with last year. Anecdotal reports from teachers indicate that fewer students are playing by themselves and more inter-grade relationships are



Multi-Year Strategic Plan



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, Voice Mail Box: 17133
Fax: 905-713-1272 • www.ycdsb.ca



September 26, 2023

MOTION TO APPLY SANCTIONS TO TRUSTEE THERESA MCNICOL FOR ENGAGING IN DISCRIMINATORY AND HARASSING CONDUCT TOWARDS TRUSTEES ON THE BASIS OF THEIR ITALIAN ANCESTRY AND ETHNIC ORIGIN AND FOR BREACHING POLICY 117 TRUSTEE CODE OF CONDUCT, POLICY 613 EQUITY & INCLUSIVE EDUCATION AND POLICY 425 WORKPLACE HARASSMENT

- Whereas** Trustee McNicol engaged in discriminatory and harassing conduct towards Trustee lafrate, former Trustees Cantisano, Marchese, Mazzotta and Giuliani, on the basis of their ancestry and ethnic origin;
- Whereas** Trustee McNicol engaged in the behaviour deliberately and that she was aware that it would annoy and offend her colleagues;
- Whereas** Trustee McNicol knew or ought to have known that the conduct would be offensive, demeaning and unwelcome by her colleagues;
- Whereas** Trustee McNicol referred to her colleagues as “Italian Trustees”, with several communications written in the Italian language, commenting that it was the only way her colleagues will understand;
- Whereas** the conduct constitutes harassment on the basis of their shared ancestry and ethnic origin;
- Whereas** Trustee McNicol’s conduct constitutes a breach of:
- Policy 117 Trustee Code of Conduct
 - Policy 613 Equity & Inclusive Education
 - Policy 425 Workplace Harassment

LET IT BE RESOLVED

THAT Trustee McNicol be censured;

Effective October 1, 2023 and ending with her term of office on November 14, 2026,

THAT Trustee McNicol be barred from attending all Board meetings and all Committee meetings of the Board during that period;

Effective October 1, 2023 and ending with her term of office on November 14, 2026,

THAT Trustee McNicol be barred from sitting on or attending all Committees of the Board, during that period.

Respectfully submitted,

Frank Alexander
Trustee
Markham: Area 2: Wards 4, 5, 7, 8

Reference No. 2024:03:0926:FA

**Frank S.D. Alexander, Trustee – Markham Area 2: Wards 4,5,7 & 8
(Milliken/Markham/Unionville)
frank.alexander@ycdsb.ca • Home: 905-479-8285**



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, Voice Mail Box: 17133
Fax: 905-713-1272 • www.ycdsb.ca



May 23, 2023

MOTION TO ENRICH YCDSB CATHOLICITY

- Whereas** Christ is at the center of our Faith;
- Whereas** We are all one in Christ;
- Whereas** This oneness is intended to bring us all in unity and peace with one another;
- Whereas** Unity and peace have been severely fractured;
- Whereas** Unity and peace can only be found in the Prince of Peace;
- Whereas** Infusing the Prince of Peace in our lives and the life of our schools will bring us that peace.

LET IT BE RESOLVED

THAT the York Catholic District School Board adopt the **Order of Daily Prayer and Recitations and Prayer before and after each class**; (Appendix A)

THAT the Policy on Prayer be amended to include **Order of Daily Prayer and Recitations and Prayer before and after each class** .

Respectfully submitted,

Frank Alexander
Trustee
Markham: Area 2: Wards 4, 5, 7, 8

Reference No. 2023:12:0523:FA

Frank S.D. Alexander, Trustee – Markham Area 2: Wards 4,5,7 & 8
(Milliken/Markham/Unionville)
frank.alexander@ycdsb.ca • Home: 905-479-8285

APPENDIX A

ORDER OF DAILY PRAYERS AND RECITATIONS

1. ACT OF CONTRITION
2. A SHORT READING FROM THE NEW TESTAMENT
3. SONG OF PRAISE:
 Praise to You Lord Jesus
 King of endless glory
 Saviour of the world
 Saviour of the world
4. BOARD'S LAND ACKNOWLEDGEMENT
5. NATIONAL ANTHEM
6. ANNOUNCEMENTS

PRAYER BEFORE AND AFTER EACH CLASS

1. Ensure a prayer asking Jesus's help and guidance precedes every class
2. Ensure that students are asked to offer their intentions
3. Ensure that every class ends with thanksgiving to Jesus

York Catholic District School Board

Report To: Board of Trustees
From: Administration
Date: **September 26, 2023**
Report: Motion to Enrich YCDS Catholicity

EXECUTIVE SUMMARY:

This report was developed for the purpose of reviewing the Board Motion titled *Enriching YCDSB Catholicity*, proposed at the YCDSB Board Meeting on May 23rd, 2023. The report herein details considerations regarding next steps as staff move to operationalize this motion.

BACKGROUND INFORMATION:

The Trustee Motion below was put forth by Chair Alexander.

Enriching YCDSB Catholicity

Whereas Christ is at the center of our Faith; Whereas We are all one in Christ;

Whereas This oneness is intended to bring us all in unity and peace with one another;

Whereas Unity and peace have been severely fractured;

Whereas Unity and peace can only be found in the Prince of Peace; Whereas Infusing the Prince of Peace in our lives and the life of our schools will bring us that peace.

LET IT BE RESOLVED

THAT the York Catholic District School Board adopt the Order of Daily Prayer and Recitations and Prayer before and after each class;

THAT the Policy on Prayer be amended to include Order of Daily Prayer and Recitations and Prayer before and after each class.

The Religious Education, Family Life, Adult Faith, & Equity department has provided the following information for consideration, pursuant to the above-named motion.

OPPORTUNITIES:

Daily prayer is a foundational element of every school day right across YCDSB and is embedded in the spiritual life of each one of our schools. There is consistency across the Board vis-a-vis the Daily Prayers packages issued system wide on a monthly basis. The appendices attached reflect a variety of samplings of what these daily prayer offerings look like in both the elementary and secondary panels. In an effort to standardize these practices, the aforementioned prayer packages are issued by the Religious Education department and are an integral part of the daily prayer life of our respective schools. Schools have built-in time for school-wide prayers, shared on the P.A. system, at the beginning and end of the day. However, there are numerous other prayer opportunities throughout the school day in which staff and students participate and include, but are not limited to, the following:

- Prayers during Religious Education periods
- Review and repetition of the monthly prayer offered in the Daily Prayers packages in classrooms which helps to facilitate the learning of the prayers by memory, celebrate the virtue of the month, and acknowledge the current liturgical season
- Grade specific prayers woven throughout instruction as included in the Bishop approved Growing in Faith, Growing in Christ Religion Program
- Prayers to acknowledge special awareness days (e.g. [International Day for the Elimination of Racial Discrimination](#) March 21st)
- Grace Before Meals
- Prayer to lead off all school assemblies
- Prayers for Luke 4;18/Social Justice meetings and events

- Prayer at all meetings
- Athletics prayer (recited before physical education periods and school sporting events)
- Prayer during Liturgies of the Word
- Prayer at Mass celebrations
- Prayer at social/activity club gatherings
- Prayers for those students in a Sacrament year (Grades 2 & 7)
- Rosary Prayers (many schools engage in Rosary prayers once a month)
- Prayers of our School Patron Saints
- Prayers of Special Intentions
- Individual classroom end of day prayers

The range of prayers utilized throughout the school day are quite vast and wide ranging. In addition to our most basic formulaic prayers (*Our Father, Hail Mary, etc.*), others are frequently recited, and this list may often include *The Act of Contrition, Glory Be, and The Apostles Creed*, just to name a few. Another element of daily prayer life in our schools revolve around the availability of chapels within our schools, where there is typically an open door policy and these sacred spaces are offered for private prayer and reflection, when not being used for more formal liturgies and Mass celebrations. Every YCDSB classroom is also required to have a dedicated prayer table and centre, and many staff do indeed encourage their students to use this space for the purpose of prayer. Equally important in the schedule of the school day is to end each school day with prayer, and that is also a best practice across YCDSB. Again, here, there is an opportunity for students and staff to centre themselves in the spirit of prayer, giving thanks for the school day, and honouring our devotion to God in an outward expression of glory, all elements of the privilege we maintain as part of our Catholic education system.

It should also be stated that morning routines across YCDSB have some variation in the structure of prayer leaders. Many schools employ students to lead prayers for their peers, while in other schools, the administrators assume that role. It is not uncommon for Chaplaincy team members to lead prayer in our secondary schools. Morning announcements also include our national anthem, as per the Education Act. While many schools do indeed open up all morning routines with the anthem, this motion could consider instituting a prescribed order where prayers are employed first in the order of procedure.

CHALLENGES:

As detailed above, it is the position of this report that many of the elements of the motion are indeed addressed in our best practices across the system, overseen by a dedicated and committed YCDSB staff. Daily prayer is not only interwoven into the school day, but holds a prominent place in guiding the lived experiences of our staff and students. Reverence through prayer permeates the daily operational aspects of our schools and will always be at the forefront of all that we do. To that end, Policy 315 serves as our guiding document for the prayer life of YCDSB, and it is also attached here for one’s reference.

[APPENDIX A: ELEMENTARY DAILY PRAYERS](#)

[APPENDIX B: ELEMENTARY DAILY PRAYERS](#)

[APPENDIX C: ELEMENTARY DAILY PRAYERS](#)

[APPENDIX D: SECONDARY DAILY PRAYERS](#)

[Policy 315 Prayer Our Gift from God](#)

Prepared by: David Pimentel, Principal of Religious Education, Family Life, Adult Faith, & Equity

Reviewed & Submitted by: Anthony Arcadi, Superintendent of Curriculum & Assessment Department

Endorsed by: Jennifer Sarna, Associate Director
Domenic Scuglia, Director of Education

Thursday
October 6

We begin our prayers and reflections today in the name of the Father and the Son and the Holy Spirit. Amen.

October is National Disability Employment Awareness Month, which aims to increase public awareness of the positive impact that people with disabilities have in the workforce.¹ It is a time to recognize the many contributions citizens with disabilities make to society. It is a time to strengthen all efforts to help all who have disabilities to achieve full inclusion in the workforce.

God of compassion,
help our families and schools be places where we learn to be workers in God's fields. May we give thanks for the many gifts offered by those with disabilities and may we help support those who struggle for recognition and justice.^{OCGE 1d} We ask this in your name. Amen.

Tomorrow is the Feast of Our Lady of the Rosary. She is patron of Our Lady of the Rosary CES in Concord.



October is one of the months set aside in the Church Calendar with special prayers devoted to Our Mother, Mary. The **rosary** is a beautiful way of praying with Mary. Classes and families are invited to pray the rosary in a special way this month -- it is a way to come together and draw our hearts closer to Mary and Jesus as well as to one another.^{OCGE 1f}

When we start to say the rosary, we begin by saying the Apostles' Creed followed by one Our Father, followed by three Hail Marys. The prayers that make up the Rosary are arranged in sets of ten Hail Marys, called decades. Saying the Hail Mary many times in a rosary is a way of honouring Mary and helps invite quiet reflection through the repetition and rhythm of the prayers. Let us close our prayer today by saying three Hail Marys.

Hail Mary, full of grace,
The Lord is with you.
Blessed are you among women
and Blessed is the fruit of your womb, Jesus.
Holy Mary, Mother of God,
Pray for us sinners now
and at the hour of our death. Amen.
(Say the whole prayer three times.)

We close our prayer in the name of the Father and the Son and the Holy Spirit. Amen.

¹ <https://aoda.ca/national-disability-employment-awareness-month/>

Wednesday
February 22

We begin in the name of the Father and the Son and the Holy Spirit. Amen.

Today is the Feast of the Chair of St. Peter the Apostle. On this day we celebrate St. Peter as a leader of the faithful. Today is considered the anniversary of the time when Peter first recognized that Jesus was the Son of God. St. Peter was our very first pope. Every current pope replaces the previous pope and is therefore considered a successor of St. Peter. Pope Francis is now the successor of St. Peter. We pray today for Pope Francis, a wise and holy man who is a symbol of unity. We pray today for the gift of wisdom, that it flow through our lives and through the life of our Pope as the Bishop of Rome and the leader of our worldwide Catholic Church. ^{OCGE5f}

Today is also Ash Wednesday. This day is the beginning of our Lenten journey as we prepare for Easter, the greatest feast of the Church year! Lent is the 40 days (excluding Sundays) that lead up to Good Friday. Lent is a time when we think about who we are and who God calls us to be. During this Lenten time we ask forgiveness for our wrong-doings.

On Ash Wednesday we are usually marked on the forehead by each celebrant with black ashes, traditionally in the shape of a cross. The ashes symbolize death and sorrow for sin. These ashes are made by burning Palm leaves from the previous year's Palm Sunday celebrations.

Let us reflect upon the changes we need to make in our lives so that we can better reflect a life of Christ.

In order to be effective communicators, we use symbols as well as words. The Church uses the colours to get across a message. ^{OCGE2e} You will notice in Church that since the season of Lent begins today, the colours used will be largely purple or dark violet. These colours symbolize both the pain and suffering leading up to the crucifixion of Jesus as well as the suffering of humanity and the world under sin. In addition, purple is the colour of royalty, referring to the coming resurrection of Jesus and hope of newness that will be celebrated on Easter Sunday.

Dear God,

As we continue the season of Lent, grant us perseverance in our journey of fasting, alms giving and prayer.

Please renew our commitment towards a life full of Christ.

May this season bring us the

blessing of Your forgiveness and the gift of your light. Amen. ^{OCGE3a}

In the name of the Father, and the Son and the Holy Spirit. Amen.

Friday
December 2

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

December is dedicated to the virtue of Hope. During this past year we may have noticed people in our school or in the community who seem to be in need of hope. Hope reminds us that no matter how we may be feeling in a particular moment, things can always get better. The Gospel of Jesus promises hope and joy, both in this world and in heaven.

Advent readings speak of hope in Jesus who will come as a light to lead us to true freedom: ^{OCGE 1a}

A reading from the book of the prophet Isaiah

Comfort, give comfort to my people, says your God.

A voice cries out:

In the desert prepare the way of the Lord!

Make straight in the wasteland a highway for our God!

Every valley shall be filled in,

every mountain and hill shall be made low;

The rugged land shall be made a plain, the rough country, a broad valley. Then the glory of the Lord shall be revealed,

and all people shall see it together;

for the mouth of God has spoken.

The Word of the Lord,

[Response: Thanks be to God]

We conclude with our Advent Prayer:

God's hope to direct me.

God's love to surround me.

God's joy to warm me.

God's peace to comfort me.

Bless our Advent journey to Christmas with light and patience,

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Wednesday, October 5
St. Faustina Kowalska
World Teacher Day

Morning Prayer

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Today is World Teacher Day!

So today we pray for teachers all over the world.

Today is also the feast of St. Faustina Kowalska who was born in Poland in 1905, and died at the age of 33, Faustina was visited by Jesus, who presented himself as the **"King of Divine Mercy"** wearing a white garment with red and pale rays coming from his heart. She was asked to become the apostle and secretary of God's mercy, a model of how to be merciful to others, and an instrument for reemphasizing God's plan of mercy for the world. ¹

She wrote in her diary: "Jesus said to me, 'paint an image according to the pattern you see, with the inscription: Jesus, I trust in You.'" ¹

In 1934, the first painting of the Divine Mercy Image was created.

We continue to rely on St. Faustina's constant reminder of the message to trust in Jesus' endless mercy, and to live life mercifully toward others. We also turn to her in prayer and request her intercession to our merciful Savior on our behalf. ²

So we pray:

O Lord, I want to be completely transformed into Your mercy and to be Your living reflection. Help me, O Lord, that my eyes may be merciful, so that I may never suspect or judge from appearances, but look for what is beautiful in my neighbours' souls and come to their rescue. Help me, O Lord, that my ears may be merciful, so that I may give heed to my neighbours' needs and not be indifferent to their pains and moanings. Help me, O Lord, that my tongue may be merciful, so that I should never speak negatively of my neighbour, but have a word of comfort and forgiveness for all. Help me, O Lord, that my heart may be merciful so that I myself may feel all the sufferings of my neighbour. May Your mercy, O Lord, rest upon me". Amen. (Diary, 163). ³

St. Faustina... pray for us..

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.



¹ https://www.catholic.org/saints/saint.php?saint_id=510

² <https://www.thedivinemercy.org/message/stfaustina>

³ <https://divinemercy.life/the-prayers-of-saint-faustina/>



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Program/Curriculum
<i>Policy Number</i>	315
<i>Former Policy Number</i>	
<i>Total Pages</i>	4
<i>Original Approved Date</i>	October 29, 2013
<i>Subsequent Approval Dates</i>	April 29, 2014 June 21, 2016 January 31, 2023

PRAYER – OUR GIFT FROM GOD

SECTION A

1. PURPOSE

The York Catholic District School Board endorses and promotes the mandate, values, traditions and distinctiveness of the Catholic School system. Catholic Education proclaims a view of life that is God centered, a view of person that is Christ centered and a view of community that is Church centered. A Catholic School is not only an educational institution; it is a community of believers, whose members support each other in understanding the teachings of our Church, in praying together, celebrating the sacraments, and in living according to the gospel.

The York Catholic District School Board believes that prayer is a gift from God which draws every person into a personal relationship with the living and true God. Prayer celebrates our encounter with God in the person of Jesus, and is a vital part of the school's participation in the Church's mission to evangelize the children we teach.

2. OBJECTIVE

Prayer is central to the spiritual life of all Christians in order to grow in holiness, for moral and spiritual development and for all pastoral ministry of service.

3. PARAMETRES

3.1 Prayer, involving students, staff, parents and/or community members shall take place at the beginning and end of each day, during transitional times, such as prior to play, snack or meal times and physical education classes, and at all day or evening school/board events organized by York Catholic District School Board.

3.2 Prayer in York Catholic schools shall be taken from scriptural or spiritual readings, published formulas and formats or original compositions produced by staff and/or students.

3.3 All Elementary and Secondary classrooms shall have a Prayer or Reflection Centre including the following symbols of our Faith:

- 3.3.1 Elementary classrooms shall incorporate, at minimum, a cross, a Bible and a rosary.
- 3.3.2 Secondary classrooms shall incorporate, at minimum, a Bible, a rosary, a battery-operated candle, a photo of the school's patron saint/namesake and an appropriate prayer or prayer to the patron saint.
- 3.4 All public prayer shall begin and end with the sign of the cross and conclude with a blessing appropriate to the theme, occasion or season.
- 3.5 Both staff and students shall be encouraged and invited to take part in each school's daily public prayer, by
 - (a) reading/proclaiming the prayer or sections of it;
 - (b) helping compose the prayer or sections of it;
 - (c) providing musical accompaniment and/or singing, when appropriate.

1. RESPONSIBILITIES

- 4.1 Board of Trustees
 - 4.1.1 To provide ongoing review of the Prayer – Our Gift From God policy and relevant procedures and guidelines.
 - 4.1.2 To be a role model of prayer and prayer leadership by praying in a sacred space each day.
- 4.2 Director of Education
 - 4.2.1 To oversee compliance with the Prayer – Our Gift From God policy and relevant procedures and guidelines.
 - 4.2.2 To be a role model of prayer and prayer leadership.
- 4.3 Senior Administration
 - 4.3.1 To support the implementation and compliance with Prayer – Our Gift From God policy and relevant procedures and guidelines.
 - 4.3.2 To be a role model of prayer and prayer leadership.
- 4.4 Principals
 - 4.4.1 To implement and comply with the Prayer – Our Gift From God policy and relevant procedures and guidelines.
 - 4.4.2 To ensure that all classrooms/schools have a dedicated and sacred space for prayer.
 - 4.4.3 To be a role model of prayer and prayer leadership.
- 4.5 Teachers
 - 4.5.1 To help students grow in their relationship with God through classroom prayer and teaching various forms of Catholic prayer.
 - 4.5.2 To be a role model of prayer and prayer leadership in classes and school-related activities.
 - 4.5.3 To create a sacred space for prayer or reflection.
- 4.6 Students
 - 4.6.1 To recognize that Christ is present in a special way during moments of prayer and to model the respect and reverence prayer requires.

4.6.2 To be a role model of prayer and prayer leadership in all school related activities.

5. DEFINITIONS

5.1 Prayer

Prayer is an expression of our relationship with God. It may be spoken or it may take place in silence; it may be said in traditional words, or taken from the Bible, or it may be spontaneously composed. Prayer may express awe, thankfulness, sorrow, joy, faith, petition, hope, wonder, or even puzzlement. In all its forms, prayer is essentially communication with God in love.

6. CROSS REFERENCES

Additional Documents

Carved in the Palm of God's Hand: Guidelines for Building Positive Home-School-Parish Relationships in Elementary Schools, YCDSB Elementary Religious Education Advisory Committee, 2006

Catholic Prayers for Lifelong Learners, YCDSB 2012

Chaplaincy Teams: Guidelines and Services 2008, YCDSB

Ontario Catholic Elementary Religious Education Policy Document Grades 1-8 (2012), ICE/ACBO

Planning for Eucharist with Children 2002, YCDSB Prayers Centres: A Resource Document, 2015, YCDSB

Teach us to Pray: A Resource Book for Youth in School, JK-Intermediate, YCDSB

We are Strong Together Religion Program (Intermediate and Secondary series) designed and authorized by the Canadian Conference of Catholic Bishops

YCDSB Daily Prayers for Children (Elementary) YCDSB Daily Prayers for Children (Secondary)

PRAYER FOR LIFE LONG LEARNERS

SECTION B: GUIDELINES

1. FORMULA

Catholic Prayers follow a set formula:

- a) We always bless ourselves “In the name of the Father and of the Son and of the Holy Spirit. Amen”.
- b) Prayers are directed to God, Jesus, the Blessed Virgin Mary, the Saints and Holy Spirit.
- c) If the prayer is to God, it usually ends with a formula similar to “We ask this through Jesus, Your Son, our Lord.”
- d) If the prayer is directed to Jesus, it can end with “Amen.”
- e) If the prayer is directed to the Blessed Virgin Mary, the Saints or the Holy Spirit, it usually ends with a formula similar to “We ask this through Jesus, our Lord.”

2. TYPES

There are three types of Catholic Prayer:

- a) Prayers of Petition/Intercession: We ask God’s help or express a need
- b) Prayers of Thanksgiving: We offer prayers to thank God for all we have received
- c) Prayers of Adoration: We offer prayer in Praise of God and God’s Glory\

3. FORMS FOR CATHOLIC PRAYER

3.1 Personal Prayer


- a) Meditation through Scripture, local events and Community needs
- b) Rote Prayers are formula prayer that are passed down through the Tradition of the Church:
 - i) Matins, Vespers, etc.
 - ii) The Lord’s Prayer, Hail Mary, Glory Be to God, Act of Contrition
- c) Spontaneous Prayer are Prayers that arises automatically from our hearts and are offered in petition, thanksgiving, or adoration.

3.2 Communal

- a) Family Prayer and Blessings
- b) Way of the Cross
- c) Rosary
- d) Mass (Eucharist): The Mass is our highest form of prayer. It places us in the direct presence of Christ, and includes all other forms and types of prayer.

4. NOTES ABOUT CATHOLIC PRAYER

- a) We often pray as a community and use the word “we/us” as a dominant personal pronoun. It is less common to use the word “I” in Catholic Prayer.
- b) Catholic Prayer includes and engages all the senses: Music, Art, Postures and Scents. Although these do not have to be used for every prayer, they can be part of the robust resources we have available to us when we pray.
- c) Catholic Prayers acknowledge that we are essential for God’s work. We are not to ask God to solve our problems, but to ask God to teach us what to do, and give us the power to do the work required of us. In a sense, we cannot pass our responsibilities



off to God, we must ask God to help us do what needs to be done in our communities and the world.

YORK CATHOLIC DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE
REPORT NO. 2023: 08

To: Regular Board Meeting

September 26, 2023

A meeting of the Special Education Advisory Committee was held on **September 18, 2023** in a hybrid format in person at the CEC, 320 Bloomington Rd. W and virtually over Google meet.

PRESENT:

Committee Members:	S, Byrne*, J. Gamboa*, A. Grella*, D. Legris*, J. Man*, L. Webb*, J. Wigston
Association Representatives:	J. Akleh*, L. Campeotto*, M. Marcello*, C. Sandig*
Administration:	D. Candido, L.Lausic*, E. Strano*
Regrets:	S. Gatti, N. Lai, N. Welch
Recording	C. Mong*
Guests:	A. Connolly, <i>Parent of YCDSB</i> J. Emery, <i>Kerry's Place</i> L. Marchetti, <i>Special Education Consultant - Hearing, YCDSB</i> A, Miraglia, <i>Itinerant Work Experience Teacher, YCDSB</i> F. Puma, <i>Parent of YCDSB</i> N. Whitebread, <i>Special Education Consultant, YCDSB</i> M. Willis, <i>Kerry's Place</i> M. Xue, <i>Parent of YCDSB</i> Y. Zhou, <i>Parent of YCDSB</i>

**Denotes Virtual attendance*

1. **ACTION ITEM(S):** NIL
2. **CORRESPONDENCE:** NIL
3. **PRESENTATIONS/DISCUSSIONS/INFORMATION:**
 - Planning of SEAC Presenters for 2023-2024
 - Student Services Summer 2022 Recap and Updates
 - SEAC Goals
4. **ASSOCIATION REPORTS:** NIL
5. **ITEMS FOR FUTURE AGENDA:**
 - Budget Update
6. **NEXT MEETING:** October 16, 2023

J. WIGSTON, CHAIR, SEAC

YORK CATHOLIC DISTRICT SCHOOL BOARD

**REPORT NO. 2023:05
YORK CATHOLIC PARENT INVOLVEMENT COMMITTEE (YCPIC)**

To: Regular Board Meeting

September 26, 2023

A meeting of the York Catholic Parent Involvement Committee (YCPIC) was held at the Catholic Education Centre commencing at 7:00 p.m. on Monday, September 25, 2023.

PRESENT:

Committee Member(s): **In Person:** Peter De Quintal, Jan De Souza, Sara Angela Figliomeni, Sahir Jamal, Tony Lorini, Maria Praveen, Singai Rani Wilson, Maurizio Ruberto, Martina Saverino, Andrea Telfer, Sarah Tjin-a-joe, Jaclyn Toma, Florence Wang
Virtual: N/A

Administration: **In Person:** Domenic Scuglia, Jennifer Sarna, Helena DiPanfilo, Dishni Kiriella

Trustee(s): **In Person:** Elizabeth Crowe

Other Trustee(s): **In Person:** Joseph DiMeo, Maria Iafrate
Virtual: Angela Saggese

Guest(s): N/A

Recording Secretary: Jan De Souza

REGRETS:

Committee Member(s): Olufisayo Bolarinwa, Melena Carrassi, Kristina Costabile, Emanuela Polin-De Luca

Administration(s): Andre Belille, Evonne Carafa

Trustee(s): N/A

Election of 2023-2024 YCPIC Officers:

Sara Figliomeni, Chair (*Year 2 of a 2 Year Term*)

Martina Saverino, Vice-Chair

Andrea Telfer, Treasurer

Jan De Souza, Secretary

1. ACTION ITEM(S): N/A

2. DISCUSSION/INFORMATION ITEM(S):

a) Review of YCPIC Application Template

b) Review of YCPIC By-Laws / Constitution

3. FUTURE MEETING DATES: November 27, 2023

Sara Figliomeni, YCPIC Chair

York Catholic District School Board

**REPORT NO. 2023:02 of the
AUDIT COMMITTEE
REGULAR SESSION**

To: Board of Trustees

September 26, 2023

A regular session of the Audit Committee was held at 320 Bloomington Road West, Aurora, ON and via Google Meets, on Tuesday, September 26, 2023 at 4:30 p.m.

PRESENT:

Committee Members:	C. Cotton*, M. Iafrate*
Other Trustees:	M. Barbieri, E. Crowe, A. Saggese, J. Wigston*
External Committee Members:	D. Murack*, M. Petrilli*
Administration:	D. Scuglia, C. McNeil, J. Tsai, K. Scanlon, T. Laliberte*
RIAT Team:	P. Hatt, Regional Internal Audit Senior Manager
Absent with Notice:	J. DiMeo
Recording:	K. Errett
Presiding:	C. Cotton, Committee Chair

*[*denotes attendance via Google Meets]*

1. ACTION ITEM(S):

a) YCDSB Regional Internal Audit Update

THAT the York Catholic District School Board's Audit Committee approves the following amendment to the Regional Internal Audit Plan:

- **Removal of the Workflow Assessment – Plant and Finance (2020-21 RIAT Audit Plan)**
- **Removal of the Attendance Support Audit (2023-24 RIAT Audit Plan)**

2. BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING:

Nil

3. PRESENTATION ITEM(S):

Nil

4. DISCUSSION ITEM(S):

Nil

5. INFORMATION ITEM(S)

The Committee processed the following:

- a) The Minutes of the May 29, 2023 Audit Committee (Regular Session) were approved

Next meeting date for the Audit Committee: November 14, 2023

6. ADJOURNMENT: 4:50 p.m.

On Motion: Iafrate/Petrilli and CARRIED

C. Cotton, Committee Chair

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees
FROM: Administration
DATE: September 26, 2023
RE: **2023-24 CAPITAL PRIORITIES PROGRAM**

EXECUTIVE SUMMARY

The purpose of this report is to provide Trustees a summary regarding the Ministry's 2023-24 Capital Priorities Program, and to seek Board endorsement of the projects to be submitted.

On August 14, 2023, the Ministry of Education released memo **2023:B08 Launch of 2023-24 Capital Priorities Program** (See Appendix I). The memo is a call for School Boards to submit capital projects by **October 20, 2023**.

Administration proposes to submit two (2) projects to the Ministry for the Capital Priorities submission. The timing for the Ministry's review of all provincial submissions is expected to result in capital funding announcements in April 2024.

BACKGROUND INFORMATION

Capital projects, in the form of new schools and additions, are funded and approved by the Ministry of Education through the Capital Priorities Program. This program generally consists of school boards across the province submitting projects via Ministry templates.

Historically, the Ministry's Capital Approval Process has generally consisted of 3 steps:

Step 1 - Capital Priority

Board Submission #1 : A written project brief including background information, residential development forecasts, enrolment projections for surrounding schools to demonstrate need, site details, estimated timeframe for school opening

Ministry Approval: Capital Priority approval, with a funding amount based on Ministry assigned benchmarks for both GFA and a funding allocation for all project costs (design, construction, F&E, design, permits).

Step 2 - Facility Space Template

Board Submission #2: Submission of a space template that identifies a building program (number of classrooms, ancillary spaces such as gym, office, learning commons). To account for

an insufficient construction benchmark, Boards are expected to reduce the GFA to 90% of the GFA benchmark.

Ministry Approval : Space Template approval. Boards are able to engage an architect to design the school, and obtain a Cost Consultant report required to complete Step 3.

Step 3 - Approval to Proceed

Board Submission #3: Upon completion of a Class B (or higher) cost consultant report, Boards are required to complete an Approval to Proceed (ATP) form that includes detailed costing estimates, validated by an independent cost consultant.

Note: A Class B Report assumes drawings at an 80% stage of completion.

Ministry Approval: Approval to Proceed (ATP) - If the total project costs do not exceed CP funding allocation, the Ministry typically grants Approval to Proceed to tender. If tender exceeds allocation, a revised ATP is required.

2022 YCDSB Capital Priorities Program Submission:

The last call for capital priorities projects was in the winter of 2022. At that time, Administration submitted Capital Priorities requests for a St. Robert (Replacement School) and a new catholic elementary school in the high density area of Vaughan Metropolitan Centre. Neither project was approved.

Administration met with Ministry staff on May 10, 2022 to receive feedback on the submissions. The following is a summary of that feedback:

St. Robert CHS Replacement

Ministry staff provided several factors that were considered in review of the business case for this project.

- The Return on Investment (ROI) was low and did not justify the project. (Provincially there are a number of buildings of lesser quality and condition.)
 - A reduced capacity of 1,200 pupil places would improve the ROI, however does not meet the needs of the St. Robert CHS community.
- The access issues associated with the driveway do not justify the reconstruction of the school building.
- The surplus pupil places in surrounding secondary schools provides an opportunity for a boundary change or relocation of the IB Program.
 - Administration did respond that it was not practical to make a boundary change or to move the IB program, as there is no one singular school that can alleviate the enrolment pressures at St. Robert.

Vaughan Metropolitan Centre

- The enrolment projections for the project did not meet the Ministry's requirement that the school would be fully utilized (100%) within 5 years.

2023/24 CAPITAL PRIORITIES PROGRAM

On August 14, 2023 the Ministry of Education released **2023:B08 Launch of 2023-24 Capital Priorities Program** (See Appendix I) which outlines a new capital priorities program designed to provide the government with a more substantial project scope and detailed funding, intended to improve the performance from approval to project completion.

Project submissions are expected to demonstrate “... *a critical and urgent pupil accommodation need in order to be considered for funding approval. These pupil accommodation needs may include Accommodation Pressure, Replacements Schools and French Language Access.*”

The new approval process replaces the previous three steps with one, however it requires a significant amount of detail, design and pre-planning, prior to the submission. The key components of the submission are outlined below:

Project Eligibility

The August 14 memo states: “*The 2023-24 Capital Priorities projects are expected to be shovel ready and should include a completion date with clear and detailed milestone and deliverables and must fall under one or more of the following category descriptions:*”

- *Accommodation Pressures*
- *School Consolidation*
- *Facility Condition; and*
- *Access to French Language Schools”*

Detailed evaluation criteria is listed on pages 9 and 10 of the memo (Appendix I), notably:

Accommodation Pressures - “Priority consideration for funding purposes will be given to the projects with a utilization equal to or greater than 100% (including area schools) in the 5th year after the proposed school opening date as per the business case template”;

Facility Condition - ‘Projects that support the replacement of existing facilities in order to reduce excess capacity or eliminate renewal needs. Priority will be given to projects with an expected positive Net Present Value (NPV). This will be calculated using the expected cost of the project compared to the expected savings resulting from the proposed solution as per the business case template.’

NEW Project Readiness Assessment

The August 14 memo states: “*In this new assessment section, the ministry is requesting detailed information regarding site identification, design plans, project timelines and cost estimates. Priority will be given to projects that are best positioned to be completed in a timely manner. Submissions will require details regarding sites planned or acquired, design plans, with cost estimates, and a clear schedule with project milestones indicating a path to completion”.*

The level of detail and commitment required for each capital priority request is above and beyond what was previously required and would benefit from a project architect. Historically,

Boards have not been permitted to engage a project architect or incur design costs on a project until a Capital Priority request was approved.

Though not explicitly stated in the memo, Ministry staff have confirmed that school boards are able to engage architects at any time, however consultant/design fees can only be capitalized against a project if a Capital Priority is approved. Otherwise, Boards must fund from other sources.

NEW Design Standardization

The August 14 memos states: *'In June 2023, the Better Schools and Student Outcomes Act, amended the Education Act to provide authority for the Minister to require school boards to use particular functional specifications, designs or plans when constructing, renovating, or making additions to school buildings or premises, speeding up approvals and helping get new schools built faster'*.

As part of its design standardization, The Ministry of Education has developed a design catalog of recently designed schools. School boards can choose a school design from this catalog, knowing it has been designed and scoped in accordance with the Ministry's expectations, or use a repeat design of their own, providing the repeat design has been tendered since 2021.

Using a repeat design from the Ministry design catalog will likely lead to engaging the original architect of such design and eliminate competition from the other architectural firms. At this time, it is unclear if the Ministry has taken BPS procurement into consideration in their Ministry design catalog. However, BPS does allow the organization to use non-competitive procurement for special circumstances as long as the justification is supported and granted by the appropriate authority within the organization.

NEW Board Performance Assessment

The August 14 memos states: *'As part of the Capital Priorities evaluation process, school boards will be assessed on their performance history delivering capital projects, including the following:*

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

NEW Enhanced Accountability Framework

The August 14th memo states *'Successful projects will result in a Project Commitment which will include a clear schedule, budget, and scope of the project submitted by the school board and agreed upon by the ministry...During the project's progression, if school boards encounter issues that threaten the parameters of the Project Commitment, they may require ministry's approval for revision. This could involve schedule delays, increased costs or changes in project scope. In extreme cases, the project may be subject to cancellation'*.

The Project Commitment is intended to hold school boards to the original design, timing and budget at the time of submission, in an effort to improve accountability and realistic project parameters at the time of submission.

2023/24 YCDSB Capital Priorities Project Submission

The August 14, 2023 release of the call for capital projects does not provide sufficient lead time necessary for the procurement of an architect, development of a design and robust costing, interim accommodation plans etc, all of which the new process requires.

If the Board wishes to proceed with a 2023/24 capital submission for either or both previously submitted projects, significant assumptions, decisions and assumed risk will be required prior to the October 20, 2023 deadline. With this in mind, Administration has developed the following project outlines in the event the Board wishes to pursue a submission(s). Please note the justification for each project is consistent with the previous submission and is included in Appendix III.

CAPITAL PRIORITIES PROJECT OUTLINES

As stated previously, the Ministry's expectations are that submissions are to include design drawings, cost estimates and clear timelines that the Board commits to. The following section outlines the proposed project details for the submission.

St. Robert (Replacement)

Design: Repeat design from Ministry of Education Catalog of a 1,600 pupil place secondary school; St. Kateri Tekakwitha CSS (Halton Catholic DSB) (see Appendix IV.a)

Administration had considered the use of the Stouffville Multi Use facility, given our current familiarity and costing available, however as the SMUF design was predicated on the elementary /secondary model in one building, the decision was to proceed with the Halton Catholic design as the St. Robert Replacement school.

The HCDSB example does not include a childcare facility. Given the time constraints with submitting the proposal by October 20 a childcare centre will not be included with the Capital Priority Request. Administration will be arranging a meeting with the York Region Early Years team shortly to assess opportunities for future childcare centre projects. If a childcare centre in a St. Robert Replacement school is identified by York Region as a priority, Administration will advocate for its inclusion in the project with the Ministry of Education.

Estimated Project Cost: \$95 million + F&E. Cost estimates include Design, Construction, Site Preparation, Fees, Permits, Studies, and Demolition of the existing facility. A detailed cost estimate is included in Appendix V.a.

Note: Costs may be adjusted prior to October 20 Submission date as additional information becomes available.

Timeline: Included in Appendix V.b, is an estimated timeline for the project, assuming a April 1, 2024 project approval, a June 2026 construction start and a September 2029 school opening. The timeline is based on numerous assumptions and the premise that the school board and local approvals will expedite decision points in a timely manner. The cells coloured green within the report, represent dates required to be included in the Ministry template.

Interim Holding of Students during Construction (2-3 years) : Given the population of the school and anticipated period of construction there are no simple options for the accommodation of students during the construction. Administration is investigating a number of options including: maintaining the existing building (or a portion of) on site for interim use, the use of surrounding school (ie. the former Holy Family facility), the sharing of other high schools (potentially St. Elizabeth CHS, St. Brother Andre CHS, etc).

Alignment with Ministry Criteria: The Capital Priorities Program evaluates projects based on needs related to:

- *Accommodation Pressures*
- *School Consolidation*
- *Facility Condition; and*
- *Access to French Language Schools”*

Accommodation Pressures and Facility Condition are the two applicable criteria for the submission of St. Robert CHS, however it should be noted the Ministry’s Capital Priority criteria, does not support this project as a high priority, provincially. From a purely Ministry of Education’s Capital Priorities perspective, the Accommodation Pressure is diminished by the current accommodation of students on site (port a paks), and the available pupil places in an “area” school, notably St. Elizabeth CHS, despite other schools above capacity. From a Facility Condition perspective, the Ministry’s Net Present Value calculation used in assessing condition, has not been shared, however it appears to include variables, which result in weighting the calculation to favor school consolidations as opposed to stand alone replacement schools.

Vaughan Metropolitan Centre

Design: Concept prepared by ZAS Architects retained for school site acquisition process.

During the facility fit exercise a 3 storey building concept was developed for the site by ZAS Architects Inc. (Appendix IV.c.) and will be the floor plan and design submitted.

Project Cost (YCDSB portion only) : \$45 million + F&E. Cost estimates include Design, Construction, Site Preparation, Fees, Permits, Studies, and underground parking. A detailed cost estimate is included in Appendix V.a.

Note: Costs may be adjusted prior to the October 20 Submission date as additional information becomes available.

Timeline: Included in Appendix V.b, is an estimated timeline for the project, assuming a April 1, 2024 project approval, detailed design and approvals are expected to take 2-3 years given this a joint site with the YRDSB. Construction is expected to commence June 2027 with a

September 2029 school opening. The timeline is based on numerous assumptions, recognizing the added complexity of a joint use facility with design elements of an urban/high density development.

Interim Holding of Students: Future boundary reviews may be used to disperse the students from this area to multiple holding schools. Portables will be added to those schools as population exceeds capacity, and until such time the new school can be occupied.

Alignment with Ministry Criteria: An elementary school in VMC would be expected to be evaluated against the Ministry’s criteria for an Accommodation Pressure Project. Specifically, the requirement for all area schools including the new VMC school, would be operating at 100% utilization or greater by the 5th year after the opening of the new school. It is not clear what schools in the area would be considered “area” schools, however given the current projections for VMC and Our Lady of Rosary, this threshold will likely not be met.

2024/25 CAPITAL PRIORITIES SUBMISSION PLANNING

Ministry staff have indicated their expectation is for Boards to engage the appropriate service providers, architects, engineers, etc. to develop detailed plans and costing in advance of submitting a Capital Priorities request. As previously identified the current timelines for the 2023/24 submission are insufficient to engage others.

In the development of the 2024/25 budget the Board may wish to consider a specific budget allocation to support the development of a design and related capital priority submission material in support of future capital submission to ensure a more complete project submissions in the future.

SUMMARY:

The Ministry of Education released memo 2023:B08 on August 14, 2023 outlining the new requirements for the submission of capital projects to the Ministry of Education for approval. The new process requires a significant amount of detailed information and school board commitment with respect to design, timing, and costing. This level of detail would be best provided by a retained architect and cost consultant.

Given the required timeline for submission, Administration is proposing the submission of project requests for a replacement St. Robert CHS facility using a repeat design, and a new Vaughan Metro Centre Elementary school based on a number of key assumptions and the best available information at this time. In the event one or both of these projects are approved, based on the current language within the Ministry’s memo, there may be limited opportunity to change the scope or costing expectations from the submission.

Administration will continue to work closely with the Ministry of Education staff to advocate for these projects and will update the Board accordingly.

Announcements of any approvals for Capital Priorities requests are expected in April 2024.

Recommendation:

THAT Administration proceed with the preparation and submission of the following Capital Priorities Projects as follows in order of priority:

1. St. Robert CHS – Replacement School
2. Vaughan Metropolitan Centre Elementary Joint Build with YRDSB (with childcare if supported by the Region of York)

Attachments:

Appendix I – [Ministry Memo - August 14 2023 2023:B08](#)

Appendix II - [Ministry Templates](#)

Appendix III – [Project Rationale](#)

Appendix IV.a – [Design Option A for St. Robert Replacement](#)

Appendix IV.b - [Design Option B for St. Robert Replacement](#)

Appendix IV.c - [Design Option for Vaughan Metropolitan Centre](#)

Appendix V.a - Summary of Anticipated Costs

Appendix V.b - [Summary of Proposed Project Milestone Dates](#)

Prepared By: Adam McDonald, Manager, Accommodation Planning and Property
Submitted By: Tom Pechkovsky, Coordinating Manager Planning and Operations
Endorsed By: Domenic Scuglia, Director of Education and Secretary of the Board
Jennifer Sarna, Associate Director

Ministry of Education

Ministère de l'Éducation



Capital and Business Support
Division

Division du soutien aux immobilisations
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2023: B08

Date: August 14, 2023

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

From: Didem Proulx
Assistant Deputy Minister
Capital and Business Support Division

Subject: **Launch of 2023-24 Capital Priorities Program**

The Ministry of Education (“the ministry”) is pleased to announce the launch of the 2023-24 Capital Priorities Grant Program (CP). Schools and child care centres are crucial in supporting the well-being and positive development of students and children. As part of the provincial government’s efforts to build and invest in infrastructure, the Ministry of Education is committed to finding solutions to speed up the construction of new schools through enhanced design standardization, reduced approval requirements and greater transparency and accountability to support high-quality instruction in healthy, safe and modern learning facilities. The Ministry of Education recognizes the importance of working together with its partners, including school boards and the Ministry of Municipal Affairs and Housing to meet the government’s commitment to helping build modern schools faster to support the needs of growing communities, to better utilize school capacity, and ensure value for taxpayer dollars. As a result, the 2023-24 Capital Priorities Program has been enhanced to reflect these key government commitments.

2023-24 Capital Priorities Program Submissions – At a Glance

- The submission deadline for all capital funding requests is **October 20th, 2023**. No submission will be accepted after this date. Funding announcements will be made in Winter 2024.
- Business Case templates, Program Guidelines, Design Catalogue and other supporting material are available for download from the SharePoint site shared in the email to the school board.
- School boards will submit proposals through the Capital and Business Support Division SharePoint site.
- For the 2023-24 Capital Priorities program, school boards are asked to:
 - Submit detailed project proposals to address **current** accommodation needs related to:
 - Accommodation Pressures,
 - School Consolidation,
 - Facility Condition, and
 - Access to French Language schools.
 - Provide high level summary information on **future, longer term growth needs** related to the Housing Supply Action Plan municipal growth plans.
 - Provide a priority ranking for the proposals.
- School boards have an opportunity to request Child Care Capital funding for child care projects associated with a larger Capital Priorities project.
- The detailed project submissions for needs will need to include fully completed business cases that identify a utilization equal to or greater than 100% (including areas schools) in the 5th year after the proposed school opening date , provide a positive investment return (Net Present Value greater than \$0), or identify students that do not have access to a French Language school. Projects are also expected to include a completion date with a clear and detailed schedule for milestones and deliverables.
- School boards are encouraged to identify opportunities to work together on joint-use project submissions.

NEEDS ASSESSMENT

As with previous years, project submissions must demonstrate a critical and urgent pupil accommodation need in order to be considered for funding approval. These pupil accommodation needs may include Accommodation Pressures, Replacement Schools and French Language Access. In addition to addressing pupil accommodation needs, projects may also include the creation of new licensed child care spaces.

URBAN AND INNOVATIVE SCHOOLS

The ministry recognizes that intensification in high density urban areas poses unique challenges. Finding suitable land for the construction of a school is challenging and expensive. As residential

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

NEW: PROJECT READINESS ASSESSMENT

Starting this year, school boards are asked to complete a project readiness assessment and provide a summary of key project milestones. In this new assessment section, the ministry is requesting detailed information regarding site identification, design plans, project timelines and cost estimates. Priority will be given to projects that are best positioned to be completed in a timely manner. Submissions will require details regarding sites planned or acquired, design plans with cost estimates, and a clear schedule with project milestones indicating a path to project completion.

NEW: DESIGN STANDARDIZATION

The Ministry of Education recognizes the importance of ensuring that school board capital assets are used effectively and efficiently to meet the government’s commitment of helping build modern schools faster to support the needs of growing communities, so that students can attend school as close to home as possible. In June 2023, the *Better Schools and Student Outcomes Act* amended the *Education Act* to provide authority for the Minister to require school boards to use particular functional specifications, designs or plans when constructing, renovating or making additions to school buildings or premises, speeding up approvals and helping get new schools built faster.

Design standardization will help save time, avoid unnecessary costs through scope control, remove duplication of design development; cost avoidance through acceleration, and streamlined approvals.

Since 2010, the ministry has had functional design and space standards reflecting classroom capacity loadings and curriculum requirements. All school boards are required to design within ministry space standards and funding benchmarks. The ministry is now moving forward with further enhancements in design planning that will require school boards to submit designs for new school requests that will result in greater opportunity for construction efficiencies including costs and scheduling.

The ministry recognizes that many school boards use various measures in their design planning process to find efficiencies. This includes using standardized repeat designs that are scalable and modified to accommodate sites for both new elementary and secondary schools. There are also instances where school designs are also being used amongst school boards.

With the support of various school boards, as well as information collected through the Rapid

Build Pilot, the ministry has developed an EDU Design Catalogue of new school builds that have been completed or are currently in progress. The catalogue includes schematic designs of elementary and secondary schools from 8 school boards based on the following criteria:

- All designs are aligned within current ministry space benchmark requirement
- All designs have been approved/tendered since 2021 to reflect current costs
- Project costs are aligned and consistent with current market conditions in the average range of \$360-\$400/sq ft excluding unique site costs.
- Designs represent a variety of pupil place sizes to provide scalability
- School boards have received permission from the Architects for inclusion

The catalogue is intended to evolve as ministry staff continue to work with boards and identify additional designs used by school boards through the Capital Priorities Program.

The catalogue will be used as a primary tool for school boards to identify potential project designs for their project submissions. Recognizing that the catalogue does not encompass all design needs, there remains options for school boards to identify other project designs, as applicable (i.e. school board's own repeat design, additions, renovations, podium/vertical builds, etc.).

NEW: BOARD PERFORMANCE ASSESSMENT

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

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

NEW: ENHANCED ACCOUNTABILITY FRAMEWORK

As a result of the ministry's Lean review of its Capital Accountability Framework, the ministry has redesigned the accountability framework for the major capital construction projects. The ministry's new streamlined process will reduce administrative burden while allowing for a clear path for project success.

- Successful projects will result in a Project Commitment which will include a clear schedule, budget and scope of the project as submitted by the school board and agreed upon by the ministry. The Project Commitment will establish ministry expectations for successful project delivery.
- School boards will be responsible and accountable for implementing appropriate measures to ensure that projects are completed within the schedule, budget and scope established in the Project Commitment.

- The ministry will meet with school boards to review project progress reports on a regularly scheduled basis to monitor the progress of approved projects.
 - Projects that are progressing within the parameters of the Project Commitment will not be required to obtain any further approval from the ministry and will be able to proceed through key project milestones to project completion including design, tender, and construction stages.
 - During a project’s development, however, school boards that encounter issues that puts the project at risk of not adhering to the Project Commitment, may require ministry approval to revise the Project Commitment. This could involve schedule delays, increased costs or changes in project scope. In extreme cases, the project may be subject to cancellation.
 - At the end of the project, per the Project Commitment and confirmation by the board, the project will be designated as closed. A letter will be issued by the ministry with reconciliation of the total project costs. At the Ministry’s discretion, unspent funds will be considered as offset for active projects or will be reallocated back to the ministry.
- The new accountability framework will also be applied to the existing pipeline of projects. Over the coming months, Capital Analysts will work with school boards to develop Project Commitments for existing projects.

PROJECT SUBMISSIONS

2023-24 Submission templates, guidelines and design catalogue can be downloaded from the Capital and Business Support Division SharePoint site.

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

- 1) Business Case - Part A (Excel Template) will include:
 - a. Project Information
 - b. Closest Facilities
 - c. Space Template
 - d. Enrolment Projections
 - e. Child Care Joint Submission (If Applicable)
 - f. Child Care Space Template (If Applicable)
 - g. Cost Estimates
 - h. Submission Check

- 2) Business Case - Part B (Written Report) will include:
 - a. A written description of the project, including detailed information on the rationale, proposed scope of work and demonstration of why alternative options are not feasible.

- b. Evidence and details on how site identification and design plans and cost estimates were derived. Identify the Land Priorities funding needed. This does not mean Land Priorities funding will be provided automatically.
- c. Detailed information on costing estimates and assumptions made
- d. Detailed project plan that includes timelines for key project milestones.

3) Design

- a. School boards should submit, at minimum, schematic designs based on either:
 - o EDU Design Catalogue; or
 - o Recent school board repeat design which must have been tendered since 2021.

New elementary school projects should proceed under one of the two options above. For other projects where a repeat design may not be feasible, School Boards may be provided an exception and submit a new design. These projects include:

- o additions/ renovations,
- o projects with unique site constraints,
- o podium or vertical schools,
- o secondary schools, and
- o schools in joint-use facilities.

NOTE: Projects submitted without a design **may be ineligible** for funding.

4) Long-Term Growth Needs (LTGN)

- a. Boards are asked to provide details of their longer term growth needs for addressing current and projected pupil accommodation needs linked to the Ontario Housing Action Plan and related municipal growth plans.
- b. Please see program guidelines for further information.

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

INFORMATION SESSIONS

The ministry will host information sessions for the Capital Priorities Program in **August** and **September** on the following dates:

- Thursday August 24, 2023 - 1:00 pm to 3:00 pm
- Thursday August 31, 2023 (French) - 1:00 pm to 3:00 pm
- Thursday September 7, 2023 - 1:00 pm to 3:00 pm

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

MINISTRY CONTACT

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

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

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

Sincerely,

Didem Proulx
 Assistant Deputy Minister
 Capital and Business Support Division

- c. Senior Business Officials
 Superintendents and Managers of Facilities Managers of Planning
 Early Years Leads
 CAOs of Consolidated Municipal Service Managers CAOs of District Social Services
 Administration Boards
 Holly Moran, Assistant Deputy Minister, Early Years and Child Care Division, Ministry of Education
 Roxanne Hotte, Assistant Deputy Minister (A), French-Language Teaching, Learning and Achievement Division, Ministry of Education
 Andrew Locker (A), Director, Field Services Branch, Ministry of Education
 President, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)
 Executive Director, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)
 President, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)
 Executive Director, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)
 President, Ontario Catholic School Trustees' Association (OCSTA)
 Executive Director, Ontario Catholic School Trustees Association (OCSTA)
 President, Ontario Public School Boards' Association (OPSBA)
 Executive Director, Ontario Public School Boards' Association (OPSBA)
 Executive Director, Council of Ontario Directors of Education (CODE)
 Executive Director, Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)
 Executive Director, Catholic Principals' Council of Ontario (CPCO)
 Executive Director, Ontario Principals' Council (OPC)

2023-24 Capital Priorities Program

Business Case – Written Component

Using this document or by providing a separate submission please ensure your response considers all the aspects requested in the business case.

School Board Name: Name of school board

Project Name:

Project Ranking:

Project Description: e.g. New 500 pupil place school

Panel: Choose School Panel

Municipality:

Project Category: Choose an item.

Project Type: Choose an item.

Child Care: Choose an item.

If yes, CMSM / DSSAB Name and number:

Choose an item.

Joint-Use School: Choose an item.

If Site is EDC Eligible: Choose an item.

Board Contact Information: *Joe Smith 416-999-9999*
joe.smith@DistrictSchoolBoardOntario.ca

1.0 Rationale for Need

Part A: Project Rationale

Provide rationale as to why the board is requesting Capital Priorities funding to support the proposed capital project including, but not limited to, the following:

- What need is it addressing?
- Any trends or significant changes in neighbourhood demographics (e.g., housing starts and student yields, new enrolment to area).
- Information on the condition of impacted schools (e.g., types of major repairs/upgrades required).
- Outline other capital and/or non capital options considered. If lower cost options are available, please explain why they were not chosen.
- Information on urban schools, such as vertical builds or podium schools.
- Identify the impacts of not proceeding with this project.
- Identify whether this project is linked to another capital request. If so, please specify.
- If the project is a consolidation, please confirm that a Pupil Accommodation Review (PAR) has been completed and provide the PAR completion date. Projects subject to an outstanding PAR are not eligible for funding consideration.
- Provide regional maps that best support the school board's business case for the project.
- French-Language Access will provide access to French-language facilities where demographics warrant. Such projects will only be considered for funding if the school board can demonstrate that a French-language population is not being served by existing French-language school facilities.

[Insert Response Here]

Part B: Alternative Strategies

- Outline any other non-capital options the school board considered, such as grade or program changes, boundary changes, and provide an explanation as to why these options are not preferred.
- Outline any other capital options the school board has considered, such as an addition/renovation option rather than the construction of a new school and provide an explanation as to why these options are not preferred. Please note if the school board has submitted an alternative business case/written business case/space template to support the consideration of an alternative project.
- Provide an explanation as to why a replacement school is requested rather than an addition and/or retrofit; if applicable.

[Insert Response Here]

2.0 School Enrolment and Capacity Overview

Please provide detailed information of the surrounding schools and their available capacity and how it may or may not support the accommodation need identified in this project funding request. Please see the following table for examples.

School Name	Current Utilization	Distance to Nearest School	School Summary
School 101	100%		<i>Enrolment at this school has steadily increased over the past 5 years by 100 pupils due to a new housing development in the catchment area of the school. This trend is expected to continue for the next 5 years resulting in a utilization of 130% and requiring 5 portables on site. The site is large at 10 acres, and thus portables can accommodate the increase in enrolment. This school operates a regular track JK-8 program.</i>
School 102	75%	2 km	<i>Enrolment remained stable at this school for the past 5 years and this is expected to continue. The school board is currently retrofitting 3 classrooms for child care, as per previous ministry approval. Once complete, this will increase the utilization to 95%.</i>
School 103	150%	5 km	<i>This school is currently operating over capacity and currently has 7 portables on site. The site cannot accommodate more portables. Enrolment is expected to continue to increase over the next 5 years. The school board may request capital funding in the future to support an addition.</i>
School 104	30%	8 km	<i>Enrolment at this school has been decreasing over the past 5 years since this is a mature neighbourhood. Enrolment is expected to continue to decrease over the next 5 years. The school board completed a PAR in 2017 which resulted in the consolidation of this school and School 105. The resulting utilization is expected to be 100%.</i>
School 105	30%	12 km	<i>See above.</i>

Please provide a description of any constraints related to geography or location that would impact the consideration of capacity at near-by schools or impact expansion on current property. For example, distance, major highways, or rivers and/or other topological barriers.

Please include information on the criteria or considerations used to include or exclude nearby schools in the analysis. Please provide detail on how the relevant area for analysis was defined.

[Insert Response Here]

3.0 Proposed Scope of Work

Part A: School Project Scope

Provide a detailed description of the proposed project scope, such as the number of pupil places, number of type of child care rooms and licenses spaces.

Note: School boards must submit a space template for new schools or additions as part of the 2023-24 Capital Priorities funding submission.

In addition, please provide information on:

- Unique designs for the school, if applicable.
- Will it be a podium school, or a vertical build with multilevels?
- For any students displaced during construction, provide details about how the students will be accommodated by the board (e.g., holding schools, project phasing, etc.).

For additions and renovations only: Do you know with certainty whether the project will require relocating students currently enrolled at the school? If not, please provide additional information about how that decision is being made. If alternative accommodation will be required during the project, please provide information about your plan for relocating the students and any further steps you need to complete to finalize this plan.

[Insert Response Here]

Part B: Child Care Project Scope, if applicable

Is the board requesting child care funding to support child care space with the Capital Priorities project request? Choose an item.

If the project includes a child care funding request component, please provide:

- Any trends or significant changes in neighbourhood demographics for children aged 0 to 4.
- Statistics regarding the demand for child care (example: waitlists).
- Considerations for school selection for child care, including analysis of other potential school locations.
- Details on how the space will be built (example: new space or a retrofit), site and floor plans, if available, including whether it will displace any existing rooms.
- Any alternative plans for accommodating the child care if the project is not funded.
- Identification of existing child care at the proposed site - does the current building layout support an addition to be constructed near the existing child care?
- Plans for relocating child care in facilities being closed as part of a solution.
- **Required:** if an elementary school project does not include a child care centre, please provide reasons.

[Insert Response Here]

4.0 Urban and Innovative Schools – if applicable

The ministry encourages school boards experiencing urban intensification to consider innovative builds, vertical schools and podium schools to accommodate students. Explosive enrolment growth in some urban neighbourhoods in areas such as Toronto, Ottawa, York Region, Halton Region, Durham Region, has led to the need for new schools and new sites. Suitable sites in these areas are limited and can be very costly. As residential development is expected to continue to be high in urban areas, school boards may not be able to construct according to the traditional school model. Due to high cost of land or the lack of land, new schools in these areas may need to be a part of larger third party development which can add costs to a traditional school build.

The government's recently announced Ministry of Municipal Affairs and Housing (MMAH) led Housing Supply Action Plan (HSAP) initiative to create 1.5 million homes over 10 years will further impact the existing school system and require more innovative and urban schools in growth areas. It is more important than ever that school board capital assets are used effectively and efficiently across the province to maximize student achievement, ensure value for taxpayer dollars, and leveraged to support provincial priorities. School boards are encouraged to consider urban builds in these areas, such as a vertical build or a podium school.

Below outlines the information and prompt questions for school boards when submitting a vertical build/podium school project to the ministry for consideration of a 2023-24 Capital Priority project.

- **Project Description**

- What is the ownership/lease arrangement with the owner/developer/co-terminous board/municipality?
- Is there a land exchange?
- What is the contribution from the developers or municipalities or other partners toward this project?
- Type of development (low/medium/high density)?
- Who will be responsible for the construction?
- What is the project phasing plan?
- Is there additional work required after the construction?
- What partnership arrangements have been formed?
- Details of the arrangements / contract or proposed contracts.
- What is the current negotiation status?
- Is the project EDC eligible? And the percentage of EDC eligibility if yes.
- What are the timelines?
- How will the proposed project function as a school? such as play space and play field, child care location, parking, pick up and drop off bus loop, etc.

- **Risks / Liabilities**

- Who is responsible for cost overruns and project delays?
- What are the exit conditions, dispute resolutions?

- What is the board's contingency plan should the project not be supported by the ministry?
- **Rationale and the need for the project**
 - How will pupil accommodation be supported?
 - What are the enrolment projections (5, 10 and 15 year) including the surrounding schools?
 - What is the impact on surrounding school sites and facilities?
 - Will any schools close?
- **Advantages / Disadvantages of the vertical build/alternative project**
 - What project alternatives have been considered by the board?
 - Pros and cons of the proposed solutions vs. other options.
- **Costs**
 - What are the construction costs or purchase price?
 - How will the board record the costs, e.g., land vs. buildings?
 - Ongoing costs in terms of operating and renewal.
 - How will the operational and renewal costs be met?
 - Any additional land funding required or unique site costs expected?
- The anticipated parent and community reactions.

5.0 Joint-Use Project – if applicable

Part A: Co-terminous Boards

Will this capital project be a joint-use project with another school board? If not, please provide a rationale for not pursuing joint-use with co-terminous school boards.

If yes, please provide the following:

- The project scope with your co-terminous school board.
- The projected enrolment of your school and your co-terminous school.
- How will this project address your school board's needs and improve student success and achieve operational efficiencies?
- What is the status of discussions and agreements with the co-terminous board?
- What is your plan on how the boards will work together in the joint school?

Please make sure you have full discussions with the co-terminous board, and the two submissions are aligned.

[Insert Response Here]

Part B: Other Partners

Will this capital project or a part of it be a joint-use project with a municipality or other entity (excluding co-terminous boards)?

If yes, please provide the following:

- The joint school project scope.
- How will this project address your school board's needs and improve student success and achieve operational efficiencies?
- What is the status of discussions and agreements with the partners?
- What is your plan on how all partners will work together in the joint school, including the funding arrangement, the use of the facilities, etc.?
- Please provide details of any signed agreements that you have in place or are in the process of drafting.
- If there are partners besides your school board and the ministry involved in the project, please provide details on the extent to which that partnership has been formalized in an agreement and, if not, when the partnership agreements will be expected to finalize.

[Insert Response Here]

6.0 Project Readiness Assessment

This section outlines how far the project has progressed to date. Please answer every question to the best of your ability. If there are any questions which are not applicable, please enter that in the space underneath the question.

Many of these questions overlap with information in the excel business case. In these instances, the space here allows the school board to provide any additional context that will help the ministry understand the answers provided in those drop-down menus.

Part A: Site Ownership

Please elaborate about the school board's current status of site acquisition for the requested Capital Priority, including:

- Do you require Land Priorities funding or do you have other sources of funding available?
- Has the board secured a site for the project? If not, what progress has been made? When does the board expect to have secured a school site?
- What is the status of the identified site?
- Are all or some of the utilities connected? If not, when does the board expect this work to be complete?
- Are the roads providing access to the site developed and usable? If not, when does the board expect this work to be complete?

- Has the board completed phase 1 of the environmental assessment? If not, when will the board be able to do so? If applicable, were there any issues identified that will influence the timelines or budget of the project and by how much?
- Has the board completed a geotechnical assessment of the site? If not, when will the board be able to do so? If applicable, were there any issues identified that will influence the timelines or budget of the project, and by how much?
- Is the site topography suitable for this project? If not, what are the board's plans to address this issue and what are the implications for project timelines and budget?
- Does the current zoning enable the construction of a school? If not, please provide details on the requirements for rezoning and any implications on timelines or budget.
- Have all unique site costs been identified? If not, when does the board expect to have an estimate with ~80% confidence?
- For additions and renovations only: Does the board know with certainty whether the project will require relocating students currently enrolled at the school? If not, please provide additional information about how that decision is being made.
- If alternative accommodation is required during the project, please provide information about the board's plan for relocating the students and any further steps you need to complete to finalize this plan.
- Please elaborate if the school board anticipates any challenges in securing a site for this project when working with municipalities or developers.

[Insert Response Here]

Part B: Project Design

Please review the Capital Priorities 2023-24 Guideline document in advance of completing this section to make sure all required information is included. In this section the board will describe the design stage of the project and provide details on the type of design being used. Please ensure that the information provided in this section complements the excel submission templates and other provided documentation. In addition to submitting the excel and written business case template, please ensure to provide supplemental documentation (design schematic, third party cost estimates etc.) as required. If you cannot provide a schematic design for your proposed project, please provide a preliminary board sketch.

What design option is being proposed for the project? (e.g., Option 1 - Design from EDU Catalogue, Option 2 - Another recently used repeat design, Exception - New design)

[Insert Response Here]

Option 1 - If the proposed capital project is based on a design from the catalogue, please provide additional details regarding the submitted design. Make sure to include the following:

- Which design from the catalogue is being referenced?
- Recognizing you may need to slightly modify the design to accommodate project site requirements and scaled to meet accommodation needs, please describe the nature and scope of the modifications?
- What other measures is the board implementing to support project readiness and improve time to completion?
- What is the design stage for the proposed project?
- What additional steps are required to complete the design stage?
- What delivery mode is being used or considered for the proposed project? (e.g. traditional, modular, hybrid etc.)

[Insert Response Here]

Option 2 - If submitting another repeat design outside of the catalogue tendered since 2021, please provide additional details regarding the repeat design submitted. Make sure to include the following:

- What other projects have been built using the same design? (provide examples, project details, scope, etc.)
- Is the proposed capital project based on another design from your board or did you leverage another school board's repeat design?
- When was the last time this design was used?
- What was the cost per square foot for the previous project(s)?
- What are the differences between the previous project(s) and the current one proposed? Please tell us about differences in total OTG, layout, and any other relevant differences.
- What other measures is the board implementing to support project readiness and improve time to completion?
- Are there any design challenges associated with this project? Please provide details.
- What is the design stage for the proposed project?
- What additional steps are required to complete the design stage?
- What delivery mode is being used or considered for the proposed project? (traditional, modular, hybrid, etc.).

[Insert Response Here]

Exception - All new elementary school projects should be proceeding under one of the two options above. For other projects where a repeat design may not be feasible school boards may be provided an exception and submit a new design. These projects include additions/renovations, projects with unique site constraints, podium or vertical schools,

secondary schools and joint-use schools. Please provide additional details regarding the submitted design. Make sure to include the following:

- For additions and renovations only: Have you completed all necessary testing and consultation required to ensure that the planned construction is possible/feasible? If not, please tell us what additional investigation is required. If yes, please let us know what work has been done to ensure the feasibility and safety of the planned construction within the existing structure.
- Provide a rationale on why a repeat design cannot be leveraged for the proposed project.
- If a repeat design cannot be used, are there other standardized building components considered for the proposed project? Please provide examples. (e.g. standard mechanical and electrical building components).
- What other elements did the board consider when developing the new design?
- Can the new design be leveraged for other future board projects? e.g. Is the new design scalable?
- What other measures is the board implementing to support project readiness and improve time to completion?
- Are there any design challenges associated with this project? Please provide details.
- What is the design stage for the proposed project?
- What additional steps are required to complete the design stage?
- What delivery mode is being used or considered for the proposed project? (traditional, modular, hybrid, etc.)

[Insert Response Here]

Part C: Project Milestones

- A number of these questions ask about when a given step will be completed. To help us best understand the project, please answer these questions by going beyond just providing a date. Please also provide the information that will allow the ministry to understand:
 - How was that date chosen?
 - How certain is that date?
 - Are there other contingencies that might delay completion of this step?
 - What are your plans to address any delays?
 - Please describe any critical dependencies and junctions. A Gantt chart can be submitted with the board's proposal
- In the excel business case, the school board will be required to provide a series of project milestones. Please use this space to elaborate on that plan.
 - What are the most likely impediments to meeting the timelines provided and how will the school board mitigate those risks?
 - What are the contingencies that the school board has the least control of? How were the timelines estimated?

- If it is a podium school in a multi-use building, provide details on the negotiation with developers and other partners, when agreement will be signed, and how the timelines will be met.
- Provide information on risks of not meeting the milestone timelines and the mitigation strategies.
- Feel free to include additional documentation, such as a Gantt chart of the project plan if that would be helpful in answering.

[Insert Response Here]

Part D: Predictors of On-Budget Completion

In the excel business case, the school board is required to provide information on the basis of your cost estimate. Please provide details on how the cost estimates are done with all assumptions used, including the work done to date to identify all relevant costs and otherwise increase the certainty of the cost estimate.

Please include details on the following as applicable.

General: School and/or child care projects

- Is the budget comprised of cost estimate from the third-party cost consultant report and other board estimates to support soft costs?
- How is this estimate compared to other projects the school board has?
- How is the estimate aligned with macro economic data/trend?
- What scheduling time frame is the budget based on? (i.e. are there contingencies such as price escalation and other market variabilities built in)
- What portion of the budget is associated with unique site costs? (please provide the cost and percentage)
- Will the school board be seeking additional ministry funding for any unique site costs? (please provide details)
- Is the project within an education development charge (EDC) eligible area?
- Will this be an EDC Alternative Project and some costs will be covered by EDC revenue?
- Will the school board be seeking Land Priorities funding for a site acquisition? If yes, what is the estimated costs?
- Does the school board anticipate any **exceptional site costs** (e.g., additional parking required by the municipality, tie-ins to existing mechanical/electrical systems, and/or improvements and enhancements to existing HVAC and/or air circulations systems to meet increased occupant demand within the school) with the proposed project?
- Do you anticipate any other costs not included in this budget? (please explain and provide details) Provide details on the risks of not meeting the budget and mitigation strategies.

Child Care (if applicable)

- Details on the cost estimates, methodologies used, and assumptions made.
- Any anticipated unique costs related to site work.

- Any alternative plans for accommodating the child care if the project is not funded.
- Identification of existing child care at the proposed site. If so, does the current building layout support an addition to be constructed near this existing child care?
- If there are any displacement costs associated with the project, such that internal school space would need to be relocated or replaced as a result of the child care renovation, please include the associated costs and scope details.
- Provide details on the risks of not meeting the budget and mitigation strategies.

[Insert Response Here]

Basic Project Information

Project ID			
Project Name			
Priority Ranking			
Grade			to
Panel			
Expected Year of Opening			
Project Category			
Project Type			
City			
Postal Code			
Closest Intersection	Street 1		
	Street 2		

Project Development Assessment

Site Status	
<i>Note: Additional information relating to this section can be provided in the written business case.</i>	
Site Status	
Site Size (Acres)	
Are all utilities connected?	
Are all roads fully developed?	
Is site properly zoned?	
Is environmental assessment complete and are any related costs identified?	
Is geotechnical assessment complete and are any related costs identified?	
Have potential topographical issues been evaluated and any related costs determined?	
Addition/Renovation Only:	
If needed, is alternative accommodation plan in place for existing students on site	
Have you completed all necessary tests (structural, etc.) to confirm that the addition/renovation can be completed in the planned location?	

Key Milestone Dates

Enter dates in the section below.

Site Purchase		
Architect Hired		
Municipal Approvals	Submission Date	Expected Approval
Site Plan		
Building Permit		
Project Tender		
Construction Start		
Estimated Opening Date		
Project Substantially Complete		
Project Complete		

Project Design

Select origin of design	
What is the current design stage?	
Percent completion of the current design stage (1%-100%)	
Do you have a third party cost consultant report (Y/N)	

Project Partners

	Partner Name(s)
Is this a joint project with another school board?	
Are there municipal partners involved in this project?	
Are there other partners involved with this project?	

Cost Estimation

How did you estimate your project cost?		
What escalation rate did you use when estimating cost?	Escalation Rate (%)	Implied Annualized Rate
		0%

Appendix II

Expand to see benchmark school

Expand to see overview of benchmark school

PROPOSED NEW SCHOOL OR ADDITION							
SCHOOL FACILITY SPACE TEMPLATE FOR THE PROPOSED NEW SCHOOL/ADDITION							
	#	Size per Room		Total Floor Area		Load	OTG
		m ²	ft ²	m ²	ft ²		
Instructional Space Elementary (JK-8)							
Kindergarten		-		-	-	26	-
Classroom		-		-	-	23	-
Art Room		-		-	-	23	-
Science Room		-		-	-	23	-
Music Vocal		-		-	-	23	-
Computer Laboratory		-		-	-	23	-
Technical/Vocational		-		-	-	23	-
Special Education Area		-		-	-	9	-
Resource Area - Loaded (400-699 sf)		-		-	-	12	-
Resource Area - Unloaded (<400 sf)		-		-	-		-
Musical Instrumental		-		-	-		-
Gymnasium Area and Stage		-		-	-		-
Change Rooms		-		-	-		-
Library		-		-	-		-
General Purpose		-		-	-		-
Total GFA and OTG of Elementary Instructional Area				-	-		-
Instructional Spaces Secondary (9-12)							
	#	Size per Room		Total Floor Area		Load	OTG
		m ²	ft ²	m ²	ft ²		
Regular Classroom (9-12 or 7-12)		-		-	-	23	-
Science Laboratories							
Science General (Avg Size)		-		-	-	23	-
Science Biology (Avg Size)		-		-	-	23	-
Science Chemistry (Avg Size)		-		-	-	23	-
Science Physics (Avg Size)		-		-	-	23	-
Total Music / Arts							
Music Instrumental/Vocal		-		-	-	23	-
Graphics/Visual Arts		-		-	-	23	-
Theatre Arts		-		-	-	23	-
Photography		-		-	-	23	-
Media Arts		-		-	-	23	-
Technical / Vocational							
Business/Computer Room		-		-	-	23	-
Family Studies		-		-	-		-
Family Studies (Food)		-		-	-	23	-
Family Studies (Textiles/Fasion)		-		-	-	23	-
Family Studies (Nutrition)		-		-	-	23	-
Technology Lab Large							
Transportation		-		-	-	23	-
Construction		-		-	-	23	-
Design/Drafting		-		-	-	23	-
Manufacturing		-		-	-	23	-
Green Industries		-		-	-	23	-
Communications		-		-	-	23	-
Wood		-		-	-	23	-
Intergrated		-		-	-	23	-
Technology Lab Small							
Communications		-		-	-	23	-

Appendix II

Computer Engineering		-		-	-	23	-
Computer Laboratory		-		-	-	23	-
Cosmetology		-		-	-	23	-
Health Sciences		-		-	-	23	-
Special Education / Resource Room							
Special Education Area		-		-	-	9	-
Resource Area - Loaded (400-699 sf)		-		-	-	12	-
Resource Area - Unloaded (<400 sf)		-		-	-		-
Total GFA and OTG of Secondary Instructional Area							
Instructional Spaces Shared (JK-12)							
	#	Size per Room		Total Floor Area		Load	OTG
		m ²	ft ²	m ²	ft ²		
Other Spaces							
Stage		-		-	-		-
Library/Library Resource Centre		-		-	-		-
Cafetorium/Cafeteria		-		-	-		-
Lecture		-		-	-	23	-
Seminar		-		-	-		-
Shared Resource Area		-		-	-		-
Chapel		-		-	-		-
Gymnasium and Exercise Room							
Gymnasium Area - Quadruple		-		-	-	69	-
Gymnasium Area - Triple		-		-	-	46	-
Gymnasium Area - Double		-		-	-	23	-
Gymnasium Area - Single		-		-	-		-
Dance/Aerobics Studio		-		-	-		-
Exercise Room		-		-	-		-
Weight Room		-		-	-		-
Change Rooms		-		-	-		-
Total GFA and OTG of Shared Instructional Area							
Total GFA and OTG of all Instructional Space							
Operational Areas				Total Floor Area			
				m ²	ft ²		
General Office		-		-			
Guidance Area		-		-			
Cooperative Education Office		-		-			
Staff Lounge		-		-			
Kitchen/Servery		-		-			
Custodial Areas		-		-			
Staff Room and Teacher Work Rooms		-		-			
Meeting Room		-		-			
Academic Storage		-		-			
Washrooms		-		-			
Gymnasium Storage		-		-			
Chair Storage (Elementary school only)		-		-			
Mechanical Spaces		-		-			
Total Operational Area							
Total Instructional Elementary (from above)							
Total Instructional Secondary(from above)							
Total Instructional Shared(from above)							
Total Operational and Instructional							
							0%
							0%
							0%
							0%
							0%

Appendix II

Gross Up Added		38%	-	-	
Gross Floor Area			-	-	0.0%
Area per Pupil			-	-	0%
Community Use Rooms		#	Total Floor Area		
			m ²	ft ²	
Child Care Rooms			-		
EarlyON Rooms			-		
EarlyON & Child Care Operating Spaces			-		
Community Use			-		
Other (please identify)			-		
Other (please identify)			-		
Other (please identify)			-		
Total Community Use Rooms Area		-	-	-	
Total Square Feet			-	-	

Appendix II

Enrollment Projections

		2022-23		2023-24		2024-25		2025-26		2026-27		2027-28		2028-29		2029-30		2030-31		2031-32		2032-33		2033-34		2034-35		2035-36		2036-37		2037-38		2038-39		2039-40	
K-12	Enrollment																																				
	Full-time																																				
Higher Education	Enrollment																																				
	Full-time																																				

Appendix II

Ministry of Education Joint Submission – Capital Funding for Child Care

School Board or District School Authority Number / Name

42	York Catholic DSB
----	-------------------

CMSM / DSSAB Number / Name

--	
----	--

School Information					
SFIS #	CP Rank	School Name	School Address	City/Municipality	Postal Code
4454	0	St. Robert CHS	8101 LESLIE ST	0	0

Existing Child Care											
Enter the number of existing child care rooms and spaces by type, including the service provider and CCLS license ID, if applicable. If there is more than one service provider or CCLS license, list in the Comments below											
Child Care Rooms				Child Care Spaces				Total		Child Care Service Provider	CCLS License #
IN	TOD	PRE	FG	IN	TOD	PRE	FG	Rooms	Spaces		
								0	0		

CHILD CARE CAPITAL REQUEST									
A = NEW BUILD / ADDITION									
Enter the number of new child care rooms requested through new builds / additions									
Child Care Rooms (Additions / New Builds)				Child Care Spaces (Additions / New Builds)				Total	
IN	TOD	PRE	FG	IN	TOD	PRE	FG	Rooms	Spaces
				0	0	0	0	0	0

B = RENOVATIONS										
Enter the number of child care rooms requested through renovations, including the number of existing empty rooms that will be renovated to create the resulting child care rooms. Note that existing empty rooms should be approximately the size of a typical classroom.										
Child Care Rooms				Child Care Spaces				Total		Existing Empty Rooms to be Renovated for Child Care
IN	TOD	PRE	FG	IN	TOD	PRE	FG	Rooms	Spaces	
				0	0	0	0	0	0	

DISPLACEMENTS									
Please enter the number of existing non-child care rooms that will be displaced to create the resulting child care rooms.									
Existing Non-Child Care Rooms to be Displaced for Child Care									

A + B = TOTAL CHILD CARE CAPITAL REQUEST									
Child Care Rooms				Child Care Spaces				Total	
IN	TOD	PRE	FG	IN	TOD	PRE	FG	Rooms	Spaces
0	0	0	0	0	0	0	0	0	0

TOTAL ESTIMATED PROJECT COSTS & OPENING DATE		
Please enter opening date in the 'Project Info' tab and enter the costing information in the 'Cost' tab.		
Total Estimated Project Costs	Estimated Opening Date	
Enter in 'Cost' Tab		

Appendix II

NET NEW CHILD CARE ROOMS & SPACES										
Enter the number of net new child care rooms and spaces as a result of this request. A "net new" space is defined as a space that did not exist prior to the capital project, which can serve a new child.										
Please indicate if all requested child care spaces will be new ("New"), if all requested child care spaces will replace existing child care spaces due to closures / relocations ("Replacement"), or a combination of both ("Both New & Replacement")										
Child Care Rooms				Child Care Spaces				Total		New / Replacement / Both New & Replacement
IN	TOD	PRE	FG	IN	TOD	PRE	FG	Rooms	Spaces	
								0	0	

COMMENTS

CHILD CARE CAPITAL REQUEST SUMMARY		
Project Name		0
Total Child Care Rooms		0
Total Child Care Spaces		0
Requested Funding		Enter in 'Cost' Tab

This is to affirm that this Joint Submission has been jointly approved by the school board / district school authority and Consolidated Municipal Service Manager (CMSM) or District Social Services Administration Board (DSSAB) listed above.

The CMSM or DSSAB supports the need and confirms the requested new spaces will not result in an operating pressure for the CMSM or DSSAB.

PLEASE PRINT & SIGN THIS FORM. SUBMIT ONE EXCEL COPY AND ONE SIGNED COPY (e-signatures or scanned with signatures).

Please copy your school board's Early Years Advisor and Capital Analyst. If this submission has implications for other projects submitted by your school board, note in the Business Case.

CMSM / DSSAB
CMSM / DSSAB Manager / Director Name
CMSM / DSSAB Manager / Director Signature
Date

School Board
York Catholic DSB
Director of Education Name
Director of Education Signature
Date

School Board
York Catholic DSB
Early Years Lead Name
Early Years Lead Signature
Date

School Board
York Catholic DSB
Capital Lead Name
Capital Lead Signature
Date

Appendix II

Child Care Facility Space Template					
0					
Room Type	Enter - Rm Area (SQFT)	Enter - Rm Area (M2)	Enter # Rooms	Total - Area (SQFT)	Total - Area (M2)
Licensed Group Areas					
Infant Room (min 2.8 m2 per child unobstructed as per reg)					
Infant Sleep Room					
Toddler Room (min 2.8 m2 per child unobstructed as per reg)					
Preschool Room (min 2.8 m2 per child unobstructed as per reg)					
Family Room as per Schedule 4					
Subtotal			0		
Washrooms/Laundry					
Infant Washroom					
Toddler Washroom					
Preschool Washroom					
Barrier Free Washroom (in addition to staff washroom)					
Staff Washroom/Barrier Free Washroom					
Laundry Room					
Subtotal			0		
Administrative Areas					
Staff Office/Staff Rest Area					
Child Care Supervisor's Office					
Subtotal			0		
Functional Areas					
Kitchen					
Security					
Dedicated Infant Storage (separate from infant room)					
Dedicated Toddler Storage (separate from toddler room)					
Dedicated Preschool Storage (separate from preschool room)					
Storage (e.g. Food, Records, Medical Supplies, Cleaning, and Bedding)					
Cubbies and Coats (built into general circulation areas)					
Heating and Electrical Room (Mechanical)					
Other Flexible Areas (e.g. Coat Rooms, Lockers, Motor Rooms, Stroller Parking, Resource Rooms)					
Subtotal			0		
Gross Up					
	Gross Up (Circulation)			0.00%	0.00%
Totals					
Subtotal					
Total Area					
Other Areas					
Combined Outdoor Play Space					
Vestibule (Exterior)					
Exterior Storage					
Total Other Areas			0		
Parking/Walkways					
Parking Spots (New)					
Other Outdoor Spaces					
Total Parking and Walkways			0		

Instructions for Child Care

See Appendix A page 27 for details on how to complete the template.

The Child Care Space Template has been developed based on various subcomponents/ areas of a licensed child care centre, some of which are required under the Child Care and Early Years Act and often included in a school board design.

For any new submissions or changes to child care facilities, please ensure your request is accompanied by an updated Joint Submission Capital Funding for Child Care Template.

The ministry recognizes that the requirements for individual child care centres may vary. School boards are encouraged to consult with their local CMSM/DSSAB when designing new child care space. All school-based child care centre designs must receive a Floor Plan Approval Letter issued by the Ministry of Education's Child Care Quality Assurance and Licensing Branch prior to seeking tender bids to ensure the space will be appropriate for licensing upon completion.

Appendix II

Capital Project - Financial Details															
	Standard Site Costs					Unique Site Costs			Municipal / Other Authority Extraordinary Costs			Total, Excluding Site	Site Purchase	Total, Including Site	Notes
	School	Child Care	EarlyON	Community Space	Other	School	Child Care	EarlyON	School	Child Care	EarlyON				
						Examples: soil remediation, grading, demolition etc			Examples: Offsite servicing, offsite improvements, Green standards and other municipal requirements, storm water management, etc.						
Project Budget Details															
Site Costs															
Site Purchase												\$ -		\$ -	Please Explain
Site Development												\$ -		\$ -	Please Explain
Demolition												\$ -		\$ -	Please Explain
Site Other												\$ -		\$ -	Please Explain
Site Other												\$ -		\$ -	Please Explain
Subtotal (Excluding HST)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HST (2.16%)												\$ -		\$ -	
Total Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Building															
Construction - Base												\$ -		\$ -	
Site works												\$ -		\$ -	Please Explain
Construction - Contingencies (included in cost consultant report)												\$ -		\$ -	
Construction - Design & Pricing Allowance												\$ -		\$ -	
Subtotal (Excluding HST)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HST (2.16%)												\$ -		\$ -	
Total building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Construction Costs															
Furniture & Equipment												\$ -		\$ -	
Other Construction Contingencies												\$ -		\$ -	
Contingencies associated with soft cost												\$ -		\$ -	
Architect fees												\$ -		\$ -	
Other Professional fees												\$ -		\$ -	
Incidental fees												\$ -		\$ -	
Building Permit												\$ -		\$ -	
Cost associated with temporary accommodation of pupils												\$ -		\$ -	
Other (include details in Notes column)												\$ -		\$ -	Please Explain
Other (include details in Notes column)												\$ -		\$ -	Please Explain
Subtotal (Excluding HST)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HST (2.16%)												\$ -		\$ -	
Total Other Construction Costs (Including HST)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Budget (Excluding HST)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HST (2.16%)												\$ -	\$ -	\$ -	
Total Budget (Including HST)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Approved Funding															
Capital Priorities												\$ -		\$ -	
Full Day Kindergarten												\$ -		\$ -	
Land Priorities												\$ -		\$ -	
Child Care												\$ -		\$ -	
EarlyON												\$ -		\$ -	
School Renewal												\$ -		\$ -	
Proceeds of Disposition												\$ -		\$ -	
Accumulated surplus												\$ -		\$ -	
School Condition Improvement												\$ -		\$ -	
Education Development Charges												\$ -		\$ -	
Other explain ...												\$ -		\$ -	
Other Approved Ministry Funding												\$ -		\$ -	
Other Approved Ministry Funding												\$ -		\$ -	
Total Ministry Approved Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Variance (Approved Funding less Project Budget)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
% Variance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Appendix II

Additional Funding Requested															
Capital Priorities - unencumbered savings from previously approved project													\$ -	\$ -	Please Explain
Capital Priorities - requesting additional funding													\$ -	\$ -	Please Explain
Full Day Kindergarten - unencumbered savings from previously approved project													\$ -	\$ -	Please Explain
Land Priorities													\$ -	\$ -	Please Explain
Child Care													\$ -	\$ -	Please Explain
Child Care - unencumbered savings from previously approved project													\$ -	\$ -	
School Renewal													\$ -	\$ -	Please Explain
Proceeds of Disposition													\$ -	\$ -	Please Explain
Accumulated surplus													\$ -	\$ -	Please Explain
School Condition Improvement													\$ -	\$ -	Please Explain
Education Development Charges													\$ -	\$ -	Please Explain
Other explain ...													\$ -	\$ -	Please Explain
Additional Board Funding													\$ -	\$ -	Please Explain
Additional Board Funding													\$ -	\$ -	Please Explain
Total Funding Request	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Net Variance (Budget less Approved and Requested Funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Size of project (ft²)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Size of project (m²)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Construction Cost/ft²	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Construction Cost/m²	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cost/ft²	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cost/m²	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

-
-
-
-
-
-

1. St. Robert CHS, 1,600 Pupil Place Replacement School and Possible Childcare Centre

To address accommodation pressures, facility condition, site access and stormwater management issues, Administration proposes to re-submit St. Robert Replacement as the Board's first priority.

The current St. Robert facility has a permanent capacity of 1,104 pupil places (adjusted to 1,206 based on a revised pupil loading of 23 students per classroom). The school has a 12 classroom port-a-pak and 13 portables on site. As of September 2023, enrolment at the school is 1,708 with over 600 students enrolled in the IB Program.

In recent discussions with the Ministry of Education, Ministry of Infrastructure, City of Richmond Hill and the City of Markham, Administration has been advised that the provincial government plans to significantly increase densities in the Transit Oriented communities (TOC) of Richmond Hill Centre and Langstaff Gateway secondary plan areas, both of which are within the St. Robert attendance area. It is anticipated that any significant increase in density would result in an increase in enrolment over the long term.

Given the Provincial direction with proposed density increases in the Transit Oriented Communities, it is possible that at full build out, a larger area secondary school may be required. Future students generated from these higher density areas are anticipated to be gradually phased in over a 20-25 year period, well outside of the shorter term period evaluated as part of the Capital Priorities review.

Alternative Scope Considered

Based on the feedback from Ministry staff, Administration evaluated an alternative scope (1,200 pupil places) and childcare centre. A school of 1,200 pupil places would increase the ROI, reduce the available pupil places in the overall area, and partially address the Ministry's concern of funding spaces to support an optional program.

The obvious concern is that a 1,200 pupil place school is insufficient to accommodate the population of the school. Although the design could include provisions for a future addition, portables and the port a pack would continue to be required at the school to accommodate the population in the short term.

Administration believes that despite the feedback from the Ministry regarding ROI and possible surplus capacity elsewhere in southern York Region, a 1,600 pupil place school is in the best interests of the Board and the St. Robert community.

2. Vaughan Metropolitan Centre (VMC) Elementary School Site

The Board currently has designated 2 elementary school sites within the existing Vaughan Metropolitan Centre (VMC) Secondary Plan. On June 30, 2022, the Board endorsed a strategy of co-locating 2 schools on each of the currently 4 designated sites for school boards at 5.0 acres

Appendix III

each (2 for YCDSB and 2 for York Region District School Board). Co-locating or joint school sites would provide both school boards the opportunity to double their school sites considering the limited land available.

Administration continues to work with the City of Vaughan, York Region District School Board and local developer to finalize a school site for one of the two designated YCDSB school sites. The City of Vaughan continues to approve development applications for this area and building activity is ongoing. A recent estimate (April 2023) by the City projects approximately 40,000 residents by 2031 (a growth of over 32,000 residents in the next 8 years) in this area. The City of Vaughan is currently conducting a Secondary Plan review with a planned population approximately 2.5 times the amount originally planned at the time of site designation. The need for a school in this community is more a function of “when”, than “if”.

As Trustees are aware, Administration is pursuing a joint school site with the York Region District School Board and will continue to discuss options with the Ministry of Education staff given the Ministry’s encouragement for collaboration of capital projects between Boards. The proposed capacity of the catholic portion of this joint use project is proposed to be approximately 500 pupil places.

It is anticipated that a higher density joint school of this nature in this location will be more complex and possibly require a longer leadup time and construction period than a typical greenfield development elementary school.



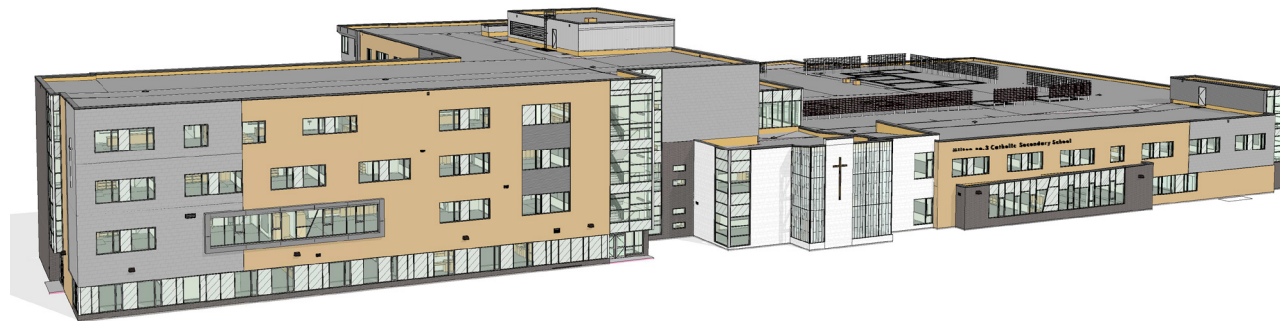
Sketch Plans

for the new

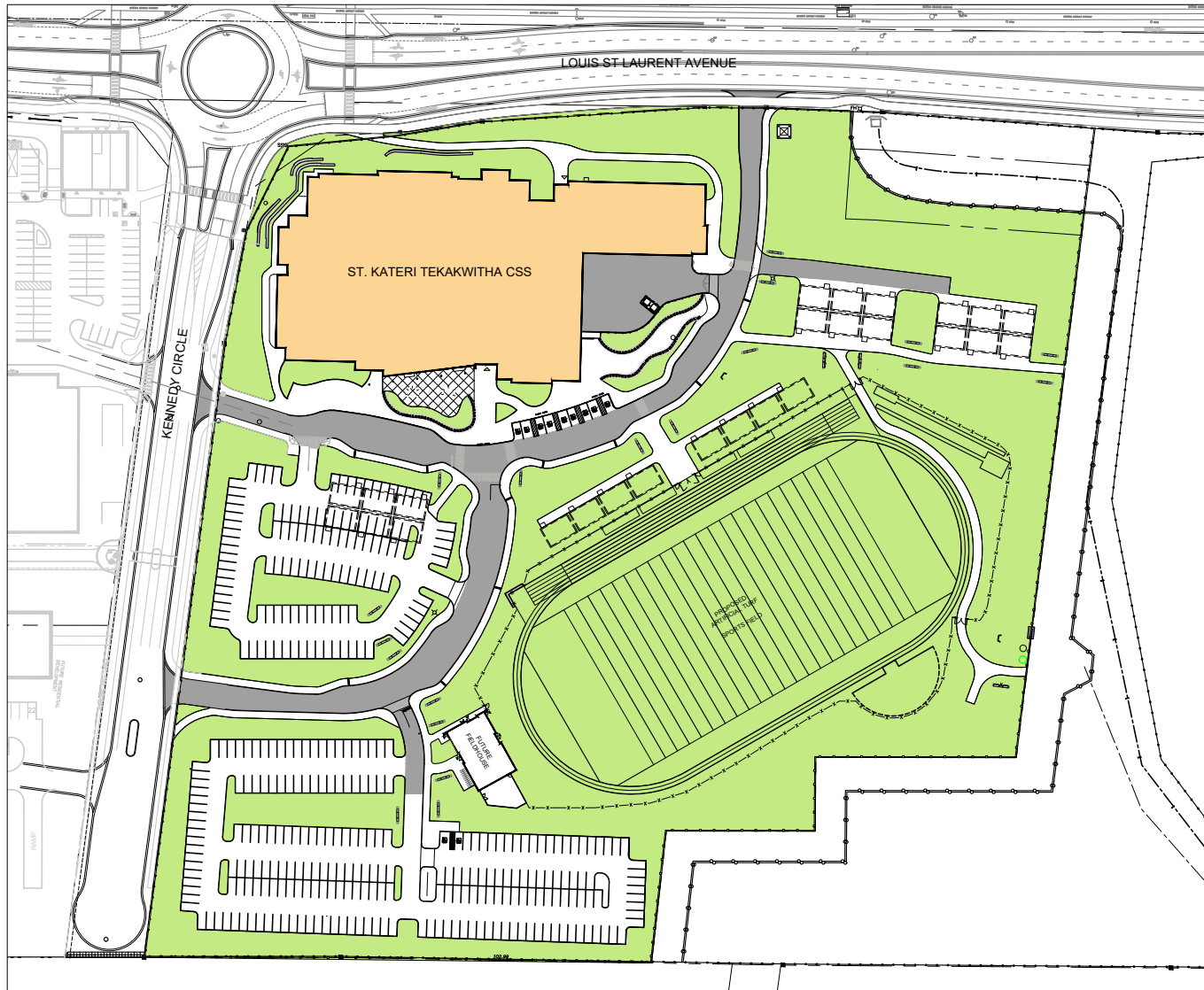
St. Kateri Tekakwitha Catholic Secondary School

Milton, Ontario

December 22, 2022



SITE PLAN



FLOOR PLAN: LEVEL 1



FLOOR PLAN: LEVEL 2



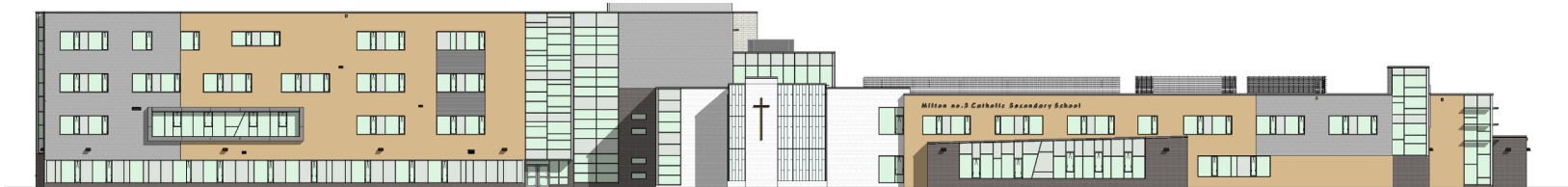
FLOOR PLAN: LEVEL 3



FLOOR PLAN: LEVEL 4



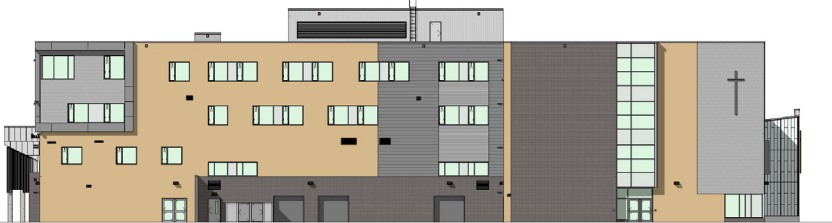
ELEVATIONS



NORTH ELEVATION - LOUIS ST. LAURENT AVENUE



SOUTH ELEVATION



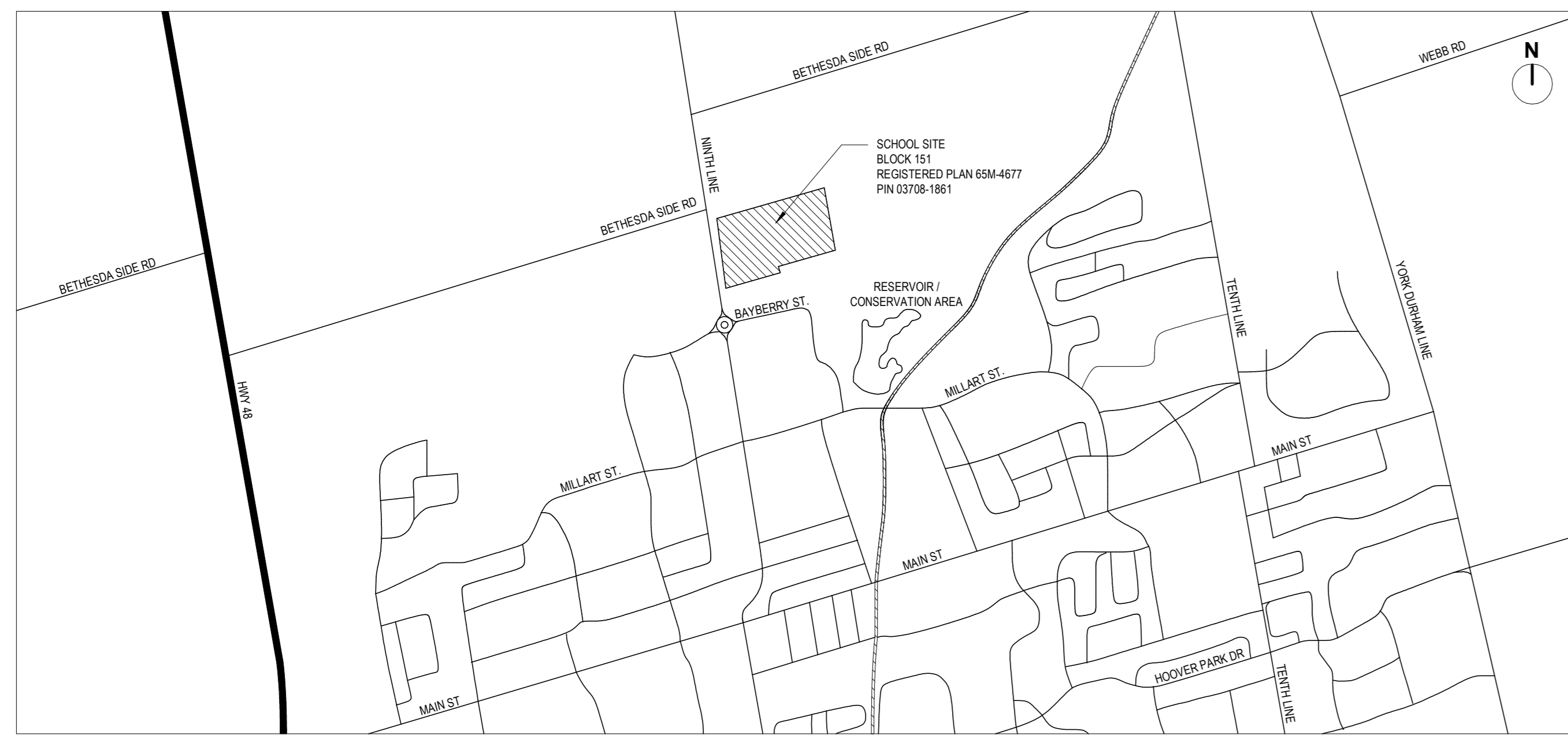
EAST ELEVATION



WEST ELEVATION

SITE	
Site Area	7.03Ha (70,300 m ²)
Building Coverage	7,357.35 m ²
Lot Coverage	10.45%
Parking Spaces	333

BUILDING	
First Floor GFA	7,354.8 m ² (79,166 ft ²)
Second Floor GFA	3,929.1 m ² (42,292 ft ²)
Third Floor GFA	2,327.8 m ² (25,056 ft ²)
Fourth Floor GFA	2,593.7 m ² (27,918 ft ²)
Total GFA	16,205.4 m ² (174,433 ft ²)



SITE STATISTICS:

ZONING: AG (H) & FH WILL BE REZONED TO (R) ZONE AS A RESULT OF SUBDIVISION (61.470 ac (15.19 Acres))

GROSS FLOOR AREA:
 EXISTING: 0
 PROPOSED: 13,020 m²

LOT COVERAGE: 11.3%
 MAX ALLOWED LOT COVERAGE: 30%

BUILDING HEIGHT: 13.5 METERS
 MAXIMUM ALLOWED HEIGHT: 14 METERS
 (PER SECTION 6 MAY 2019 VERSION, 4.1.1.1 EXCEPT FOR GREAT PLAN OF SUBDIVISION 1910A-17-02)

SETBACKS:
 FRONT: 5.0M MIN. REQUIRED 5.0M MIN. PROVIDED 25.5M
 BACK: 1.5M MIN. 1.5M MIN. 27.1M
 WEST SIDE: 4.5M MIN. 4.5M MIN. 144.3M
 EAST SIDE: 4.5M MIN. 4.5M MIN. 15.3M

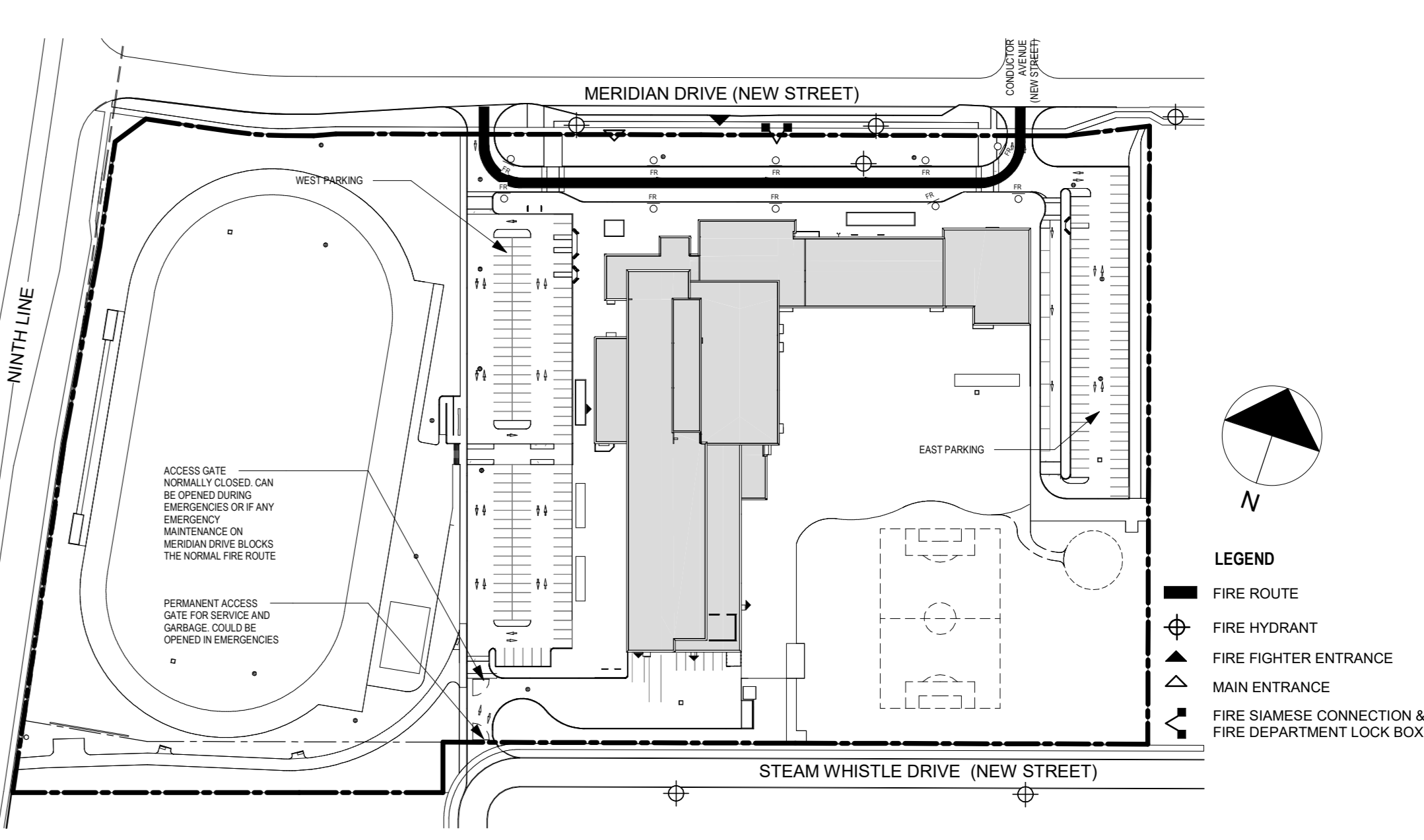
PARKING STATISTICS:

TOTAL REQUIRED PARKING SPOTS: 119
 CIVILIAN (1.5 CLASSROOMS: 15 occupants) 49
 STUDENTS: 10 staff
 ELEMENTARY SCHOOL @ 247 CLASSROOMS 8
 SECONDARY SCHOOL @ 247 CLASSROOMS 8
 SECONDARY SCHOOL @ 346 FUTURE POTENTIAL PORTABLES 18

TOTAL PROVIDED PARKING SPOTS: 114
 REQUIRED BARRIER-FREE PARKING SPOTS: 7
 PROVIDED BARRIER-FREE PARKING SPOTS: 7
 PROVIDED LOADING SPACES: 2
 RECOMMENDED BIKE PARKING SPOTS: 68
 PROPOSED BIKE PARKING SPOTS: 69

SITE PLAN LEGEND

ADO	AUTOMATIC DOOR OPERATOR (BARRIER FREE ENTRANCE/EXIT)	PROPERTY LINE	SIAMSE CONNECTION	LF	LIGHT FIXTURE
CONCRETE CURB		MHS	STORM CONNECTION	DRIVEWAY VISIBILITY TRIANGLE	
DEPRESSED CURB		FLAG POLE		LS	LIGHT STANDARD
BDO	BUS DROP OFF ZONE SIGNAGE	BF	BARRIER FREE PARKING SPACE SIGNAGE	BLACK VINYL FENCE PROVIDED BY SCHOOL BOARD	
CB	CATCH BASIN	DO	DROP OFF ONLY NO PARKING FIRE ROUTE SIGNAGE	BLACK 1.8m HIGH VINYL FENCE PROVIDED BY DEVELOPER	
CBMH	SINGLE MAN HOLE W/ CATCH BASIN	FR	FIRE ROUTE SIGNAGE	TREE PROTECTION FENCE	
CBMH	DOUBLE MAN HOLE W/ CATCH BASIN	RP	RESERVED PARKING FOR LOADING AND DELIVERY DRIVERS COORDINATE WITH FM	SILT FENCE	
KEY ELEVATIONS		BL	BOLLARD	EXISTING TREE	
FH	FIRE HYDRANT	BL	BOLLARD	NEW TREES	
FR	FIRE ROUTE SIGNAGE	BL	BOLLARD	REMOVED EXISTING TREE	
VP	VISITORS PARKING SIGNAGE	BL	BOLLARD	SUBDIVISION TREE	
OW	ONE WAY SIGNAGE	BL	BOLLARD	SNOW STORAGE AREA	
NP	NO PARKING SIGNAGE	BL	BOLLARD	TWSI	TACTILE WARNING STRIP DOMES
SS	STOP SIGNAGE	BL	BOLLARD		
BR	BIKE RACK	BL	BOLLARD		

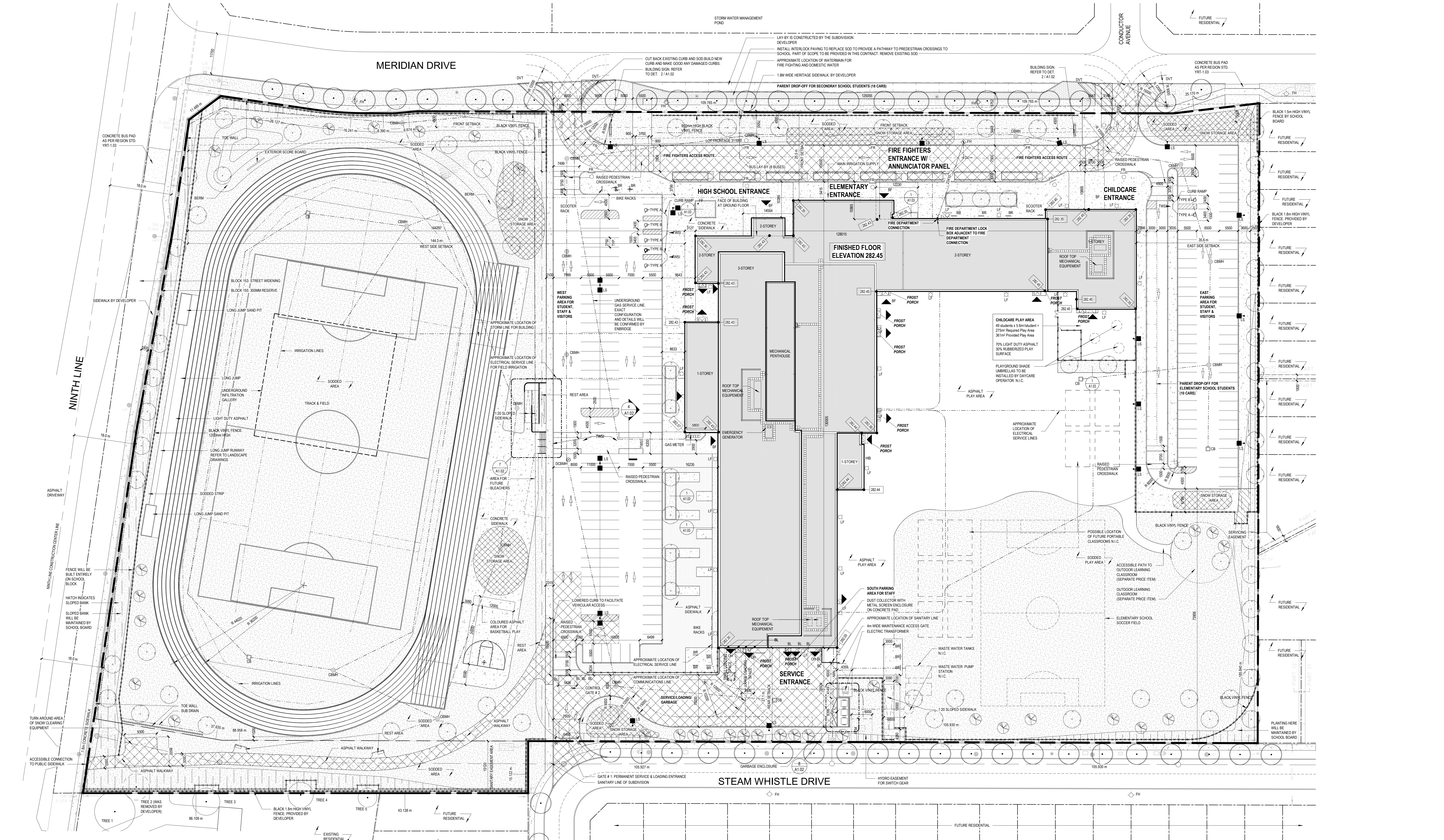


3 OVERALL KEY PLAN
1: 10000

4 FIRE ROUTE PLAN
1: 1500

Key to Detail Location

No.	Date	Revision/Issued
1	10 OCT 2019	ISSUED FOR PRE-CONSTRUCTION MEETING
2	14 FEB 2020	ISSUED FOR CLASS "C" COSTING
3	05 MAY 2020	ISSUED FOR SITE PLAN APPLICATION
4	01 JUN 2020	ISSUED FOR 10% DESIGN DEVELOPMENT
5	03 JUL 2020	ISSUED FOR CLASS "B" COSTING
6	24 AUG 2020	RE-ISSUED FOR CLASS "B" COSTING
7	01 SEPT 2020	ISSUED FOR SPA RE-SUBMISSION
8	29 OCT 2020	ISSUED FOR BUILDING PERMIT APPLICATION
9	14 DEC 2020	ISSUED FOR SPA 2ND RE-SUBMISSION
10	22 JAN 2021	ISSUED FOR TENDER REVIEW
11	26 FEB 2021	ISSUED FOR SPA 3RD RE-SUBMISSION
12	29 MAR 2021	ISSUED FOR BUILDING PERMIT RE-SUBMISSION
13	19 APR 2021	ISSUED FOR TENDER



1 PROPOSED SITE PLAN
1: 400

CONSULTANTS:

architect: CS&P Architects Inc. 2345 Yonge St. Suite 200 Toronto, ON M4P 2E5 Phone: 416-462-5002 Fax: 416-462-5040

landscape architect: MARTIN WADE LANDSCAPE ARCHITECTS LIMITED 102 Hastings Ave. Toronto, ON M4L 2J2 Phone: 416-911-2322

structural engineer: STEPHENSON ENGINEERING LTD. 2550 Victoria Park Ave. Suite 602 Toronto, ON M2J 5A9 Phone: 416-635-9970

mechanical engineer: MNE ENGINEERING INC. 22 Kevoa Place - Box A Kitchener, ON N2C 2G6 Phone: 519-894-9408

electrical engineer: MNE ENGINEERING INC. 22 Kevoa Place - Box A Kitchener, ON N2C 2G6 Phone: 519-894-9408

civil engineer: MTE CONSULTANTS INC. 1016 Sutton Drive, Unit A Burlington, ON L7L 5S8 Phone: 905-639-2552

traffic engineer: BA GROUP INC. 45 St. Clair Ave. W. Suite 300 Toronto, ON M4V 1K9 Phone: 416-961-7110

code consultant: LMDG BUILDING CODE CONSULTANTS INC. 300 North Queen Street, Suite 206 Toronto, ON M5C 5K4 Phone: 416-648-0162

kitchen consultant: LEGGE FOODSERVICE FACILITIES DESIGN INC. 144 Parkside Street, Rockwood, ON N0B 2K0 Phone: 519-831-9925

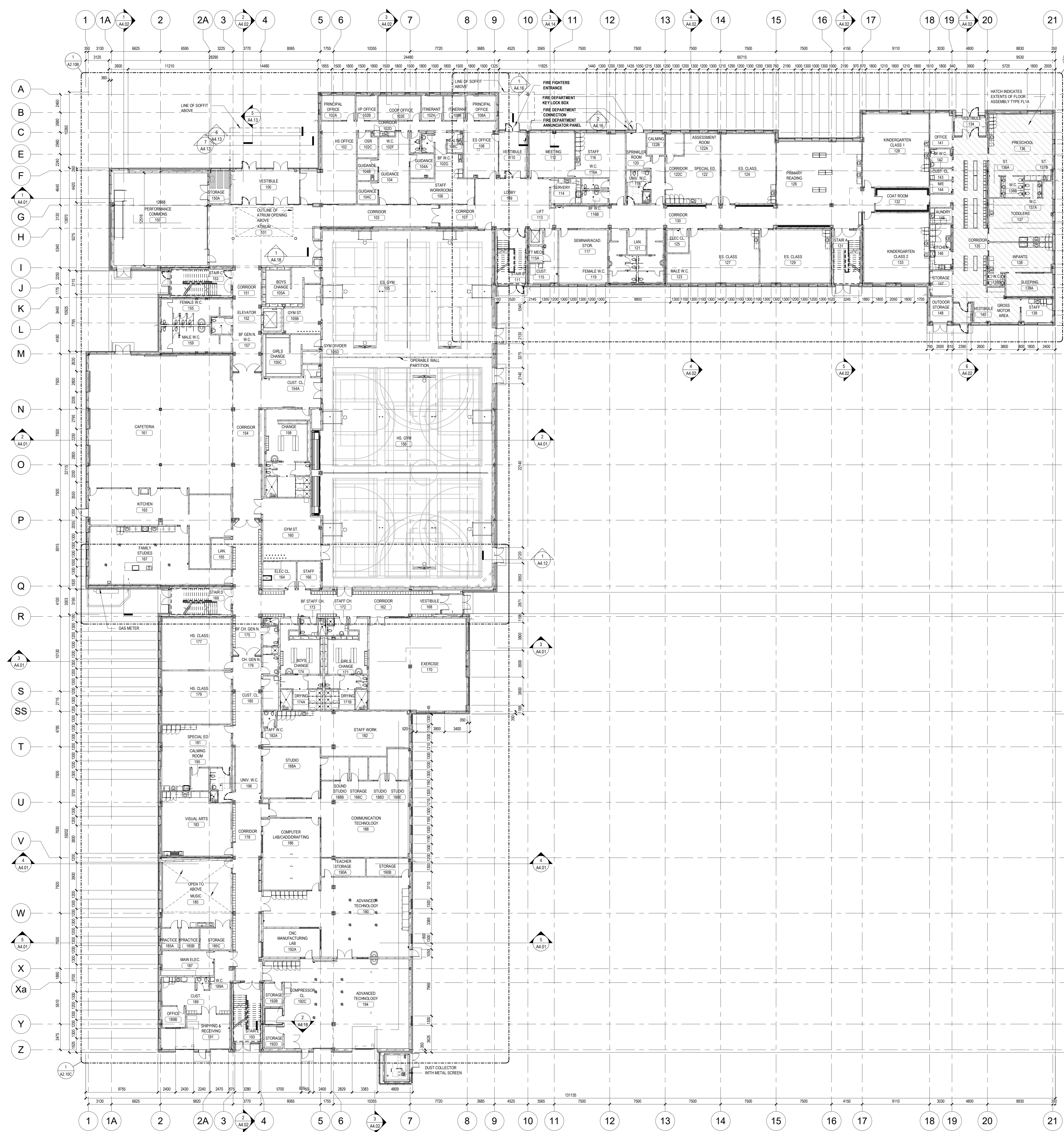
CONSTRUCTION NORTH

YORK CATHOLIC DISTRICT SCHOOL BOARD

STOUFFVILLE MULTI-USE FACILITY
 55 MERIDIAN DRIVE, STOUFFVILLE, ON
 SPA FILE NUMBER: SPA20-011
 BP APPLICATION NUMBER: 20-20-019

SITE PLAN

scale: As indicated
 date: 19/04/2021
 drawn: F.A.
 checked by: H.A.
 project number: 18037
 drawing number: A1.01
 Revision: 13



Key to Detail Location

NO. Detail Number
 NO. Drawing Number

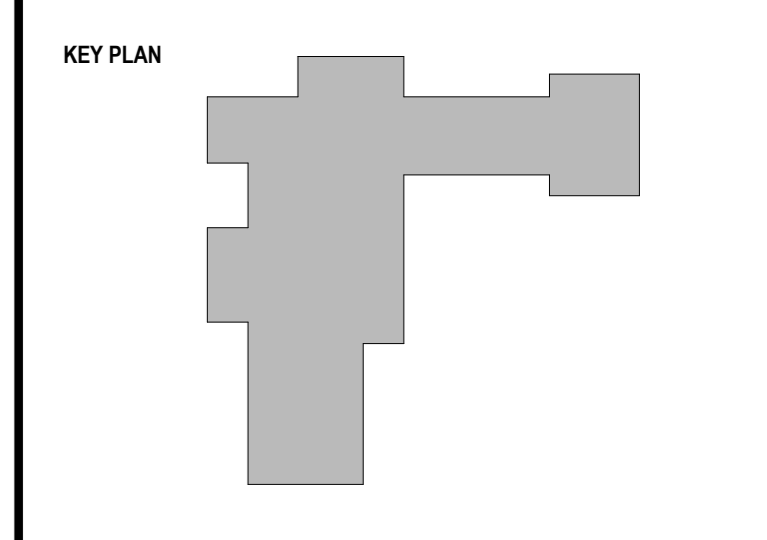
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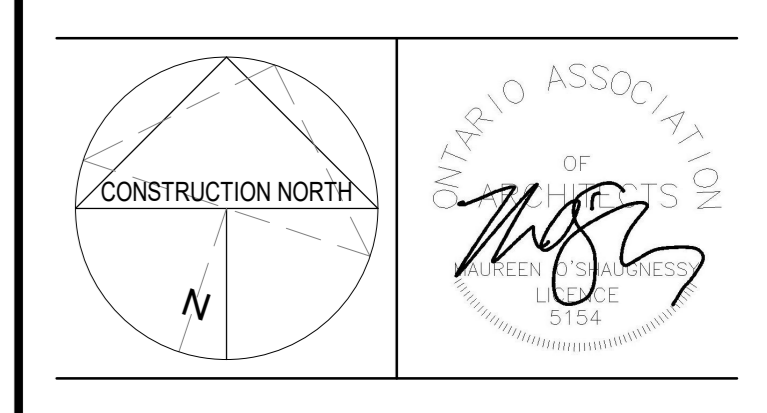
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No.	Date	Revision/Issued
1	14 FEB 2020	ISSUED FOR CLASS "C" COSTING
2	05 MAY 2020	ISSUED FOR SITE PLAN APPLICATION
3	01 JUN 2020	ISSUED FOR 100% DESIGN DEVELOPMENT
4	03 JUL 2020	ISSUED FOR CLASS "B" COSTING
5	24 AUG 2020	RE-ISSUED FOR CLASS "B" COSTING
6	01 SEPT 2020	ISSUED FOR SPA RE-SUBMISSION
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9	29 MAR 2021	ISSUED FOR BUILDING PERMIT RE-SUBMISSION
10	19 APR 2021	ISSUED FOR TENDER



- consultants
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 - landscape architect: MARTIN WADE LANDSCAPE ARCHITECTS LIMITED 102 Hastings Ave. Toronto, ON M4L 2J2 Phone: 416-461-2322
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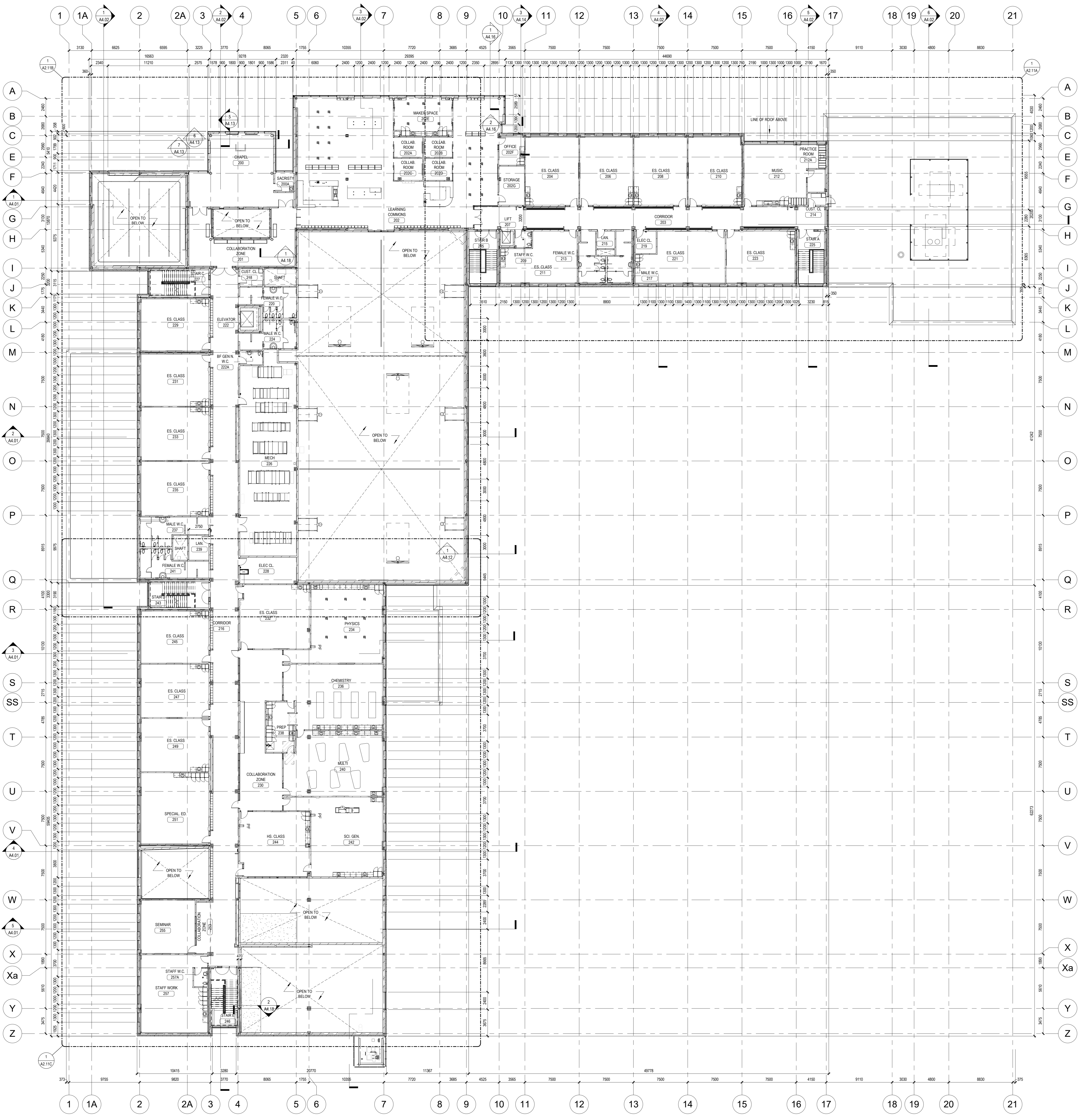
CS&P Architects

YORK CATHOLIC DISTRICT SCHOOL BOARD
 STOUFFVILLE MULTI-USE FACILITY
 55 MERIDIAN DRIVE, STOUFFVILLE, ON
 SPA FILE NUMBER: SPA20-011
 BP APPLICATION NUMBER: 20-20-0819

GROUND FLOOR PLAN

scale: 1 : 200
 date: 19/04/2021
 drawn: N.L.
 checked by: H.A.
 project number: 18037
 drawing number: **A2.10**
 Revision: 10

FILENAME: BIM_360/Stouffville Multi-Use Facility/18037-SMUF-A-MAN-20-14



Key to Detail Location

NO.	Detail Number
NO.	Drawing Number

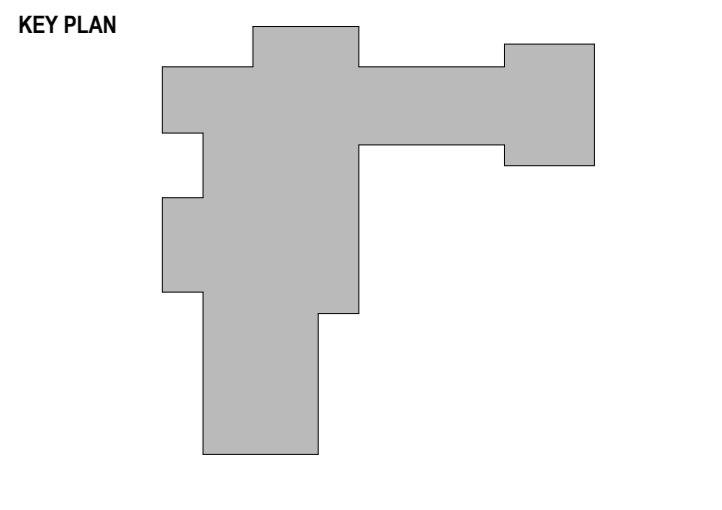
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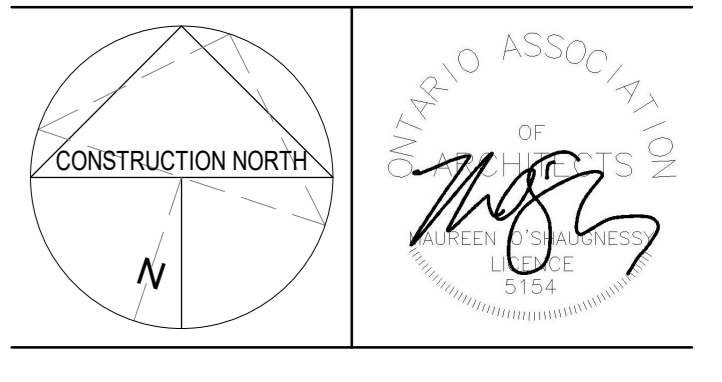
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- consultants
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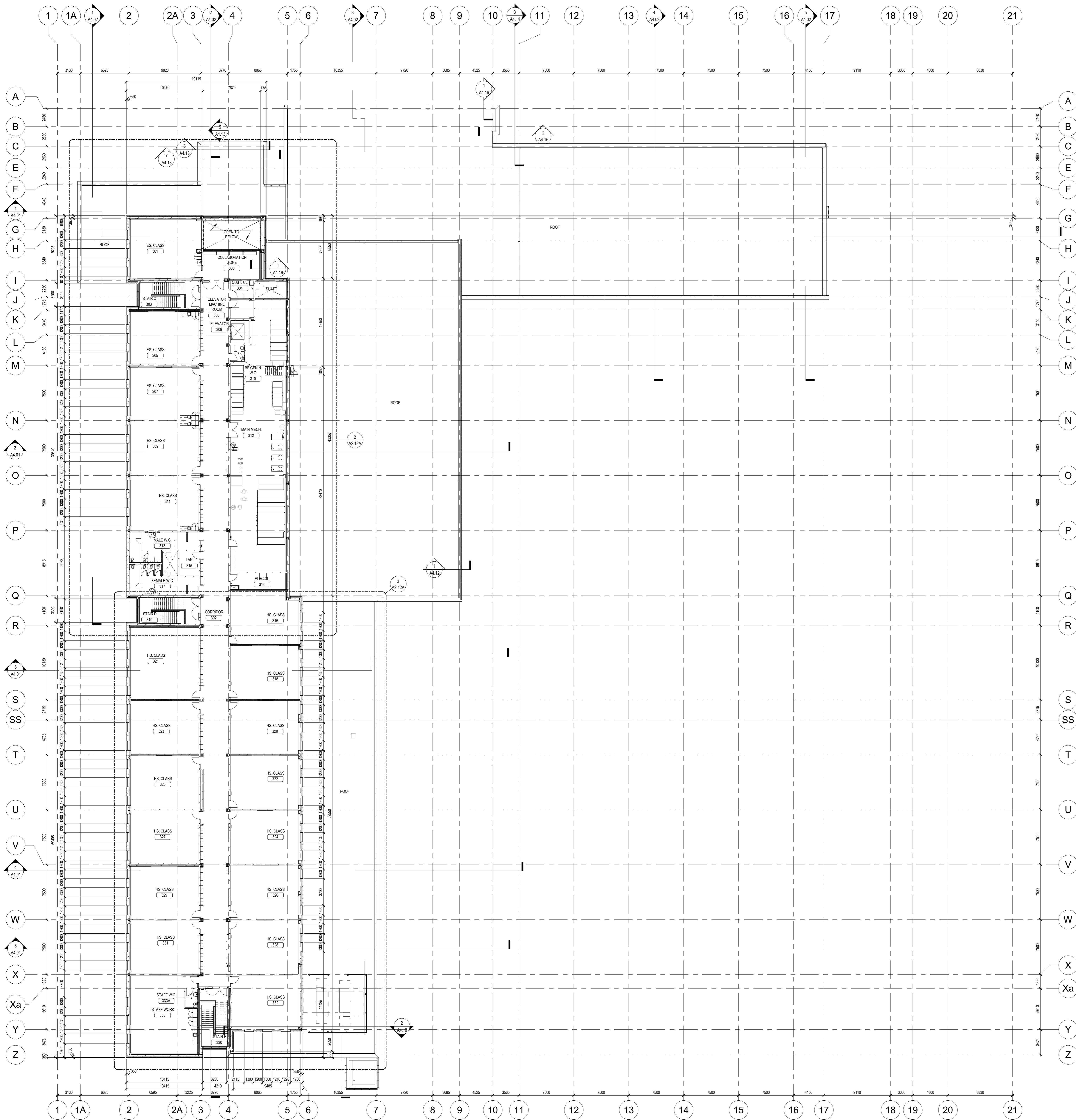


CS&P Architects

YORK CATHOLIC DISTRICT SCHOOL BOARD
STOUFFVILLE MULTI-USE FACILITY
55 MERIDIAN DRIVE, STOUFFVILLE, ON
SPA FILE NUMBER: SPA20.011
BP APPLICATION NUMBER: 20-20-0819

SECOND FLOOR PLAN

scale: 1 : 200
date: 19/04/2021
drawn: N.L.
checked by: H.A.
project number: 18037
drawing number: **A2.11**
Revision: 10



Key to Detail Location

NO.	Detail Number
NO.	Drawing Number

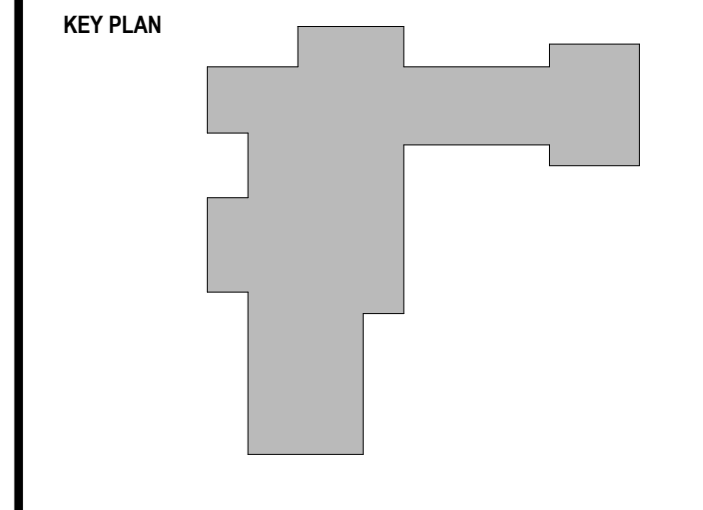
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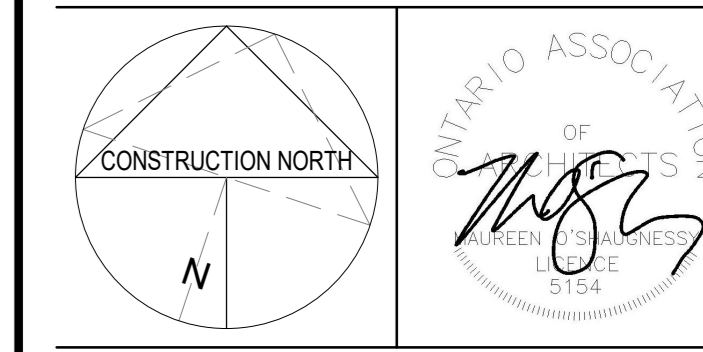
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No.	Date	Revision/Issued
1	14 FEB. 2020	ISSUED FOR CLASS "C" COSTING
2	05 MAY. 2020	ISSUED FOR SITE PLAN APPLICATION
3	01 JUNE 2020	ISSUED FOR 100% DESIGN DEVELOPMENT
4	03 JULY 2020	ISSUED FOR CLASS "B" COSTING
5	24 AUG. 2020	RE-ISSUED FOR CLASS "B" COSTING
6	01 SEPT. 2020	ISSUED FOR SPA RE-SUBMISSION
7	29 OCT. 2020	ISSUED FOR BUILDING PERMIT APPLICATION
8	22 JAN. 2021	ISSUED FOR TENDER REVIEW
9	29 MAR. 2021	ISSUED FOR BUILDING PERMIT RE-SUBMISSION
10	19 APR. 2021	ISSUED FOR TENDER



- consultants
- architect CS&P Architects Inc.
2345 Yonge St., Suite 200
Toronto, ON, M4P 2E5
Phone: 416-482-5002
Fax: 416-482-5040
- landscape architect MARTIN WADE LANDSCAPE ARCHITECTS LIMITED
102 Hastings Ave.
Toronto, ON, M4L 2L2
Phone: 416-491-2322
- structural engineer STEPHENSON ENGINEERING LTD.
2550 Victoria Park Ave., Suite 602
Toronto, ON, M2J 5A9
Phone: 416-635-9970
- mechanical engineer MNE ENGINEERING INC.
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Phone: 519-894-9408
- electrical engineer MNE ENGINEERING INC.
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Phone: 519-894-9408
- civil engineer MTE CONSULTANTS INC.
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Burlington, ON, L7L 5B8
Phone: 905-639-2552
- traffic engineer BA GROUP INC.
45 St. Clair Ave. W., Suite 300
Toronto, ON, M4V 1K9
Phone: 416-961-7110
- code consultant LMDG BUILDING CODE CONSULTANTS INC.
300 North Queen Street, Suite 206
Toronto, ON, M5C 5K4
Phone: 416-648-0162
- kitchen consultant LEGGE FOODSERVICE FACILITIES DESIGN INC.
144 Parkside Street
Rockwood, ON, N0B 2K0
Phone: 519-831-9925

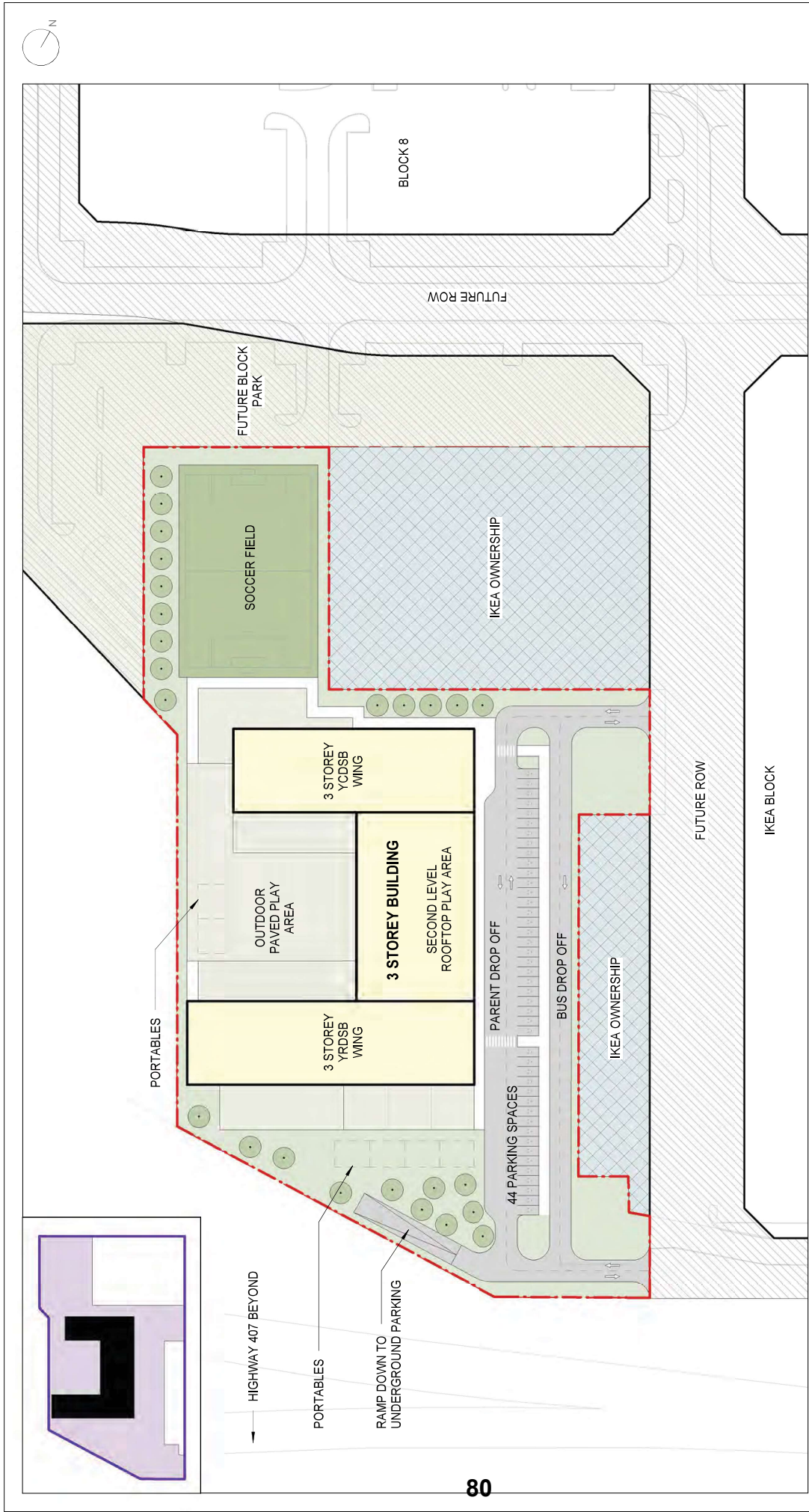


CS&P Architects

YORK CATHOLIC DISTRICT SCHOOL BOARD
STOUFFVILLE MULTI-USE FACILITY
55 MERIDIAN DRIVE, STOUFFVILLE, ON
SPA FILE NUMBER: SPA20-011
BP APPLICATION NUMBER: 20-20-0819

THIRD FLOOR PLAN

scale: 1 : 200
date: 19/04/2021
drawn: N.L.
checked by: H.A.
project number: 18037
drawing number: **A2.12**
Revision: 10



VMC Joint Schools Feasibility Study

Option C - Site Size 2 - Site Plan

P120

06/28/2023



ARCHITECTS INC.

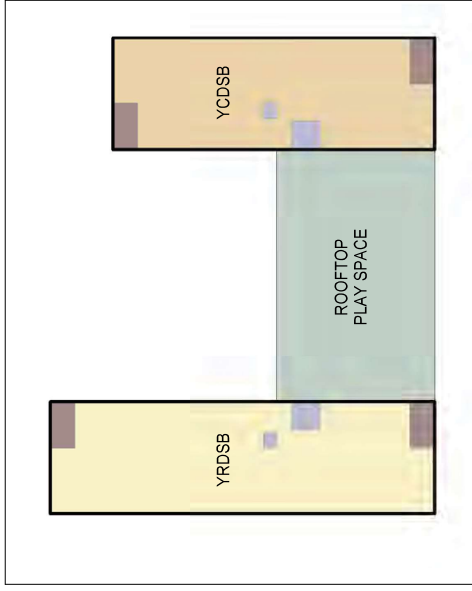
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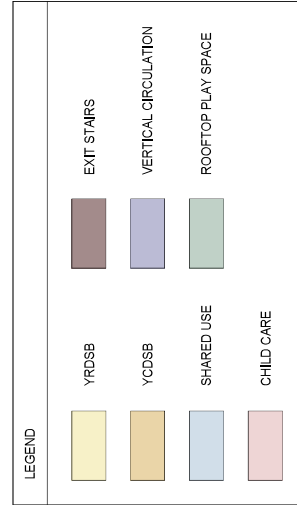
81
Ground Floor
 5,087 m²
 54,756 ft.²



Second Floor
 3,773 m²
 40,612 ft.²



Third Floor
 3,289 m²
 35,403 ft.²

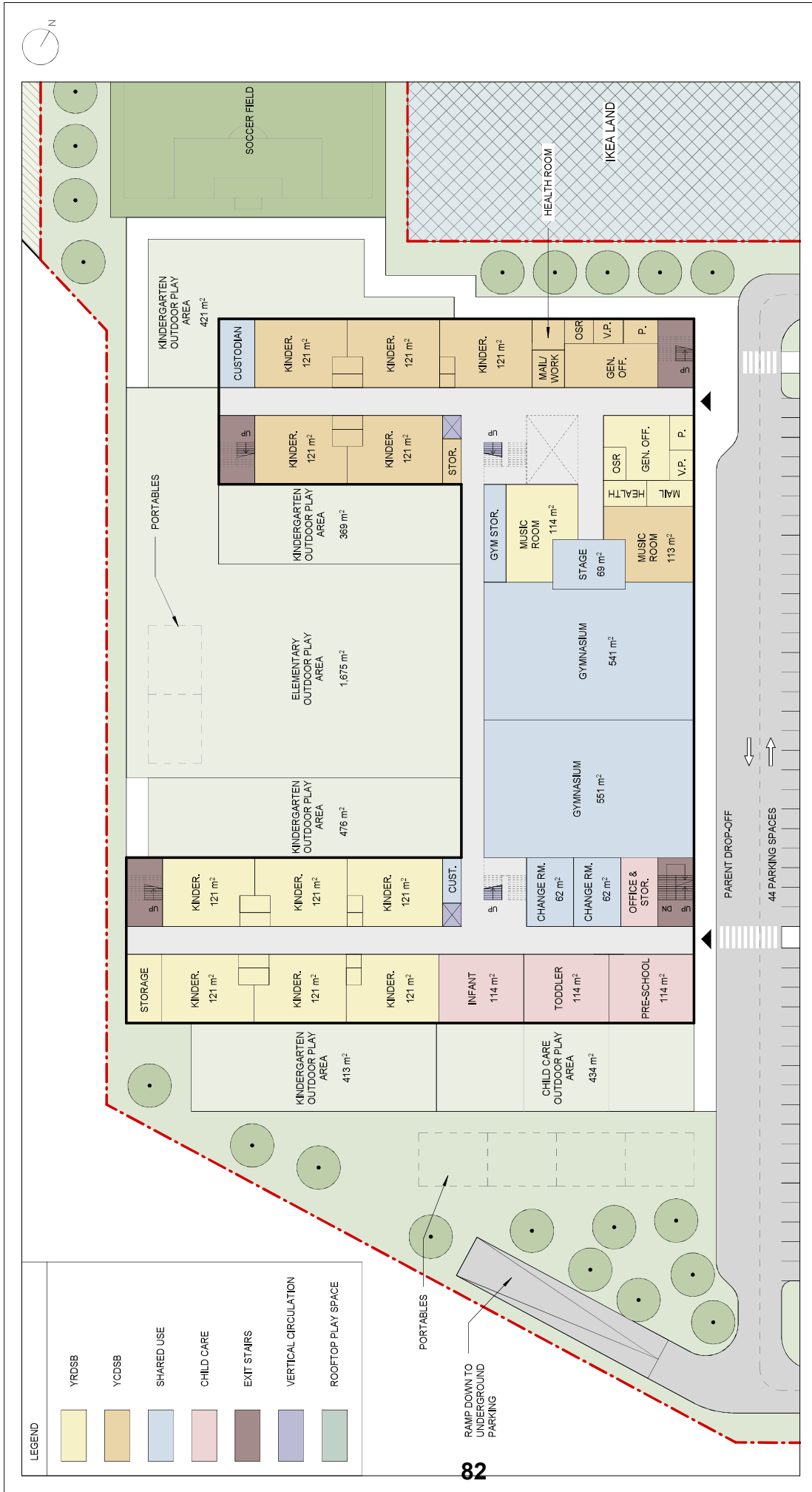


VMC Joint Schools Feasibility Study
Option C - Site Size 2 - Floor Plan Diagrams

P121
 06/28/2023



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VMC Joint Schools Feasibility Study

Option C - Site Size 2 - Ground Floor Plan

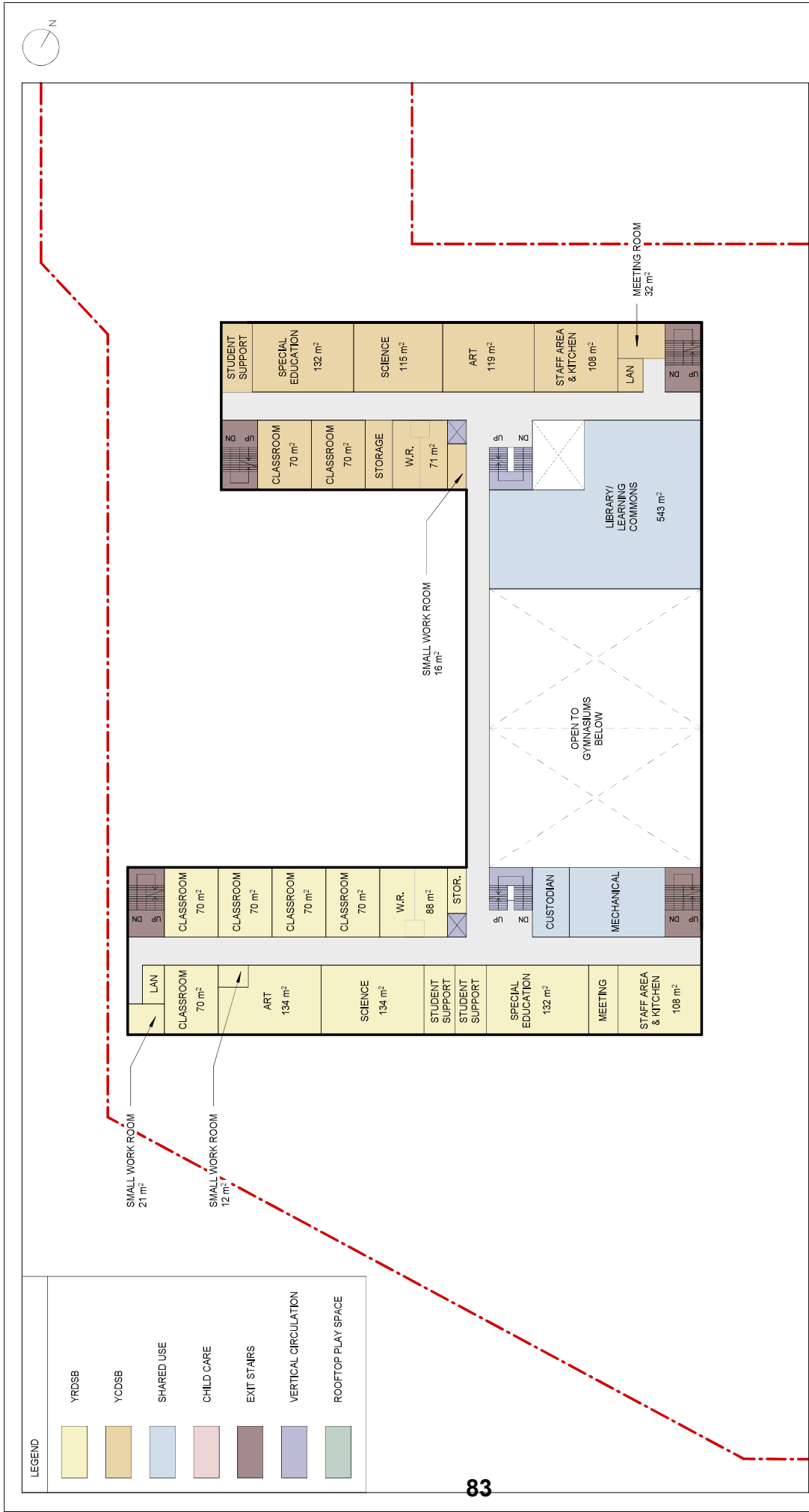
P122

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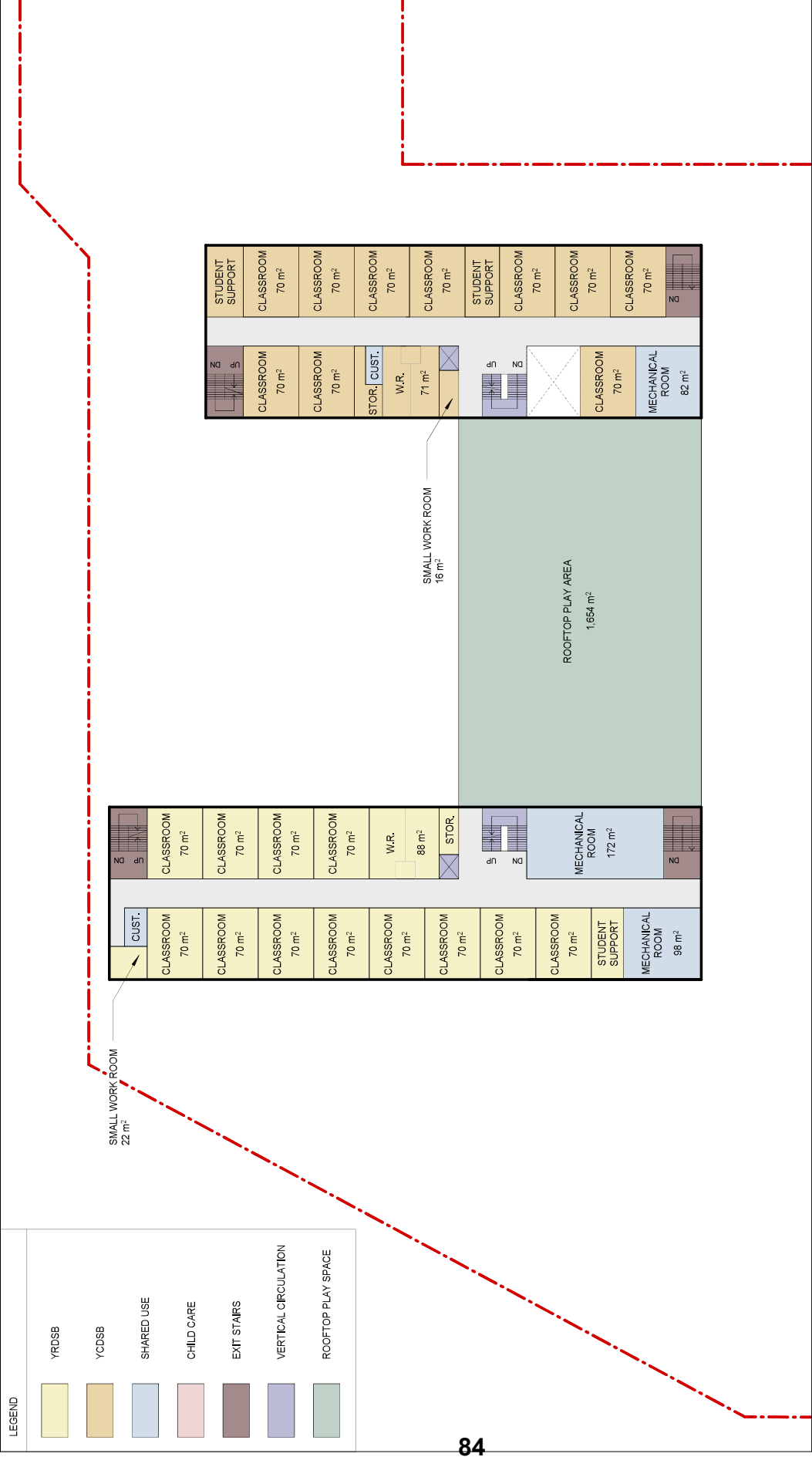
Option C - Site Size 2 - Second Floor Plan

P123

06/28/2023



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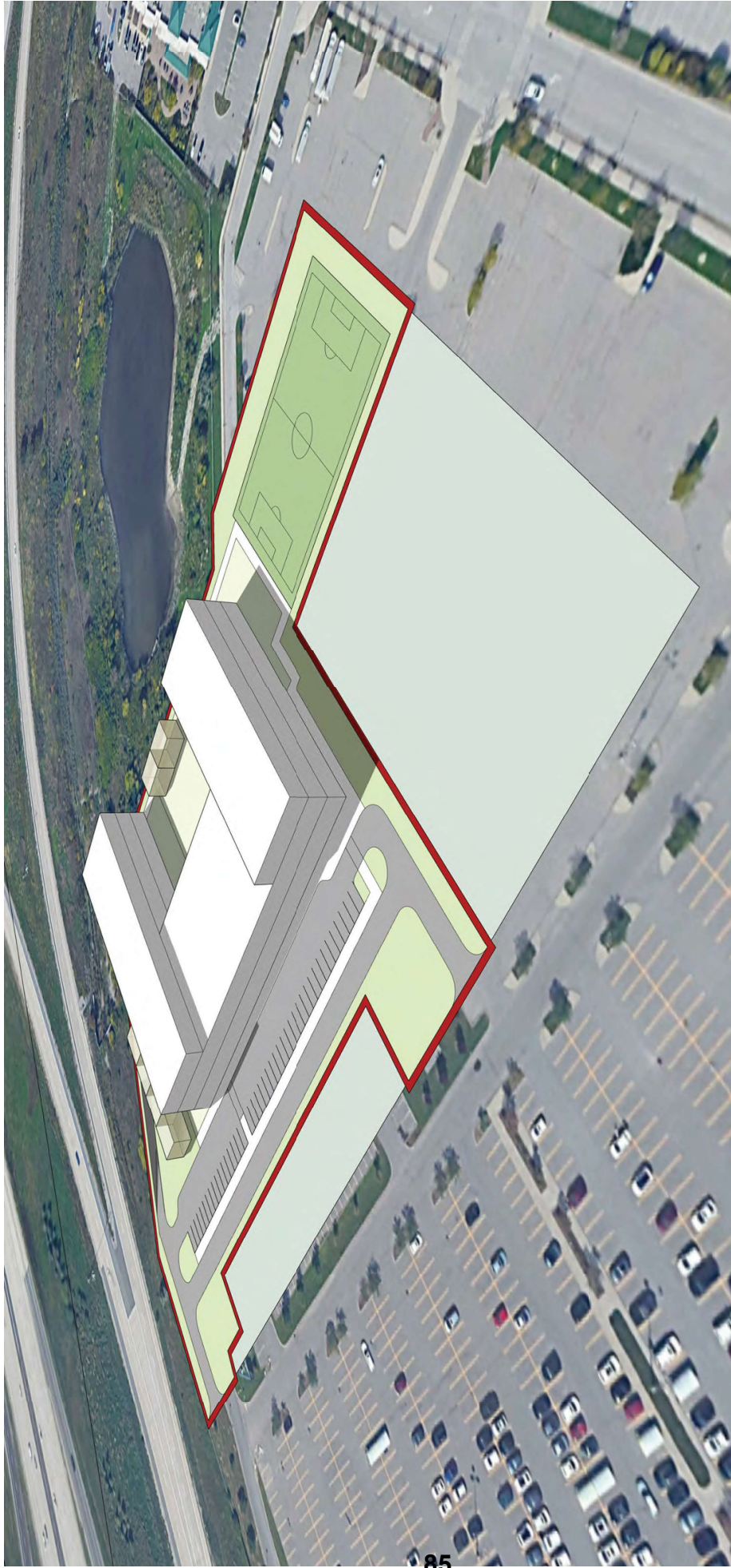


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VMC Joint Schools Feasibility Study

Option C - Site Size 2 - Third Floor Plan

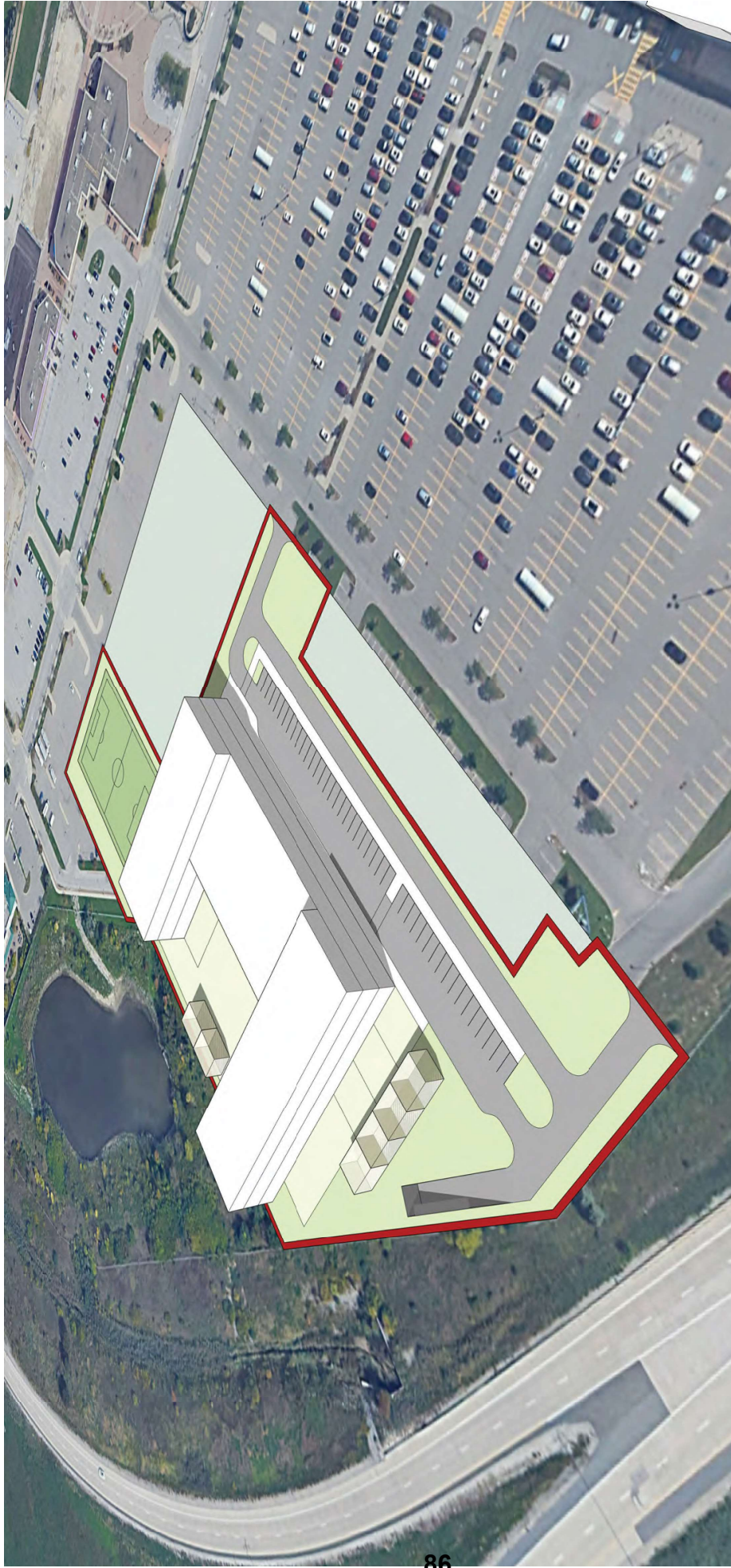


VMC Joint Schools Feasibility Study
Option C - Site Size 2 - Perspective View Facing Southwest

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06/28/2023



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VMC Joint Schools Feasibility Study
Option C - Site Size 2 - Perspective View Facing Northwest

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06/28/2023










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LEGEND

	YRDSB
	YCDSB
	SHARED USE
	CHILD CARE
	HARD PLAY SURFACE
	SOFT PLAY SURFACE
	ROOFTOP PLAY SURFACE

VMC Joint Schools Feasibility Study

Option C - Site Size 2 - 3D Diagram

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06/28/2023



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Overall Site Statistics

Site Area	2,084 ha	5,150 ac
Number of Levels	3	
Height (m)	12.0	
Building Footprint	m ²	
Total Gross Floor Area - VRDSB, YCDSB, Combined, and Child Care	1,818	17,208
Gross Level Parking Spaces	44	

VRDSB

Instructional Indoor Spaces	Require			Proposed			Capacity		
	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²	Lead	Rating	
Kindergarten Room	6	119.3	715.8	6	121.1	726.6	26	155	
Classroom	17	69.7	1,184.9	17	69.8	1,184.6	23	23	
Art Room	1	-	110.0	1	-	110.0	23	23	
Science Room	1	-	110.0	1	-	110.0	23	23	
Community Classroom (Special Education)	1	-	129.7	1	-	132.5	9	9	
Instrumental Music	1	-	112.0	1	-	113.7	0	0	
Student Support Centre (Small)	3	37.2	400	3	40.6	437	12	36	
Total Instructional Floor Area			2,474.00			2,538.00		638	

YCDSB

Operational Indoor Spaces	Require			Proposed		
	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²
General Office	1	61.4	61.4	1	67.2	67.2
Principal Office	1	-	16.0	1	-	16.2
Vice-Principal Office	1	-	13.7	1	-	14.3
Health Room	1	-	16.6	1	-	17.6
Mail Room/Work Room	1	-	22.5	1	-	23.4
Staff Room	1	-	13.8	1	-	14.8
Staff Room & Kitchen	1	-	18.0	1	-	19.2
Meeting Room (Large)	1	-	25.2	1	-	26.3
Meeting Room (Small)/Work Room	3	10.0	30.0	3	18.8	56.3
Academic Storage	-	-	61.1	-	-	84.9
LAN Room	1	-	14.9	1	-	15.9
Washrooms - as required per capacity	1	-	20.9	1	-	27.8
Total Operational Floor Area			304.4			363.3
VRDSB Total Operational and Instructional Floor Area			3,054.4			3,172.3
Gross Up Added (18% of Above)			1,160.7			1,278.6
Total Operational and Instructional Floor Area			4,215.1			4,450.9
Area Per Pupil			61.1			74

VRDSB

Instructional Space	Required			Proposed			Capacity		
	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²	Lead	Rating	
Kindergarten Room	5	119.3	596.5	5	121.1	605.5	26	130	
Classroom	12	69.7	836.4	12	69.8	837.6	23	276	
Art Room	1	-	110.0	1	-	118.8	23	23	
Science Room	1	-	110.0	1	-	115.4	23	23	
Community Classroom (Special Education)	1	-	129.7	1	-	131.5	9	9	
Instrumental Music	1	-	112.0	1	-	113.9	0	0	
Student Support Centre (Small)	3	37.2	400	3	43.8	471	12	36	
Total Instructional Area			2,066.20			2,053.1		487	

YCDSB

Operational Space	Required			Proposed		
	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²
General Office	1	61.4	61.4	1	67.2	67.2
Principal Office	1	-	16.0	1	-	16.2
Vice-Principal Office	1	-	13.7	1	-	14.3
Health Room	1	-	16.6	1	-	17.6
Mail Room/Work Room	1	-	22.5	1	-	23.4
Staff Room	1	-	13.8	1	-	14.8
Staff Room & Kitchen	1	-	18.0	1	-	19.2
Meeting Room (Large)	1	-	25.2	1	-	26.3
Meeting Room (Small)/Work Room	2	10.0	30.0	2	16.4	32.8
Academic Storage	-	-	61.1	-	-	84.9
LAN Room	1	-	14.9	1	-	15.9
Washrooms - as required per capacity	1	-	20.9	1	-	27.8
Total Operational Area			304.4			363.3
VRDSB Total Operational and Instructional Area			2,570.6			2,516.4
Gross Up Added (18% of Above)			979.1			1,073.7
Total Operational and Instructional Area			3,549.7			3,590.1
Area Per Pupil			71.5			78

Combined Components

YRDSB & YCSD Combined Indoor Spaces	Required			Proposed		
	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²
Gymnasium	2	440	880.0	2	546.0	1,092.0
Stage - Attached to Gym	1	58	58.0	1	61.8	61.8
Library / Learning Commons	1	-	26.2	1	-	41.1
Building Operator's Room	1	-	463.4	1	-	543.4
Mechanical Spaces	1	-	13.0	1	-	16.4
Contactor Areas	-	-	187.6	-	-	210.9
Operational Areas	-	-	102.2	-	-	122.2
Total Operational Floor Area			2,066.2			2,053.1
Gross Up Added (18% of Above)			747.3			831.8
Total Combined Gross Floor Area			2,588.5			2,712.4
Area Per Pupil			2.36			3.02

Child Care

Child Care Indoor Spaces	Required			Proposed		
	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²	Count	Floor Area (Individual) m ²	Floor Area (Sum) m ²
Kindergarten	3	111.48	334.4	3	114	342.0
Child Care	-	-	-	-	-	-
Total Child Care Indoor Floor Area			334.4			342.0

Outdoor Play Spaces

Kindergarten	Required			Proposed		
	Number of students	Area per student (m ²)	Outdoor Area m ²	Number of students	Area per student (m ²)	Outdoor Area m ²
VRDSB	156	4.0	624.0	-	-	-
YCDSB	130	4.0	520.0	-	-	-
Total Kindergarten	286	4.0	1,144.0	59	3,282.2	35,824

Elementary

Elementary	Required			Proposed		
	Number of students	Area per student (m ²)	Outdoor Area m ²	Number of students	Area per student (m ²)	Outdoor Area m ²
VRDSB	613	4.0	2,452.0	-	-	-
YCDSB	367	4.0	1,468.0	-	-	-
Total Elementary	980	4.0	3,920.0	3.9	3,282.2	35,824

Child Care

Child Care	Required			Proposed		
	Number of rooms	Area per room (m ²)	Outdoor Area m ²	Number of rooms	Area per room (m ²)	Outdoor Area m ²
Child Care	3	144.0	432.0	4,650	144.6	669.7
Total Child Care	3	144.0	432.0	4,650	144.6	669.7

VMC Joint Schools Feasibility Study

Option C - Site Size 2 - Site Statistics



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PRELIMINARY PROJECT COSTING		St. Robert Replacement School		Vaughan Metropolitan Centre Elementary School	
ITEM	PRELIMINARY ESTIMATED COST	Notes / Details	PRELIMINARY ESTIMATED COST	Notes / Details	
Estimated Cost of Construction	\$69,773,200	Assume \$400 psf of HCDSB example	\$49,202,000	400 psf per ZAS Architect	
Childcare	\$0	No childcare included in design	\$1,681,200	400 psf per ZAS Architect	
Unique Site Costs	\$1,530,000	2021 demolition estimate from TriPhase Group	\$11,250,000	underground parking (150 spaces *75K/spot) per ZAS Architect	
Site Development	\$1,866,700	New Driveway (to be funded through Renewal) EDC Site Prep Rate (\$94,300 * 19 acres) SWM Pond decommissioning (assumes \$75,000)	\$4,377,500	850,000/acre (5.15 Acres) per ZAS Architect	
Sub Total	\$73,169,900		\$66,510,700		
Cost Escalation	\$17,560,776	annual rate 8% from (2023-2026) per recent EDU sector experience	\$21,283,424	annual rate 8% from (2023-2027) per recent EDU sector experience	
Soft Costs					
Architect Fees	\$3,488,660	assume 5% of construction estimate	\$3,106,660	assume 5% of construction estimate	
F&E		To be Determined		To be Determined	
Fees/Permits/Other	\$440,000	Assumes Demolition Permit, SPA, Building Permit, Agreement Execution Deposit fees using recent experience from Stouffville Multi Use project	\$426,000	Assumes SPA, Building Permit, and Agreement Execution Deposit fees using recent experience from Stouffville Multi Use project	
Estimated Project Cost	\$94,659,336		\$91,326,784		
			YCDSB Portion (Assume 50%)		
			\$45,663,392		
NOTE: All cost estimates are based on assumptions as noted in the Notes/Details column and are subject to refinements (positive or negative) as new or updated information becomes available					
F&E estimate not available at time of drafting (Sept 22, 2023)					
Design Drawings:					
	Sq ft.	Notes / Details	Sq ft.	Notes / Details	
	174,433	Ministry Catalog (HCDSB example)	123,005	ZAS drawing for Joint Use school	
	0	Childcare	4,203	Childcare	
TOTAL Square Footage	174,433		127,208		

SUMMARY OF PROPOSED MILESTONE DATES FOR CAPITAL PRIORITIES			
Key Milestone	Date	Notes / Details	VAUGHAN METROPOLITAN CENTRE Notes / Details
Call for Capital Priorities	August 14, 2023		August 14, 2023
Capital Priority Project Submission	October 20, 2023	Ministry Deadline	October 20, 2023
Ministry Approval	April 1, 2024	Expected response date as per the Ministry of Education	Ministry Deadline
Embargo Timeline	May 1, 2024	Approx. 1 month?	Expected response date as per the Ministry of Education Approx. 1 month?
Site Purchase Date	N/A	Site Owned	Pending Board/Ministry approval
Architect Selection Initiated	April 2, 2024	Timing for this process may vary.	April 2, 2024
Architect Hired	Oct 1, 2024	Target: September Board meeting for approval	December 1, 2024
Detailed Design Complete	August 30, 2025		August 30, 2026
Site Plan	September 1, 2025		September 1, 2026
Expected Approval	March 1, 2026	Assume 8 months	March 1, 2027
Building Permit	September 1, 2025		September 1, 2026
Expected Approval	March 1, 2026		March 1, 2027
Project Tender	May 1, 2026		May 1, 2027
Construction Start	June 1, 2026	Release March 14, 2026, award, May 1, 2026	June 1, 2027
	Estimated Opening Date	Assume 3 years incl demolition of existing facility	September 1, 2029
	Project Substantially Complete		June 1 2029
	Project Complete	1 year from occupancy	Sept 1, 2030
Ministry of Education Required Fields			

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees
FROM: Administration
DATE: September 26, 2023
RE: **St. Robert Enrolment Cap - Designation of Overflow School**

EXECUTIVE SUMMARY:

The purpose of this report is to seek Board approval to identify St. Elizabeth CHS as the overflow school for students unable to attend St. Robert CHS as a result of the enrolment cap.

BACKGROUND

On December 10, 2019 the Board passed the following motion.

THAT St. Robert CHS be capped at 1,750 students effective September 2020.

The motion approved by the Board did not identify an overflow school.

DESIGNATION OF OVERFLOW SCHOOL

The formal designation of an overflow school will provide students that meet transportation eligibility criteria with school bus service to St. Elizabeth CHS.

The capacity of St. Elizabeth CHS is 1,428. As of September 2023, the school was operating with 1,137 students, enrolment is anticipated to decline over the long term. There is sufficient space to accommodate students unable to attend St. Robert CHS.

Designation of an overflow school is consistent with the other schools with enrolment caps (St. Theresa of Lisieux CHS, Pope Francis CES).

SUMMARY:

The designation of St. Elizabeth CHS as an overflow school for St. Robert is consistent with Board practice and will provide access to transportation to students who meet the transportation eligibility requirements as per Board policy.

RECOMMENDATION:

THAT the Board designate St. Elizabeth CHS as the overflow school for St. Robert CHS.

Prepared By: Adam McDonald, Manager of Accommodation Planning and Property
Submitted By: Tom Pechkovsky, Coordinating Manager, Planning & Operations
Endorsed By: Domenic Scuglia, Director of Education and Secretary of the Board
Jennifer Sarna, Associate Director

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees
FROM: Administration
DATE: September 26, 2023
RE: **Steps Involved in Creating a Charitable Foundation**

This report provides background information on selected foundations associated with other boards and the charitable programs currently at York Catholic District School Board (“YCDSB”). It also outlines the steps involved in creating a charitable foundation.

BACKGROUND:

A foundation is a charitable trust or nonprofit organization typically established by wealthy individuals, groups, or corporations to provide charitable grants to other organizations. Public foundations are funded by a variety of sources, such as individuals, private foundations, or government entities. All foundations in Canada have to be registered as charities and that comes with its own set of advantages and obligations. The foundation would be independent from the board and have its own Board of Directors.

Foundations at other boards

Of the six district school boards in the GTA, three have a foundation. The Toronto Foundation for Student Success (TDSB), The Angel Foundation for Learning (TCDSB) and The Peel Learning Foundation (Dufferin-Peel DSB). Additionally, Durham Catholic has also started its foundation, Durham Catholic Children’s Foundation, in 2018.

The two Toronto Foundations partner with the City of Toronto and the Ministry of Children, Community & Social Services, to run programs related to hunger and nutrition. The other two foundations run significantly smaller programs without a government partner. Of the other Boards with foundations, Durham Catholic is the most comparable.

For condensed financial information, please refer to Appendix A.

Registered Charity Program at YCDSB

YCDSB is a registered charity and the Board’s Registered Charity Program is administered in accordance with Canada Revenue Agency regulations. Schools may apply to organize a school fundraiser collecting donations to support the school’s enhanced educational or religious endeavours. In the 2022-23 school year, \$450k was raised through the registered charity program to support supplementary resources acquired by schools including computers, outdoor equipment, speakers, supplies, etc.

Student Nutrition Programs at YCDSB

51 YCDSB Schools (44 Elementary Schools and 7 Secondary schools) received funding from the Student Nutrition Program for the York Region. In 2022-23, the schools received over \$200k to get food into schools that is safe, nutritious, and affordable for the students to enhance their healthy development and ability to learn. The funding comes from the Government of Ontario, foundations, and corporate partners (including Ministry of Children, Community & Social Services, the Grocery Foundation and Breakfast Club of Canada). These funds are designed to provide a foundation to enable schools to have seed funding and will need to obtain additional contributions to support the full program. Funding amounts change

from year to year depending on the number of meals applied for, the amount of available funding and other factors.

The schools typically run a snack program that consists of two food types and/or a breakfast program which consists of three food types with fruits/vegetables, grains and protein options.

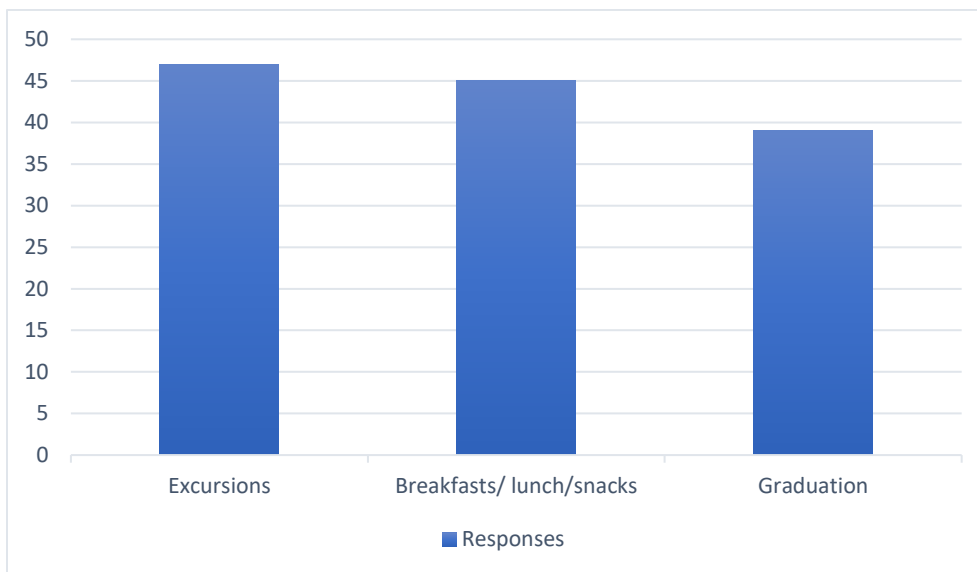
Some schools have also obtained fundings from the President’s Choice Children’s Charity. President’s Choice Children’s Charity has dedicated resources to help educators and administrators provide their students good food every day, and empower them with food skills.

For more details on the funding on Student Nutrition, please refer to Appendix B.

YCDSB’s Students’ Needs

A survey was sent to all principals in December 2022 to gather input on the financial contribution that the school provides to assist the students. 57 principals responded. Out of the 57 responses, 55 (97%) indicated that their school would provide support to families with financial hardships.

The top 3 activities that students needed financial support for were excursions, breakfast/lunch/snacks and graduations.



STEPS INVOLVED WITH A CHARITABLE FOUNDATION:

Starting a charitable foundation takes time and resources. The time required will be dependent on whether there are individuals already familiar with the processes and committed to delivering the objectives.

Below is a list of the steps and considerations:

1. Define the mission statement.
 - a. Explain why a new foundation is started.
2. Determine whether the foundation should be established as a trust or nonprofit corporation.
 - a. Trusts have fewer regulations for activities like keeping meeting minutes or appointing officers.
 - b. Nonprofit corporations offer great protection from personal liability.
3. Hire a lawyer and appoint a board of directors.
4. By-law creation.

5. Apply for charitable registration status through the Canada Revenue Agency (CRA)
 - a. The application through the CRA requires substantial documentation, a description of the intended activities, and a review process that ultimately decides whether one gets approved or not.
 - b. CRA targets initial response within 6 months of a complete application. The complexity and completeness of an application and based on volume of applications received by the CRA will affect processing times.
6. Fundraising Events
7. Funds Distribution
8. Annual Reporting
 - a. As a registered charity, certain reporting is required annually to ensure the status is maintained.

Total legal cost to setup a foundation would be somewhere between \$5,000 - \$15,000. The estimated time to setup a foundation may be up to a year.

SUCCESS FACTORS:

In our view, the following are critical success factors for the foundation to be successful:

1. Well-informed, passionate, engaged board members
2. A knowledgeable, dedicated lead staff resource
3. Strong and willing community/corporate partners (funders)
4. Strong public reputation of recipient Board

DISCUSSION POINTS FOR TRUSTEES:

What are the primary objectives of creating a foundation, and the structural advantages that would be gained, given the Board's current status as a registered charity?

Could staff time and effort be more effectively allocated to more promotion and education on the Student Nutrition Program and the PC Children's Charity to the YCDSB schools to address the issues of hunger and nutrition.

Given the public reputation consideration, timing is a factor.

ATTACHMENTS

Appendix A – Condensed Financial Information for Selected Foundations

Appendix B – Funding for Student Nutrition Programs at YCDSB

Prepared By: Jesua Tsai, Manager, Accounting and Financial Services
Submitted By: Calum McNeil, Chief Financial Officer & Treasurer of the Board
Endorsed By: Domenic Scuglia, Director of Education & Secretary of the Board

Appendix A - Condensed Financial Information for Selected Foundations

**Toronto Foundation for
Student Success (TDSB)
2022**

Revenues: (in dollars)

Grants - government funding	24,429,071	82.7%
Donations	3,563,638	12.1%
Gifts from other registered charities	1,085,500	3.7%
Other	457,410	1.5%
	<u>29,535,619</u>	

Expenditures: (in dollars)

Program	28,454,103	96.6%
Administration	935,572	3.2%
Other	63,587	0.2%
	<u>29,453,262</u>	

**Angel Foundation for
Learning (TCDSB)
2022**

Revenues: (in dollars)

Grants - government funding	6,230,682	68.1%
Donations	2,759,892	30.2%
Gifts from other registered charities	137,735	1.5%
Other	19,303	0.2%
	<u>9,147,612</u>	

Expenditures: (in dollars)

Program - gift to other registered charities	9,180,128	94.1%
Other	572,283	5.9%
	<u>9,752,411</u>	

**Peel Learning Foundation
(Dufferin- Peel)
2022**

Revenues: (in dollars)

Donations and fundraising	377,757	100.0%
Other	-	0.0%
	<u>377,757</u>	

Expenditures: (in dollars)

Programs	295,515	89.3%
Administration	35,501	10.7%
	<u>331,016</u>	

**Durham Catholic
Children's Foundation
(Durham Catholic)
2022**

Revenues: (in dollars)

Donations and fundraising	92,298	98.6%
Other	1,302	1.4%
	<u>93,600</u>	

Expenditures: (in dollars)

Programs	114,221	93.7%
Administration	7,702	6.3%
	<u>121,923</u>	

Appendix B
York Catholic District School Board
Student Nutrition Program
2022-23

School Name	SNP Total	PC Children's Charity	Total2
All Saints Catholic Elementary School	\$ 4,158		\$ 4,158
Blessed Trinity Catholic School	\$ 2,319	\$ 14,000	\$ 16,319
Canadian Martyrs Catholic School	\$ 3,198	\$ 10,516	\$ 13,714
Christ the King Catholic Elementary School	\$ 9,459		\$ 9,459
Divine Mercy Catholic School	\$ 3,934	\$ 5,472	\$ 9,406
Father John Kelly CES	\$ 686		\$ 686
Father Michael McGivney Catholic Academy	\$ 7,241		\$ 7,241
Good Shepherd CES	\$ 4,138		\$ 4,138
Guardian Angels C.E.S	\$ 3,246		\$ 3,246
Holy Jubilee CES	\$ 914		\$ 914
Holy Name Catholic Elementary School	\$ 1,879		\$ 1,879
Holy Spirit Catholic Elementary School	\$ 500		\$ 500
Immaculate Conception Catholic Elementary School	\$ 500		\$ 500
Light of Christ Catholic Elementary School	\$ 1,172		\$ 1,172
Our Lady of Grace Catholic Elementary School	\$ 774		\$ 774
Our Lady of Lake Catholic School	\$ 5,887		\$ 5,887
Our Lady Queen of the World Catholic Academy	\$ 4,706		\$ 4,706
Prince of Peace CES	\$ 3,156		\$ 3,156
St. Andrew Catholic School-Woodbridge	\$ 2,878		\$ 2,878
St. Angela Merici CES-Woodbridge	\$ 2,500		\$ 2,500
St. Anthony Catholic Elementary School- Thornhill	\$ 1,315		\$ 1,315
St. Bernadette Catholic School-Sutton	\$ 6,281		\$ 6,281
St. Brigid CES	\$ 3,487		\$ 3,487
St. Clement Catholic Elementary School	\$ 3,638		\$ 3,638
St. David CES	\$ 3,434		\$ 3,434
St. Elizabeth Catholic High School	\$ 8,401		\$ 8,401
St. Elizabeth Seton	\$ 7,836	\$ 10,000	\$ 17,836
St. Emily CES	\$ 7,176		\$ 7,176
St. Francis Xavier Catholic Elementary School	\$ 16,095		\$ 16,095
St. Gabriel the Archangel Catholic Elementary School	\$ 486		\$ 486
St. Jean de Brebeuf Catholic High School	\$ 2,500		\$ 2,500
St. Joan of Arc CHS-Maple	\$ 6,543	\$ 10,000	\$ 16,543
St. John Chrysostom Catholic Elementary School	\$ 4,179		\$ 4,179
St. John XXIII Catholic Elementary School	\$ 7,354		\$ 7,354
St. Joseph Catholic Elementary School- Aurora	\$ 1,510		\$ 1,510
St. Joseph CES - Richmond Hill	\$ 5,149		\$ 5,149
St. Julia Billiard	\$ 10,034	\$ 10,000	\$ 20,034
St. Justin Martyr Catholic Elementary School	\$ 2,431		\$ 2,431
St. Luke Catholic Learning Centre	\$ 6,259		\$ 6,259
St. Margaret Mary Catholic Elementary School	\$ 1,000		\$ 1,000
St. Marguerite D'Youville CES - Richmond Hill	\$ 6,329		\$ 6,329
St. Mary Catholic School-Nobleton	\$ 4,282		\$ 4,282
St. Mary of the Angels Catholic Elementary School	\$ 4,000		\$ 4,000
St. Matthew CES	\$ 1,250		\$ 1,250
St. Michael the Archangel CES-Woodbridge	\$ 5,759		\$ 5,759
St. Nicholas Catholic Elementary School	\$ 2,765		\$ 2,765
St. Patrick CES	\$ 4,506		\$ 4,506
St. Paul Catholic Elementary School	\$ 2,143		\$ 2,143
St. Peter Catholic School	\$ 1,072		\$ 1,072
St. Stephen Catholic School	\$ 3,638		\$ 3,638
St. Thomas Aquinas Catholic School	\$ 3,759		\$ 3,759
Total	\$ 207,858	\$ 59,988	\$ 267,846

REPORT

York Catholic District School Board

Report To: Board of Trustees
From: Administration
Date: September 26, 2023
Report: eScribe (Meeting Management Software)

EXECUTIVE SUMMARY:

This report is submitted to provide the Board of Trustees with a proposal to use eScribe, a meeting management system, that can revolutionize the way YCDSB Board and Committee meetings are managed. This solution will automate workflow and approval processes, enhance community transparency, and facilitate paperless agendas. Among the options presented below, we recommend that all Board meetings fully adopt this implementation, including Board, CTW, Corporate Services, SEAC, Policy Review, and YCPIC committees.

BACKGROUND INFORMATION:

Currently, YCDSB manages their meeting agendas, reports, voting and approvals manually. Both in-person and virtual meetings are hosted and streamed publicly. However, the streamed video content is only available publicly for 24 hours before being archived, which can only be accessed by a few individuals (Director of Education and his administrative support staff, the CIO, and the Senior Manager of Brand, Marketing and Communications). Requests for past meeting video content can be made to the Director's Administrative Staff, but the terms and conditions for this process is still being determined. Trustees raise their hands in-person or virtually for motions requiring a vote. Executive meetings are held one week before a Board meeting to finalize the agenda, reports and delegations etc., which is then printed and couriered to Trustees. Staff and Trustees email the Director's administrative staff regarding meeting content and agenda items, including changes. In some cases, the agenda or content may need to be revised and printed again. Previously, Trustees were provided with iPad Pro's or touch screen laptops for annotating the agenda, however annotation was never widely adopted. Trustees have now been provided with new laptops with no touchscreen features.

SUMMARY:

eScribe is a highly customizable solution that can be tailored to meet the specific needs of YCDSB. A pre-configured Digital Readiness solution is recommended, which includes:

- **Meeting Manager** – Streamlines and automates meeting preparation and post-meeting activities, as well as conducting meetings
- **Participant Portal** – Secure access for board and elected officials
- **Internet Publishing Plus** – Easily engage stakeholders through our existing website, without programming and fully supports evolving accessibility requirements
- **Report Manager** – Revolves around the preparation and approval of reports and items for submission to meetings

Options and Timeline:

Option 1: All Board meetings fully adopt a paperless eScribe implementation, including but not limited to: CTW, Corporate Services, SEAC, Policy Review, YCPIC. The proposed schedule is outlined below.

Description	Time Required
Project Kick-Off - Agreement signed	Week 1
Pre-Configuration - Meeting, user and process information	Week 2
Configure eScribe settings for YCDSB	Weeks 3 & 4
User Adoption - Train and transition staff and Trustees to eScribe	Weeks 5-9
Live Meeting - First fully live meeting conducted using eScribe	Week 10
eScribe assists with roll out plan for other areas (subcommittees) of YCDSB	Week 11+
Roll Out Complete	

Option 2: All Board meetings (as noted in Option 1) adopt the eScribe implementation, but the transition to fully adopt a paperless process would be extended over a 3- month period. This option may increase the workload of administrative staff, but it would allow more time for Trustees to get more comfortable with the change.

Option 3: Senior staff utilize eScribe, but Trustees continue to use the existing paper process. This option may also increase the workload of administrative staff

RECOMMENDATION

eScribe can be a valuable tool for YCDSB for the following reasons:

- **Efficient and organized meetings:** Streamlines the process of preparing for and conducting school board meetings. It can facilitate collaboration among board members and staff, ensure that meeting materials are organized and easily accessible, and automate tasks such as scheduling and agenda creation.
- **Improved communication and transparency:** YCDSB can easily share meeting agendas, minutes, and other materials with stakeholders such as parents, teachers, and community members. This can help to promote transparency and accountability and ensure that everyone is informed about the board's activities and decisions.
- **Increased productivity and effectiveness:** By reducing administrative tasks and simplifying the meeting process, eScribe can help staff to focus on more substantive issues and make more informed decisions. It can also help to ensure that meetings run smoothly and efficiently, maximizing the use of everyone's time.
- **Better compliance and risk management:** Helps to ensure that school boards follow legal and regulatory requirements, such as those related to open meetings and public records. It can also help to mitigate risks associated with governance and ensure that the Board is operating effectively and transparently.

Overall, eScribe has the potential to enhance YCDSB’s meeting processes, communication and transparency, as has been demonstrated by several school boards such as Toronto District, Toronto Catholic, Dufferin-Peel, Simcoe Muskoka Catholic.

Prepared and Submitted by: Scott Morrow, Chief Information Officer
 Endorsed by: Domenic Scuglia, Director of Education



York Catholic District School Board

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

September 26, 2023

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

- Whereas** the York Catholic District School Board (YCDSB) Trustees approve all Board Policies, which must be followed by all staff and Trustees unless exemptions are granted by motions of the Board, for limited times (as per the Board *Policy 101 Meta Policy: Policy Management and Governance*);
- Whereas** Trustees are elected to safeguard the public purse, and ensure that tax dollars are spent in accordance with all CRA requirements and Board policies;
- Whereas** Trustees' Oath of Office and Code of Conduct require Trustees to conduct themselves in such a way as to instill public confidence in the system, and not personally benefit from the position of a Trustee;
- Whereas** the YCDSB *Policy 111 Trustee Services and Expenditures* uses the TRIP Google Program for travel reimbursement for all staff, including Trustees, and Parameter 3, Section 3:11 states, "*Trustee expenses for travel/meals will be reimbursed according to the Travel, Meals and Expense Reimbursement Policy*".
- Whereas** the TRIP Program uses the quickest route to calculate distance travelled, which is in keeping with the Board's practice, prior to the TRIP Program implementation;
- Whereas** staff has been requested to manually calculate mileage for some Trustees not using the most direct quick distance, contrary to *Policy 111 Trustee Services and Expenditures* without any exemption motion by the Board of Trustees,
- Whereas** *Policy 111 Trustee Services and Expenditures* has been reviewed several times over the years, and most recently March 28, 2023, and no indication was ever provided to Trustees that exemptions were being granted to select Trustees,

LET IT BE RESOLVED

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

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

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

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

Respectfully submitted,

Maria Iafrate
Trustee, Richmond Hill

Ref: 2024:03:0916:MI

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORTED TO: Board of Trustees

FROM: Administration

Date: September 26, 2023

RE: Continuing Education Department Summer/ Fall 2023 Programs

On behalf of the Continuing Education Department, we are very grateful for the enthusiasm and dedication to Catholic Education our staff provided to students this summer. **2,623** elementary and **11,578** secondary students participated in programs run by the Continuing Education Department. This report aims to highlight information about the elementary and secondary summer programs and share plans for the upcoming 2023/24 school year.

Summer 2023 Elementary Programs

International Language - Elementary

The Elementary International Language program continues to thrive and maintain a strong reputation for York Catholic and external students. Programming promoting language learning and cultural exchange continues to be the focus. **1,509** students registered for International Language this summer, an 18% increase from last year's registration of 1,277 students. We offered 80 classes in 14 different languages.

Table 1 outlines the number of students enrolled in the program by elementary site.

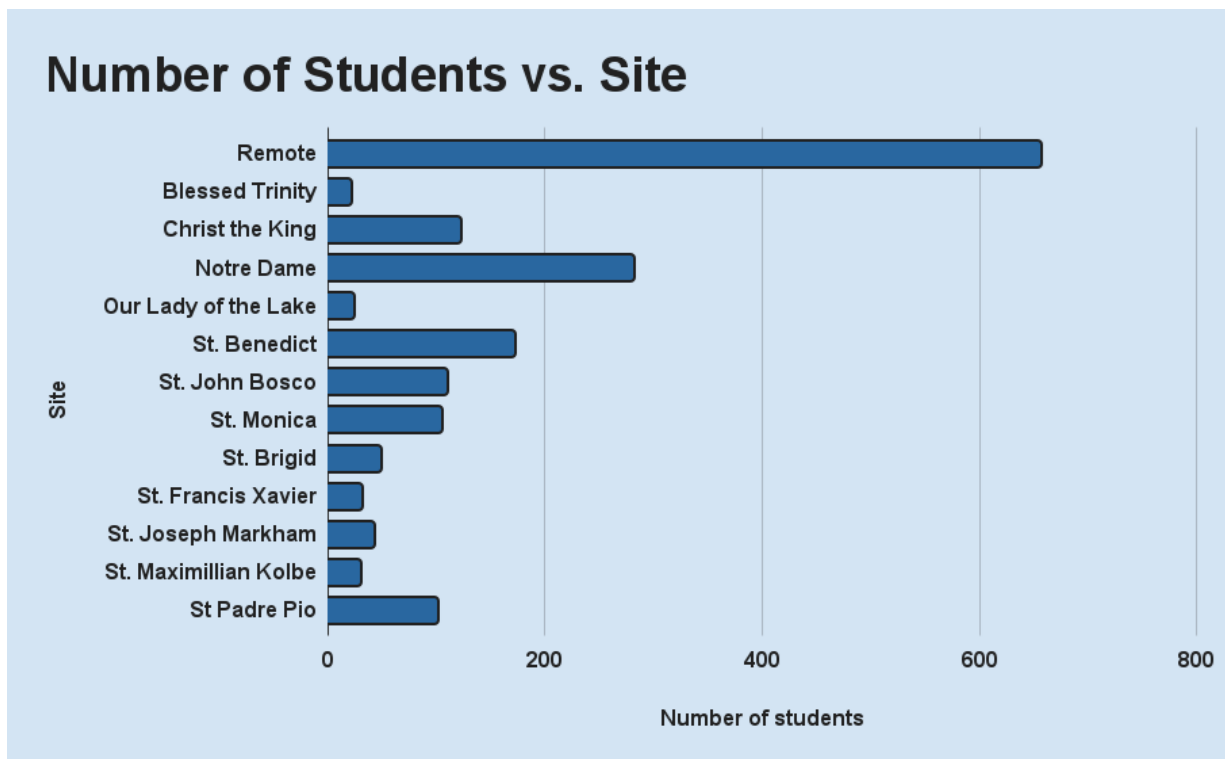
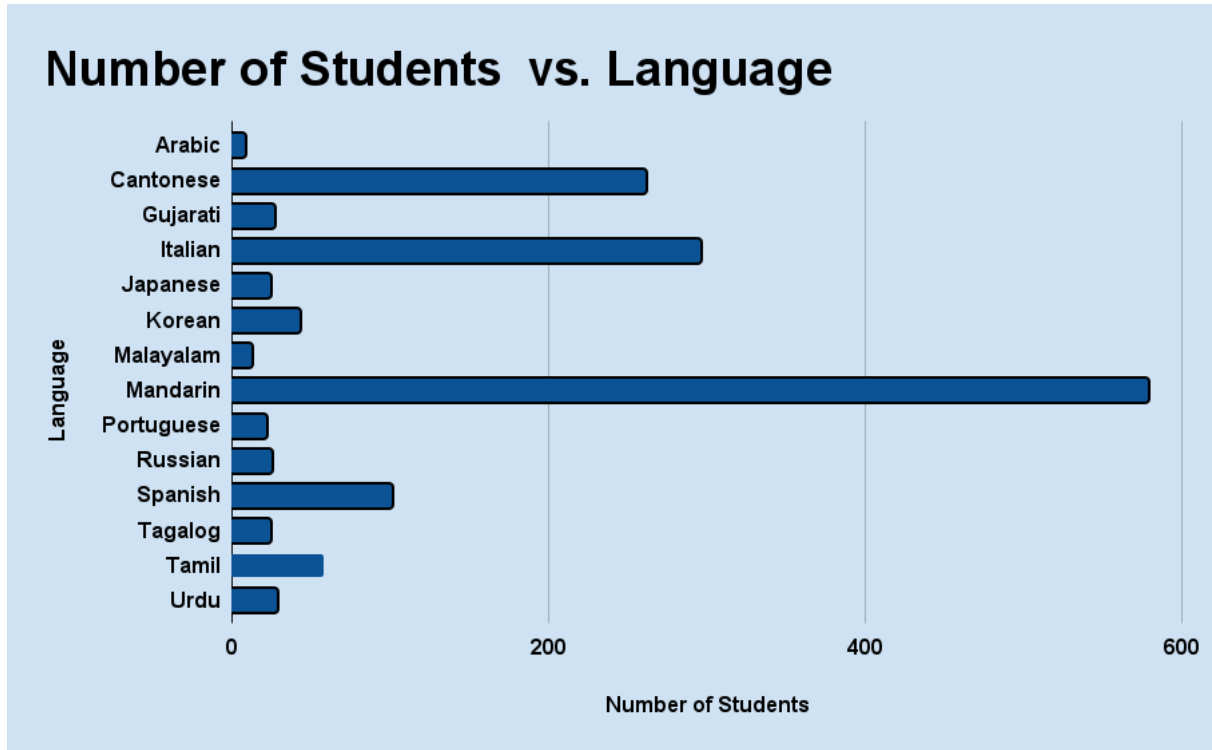


Table 2 outlines the number of students enrolled in various languages offered this summer.



Students participated in a wide variety of cultural activities including cooking, cultural arts, drumming, music and story-telling.



All families participating in the program were invited to complete a survey on their perceptions of the International Language program. 190 parents and guardians responded to this request and overall, the feedback from the International Language program was both positive and beneficial to students. Overall feedback for improvement included extending program hours, offering more levels and diversifying activities.

Sample feedback included:

“My daughter's teacher was great! Very attentive. Also, the teaching material was on point and not too complex. It was appropriate for children born here wanting to learn a different language.”

“It was effective in a short period of time. My daughter progressed in reading Cantonese and reciting poems.”

“We loved the Urdu virtual programs because they provided an opportunity for our children to stay connected with our mother tongue. I love the language because I grew up in Nova Scotia but because of this unique opportunity to all Ontario residents, my children have an opportunity to at least have a connection. Love the teachers, kind and encouraging. Love that it is virtual because we live in North Oshawa.”

“The IL Russian class is very well structured with a great teacher and excellent in-class material being taught. I also would like to express my satisfaction with assigning an afternoon class for those parents who cannot pick up their children after the morning class at 12 p.m. This was extremely convenient for working parents and a great experience for my daughter as well who got to meet so many other kids and make new friends. Thank you for organizing and putting together such a great summer program.”

Summer Fun Days

To assist families with childcare, the Continuing Education Department offered Summer Fun Days from 12:00 p.m. - 3:00 p.m. in sites offering International Language. This program offered a structured and fun environment during July. Scientist in the School, Boogie Dance and Creative Lego Club were offered at each site. The program also provided children with sports, cooperative games, arts and crafts, drama and STEM activities. The cost of the program was \$399 and 325 students participated.

	<p>“My daughter loved the program. She loved all the activities like building a wooden plane and making a volcano.”</p>	
<h3>Summer Fun Camp</h3>		
	<p>“The school was very engaging. We received weekly updates on what the kids were doing.”</p>	

General Interest Programs

Three additional General Interest programs included: Tech-Venture, French and Fun with Math and Literacy. The program cost for each of these offerings was \$299 for the 4-week session.

Program	Number of Students	Grades
French	184	1-8
Fun with Math and Literacy	43	1
Tech Venture	38	4-8

Sample feedback included:

“Amazing, caring and kind teacher. My son has worked on his pronunciation and has found the French program very enjoyable. It’s a great stepping stone for the French immersion program. Thank you for offering it. “

“The teacher was very engaged and awesome. We wish the program was a full day or wish other French camps were offered during the daytime.”

Remedial Literacy and Numeracy Program

Once again this summer, we offered Kick Start Junior, a remedial literacy and numeracy program for students in Grades 6 and 7. 273 students participated in 8 sites across the board. This program is funded through the Ministry of Education Continuing Education register and families were asked to pay a \$25 consumable fee. Feedback from surveys indicated a high degree of satisfaction with this programme. A few parents did suggest that an "advanced" offering be considered for the future, which will be taken into consideration, notwithstanding the notion that the Ministry considers these programmes to be remedial in nature.

Sample Feedback included:

“My son was happy to go each day. Teachers made it fun and engaging as well as a great intro to grade 7 for my child. Huge thank you to the staff.”

"He felt that he wanted to learn more of what was to come for the next year, and teach them what they needed for the next grade they are going into."

Sirius Stars

The program focused on teaching students in Grades 4 and 5 literacy and numeracy skills and gap closing. It also incorporated many coding and robotics activities as well as Indigenous learning experiences. 164 students participated in 5 sites across the board. This program was funded through CODE (Council of Ontario Directors of Education) Summer Learning program funding. The three-week program offered students in York Catholic the opportunity to explore new and innovative technology. One of the highlighted activities included the opportunity for classes to explore the story of “How the Bear Lost His Tail” through an enlightening presentation by a community partner, Todd Jamieson.

Another example of the lessons in which students participated included a focus on coding skills to program Ozobots and creating captivating story retells. Additionally, two classes explored diverse Indigenous Art by

visiting the Royal Rose Art Gallery in Aurora. Students immersed themselves in the rich tapestry of Indigenous artistic expressions and produced watercolour paintings depicting the awe-inspiring Northern Lights.

Another highlight of the program involved students actively engaged in hands-on activities aimed at addressing the national crisis of clean, drinkable running water. They took part in a water filtration workshop, led by the Let's Talk Science team and explored innovative solutions to ensure access to clean water for all.

Sirius Stars 2023 Tweets (X's)



AKOMA

The AKOMA Camp provided an educational experience for YCDSB Grade 3 to 8 students to explore Afrocentric culture and traditions. Eighty-seven students were presented with authentic learning opportunities through music, art, story-telling, language, drumming, dance and a variety of other African traditions. A mental health worker and behaviour resource staff provided daily programming that focused on social-emotional learning as well as mental health. This program was developed and organized with the Black Student Graduation Co-ordinators.



Sample Feedback included:

"We loved the culturally focused offering and look forward to many more options in the future."

Parent

"I felt understood by the teacher."

"I learned how to embrace my culture more."

"The best thing was the Afro-Futurism Workshop because it combined my love of coding and learning about my history." –Student

Summer Learning For Students on Alternative Programming

The Elementary Special Education team partnered with Continuing Education to offer a Summer Learning Camp for Kindergarten to Grade 8 students on alternate programming. Thirty-two students enrolled in the camp and activities focused on functional literacy and numeracy skills, as well as daily living and social skills. The camp occurred at Our Lady Help of Christians and St. Brother Andre.

Sample Feedback:

"The teacher and the EAs are very supportive, professional, friendly and helpful. We would love to see this next summer again or during the school year."

"My child is very friendly and outgoing. He has no issues making friends but cannot keep them as he's too excitable and others don't like it. He made 2 friends with boys just like him, and now we have regular play dates with one and they are so cute. A very happy mom."

"Please continue every summer. So happy my son was able to still maintain a routine and continue to learn."

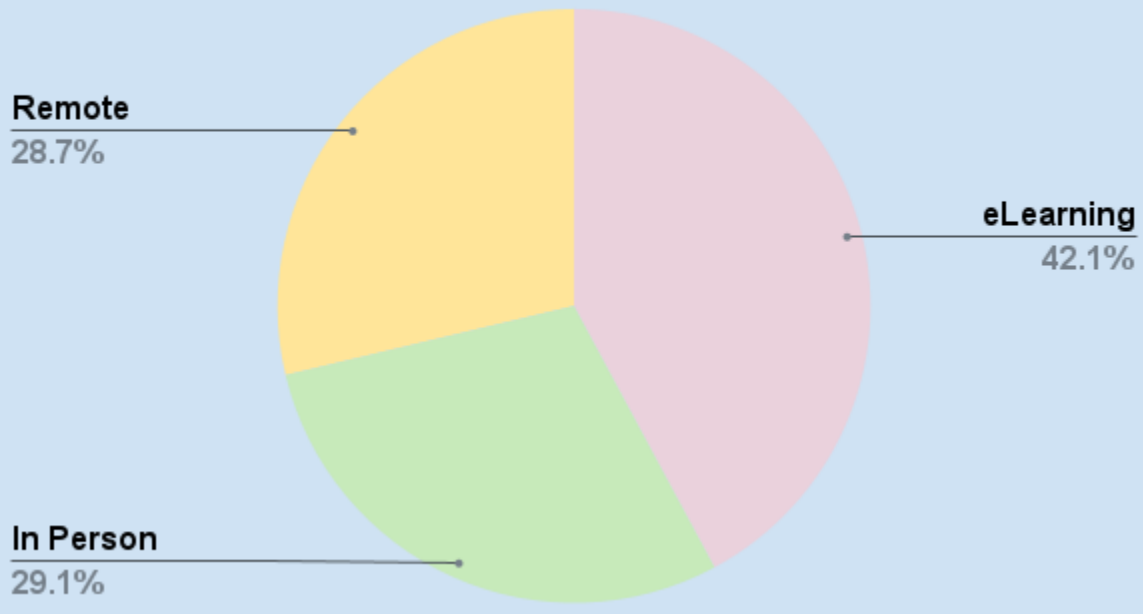
Focus on Youth Co-Op Program

The Pathways Community Consultant of Experiential Learning arranged a Focus on Youth program in which 28 YCDSB secondary students completed their co-op with the Elementary Continuing Education summer programs. Students were expected to assist the instructors in engaging students in the activities during July. We were very pleased that 28 students completed the program, and earned two Co-op credits and a stipend of \$3,000.

Summer 2023 Secondary Continuing Education Programs

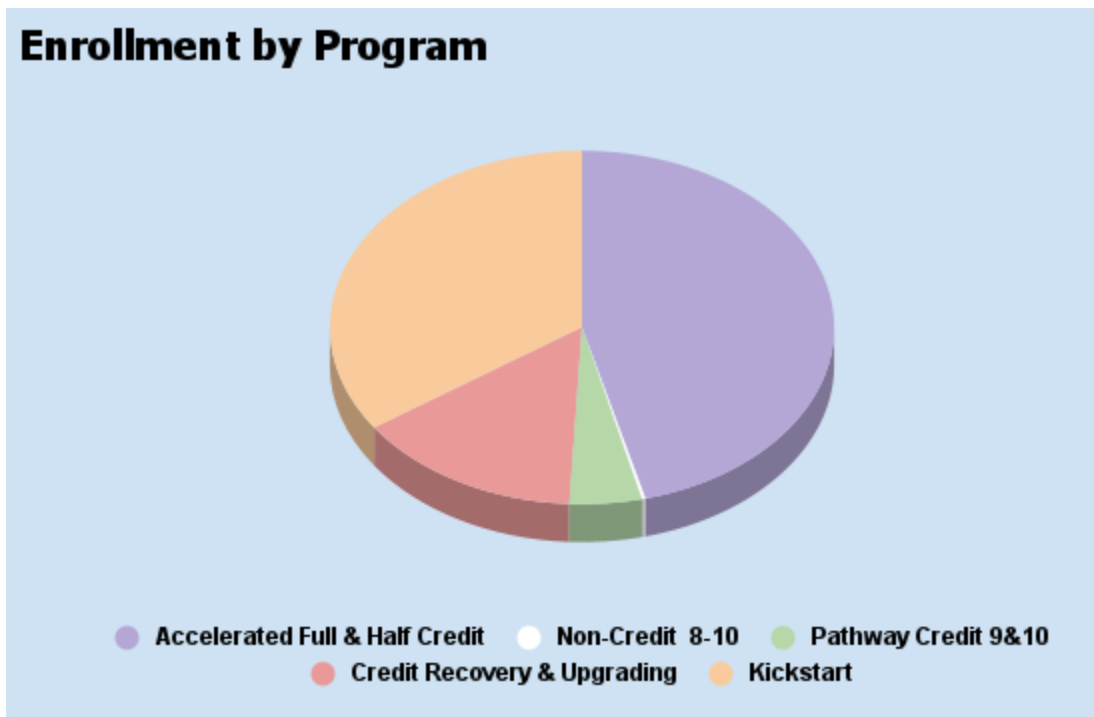
During the 2023 summer school session, a total of 11,578 students (10% increase from last year) participated in a variety of courses, catering to a diverse range of educational needs. These included accelerated full and half-credit courses (3,078), credit recovery and upgrading courses (978), non-credit programs for students in grades 8 to 10 (16), specialized pathway credit courses for students in grades 9 and 10 (309), and a Summer Secondary In Person Kickstart Program (2,318), providing ample opportunities for academic growth and enrichment. Also, this year, the Continuing Education department has joined PRISM, an Ontario eLearning consortium which allows guidance counsellors to register students into summer school eLearn courses from all over Ontario. As a result, our summer school eLearn registrations were 4879.

Summer School Enrollment

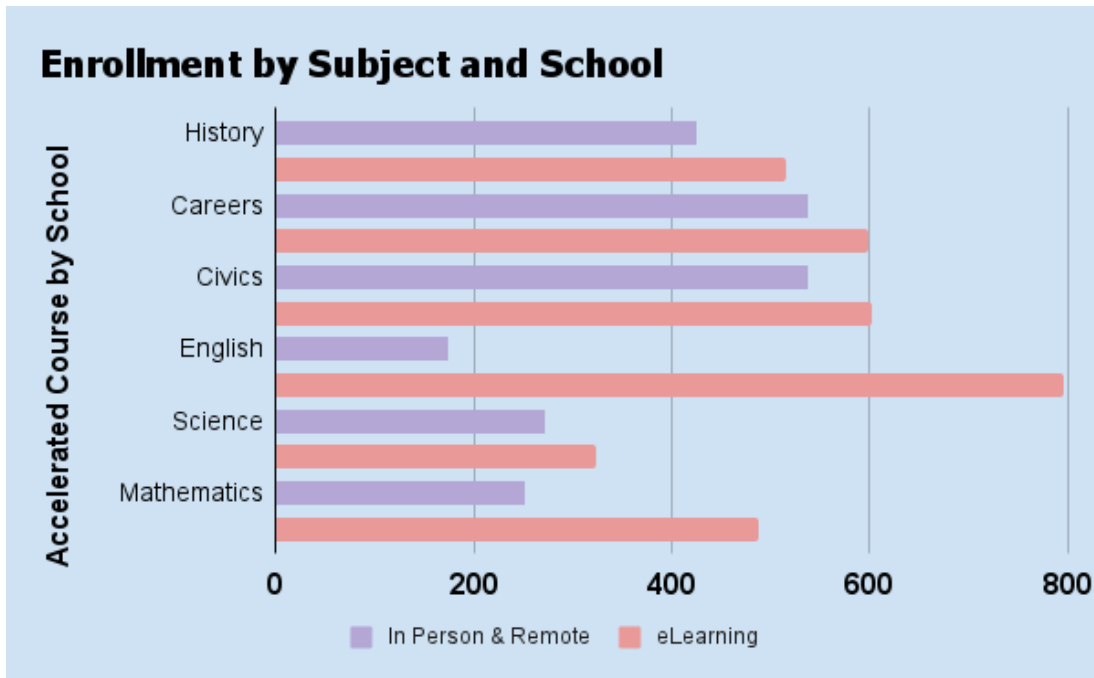


29% of all student registrations in summer school were in-person courses.

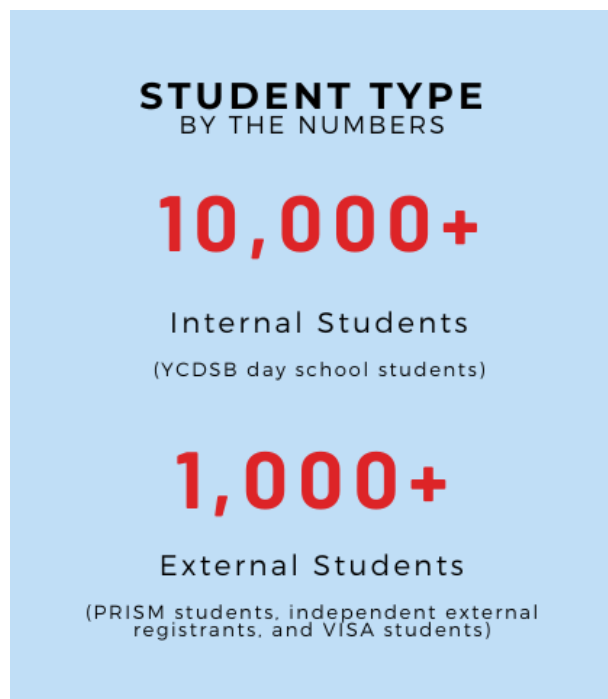
Enrollment by Program



Almost 80% of students took Summer School courses to accelerate their learning and earn extra credits (e.g., the Grade 9 Kickstart program).



However, there are more eLearn student registrations than in person student registrations in accelerated courses only.



Although we are servicing our students well, we are also attracting students from other school boards to our Summer programmes.

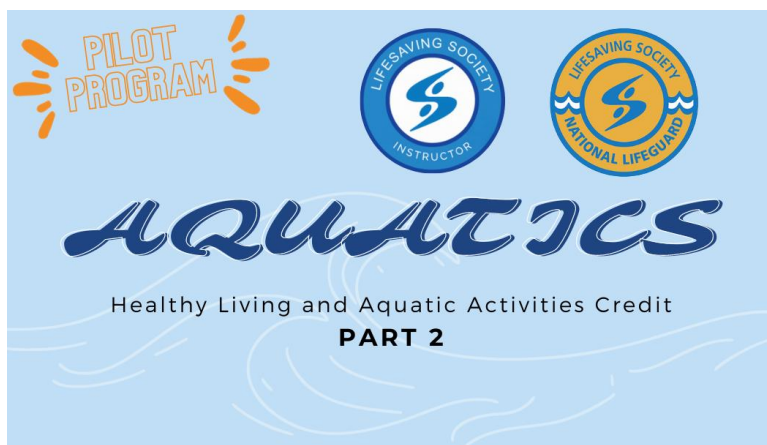
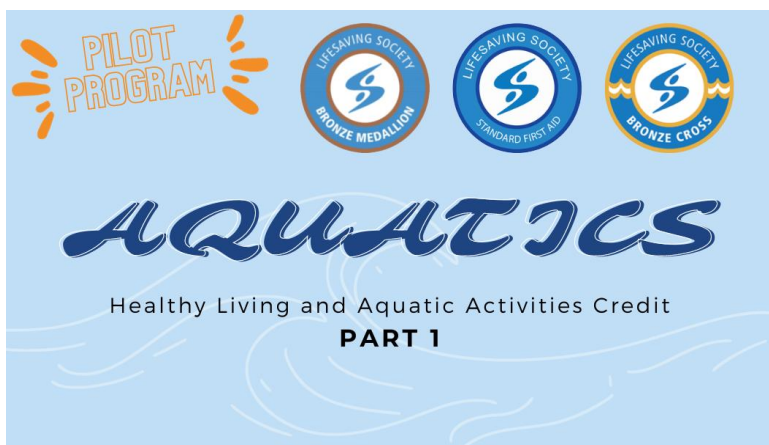
Travel For Credit

40 students travelled to Ottawa, Montreal, and New York City by coach bus during July in the return of our Travel For Credit program. Students earned a Grade 10 Civics and Careers credit while visiting many sites including Parliament Hill and the National Holocaust Museum in Ottawa, McCord Museum and Notre Dame Basilica in Montreal, and Wall Street and a Broadway Show in New York City. Feedback from our students included “made new friends”, “very informative”, and “a fun way to travel and earn a high school credit.” We are looking to expand this program to more courses next summer.

Looking Ahead to Fall 2023 - Elementary & Secondary

Registration for Fall Elementary and Secondary programs opened on August 6th, 2023. As of September 20, 2023, we have received **2,553** registrations for Elementary Programs and **1,581** registrations for Secondary programs. Further information about our Fall programs can be accessed at ce.ycdsb.ca

Our Fall Conversational Adult Language Classes in Cantonese, French, Italian and Spanish begin on September 27th. This session, we have 48 registrants and we look forward to offering adults the opportunity to learn a new language for work, recreation or travel.



We have launched our first Aquatics course (PAQ2O1). In conjunction with the City of Vaughan, our students will achieve a high school credit in Physical Education as well as Lifesaving Society certifications (i.e., Bronze Medallion, Bronze Cross, Standard First Aid, and CPR). Currently, 40 students have registered for this program. Once completed, students can register in Part 2 (PLF4M1) where they will receive a high school credit as well as

the National Lifeguard certification, Swim Instructor certification, and Lifeguard Instructor certification. We are looking to expand the program and build partnerships with other municipalities across our school board (i.e., Aurora, Markham, Newmarket, and Richmond Hill).



We are also looking forward to the March Break Travel For Credit Saturday International Language Program. Students can take language credits in French, Italian, and Spanish on Saturday mornings and travel to these countries during the March Break. The itineraries are filled with visiting historic sites, immersing in cultural programs, and dining in authentic local fare. Further information regarding this initiative will be offered in the near future.

Prepared by: Christine deHaas, Continuing Education Principal, Elementary Programs
Reviewed by: Anthony Arcadi, Superintendent of Curriculum & Assessment
Endorsed by: Domenic Scuglia, Director of Education

REPORT

York Catholic District School Board

Report To: Board of Trustees

From: Administration

Date: September 26th, 2023

Report: **Truth & Reconciliation School Initiatives**
Beyond the 94, Imagining a 95th Call to Reconcili-ACTION

EXECUTIVE SUMMARY:

This report is submitted to provide the Board of Trustees with information regarding Truth and Reconciliation projects being planned - by school staff and students - for each of our secondary schools, following a Truth and Reconciliation excursion to Saskatchewan.

BACKGROUND INFORMATION:

Students from our secondary schools attended a Truth and Reconciliation excursion to Saskatchewan from May 30 to June 3 of 2023. The student attendees of the TR excursion agreed to lead a Truth and Reconciliation project in their respective schools for the 2023/24 school year.

Links to MYSP Strategic Commitments

Catholic Faith

Nurture faith formation and relationships with Christ.

- Foster a culture that respects and honours the human dignity of all persons that is inspired by our relationship with Christ.
- Cultivate school environments focused on spiritual growth to support Catholic faith formation and deeper faith knowledge.

Equity and Inclusion

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

Recognize, value, integrate and celebrate the dignity and diversity of all students, staff, and Catholic school communities.

Identify and eliminate barriers to equity of access, opportunity and outcomes for all, as we acknowledge that we are all created in the image of God. Actively promote, support and expect excellence for all students to achieve their God-given potential.

Well-Being

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

- Provide equitable access to evidence-based culturally-responsive services and resources for all.

SUMMARY:

- On September 14th, students met virtually with the Indigenous Education Team and Director Scuglia to discuss, brainstorm, and explore potential Truth and Reconciliation projects in their school communities, including a possible initiative at the CEC.
- Next meeting will be held in person at the CEC on September 29th in the afternoon, allowing for students to fulfill their duties around 'Orange Shirt Day Live-Stream' in the morning.
- In the interim - and during the month of October - students will:
 - Connect with their Indigenous Teacher Representative;
 - Revise, and finalize ideas into proposed plans;
 - Submit a proposal for the project.

Post-excursion planning will continue into the month of October, and the execution of projects will begin thereafter in each of our high schools. More information will be shared with the Board of Trustees as plans are finalized in the weeks ahead.

Prepared and Submitted by:
Reviewed by:
Endorsed by:

Nicholas Galatianos, Principal, Indigenous Education
Anthony Arcadi, Superintendent of Curriculum and Assessment
Domenic Scuglia, Director of Education

Ministry of Education

Minister

315 Front Street West
Toronto ON M7A 0B8

Ministère de l'Éducation

Ministre

315, rue Front Ouest
Toronto ON M7A 0B8



August 30, 2023

Mr. Frank Alexander, Chair of the Board of Trustees
York Catholic District School Board
320 Bloomington Road West
Aurora, ON L4G 0M1

Dear Mr. Alexander,

I am writing in response to your letter dated May 29, 2023, regarding the request for a financial audit.

The ministry shares common goals with the school board in maintaining its financial sustainability and viability. As such, at the request of the board of trustees, the ministry will initiate an audit of the school board's finances.

Further details will be communicated in the near future, including the timing of when the audit will commence.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Lecce".

Hon. Stephen Lecce
Minister of Education

c: Domenic Scuglia, Director of Education, York Catholic District School Board

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees
FROM: Administration
DATE: September 26, 2023
RE: **Policy 303 School Organized and Continuing Education Excursions - "Level III Excursions"**

EXECUTIVE SUMMARY

The purpose of this report is to provide Trustees a summary of **Level III Excursions** as per *Policy 303 School Organized and Continuing Education Excursions*.

BACKGROUND INFORMATION

The York Catholic District School Board recognizes that curriculum extends beyond the walls of the classroom/school and that a well-planned, interesting, excursion can enhance the learning of students and are valuable extensions of the curriculum.

SUMMARY

As per parameter, 4.2.2 attached is a summary of Level III Excursions as of September 26, 2023.

Prepared By: Jennifer Sarna, Associate Director
Endorsed By: Domenic Scuglia, Director of Education and Secretary of the Board

EXCURSIONS 2023-2024 School Year			LEVEL III						
School Name	Trustee	Destination	Month	Dates	Date Submitted	Approval Date	Tour Company	# of Days	# of School Days
St. Robert CHS	C. Cotton	Saint John, New Brunswick	October 2023	October 11-14, 2023	June 2, 2023	June 6, 2023	TBD	4	3
St. Robert CHS	C. Cotton	Rome, Assisi and Florence	March, 2024	March 8-16, 2024	May 30, 2023	June 5, 2023	EF Tours	9	1 school day + 5 days March Break
St. Robert CHS	C. Cotton	Amsterdam, Brugge, Vimy, Juno and Paris (D-Day 80 Tour) IB Students	May/June	May 31-June 8, 2024	May 31, 2023	June 5, 2023	EF Tours	9	6*
St. Maximilian Kolbe CHS	E. Crowe	Amsterdam, Brugge, Vimy, Juno and Paris (D-Day 80 Tour)	May/June	May 31-June 8, 2024	May 24, 2023	July 6, 2023	EF Tours	9	6*
Sacred Heart CHS	T. McNicol	Gr. 9 Orientation and Retreat Camp White Pines	Sept. 2023	Sept. 18 to Sept. 20, 2023	February 3, 2023	February 26, 2023	N/A	3	3
Sacred Heart CHS	T. McNicol	Gr. 9 to Gr. 12 Smugglers Notch, Vermont, USA	Feb./March 2024	February 29 to March 3, 2024	May 17, 2023	June 1, 2023	N/A	4	2
Sacred Heart CHS	T. McNicol	Gr. 10 to Gr. 12 student Italy & Greece	March 2024	March 6 to March 20, 2024	April 24, 2023	May, 16, 2023	Education First Tours	15	6* Days March Break 11-15/24
Sacred Heart CHS	T. McNicol	Gr. 11 to Gr. 12 Chicago, USA	May 2024	May 1 to May 5, 2024	April 27, 2023	June 18, 2023	Bright Spark/World Strides	5	3
Cardinal Carter CHS	E. Crowe	Europe - Alps, Italy, Mediterrean	March, 2024	March 6 -15, 2024	April 21, 2023	April 25, 2023	Edu Travel	10	3
Father Bressani CHS	J. Wigston, A. Grella	USA - Boston, Massachusetts	April 2024	April 10 - 14, 2024	April 19, 2023	May 31, 2023	Brightspark by Worldstrides	5	3
Father Bressani CHS	J. Wigston, A. Grella	Costa Rica	March 2024	March 7 - 17, 2024	March 1, 2023	June 2, 2023	Explorica Tours	11	2
Our Lady Queen of the World	M. lafrate J. DiMeo	Europe - Italy	March 2024	March 8 - 17, 2024	May 18, 2023	June 7, 2023	EF Tours	10	
St Elizabeth CHS	J. Wigston, A. Grella	Grade 9 Regional Arts Program Tour NYC, New York, USA	November 2023	November 15-18, 2023	Sept. 6, 2023	Sept. 20, 2023	Brightsparks	4	2
St Elizabeth CHS	J. Wigston, A. Grella	Grade 10-12 students, Barcelona and Madrid, Spain	March 2024	March 7- 15, 2024 (tentative dept and return dates)	June 30, 2023	Sept. 20, 2023	EF Tours	9	2 schools days + 5 days March break
St. Theresa of Lisieux CHS	M. lafrate J. DiMeo	New York, USA	October 2023	October 18-22, 2023		May 30, 2023	Temple and Temple	5	3
St. Theresa of Lisieux CHS	M. lafrate J. DiMeo	Portugal and Spain	March 2024	March 7-16, 2024	July 1, 2023		Quays Crossing Travel and Tours	10	2 schools days + 5 days March break
		<i>* denotes that departure flight is after school</i>							

**YORK CATHOLIC DISTRICT SCHOOL BOARD
INVESTIGATION REPORT OF FINDINGS**

STRICTLY PRIVILEGED AND CONFIDENTIAL

Prepared for:
**Chair of the Board of Trustees
York Catholic District School Board**

August 14, 2023

YORK CATHOLIC DISTRICT SCHOOL BOARD INVESTIGATION REPORT OF FINDINGS

STRICTLY PRIVILEGED AND CONFIDENTIAL

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STRICTLY PRIVILEGED AND CONFIDENTIAL

**YORK CATHOLIC DISTRICT SCHOOL BOARD
INVESTIGATION REPORT OF FINDINGS**

Complaint of Discrimination

I. RETAINER AND MANDATE

On or about May 17, 2023, JMJ Workplace Investigation Law LLP (“the Firm”) was retained by the York Catholic District School Board (“the Board” or “the Organization”) to conduct a third party neutral investigation of a complaint of discrimination filed by Trustee Maria lafrate against a colleague, Trustee Theresa McNicol (“the Respondent”). In addition, four former Trustees (who were Trustees at the date of the alleged events) expressed similar concerns of discrimination, and they are collectively, along with Trustee lafrate, referred to herein as the Complainants. This investigation is being conducted pursuant to the Board’s Policies.

A resolution was passed by the Board of Trustees at the April 25, 2023 Regular Board Meeting. The motion states as follows:

- Whereas** *on September 27, 2022 the Board of Trustees unanimously approved a Motion: THAT the Board formally contact the Ministry of Education requesting that a public inquiry be immediately conducted regarding discriminatory comments made by a sitting Trustee about Trustees of Italian heritage;*
- Whereas** *on December 20, 2022 the new Board of Trustees also unanimously approved a follow up letter to the Minister asking for a request for an investigation;*
- Whereas** *in its April 3, 2023 letter the Minister of Education states that he and his and Government will always condemn inappropriate, prejudicial and racist language, and shares the concern of the community who has expressed concern with comments made by a YCDSB Trustee;*
- Whereas** *the Minister originally proposed engaging the Board’s Human Rights and Equity Advisor and, through subsequent discussions between the YCDSB Director of Education and the Assistant Deputy Minister Case, proposed instead that the Board engage a legal professional external to the YCDSB to investigate to ensure that Ontario School Boards comply with Human Rights obligations.*

MOTION: lafrate/McNicol

THAT the YCDSB engage an external legal professional, who has had no prior or current professional connections with the YCDSB, to investigate the complaints expressed by the previously sitting Trustees of Italian Heritage.

- MOTION CARRIED -

As the investigator in this matter, our Firm's mandate included fact gathering, reviewing the evidence, assessing credibility, making findings of fact, determining whether there has been a breach of policy and/or legislation and preparing an Investigation Report of Findings. This Investigation Report of Findings has been prepared and submitted on a strictly privileged and confidential basis to the Chair of the Board of Trustees of the York Catholic District School Board for the provision of a legal opinion and in contemplation of legal proceedings.

II. EXECUTIVE SUMMARY

In brief summary, it was alleged by Trustee Iafrate and four former Trustees ("the Complainants") that Trustee McNicol engaged in communications and comments during the summer of 2022, which were discriminatory and/or harassing towards them on the basis of their Italian heritage/ancestry. They claimed that Trustee McNicol referred to them as "Italian trustees", that emails and social media postings were written by her in the Italian language, that she informed a colleague that she wrote in Italian as it was "the only way that my colleagues will understand" and that Trustee McNicol expressed concerns about her safety, indicating that she wanted security at an upcoming Board meeting, which they claimed alluded to them having ties to organized crime.

In response, Trustee McNicol acknowledged that she sent emails and posted items on social media written in the Italian language. She expressed that she did so as she wanted her colleagues to know how fearful she was and she believed that doing so would make them recognize this more. She said that she asked for security for a Board meeting but that she was not insinuating that her colleagues were tied to organized crime. She also said that she referred to the August 2022 meeting as being an interesting meeting, as she was hoping that an earlier report in relation to Code of Conduct complaints would come out in public. Trustee McNicol also stated that she referred to her colleagues as "Italian trustees" as she was describing a group of people who had "caused a lot of grief" in her life. She denied that her conduct was discriminatory.

Upon a review of the evidence as a whole, including the respective version of events of the parties, the independent evidence of a witness, a review of the documentary evidence, and the assessment of credibility of the participants, I made the following factual findings on a balance of probabilities:

- Trustee McNicol referred to her colleagues (Trustee Iafrate, Ms. Cantisano, Ms. Marchese, Mr. Mazzotta and Mr. Giuliani) as "Italian trustees" in an email communication on July 1, 2022. There was no valid or justifiable reason for Trustee McNicol to describe her colleagues by their ethnicity or ancestry and it was done in a deliberate manner.
- Trustee McNicol wrote several communications in the Italian language during July 2022 including: an email on July 4, 2022 to Mr. Giuliani, while copying all trustees; a message on social media on or about July 3, 2022 which was purportedly inviting members of the public to the August 2022 Board meeting; and an 'out of office' message that was partly written in Italian. Trustee McNicol told Trustee Crowe that she wrote the communications in Italian as it "was the only way that my colleagues will understand." Trustee McNicol did so deliberately to annoy, taunt and/or mock her colleagues.
- In an email communication on July 4, 2022 (written in Italian), Trustee McNicol stated that she wanted security for the August 2022 Board meeting and she referred to her colleagues

as her “accusers” and suggested that she would be “in danger” and stated that her “safety” is a top priority. Trustee McNicol also contacted new media outlets and invited them to the meeting. An article was published in Newmarket Today in September 2022, highlighting Trustee McNicol’s safety concerns, which communicated her fears in a very public manner. Although it did not seem to be Trustee McNicol’s intention to allude to organized crime, it was a reasonable interpretation by the Complainants when the conduct is viewed as a whole, and it could be interpreted this way by others.

- The Complainants genuinely perceived Trustee McNicol’s conduct and comments as offensive, harassing and discriminatory.

The factual findings were then applied to the relevant policies and legislation. Based on a review of the factual findings, I found that Trustee McNicol engaged in discriminatory and harassing conduct towards the Complainants on the basis of ancestry and ethnic origin, two protected grounds under human rights legislation. I found that Trustee McNicol’s conduct was unwelcome by the Complainants. Even though it does not matter if the conduct is being done intentionally or unintentionally, I found that Trustee McNicol engaged in the behaviour deliberately and that she was aware that it would annoy and offend her colleagues. However, even if the conduct was unintentional, I found that the conduct was still unwelcome and it had the effect of offending her colleagues. I found that Trustee McNicol knew or ought to have known that the conduct would be offensive, demeaning and unwelcome by her colleagues. In addition, when the conduct is viewed as a whole (including referring to her colleagues as “Italian trustees”, several communications written in the Italian language, commenting that it was the only way her colleagues will understand, and suggesting that she needed security as protection from her “accusers”), the conduct constitutes harassment on the basis of their shared ancestry and ethnic origin. The conduct was repetitive and I therefore found that it constituted a course of comment and actions.

I therefore found that Trustee McNicol has engaged in discriminatory and harassing conduct towards the Complainants on the basis of their Italian ancestry and ethnic origin, and that the conduct constitutes a breach of the Trustee Code of Conduct, the Board’s Equity and Inclusive Education Policy and the Board’s Workplace Harassment Policy.

III. INVESTIGATION APPROACH

1. The Process and Participants

The process undertaken by the Firm to fulfill the instructions received pursuant to the retainer and investigation mandate involved the following:

- Receiving and reviewing relevant background information including the complaint documentation and relevant communications and social media postings;
- Conducting a video-interview with Trustee Maria lafrate (“Trustee lafrate”) on June 12, 2023;
- Conducting a video-interview with Rose Cantisano, former Trustee (“Ms. Cantisano”) on June 19, 2023;

- Conducting a video-interview with Maria Marchese, former Trustee (“Ms. Marchese”) on June 21, 2023;
- Conducting a video-interview with Dominic Mazzotta, former Trustee (“Mr. Mazzotta”) on June 23, 2023;
- Conducting a follow-up video-interview with Maria Marchese on June 26, 2023;
- Conducting a video-interview with Dino Giuliani, former Trustee (“Mr. Giuliani”) on June 30, 2023;
- Providing Trustee Theresa McNicol (“Trustee McNicol”) with a summary of allegations by email on July 6, 2023;
- Conducting a video-interview with Trustee McNicol on July 12, 2023;
- Conducting a video-interview with Trustee Elizabeth Crowe (“Trustee Crowe”) on July 26, 2023;
- Reviewing documentary evidence received from the parties/participants;
- Considering and weighing the evidence towards making findings of fact;
- Drafting and finalizing the Investigation Report of Findings and submitting to the Chair of the Board of Trustees, on a strictly privileged and confidential basis.

Notes were taken during the investigation interviews. Our Firm shall preserve the hand-written notes from each witness interview in the investigation file for this matter.

All parties and witnesses were provided an opportunity to review the summary of the evidence given during their respective investigation interview and make and/or suggest revisions.

IV. THE EVIDENCE

The following is a brief summary of the evidence. *The full summary of the evidence provided in this investigation by each party/participant is included in Appendix A to this report.*

As there was significant overlap in the evidence provided by each of the Complainants, including their recollections of the key events, their interpretation of the events, and the impact that the events have had on them, their evidence is summarized herein in an aggregate format.

1. The Allegations - Summary

The Complainants alleged that Trustee McNicol engaged in a series of communications and comments, during the summer of 2022, which they claim were discriminatory and/or harassing towards them on the basis of their Italian heritage. In particular, they alleged that in an email dated July 1, 2022 to Trustee Crowe (who was Chair at that time) and Domenic Scuglia (Director of Education), Trustee McNicol referred to them collectively as “Italian Trustees”. Specifically, in the

communication being referenced, Trustee McNicol wrote that Mr. Giuliani *“had the same opportunity as the other Italian trustees before the final report.”*

The Complainants alleged that around the same time, Trustee McNicol posted two notices on social media inviting people to attend the Board meeting on August 30, 2022, and one of the notices was written in Italian. They noted that Trustee McNicol stated in the messages that it would be a “very interest[ing] meeting.” They also claimed that Trustee McNicol created an ‘out of office notice’ in relation to her Board email address which was partly written in Italian. Trustee Lafrate stated that Trustee Crowe informed her that in a discussion she had with Trustee McNicol about the communications, Trustee McNicol told Trustee Crowe that she was writing to her colleagues in Italian as “it was the only way that they will understand.” The Complainants emphasized that they do not speak Italian to each other and many of them indicated that they do not read and/or write in the Italian language, and they claim that Trustee McNicol was mocking them as individuals of Italian ancestry.

The Complainants also claimed that on July 4, 2022, Trustee McNicol sent an email to Mr. Giuliani (while copying all trustees), and it was written in Italian, and Trustee McNicol stated that she wanted security for the upcoming Board meeting in August 2022 and that she was fearful and needed protection from her “accusers”. They alleged that when referring to them as her “accusers” and stating that she needed protection, Trustee McNicol was mocking Italians and alluding to them as having ties with organized crime. It was also alleged that Trustee McNicol contacted the news media and sent invitations to various news media outlets to attend the August meeting. In particular, Ms. Marchese indicated that Trustee McNicol expressed to the media that she had a legitimate concern for her safety resulting from a motion in the Fall of 2021. Ms. Marchese claimed that the comments were disparaging and the comments made the group sound like “criminals”. Ms. Marchese stated that the police issued a report to the Board, which determined that Trustee McNicol’s claims of fear for her life were unsubstantiated.

The Complainants expressed that they were deeply offended and felt discriminated and harassed by the communications including Trustee McNicol’s reference to them as “Italian trustees”, her use of the Italian language in communications (using Google Translate as she does not speak or write in Italian) and her suggestions about needing security and the insinuation that they could be tied to organized crime, which they claimed was offensive and damaging to their reputations. They claimed that the comments were clearly based on their Italian ethnicity and while they are proud of their heritage, they emphasized that they are Canadian and duly elected Trustees. Some of the Complainants expressed their belief that Trustee McNicol’s conduct reflects a bias and prejudice against Italians. Some of the Complainants expressed that they were upset that none of their other colleagues spoke up about Trustee McNicol’s conduct.

The Complainants expressed that there were some events that predated Trustee McNicol’s communications in the summer of 2022. In particular, they stated that Trustee McNicol was upset that a motion which she brought in late 2021 was unsuccessful, which was in relation to placing the land acknowledgement before the prayer. They each provided evidence regarding conflict that they experienced in their relationships with Trustee McNicol, largely arising from those issues, and they provided some evidence regarding Code of Conduct complaints that were brought during this period of conflict. The four former Trustees indicated that this conflict and the alleged discriminatory conduct contributed to their decision not to run in the most recent election.

The Complainants expressed that they did not accept Trustee McNicol’s letter of apology dated July 24, 2022 and they felt that it was not genuine and sincere, that she did not acknowledge wrongdoing, and that she did not really apologize for her actions.

2. Summary of Response to the Allegations

Please note that the full summary of Trustee McNicol's evidence is contained in Appendix A of this report.

Trustee McNicol said that after the October 2021 meeting relating to the land acknowledgement issue, her colleagues (Dominic Mazzotta, Maria Marchese, Maria Iafrate, Dino Giuliani and Rose Cantisano) got really upset with her. She said that on November 9, 2021, they started filing, as a group, the Code of Conduct complaints against her. She noted that she was the only person who had voted in favour of her motion. She said that she was fine with losing the motion but their anger started to get worse and they got upset at everything that she did. Trustee McNicol said that she told the Director and Chair that she was getting to the point where she was scared to death.

Trustee McNicol said that her colleagues refer to themselves as "Italian" and they have no problem speaking in Italian in front of other people. She said that they will start speaking in Italian to each other, when sitting around and talking during a coffee break at a meeting. She said that she has always supported the Italian Heritage program and there is nothing that would say that she did not like Italian heritage.

In regard to referring to her colleagues as "Italian trustees", Trustee McNicol said that as she wrote in the apology letter, she was describing a group of people who caused a lot of grief in her life and the stress level had been unbearable for her. Trustee McNicol emphasized that she also felt that she has been a target for the last two years. She said that when a person is the target, it becomes very upsetting and frustrating. She acknowledged that she does not speak or write in the Italian language. She said that she also works for the Archdiocese of Toronto as a Volunteer Screening Coordinator and she uses Google Translate in her job for translations between Spanish to English.

In regard to the reason she used the Italian language in her postings and communications, Trustee McNicol indicated that she had said to the Director that she was scared to come in person and she asked for security, and Dino Giuliani replied and asked why she needed security. She said that she was scared of her fellow trustees as some had engaged in screaming matches which was very uncomfortable. She noted that she has been a trustee for 25 years and people have differences and they get over it. She said that they needed to let the land acknowledgement issue go but they would not do so. She said that she was scared to attend in person and if the Director got security, she thought she would possibly attend in person.

In regard to commenting that it would be an "interesting meeting", Trustee McNicol said that she was hoping to have the reports come out in public and she wanted to show how she had been harassed. In using the word "accusers" (in Italian), Trustee McNicol said that she was referring to her 5 colleagues. She said that it was because of how intense all of the investigations had been, and she personally did not feel safe.

Trustee McNicol said that in regard to her comment about needing security, she was not insinuating that her colleagues were tied to the Mafia. She said that she was referring to them being abusive towards her. Trustee McNicol said that sometimes fear itself is scary and she did not know if she would be verbally attacked and she did not feel comfortable.

In regard to an alleged comment that she had written in Italian as it was the “only way my colleagues will understand”, Trustee McNicol said that she was trying to get them to understand how fearful and scared she was, and that was why she wrote in Italian. She said that she thought that maybe seeing it in Italian would make them recognize it more. She commented that she is not racist and that the majority of her friends are Italian.

In regard to writing her ‘out of office’ notice in Italian and Spanish, Trustee McNicol said that it was an election year and she did it with Facebook as well and it was more to show that she can be bilingual and she did not want to look like she was not able to speak another language. She said that a lot of people in the community write to her and they would receive her out of office notice. She said she wrote in Italian in her communication to Dino Giuliani because she was trying to get them to understand how scared and fearful she was and they were not getting it and it was frustrating to her. She said that she simply used Google Translate and the email was about her and how she was feeling, and it was not about them. She said that she was just trying to be a more effective communicator and bridge differences between languages.

In regard to the news media, Trustee McNicol said that she answered questions to a reporter. She confirmed that she sent a broad invitation to the newspapers in July 2022, inviting them to cover the August meeting and she stated that it would be interesting.

In regard to the letter of apology dated July 24, 2022, Trustee McNicol said that she wanted to end this and she needed to give them what they wanted and bare her soul and hope that they accepted it. She said that her colleagues did not acknowledge it.

3.Summary of Witness Evidence

Trustee Crowe said that there was some history between the parties, following which the land acknowledgement issue arose. She said that several Code of Conduct complaints were raised as a result of things. She said that she became Chair in December of 2021 and as per the procedure, it was her job to process the complaints lodged against Trustee McNicol. She said that in the end, the complaints were withdrawn.

Trustee Crowe said that Trustee McNicol has told her that she feels that she is being harassed by the group of colleagues. She said that during the spring/early summer of 2022, there was one more Code of Conduct complaint against Trustee McNicol that was investigated and it came to the Board for disposition (Best report). She said that there was also a Code of Conduct complaint by Trustee McNicol against Trustee Iafrate that was resolved at the informal stage during the summer of 2022. Trustee Crowe said that there is also the present issue wherein Trustee McNicol referred to colleagues as “Italian trustees”. She said that Trustee McNicol stated it in an email to herself and the Director on July 1, 2022 and the Director felt he should share it with all trustees, which was done on July 4th. Trustee Crowe said that Trustee McNicol also communicated in the Italian language in early July 2022. She said that at one point, she talked with Trustee McNicol and asked her why she was posting in Italian and Trustee McNicol replied, “you know I have a lot of Italian constituents”. Trustee Crowe said that she replied that Canada is bilingual and that if she is to use two languages, it should be English and French.

When asked whether Trustee McNicol made an alleged comment to her that she wrote the messages/postings in Italian because “it was the only way my colleagues will understand”, Trustee Crowe confirmed that Trustee McNicol made that comment. Trustee Crowe said that she subsequently shared the comment with Trustee Maria Iafrate during a conversation with her. Trustee

Crowe said that she does not think that Trustee McNicol meant anything by the comment and she said that it was because of where her headspace was at that time.

Trustee Crowe said that at the August 30, 2022 Board meeting, the Best Report was coming forward and she assumed that Trustee McNicol was inviting people to the meeting because she felt that she would be exonerated. Trustee Crowe said that Trustee McNicol's fear was that she would get into an argument in public with Trustee lafrate and that it could become a physical altercation. Trustee Crowe emphasized that she thought that Trustee McNicol truly believed it and that she was truly in fear of being physically attacked at the Board table, even though it was irrational.

Trustee Crowe said that she has not heard anyone have a conversation in Italian, but she indicated that they might state phrases in Italian in private and she said that she did not know if they could have been making derogatory comments, but she noted that this was not done in public. Trustee Crowe said that over the years, about 95 percent of their votes were unanimous and if it was not unanimous, then it was often a vote of 8 to 2 or 9 to 1 (with Trustee McNicol being in the minority).

Trustee Crowe said that when Trustee McNicol called their colleagues "Italian trustees", she thinks that Trustee McNicol was trying to group them as 5 people, as they had lodged complaints and she does not think that Trustee McNicol meant anything by it.

V. FINDINGS

A summary of the documentary evidence referred to herein is contained in Appendix B of this report.

1. Assessment of the Evidence and Findings of Fact

In this report, I will make factual findings based on a balance of probabilities standard which means that the evidence on one side outweighs the evidence on the other side. It is a qualitative rather than a quantitative standard. In addition, I will consider whether the facts, as founded, amount to a breach of the Trustee Code of Conduct, other Board policies and/or relevant legislation.

In brief summary, it is alleged by Trustee lafrate and four former Trustees ("the Complainants") that Trustee McNicol engaged in communications and comments during the summer of 2022, which were discriminatory and/or harassing towards them on the basis of their Italian heritage/ancestry. They claimed that Trustee McNicol referred to them as "Italian trustees", that emails and social media postings were written by her in the Italian language, that she informed a colleague that she wrote in Italian as it was "the only way that my colleagues will understand" and that Trustee McNicol expressed concerns about her safety, indicating that she wanted security at an upcoming Board meeting, which they claimed alluded to them having ties to organized crime.

In response, Trustee McNicol acknowledged that she sent emails and posted items on social media written in the Italian language. She expressed that she did so as she wanted her colleagues to know how fearful she was, and she believed that doing so would make them recognize this more. She said that she asked for security for a Board meeting, but that she was not insinuating that her colleagues were tied to organized crime. She also said that she referred to the August 2022 meeting as being an interesting meeting, as she was hoping that an earlier report in relation to Code of Conduct complaints would come out in public. Trustee McNicol also stated that she referred to her colleagues as "Italian trustees" as she was describing a group of people who had "caused a lot of grief" in her life.

It is clear that Trustee McNicol has had a longstanding working relationship with many of her colleagues, given her 25 year tenure as Trustee for the Board. It is also evident that there has been considerable conflict between Trustee McNicol and several of her colleagues since the Fall of 2021, when Trustee McNicol brought a motion regarding the placement of the land acknowledgement, which was not supported by colleagues. It is evident that since that time, there has been a series of Code of Conduct complaints, some brought by the Complainants against Trustee McNicol and some brought by Trustee McNicol against some of the Complainants. It is important to note that the previous complaints have since been addressed or withdrawn, and they are not being determined in this investigation process. It was undisputed amongst the parties that the environment became challenging and unpleasant, and this is the backdrop during which Trustee McNicol's communications in July 2022 were made, which are the subject matter of this investigation and for which factual determinations are being made in this investigation. Notwithstanding the narrow scope of this investigation, the recent history between Trustee McNicol and her colleagues is important context and it has been raised by all participants in this investigation, and I find that it likely contributed substantially to frustrations and strain in the professional relationships between the parties.

In this investigation, there is no dispute regarding the existence of the communications being considered herein, nor is there a dispute as to whether they were authored by Trustee McNicol. However, there is some divergence in the interpretation of the comments/conduct and the intention behind the words. Overall, I found all of the parties and participants to be forthcoming, open and cooperative during this investigation process. There was some evidence (both documentary and witness evidence) to support the respective version of events of both sides. In some instances, I found that the two sides had different perceptions of events, and there were also a couple of instances where I found that Trustee McNicol's explanations and/or rationale for her conduct were unconvincing and/or somewhat implausible. Notwithstanding this, for the most part, I found all participants to be credible participants in this investigation process.

Trustee McNicol acknowledged that she referred to her colleagues as "Italian trustees" in an email communication to Trustee Crowe (then the Chair) and Domenic Scuglia (Director of Education) on July 1, 2022. It is evident that the Complainants took exception to this reference and they were offended by it upon learning of it on July 4, 2022, when Domenic Scuglia shared the communication with all Trustees. During her interview, Trustee McNicol said that she referred to her colleagues in this way as she was "describing a group of people who caused a lot of grief" in her life. She used the same language and rationale in the letter she provided on July 24, 2022, which her colleagues refused to accept as an apology. It is evident that the Complainants were offended by this reference and categorization of them as "Italian trustees" and they viewed it as offensive and discriminatory.

Upon a review of the evidence, I find that there was no apparent valid or justifiable reason for Trustee McNicol to describe her colleagues by their ethnicity or ancestry. There is nothing in the communications leading up to that point where the Complainants have described or identified themselves in that manner. While Trustee McNicol suggested that the Complainants often voted as a block, the Complainants denied that this was the case. In her evidence, Trustee Crowe stated that over the years, about 95 percent of their votes have been unanimous, and therefore I find that there is a lack of evidence to support Trustee McNicol's assertions that the Complainants voted as a block. In any event, even if they sometimes voted together, there was nothing to indicate that this was related to their shared Italian heritage. It is evident that none of the trustees supported Trustee McNicol's land acknowledgment motion in the Fall of 2021 and it was not just the Complainants who did not support it. From the tone of Trustee McNicol's email dated July 1, 2022, it is evident that she was annoyed and frustrated, particularly with Mr. Giuliani, and it seems likely on a balance of

probabilities that the reference to her colleagues as “Italian trustees” was deliberate. There seems to be no justifiable reason for Trustee McNicol to identify her colleagues in this manner.

In addition to the reference to “Italian trustees”, the Complainants alleged that they were offended by communications from Trustee McNicol which were written in the Italian language. These include an email on July 4, 2022 from Trustee McNicol to Mr. Giuliani that was written in Italian, a message on social media on or about July 3, 2022 which was written in Italian and was purportedly inviting members of the public to the August 2022 Board meeting, and an ‘out of office’ message that was written in English, Italian and Spanish. The Complainants stated that they found it strange and peculiar as they do not speak to each other in the Italian language, and some of them indicated that they do not read or write in Italian. They also found the conduct to be offensive and discriminatory as they felt that Trustee McNicol was doing it purposefully to annoy and/or mock them.

In response, Trustee McNicol acknowledged that she sent and/or posted the communications and she indicated that she created the items using Google Translate, as she does not herself speak or write in the Italian language. She stated that she did it to show that she could be bilingual more than for any other reason. However, I found her explanation and rationale in this regard to be improbable and unconvincing. Importantly, it is undisputed that when she was asked by Trustee Crowe why she was writing in Italian, Trustee McNicol said that she wrote the messages in Italian because “it was the only way my colleagues will understand.” During her interview, Trustee McNicol acknowledged that she made this comment to Trustee Crowe, and she expressed that she wrote in Italian as she wanted her colleagues to know how scared she was, and she thought that if her colleagues saw her communications in Italian, it would make them recognize it more. I also find Trustee McNicol’s explanation and rationale for this comment to be confusing and lacking credibility.

During her interview, Trustee McNicol disputed her colleagues’ assertions that they do not speak Italian to each other. There was some limited evidence to suggest that they might at times make comments in the Italian language. Notwithstanding that, there was a lack of evidence to suggest that the Complainants have at any time conducted Board business using the Italian language nor was there evidence that they have communicated in writing using the Italian language in relation to any Board business. There was also no evidence that Trustee McNicol had previously written any communications in any language other than English over her lengthy tenure as Board Trustee. Upon a review of the evidence, I find on a balance of probabilities that Trustee McNicol’s use of the Italian language in communications, and her comment to Trustee Crowe, suggest that she was doing so deliberately to annoy, taunt and/or offend her colleagues and that the conduct was mocking them and their Italian ancestry.

The Complainants expressed that they were deeply offended by Trustee McNicol’s comments about needing security for the August 2022 Board meeting and in particular, her comments in an email response to Mr. Giuliani, written in Italian, wherein she referred to her colleagues as her “accusers” and suggested that she would be “in danger” and stated that her “safety” is a top priority. The Complainants also claim that Trustee McNicol inappropriately discussed her safety concerns and need for security with the news media, which they claim could be damaging to their professional reputations. They also took exception to an innocuous reference in a public posting by Trustee McNicol on social media in July 2022, wherein she was inviting the public to the August 2022 Board meeting and expressing that it would be an interesting meeting. The Complainants expressed that the comments about needing security as protection from her accusers alluded to a possible involvement with organized crime, which they found deeply offensive, discriminatory and damaging to their reputations.

In response, Trustee McNicol acknowledged that in using the words “accusers”, she was referring to her five colleagues. She said that her concerns were because of how intense the investigations had been and she indicated that she had expressed to the Director and Chair that she did not feel safe. Trustee McNicol emphasized that in making these comments, she was not insinuating that her colleagues were tied to the Mafia. In her interview, Trustee Crowe stated that she did not believe that Trustee McNicol was making any connection to the Mafia. Trustee Crowe stated that it was her understanding that Trustee McNicol’s fear was about getting into an argument in public with a colleague and that it could become a physical altercation. Trustee Crowe also commented that she felt that Trustee McNicol truly believed it even though it was “irrational”. It is notable that a report was made to the York Regional Police by the Director of Education, based on Trustee McNicol’s expression of these concerns, and it was categorized as a “complaint of uttering threats to a person”. A review of the general occurrence hardcopy report for the incident indicated that it was determined to be unfounded by the York Regional Police.

Upon a review of the evidence as a whole including additional evidence shared by Trustee Crowe about Trustee McNicol’s seating arrangement at meetings, it seems likely that Trustee McNicol was fearful about attending in-person meetings. Although there is a lack of evidence for any real or objective basis for this fear that she needed protection from her colleagues, it seemed to be a genuine subjective perception on Trustee McNicol’s part. It seems she was referring to accusations made by some of her colleagues in earlier Code of Conduct complaints, however, the use of the words “accusers” and “danger” have strong negative connotations and it was likely a deliberate overstatement by her. It is completely understandable that the Complainants would feel deeply offended by Trustee McNicol’s comments and references, and it is reasonable that they would be concerned that the comments could be interpreted negatively and might allude to involvement with organized crime (or that the comments could be interpreted that way by others). It is also important to note that Trustee McNicol invited various news media outlets to attend the meeting and an article was published in Newmarket Today in September 2022, which highlighted Trustee McNicol’s safety concerns, and communicated her fears through a very public platform. Based on a review of the evidence, I do not find on a balance of probabilities that it was Trustee McNicol’s intention in these communications to allude to organized crime. I find it more likely that the references to security related to her genuine, although objectively unfounded, concerns about her personal safety. Notwithstanding this, I also find that Trustee McNicol used strong words (“accusers” and “danger”) with negative connotations in a deliberate manner and that she did so publicly to harass and offend her colleagues. In any event, I find that the words and comments could reasonably be interpreted in the manner that the Complainants have interpreted them, especially when the conduct is viewed as a whole.

It also seems likely, based on a review of the evidence, that Trustee McNicol’s reference in the social media post to it being an interesting meeting was related to her hopes of being exonerated as she expected that an earlier report would be made public at that meeting. There is a lack of evidence to suggest that this reference in the post was directly related to her safety concerns.

It is evident that the Complainants found Trustee McNicol’s comments and conduct to be very offensive and they believe it to be discriminatory on the basis of their Italian heritage/ancestry. They expressed that they feel disrespected and demoralized and that they have concerns about damage to their professional reputations, particularly by the references to safety concerns and the need for security. A few also expressed that they chose not to run again in the most recent election, at least in part because of Trustee McNicol’s conduct towards them. Based on a review of the evidence, I find that the Complainants presented as sincere and genuine in regard to the impact that the conduct has had upon them.

It is important to note that Trustee McNicol prepared a letter dated July 24, 2022 which she sent to her colleagues. In the letter, she denied that she was being discriminatory or racist and at the end of the letter, she wrote, *“please accept this letter as apology for any grief I might have caused.”* The Complainants expressed that they did not consider the letter to be a true apology and they did not accept it. Trustee McNicol said that she also read an apology at two subsequent Board meetings, which were also not accepted. It is notable that in the body of the letter, Trustee McNicol also recounted conduct towards her that she found objectionable. It is notable that Trustee McNicol did not retract her statements nor did she express regret and/or take responsibility for any specific actions that were identified by the Complainants as being offensive.

Upon a review of the evidence as a whole, including the respective version of events of the parties, the independent evidence of a witness, a review of the documentary evidence, and the assessment of credibility of the participants, I have made the following factual findings on a balance of probabilities:

- Trustee McNicol referred to her colleagues (Trustee Iafate, Ms. Cantisano, Ms. Marchese, Mr. Mazzotta and Mr. Giuliani) as “Italian trustees” in an email communication on July 1, 2022. There was no valid or justifiable reason for Trustee McNicol to describe her colleagues by their ethnicity or ancestry and it was done in a deliberate manner.
- Trustee McNicol wrote several communications in the Italian language during July 2022 including: an email on July 4, 2022 to Mr. Giuliani which copied all trustees; a message on social media on or about July 3, 2022 which was purportedly inviting members of the public to the August 2022 Board meeting; and an ‘out of office’ message that was partly written in Italian. Trustee McNicol did so deliberately to annoy, taunt and mock her colleagues. Trustee McNicol also stated to Trustee Crowe that she wrote the communications in Italian as it “was the only way that my colleagues will understand.”
- In an email communication on July 4, 2022, Trustee McNicol indicated that she wanted security for the August 2022 Board meeting and she referred to her colleagues as her “accusers” and suggested that she would be “in danger” and stated that her “safety” is a top priority. Trustee McNicol also contacted new media outlets and invited them to the meeting. An article was published in Newmarket Today in September 2022, highlighting Trustee McNicol’s safety concerns, which communicated her fears a very public manner. It was not Trustee McNicol’s intention to allude to organized crime, but it was a reasonable interpretation by the Complainants when the conduct is viewed as a whole, and it could be interpreted this way by others.
- The Complainants genuinely perceived Trustee McNicol’s conduct and comments as offensive, harassing and discriminatory.

3. Application of the Trustee Code of Conduct, Board Policies and Relevant Legislation

The factual findings as delineated above must also now be considered in the context of the relevant policies including the Trustee Code of Conduct, the Board’s Equity and Inclusive Education Policy, the Board’s Workplace Harassment Policy and relevant legislation.

The Trustee Code of Conduct was first approved on January 27, 2015 and it was recently updated on May 15, 2023. Both the original and updated policies contain the following clause relating to: Respect, Civility and Communication:

3.3 Trustees share in the responsibility of creating a positive working and learning environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall:

- 3.3.1 Respect and comply with all applicable federal, provincial and municipal laws;*
- 3.3.2 Uphold and abide by all Board policies, procedures, protocols and the York Catholic District School Board Trustee Code of Ethics (Appendix "A");*
- 3.3.3 Demonstrate honesty and integrity;*
- 3.3.4 Treat others fairly and with dignity and respect at all times, especially when there is disagreement;*
- 3.3.5 Employ appropriate language and professionalism in performing their duties as Trustees, and in all matters of communication (oral and written) including email, social media, telephone and face-to-face meetings with staff, parents, other stakeholders and members of the community at large.*

Appendix A of the Code of Conduct (Trustee Code of Ethics) states: *"I will work with other Board members and staff in a spirit of respect, collaboration and proper decorum in spite of any differences of opinion that arise during debate."*

Additionally, Appendix A of the updated Code of Conduct (Trustee Code of Ethics) includes the following additional clause: *"I will treat fellow Trustees, members of the public, and staff with dignity and respect to ensure a safe and equitable work environment free from abuse, bullying, intimidation, discrimination and harassment."*

As the complaint first arose in 2022 based on conduct that allegedly occurred in July 2022, I find that the original version of the policy is the applicable policy ("the Code of Conduct"). However, the additional clause in the updated policy upholds the concepts found in other Board Policies, including the Board's Equity and Inclusive Education Policy and the Board's Workplace Harassment Policy, which I find are also applicable to the work of the Trustees, and must be abided by pursuant to section 3.3.2 of the Code of Conduct, in addition to all applicable laws pursuant to section 3.3.1. Although Trustees are not staff members of the Board, I find that they are *"members of the school community"* (section 3.7 of the Equity and Inclusive Education Policy) and *"must respect and treat others fairly, regardless of race, ancestry, place of origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability"* all of which are protected categories pursuant to the Ontario Human Rights Code. Section 3.1 of the Board's Equity and Inclusive Education Policy states, *"Every person shall be entitled to a respectful, positive and Christ-centred learning and working environment, free from all forms of discrimination and harassment."*

Furthermore, the definition of discrimination is set out as follows in section 5.4 of the Board's Equity and Inclusive Education Policy:

5.4.1 Unjust or prejudicial treatment of individuals or groups on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability, as set out in the Ontario Human Rights Code, or on the basis of other, similar factors.

5.4.2 Discrimination, whether intentional or unintentional, has the effect of having a

harmful impact on others, and of preventing or limiting access to opportunities, benefits or advantages that are available to other members of society.

5.4.3 Discrimination may be evident in organizational and institutional structures, policies, procedures, and programs, as well as in the attitudes and behaviours of individuals.

Similarly, the Board's Workplace Harassment Policy defines "workplace" in section 5.4 as "any place where employees, contract employees, volunteers, trustees and others, who are officially permitted by the board to perform work or work-related duties or functions." Section 5.1.1 of the Board's Workplace Harassment Policy defines harassment as follows:

"Harassment pursuant to the Ontario Human Rights Code is defined as a course of comment or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a prohibited ground of discrimination, on the basis of association or relationship with a person identified by a prohibited ground of discrimination or as a result of a perception that a prohibited ground of discrimination applies to an individual."

In this matter, the Complainants identified as having Italian ancestry and therefore, the applicable protected grounds are ancestry (family descent) and ethnic origin (social, cultural or religious practices drawn from a common past). I find that the conduct in question (communications and comments) were directly related to the Complainants' shared ancestry and ethnic origin, and the connection of the conduct to these protected grounds was quite explicit and not merely implied.

Based on a review of the factual findings, I find that Trustee McNicol has engaged in discriminatory and harassing conduct towards the Complainants in relation to these protected grounds (ancestry and ethnic origin). I find that Trustee McNicol's conduct was unwelcome by the Complainants. Even though it does not matter if the conduct is being done intentionally or unintentionally, I find that Trustee McNicol was engaging in this behaviour deliberately and that she was aware that it would annoy and upset her colleagues. However, even if the conduct was unintentional, I find that the conduct was still unwelcome and it had the effect of offending her colleagues. I find that Trustee McNicol knew or ought to have known that the conduct would be offensive, demeaning and unwelcome by her colleagues. In addition, when the conduct is viewed as a whole (including referring to her colleagues as "Italian trustees", several communications written in the Italian language, commenting that it was the only way her colleagues will understand, and suggesting that she needed security as protection from her "accusers"), it constitutes harassment on the basis of their shared ancestry and ethnic origin. The conduct was repetitive and I therefore find that it constitutes a course of comment and actions.

I therefore find that Trustee McNicol has engaged in discriminatory and harassing conduct towards the Complainants on the basis of their Italian ancestry and ethnic origin, and that the conduct constitutes a breach of the Trustee Code of Conduct, the Board's Equity and Inclusive Education Policy and the Board's Workplace Harassment Policy.

VI. CONCLUDING COMMENTS

I trust that this Investigation Report of Findings will be of assistance to you as you determine how to respond to the concerns raised.

Should you have any questions about any matter raised in this report or connected to the investigation, please do not hesitate to contact me.

Yours very truly,



Jennifer MacKenzie

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APPENDIX A - Summary of Evidence of Parties and Witness

Trustee Maria lafrate

Trustee Maria lafrate said that she is currently in her second term as Trustee, and she began as a Trustee in 2018. She said that Trustee McNicol has been a Trustee for 25 years. She noted that three Trustees have held the role for 25 years. She said that one of her colleagues, Dino Giuliani had been a Trustee for 25 years, but he is no longer a Trustee. Trustee lafrate said that she had no issues with Trustee Theresa McNicol and their relationship was not a problem, although none of them would socialize and they just went to meetings together. She noted that one time, Trustee McNicol was very kind to her regarding an issue. She said that there are 10 trustees, and she did not know Trustee McNicol previously. She said that 4 of her colleagues (Rose Cantisano, Maria Marchese, Dominic Mazzotta and Dino Giuliani) did not run again during the latest election.

Trustee lafrate said that there was a motion put on the floor by Dominic Mazzotta, who was the Chair of the Board. She said that at that time, they were half virtual, and two people were attending virtually (one of them being Trustee McNicol) and two people were present at the Board (Trustee Jennifer Wigston and Trustee Elizabeth Crowe). She said that the motion was to have the land acknowledgement after the prayer, and they voted on it, and it was very awkward. She noted that the Chair was not in the room, but he was in a different room at the Board (for safety reasons during the pandemic) and she said that when the vote was called, the two people who were in house (Jennifer Wigston and Elizabeth Crowe) left so that way they would not vote. She said that it was defeated and the prayer would occur first. Trustee lafrate said that Trustee McNicol said that the Chair did not ask what the vote was, and he did not go line by line. She said that he was not in the room, and it was confusing. Trustee lafrate said that Trustee McNicol asked the Director for a private email from the bishop and prior staff. Trustee lafrate said that it was not appropriate for Trustee McNicol to just go and ask for stuff. She said that the date of this was October 26, 2021. Trustee lafrate said that from that time, Trustee McNicol was getting information on people who left, and she was making it public as she was reading their emails out loud in public meetings. Trustee lafrate said that it reached a boiling point. She said that she now turns her camera off as Trustee McNicol told her "my people are watching you even if you raise an eyebrow" and Trustee McNicol has targeted her and the behaviour has continued.

Trustee lafrate said that there was a motion on September 25, 2022, to have a full investigation on a discrimination complaint. She said that the Board had sent a letter to the Minister of Education. She said that the Director, Domenic Scuglia, relayed back to the Board that the Deputy Minister had said that they would do an investigation, but the Board wanted it to be public.

Trustee lafrate said that since then, it has been terrible and every time a motion is presented, it is defeated, and Trustee McNicol never votes for a motion because she is angry. She said that when they were looking for an investigator, it got derailed. She said that the Board was told there are things going on in Trustee McNicol's personal life and people are threatening her and she has been sick, and that she is blaming them for it. Trustee lafrate said that they put their notes in place and then emails started coming up. She noted that there were postings on Facebook, but she is not on Facebook herself. She said that her colleague, Rose Cantisano found things on Facebook and Trustee McNicol was inviting people to a meeting on August 30, 2022, written in Italian. She said that she had to ask her mom what it said as she does not read Italian. Trustee lafrate said that then

Trustee McNicol sent another email saying she was on holidays and to have a good summer, and the salutation was in Italian. Trustee lafrate said that she phoned the Chair (Elizabeth Crowe) and asked what was going on and she asked her why Trustee McNicol was writing in Italian. She said that Trustee McNicol made a comment (to the Chair) that she had to write in Italian because it is the only way they will understand. She said that she called the Director and said that the conduct needed to stop. Trustee lafrate said that Trustee McNicol sent another email to Dino Giuliani saying that she wanted more security guards because she was afraid for her life and in doing so, she was mocking Italians and alluding to them having ties with the Mafia. Trustee lafrate said that Trustee McNicol wrote an email to everybody inviting people to the meeting on August 30, 2022. She said that Trustee McNicol wrote in Italian asking for security and that was "huge for us" because they are not violent people.

Trustee lafrate said that the director (Domenic Scuglia) told her that Trustee McNicol made a comment to him that she was going "after those Italians." She said that Trustee McNicol sent a lot of Tweets, and she sent it to the local papers. She recalled that one time, Trustee McNicol said to her that she should be using the word "alleged", but she noted that to her, it happened, and it should not be alleged. She said that Trustee McNicol said that she had a lot of Italian friends and that she said it that way in order to communicate with them. Trustee lafrate said that she asked how she was getting the translations and Trustee McNicol said she was using Google Translate. Trustee lafrate said that it is embarrassing as 85-90 percent of the Board is Italian, including teachers and staff members, and she said that she has had people/staff sending emails asked her what is going on.

Trustee lafrate said that Trustee McNicol shared information with the papers including Italian papers and local papers. She said that a reporter with the Newmarket newspaper said that Trustee McNicol had called him, and they quoted her.

Ms. lafrate said that the Board was doing another investigation. She said that Trustee McNicol spoke to the Chair (Elizabeth Crowe) and she was worried that it would not come across well or they would lose, and Trustee McNicol engaged legal, and she had bills afterwards. [REDACTED]

Trustee lafrate said that recently, Trustee McNicol put in a Code of Conduct complaint against her. She said that at the April Board meeting, there was a microphone on and there was a gallery full of people and she said something, "this is like the January 6th insurrection" and she also used the word "redneck" and after that, she received a call from the Union, and she apologized during the next meeting as was requested. She said that her comments were in reference to the gallery because there were about 200 people. She said that they had 6 security guards and 4 police cars. She said that she met with Trustee McNicol to talk about it and Trustee McNicol wanted her to sign the apology which Trustee lafrate agreed to do, but then she went to her lawyer and her lawyer said that she should not sign it. She said that the apology was said publicly, and it was recorded in the minutes. Trustee lafrate said that she regrets taking this job and it has caused a lot of headaches and they cannot move forward because of the infighting. Trustee lafrate said that Trustee McNicol has now resurrected the Code of Conduct complaint. She said that Trustee McNicol has said to her, "I'm watching you, people are watching you, I'm looking for anything I can get on you." Trustee lafrate said that Frank Alexander was present as well when the comments were made during an in-person meeting on May 5, 2023. She said that Trustee McNicol asked her about this case (discrimination complaint) and said, "if you lose..." and she replied, "what, will I make a public apology?" Trustee

lafrate said that she replied that she would apologize to her in public but would say that from her perspective, it felt like discrimination.

Trustee lafrate said that the previous lawyer doing the investigation made Trustee McNicol provide a statement acknowledging what she had done, the lawyer had drafted it and Trustee McNicol said that he made her read it and it was not coming from her.

Trustee lafrate said that the conduct upset her because her father came to Canada in 1953 and he had been a police officer and he worked so hard, and she noted that she has kept her father's name for respect. She said that for Trustee McNicol to do this to her is very upsetting and she wonders how Trustee McNicol can talk to people like that and Trustee lafrate said that she "believes that if this had been a Black person, the matter would have been handled in 24 hours". Trustee lafrate said that if Trustee McNicol had said sorry and that she did not mean any harm, it would have been over. She said that it bothers her, and she does not know how someone can hate someone so much. She said that Dominic Mazzotta is very religious, and he is an incredible human being and Trustee McNicol disrespected him in public, but he is still kind to Trustee McNicol. She said that the notion that they are Mafia is upsetting and it is huge to say something like that.

Also, Trustee lafrate said that Trustee McNicol had tweeted and then called the papers. She said that The Honourable Joe Volpe Member of Parliament, (owner/editor of Corriere Canadese Italian newspaper) called Dominic Mazzotta and asked him what was going on. Trustee lafrate said (in reference to her emails) that if Trustee McNicol wants to communicate in a different language, it could only be in French as the Board offers French Immersion in the schools. Trustee lafrate said that she feels that Trustee McNicol's comments are mocking Italians, by responding to the email in Italian. She said that she feels discriminated against based on ethnicity. She said that she has felt harassed, and she is now having to deal with this for the group of trustees that left so that they can move forward.

Maria Marchese

Ms. Marchese said that she served as Trustee for two terms, from 2014 to November 2022. She said that Trustee McNicol's time as Trustee predates hers. Ms. Marchese said that prior to the fall of 2021, her relationship with Trustee McNicol was collegial but she noted that Trustee McNicol often had outbursts at meetings and the Trustees let it go, but it was not uncommon for Trustee McNicol to be a bit erratic. Ms. Marchese said that after Trustee McNicol brought a motion in the Fall 2021 regarding the land acknowledgement, the relationship changed. She said that Trustee McNicol's motion was to have the land acknowledgement as the first item before the prayer. She said that it was first placed by a staff member that way without a motion. She said that the issue was then first brought up by a Trustee, Dominic Mazzotta and the motion was to have the prayer first and the motion was seconded by Trustee McNicol and it was passed unanimously. Ms. Marchese said that Trustee McNicol then brought up the issue again in August 2021 and she then wanted to change the land acknowledgement to be the first item on the agenda. Ms. Marchese said that apparently Trustee McNicol put the motion forward and she said it was because information was not available when they initially voted on it. Ms. Marchese said that Trustee McNicol could be a bit cryptic at times. She said that Trustee McNicol's motion was defeated at the November 30, 2021 meeting. She said that there are 10 Trustees and 6 of them (herself, Rose Cantisano, Dino Giuliani, Maria lafrate, Dominic Mazzotta and Frank Alexander) voted to defeat it and 3 Trustees abstained or left the room and Trustee McNicol voted in favour of it.

Ms. Marchese said that after that, Trustee McNicol's behaviour was more erratic and there was a lot of animosity and some people were still virtual and it took a whole different tone. She said that they found out from the Director that Trustee McNicol was asking him for information and they found this out in passing and the Director had not been telling them what was happening behind the scenes. She commented that the Director reports to the Trustees and Trustee McNicol was asking for things and the Director was giving them to her (regarding the land acknowledgment). She noted that the Director had just been hired in August 2020. She said that she was having a conversation with the Director and he brought it to her attention and she told the Director that he needed to tell the Trustees and she told him that if Trustee McNicol asked for information, everyone needed to know it. She said that initially she thought it was because he was new and she gave him the benefit of a doubt but the behaviour persisted and Trustee McNicol was still asking for information and the Director was not telling them about it. She said that after their discussion, it had been made very clear that he needed to let them know if a Trustee was asking for information, but he did not do so. She said that kind of added to the tone of what was going on at the Board.

Ms. Marchese said that after the vote, things were pretty confrontational. She said that at a January 2022 Board meeting, Trustee McNicol attended virtually and she demanded an apology from Dominic Mazzotta for the vote on November 30, 2021 because he had erred in the process and denied her a chance to have her vote recorded and her demands embarrassed him. Ms. Marchese said that she then filed a Code of Conduct complaint as she felt that Trustee McNicol had circumvented the Code of Conduct policy and her communication was clearly designed to embarrass Dominic Mazzotta. She noted that at that time they were still in a hybrid world. She said that Dominic Mazzotta said that he never intended to deny her that right and he apologized to Trustee McNicol. Ms. Marchese said that this was not good enough for Trustee McNicol and she was not appeased. She said that the animosity continued and there was increased negativity and outbursts from January onwards. Ms. Marchese said that her Code of Conduct complaint was found to be substantiated and Trustee McNicol was sanctioned by the Board of Trustees.

Ms. Marchese said that on July 4, 2022, she saw an email that was sent from Trustee McNicol to the Director and it referred to the "Italian trustees" and she noted that they were not copied on it but the Director sent it to them. She said that they responded to it. She said that when she saw it, she was very angry and very disgusted that no other trustees weighed in nor did the Director respond to it, and there was radio silence from all the Trustees who were not of Italian heritage. She said that Trustee McNicol made the comment intentionally to disrespect trustees of Italian descent and she felt very disrespected and she was appalled that their four other colleagues did not challenge it. Ms. Marchese said that she sent the email expressing that they were very disappointed that neither the Chair nor the Director sought to mention the inappropriateness of the comment. She said that she thought they needed to put a letter together because there was no response from the others and she received the approval of her 4 colleagues and she sent it on behalf of all of them.

Ms. Marchese said that when they saw the July 4, 2022 email, it came to their attention that Trustee McNicol had been posting things on Facebook. She said that Rose Cantisano saw it on Facebook as she is very active on Facebook and she brought it to their attention that Trustee McNicol was posting things and she was inviting people to meetings and she was saying that it would be so interesting and they had no idea what she was talking about. Ms. Marchese said that Trustee McNicol asked the Director for security for the meeting which they all found very strange. She said that also, Trustee McNicol was asking this on July 4, 2022 for a meeting that was to take place in August and they did not even have an agenda for it yet at that time. She said that Dino Giuliani asked why she needed security and Trustee McNicol responded in Italian saying that she feared for her life. Ms. Marchese noted that Italian is not Trustee McNicol's native or acquired language. She said that the

trustees have not communicated to each other in Italian. Ms. Marchese said that Trustee McNicol did the same thing for her 'out of office' notice which was in both Italian and Spanish and those are not official languages of the Board. Ms. Marchese said that Trustee McNicol was just taunting them and she wondered why she would be engaging in Italian as there has never been a practice of talking in the Italian language. She said that Trustee McNicol's claim of personal safety was totally unfounded and all meetings were recorded. Ms. Marchese said in the email, Trustee McNicol wrote that the fear was "by her accusers" and she was referring to herself and her colleagues and she was not referring to members of the public. Ms. Marchese said that the fact that Trustee McNicol made the comment suggests an affiliation of Italians with organized crime and it was "so bizarre" for it to even be out there. She said that Trustee McNicol was making statements about the 5 of them making threats against her and she has no idea where Trustee McNicol gets that from.

Ms. Marchese said that this went back and forth from the start of the emails on July 4, 2022 to the August 2022 meeting and they requested a public inquiry and the Chair refused to allow any public discussions and the Chair was saying that the Code of Conduct was the avenue for this type of behaviour. Ms. Marchese said that the Code of Conduct was never intended to cover complaints of discrimination and she said that prior to about 2017, they never had a Code of Conduct and she was on the committee and they never addressed anything but inappropriate behaviour and statements and she believes that discriminatory comments go beyond that policy. Ms. Marchese said that she and the other 4 trustees of Italian Heritage wanted the Board of Trustees to ask the Ministry to send someone in to investigate the complaint. She said that the government was set on sending a facilitator and it would all be in private and the 5 of them were not willing to do so as the issue did not lend itself to an 'in camera' meeting and they took the position that an 'in camera' meeting would be a breach of the Act. She said that the Chair was pushing that forward as a solution as well. Ms. Marchese said that she and her colleagues of Italian Heritage boycotted the August 2022 meeting as she was concerned about what antics Trustee McNicol was up to. She said that she had no idea what Trustee McNicol was planning and she personally felt threatened by what Trustee McNicol was doing. She said that they did not have quorum at the August 2022 meeting so the meeting did not proceed.

Ms. Marchese said that at the September 2022 meeting, they put forward a motion for an investigation and that sat until the end of November 2022 and there was a new Board as of the beginning of December 2022. She said that on September 27, 2022, there was unanimous approval for the motion to contact the Ministry regarding a public inquiry. She said that on December 20, 2022, the new Board approved a follow up letter to the Ministry as there had been no response. She said that on April 3, 2023, they received a letter from the Ministry condemning inappropriate discriminatory or racist language and it led to a resolution of engaging an external legal professional with no prior connection to the Board and it took too long to secure it. She said that when they have half of the Board saying nothing, it is a problem.

In regard to the communication wherein Trustee McNicol states that she is fearing for her life, Ms. Marchese said that Trustee McNicol also expressed this to the media and she did an interview with Newmarket Today and she stated that she had a legitimate concern for her safety resulting from a motion in the Fall of 2021. Ms. Marchese said that there was no need for Trustee McNicol's statement as once a motion is dealt with, Trustees are expected to move on. She said that things are often challenged by other Trustees and that is their role and their obligation and they are elected to serve the entire Board but Trustee McNicol thinks that she has an obligation to her own constituents. Ms. Marchese said that they were disparaging comments to all of them. She said that the article ran on September 7, 2022 and it was updated on October 12, 2022 because the writer attributed some comments to her that were untrue. Ms. Marchese said that her comments made the group sound like

criminals. She said that her reputation means a lot and she has a professional life outside of the Board and she has worked in policy for 31 years. She said that this was the most stressful of her three jobs and she chose not to run again. She said that it was a very toxic work environment and she was feeling harassed, especially in regard to the comment about safety. She said that this took away from the business of the Board and too much time and energy was spent on this and there was bickering for no purpose. She said that it saddened her to make the decision not to run again. She said that it took 3-4 years to understand the business of the Board and she was committed to moving the Board forward, but it was not worth the stress. She emphasized that she felt very threatened and harassed and to her, it was not worth that and there was a lack of any remedy for it.

Ms. Marchese said that she understood that Trustee McNicol also sent invitations to various media outlets to attend the August meeting. Ms. Marchese said that Trustee McNicol's "so called letter of apology" was not sufficient and it was just an attempt to justify why she thought her behaviour was justified. She said that Trustee McNicol suggested in the letter that she did what she did (posting etc) because of them and there was no indication in her apology that she was sorry for offending them or that her comments were discriminatory and there was no sincerity there. Ms. Marchese said that the whole experience left her very disappointed with the Board. Ms. Marchese said that she felt that Trustee McNicol felt empowered by the fact that no one had challenged her behaviour and it came to a head with those comments. Ms. Marchese said that she understood that Chair Crowe told Maria lafrate that when Chair Crowe asked Trustee McNicol why she had written in Italian, Trustee McNicol responded that it was the only way that they would understand. Ms. Marchese said that she found the comments very offensive.

In a further interview, Ms. Marchese said that she wanted to point out that the Board approved a new Code of Conduct policy recently, but that she assumed and understood that the old policy would apply (if any) to these circumstances as it was the one in place in 2022 when the communications occurred. She said that Elizabeth Crowe said that they could have used the Code of Conduct policy to address their concerns but they thought it was inappropriate to the circumstances. Ms. Marchese noted, however, that any Trustee could have brought a Code of Conduct complaint, not just the affected ones and therefore, Trustee Crowe could have brought one if she believed it applied, but it was never done. Ms. Marchese said that there was never a Board motion (public or private) about amending the Code of Conduct to deal with issues of this nature specifically. She said that was why herself and her colleagues always said that it has to be done in public anyway.

Ms. Marchese said that she did talk to the reporter who wrote the article in the Newmarket paper because he printed a retraction as he initially wrote that the concerns were "founded" when she made clear that they were "unfounded". She recalled that the reporter contacted Trustee McNicol and then the reporter contacted her and then he wrote the article and misprinted the word. Ms. Marchese said that Dino Giuliani pushed the Director to contact the police since Trustee McNicol said that she feared for her life. She said that the police issued a report to Domenic Scuglia (and he was the one who contacted the police as suggested by Dino Giuliani) and the police found that Trustee McNicol's claims of fear for her life were unsubstantiated. She said that the report was then provided to the Trustees and she believes that Domenic Scuglia must have had authorization to provide it to them.

Rose Cantisano

Ms. Cantisano said that she brought forward the postings which were made by Trustee McNicol on social media. She said that she was a trustee for one term from 2018 to 2022. She said that the reason that she did not continue was because of this incident and she left the Board disheartened,

scared and not secured. She said that she did not want to go to meetings physically and she attended them virtually from the time of the start of the pandemic. She said that she did not want to be in the presence of Trustee McNicol. She said that she thought her work was not done as over the last two years of her term, nothing relating to students was getting done and her reason for becoming a trustee was to give back to the community and to help kids and education.

Ms. Cantisano said that she was concerned about safety and she saw the messages in late July 2022 and she was a Facebook friend of Trustee McNicol. She recalled that there was something on Trustee McNicol's timeline inviting all of her Facebook friends to come to the August meeting and she wrote that "it was going to be very interesting." Ms. Cantisano said that the reason she saw it was because the backing was bright blue and it was one of the colours of the Board. Ms. Cantisano said that she was not aware of anything happening and she wondered how Trustee McNicol knew about what would be happening at the August meeting when they had not yet set an agenda. She said that she asked the other Trustees what was going on and she asked them what the post meant. She said that a couple of hours later, she saw the same posting but it was written in Italian. Ms. Cantisano said that she is a first generation Italian and she was born in Italy. She said that one of the other Trustees sent it to the Chair and the Director. She said that she is non-confrontational and she wants peace and she wondered what was behind Trustee McNicol's use of Italian. Ms. Cantisano said that Trustee McNicol started replying to an email to the Board and then in one of the emails, she was replying in Italian and Chair Crowe asked her why she was replying in Italian and if she was to use anything but English, it should be French as it is an official language. She said that Trustee McNicol replied that it was the only way those Italian trustees are going to understand. She said that she thinks this communication was distributed. Ms. Cantisano said that she asked herself, "what is she insinuating?" She said that then there was an email where Trustee McNicol said that she was fearing for her life and these are public meetings and she was thinking that it was an attack on her and her credibility and she works as a professional and it is damaging to her. She said that she reflected on it and went back and determined that the real meaning of discrimination is "unjust or prejudicial treatment" including regarding ethnicity and she felt that Trustee McNicol attacked her ethnicity and she wonders for what reason she was doing so.

Ms. Cantisano said that also, during every Board meeting for the month before, Trustee McNicol was attacking someone at the Board meetings and it was a verbal attack. She said that there was a sense of disrespect and Trustee McNicol would drop off meetings and not say she was leaving them. Ms. Cantisano said that there was one incident that was directed at her. She recalled that during Covid, they were recruiting for the Director role and they had hired a head hunter and they had a meeting with the recruiter and all trustees and the recruiter was describing the process to them. She said that Trustee McNicol was not there and the recruiter had said that it would be nice if they all put their cameras on so that the candidates could see them. Ms. Cantisano said that the next morning they had a meeting and it was a Saturday and her whole family was home at that time. She said that at the start of the meeting, she could see that Trustee McNicol was not there and she did not want technical issues, and if Trustee McNicol was there, she did not say anything. She said that she then said that one individual does not have her camera on, and she asked if they should be checking if she is present and Trustee McNicol said that she was having technical issues. She said that night, Trustee McNicol wrote a conduct complaint on her and said that she was mimicking her. Ms. Cantisano said that during the meeting, she was trying to tell her kids to "get lost" with her hands and she was not mimicking her. She said that Trustee McNicol then said that she actually found her to be the most respectful person on the team and she expressed that she was surprised that she would behave that way. Ms. Cantisano said that she replied that she was simply wondering why some people were not on camera and Trustee McNicol dropped the complaint.

Ms. Cantisano said that it was so disturbing and she was almost in tears one day in a meeting with the Trustees along with the Chair and Director. She said that if she were a visible minority and this whole situation happened this way, she wondered what would have been done to handle the situation. She said that she went back to the definition and she believes they had been discriminated against. She said that they are elected officials and they are in a serving role and they are wasting taxpayer's money as they are fighting.

Ms. Cantisano said that she was disheartened by the way the Director and Chair handled it and they did not want to make it public. She indicated that the trustees had wanted to add it as an action item and have it discussed at a meeting that was open to the public, but the Chair and Director did not want to do so and they did not want to justify it. She said that they went to the Ministry and spoke to the Assistant Deputy Minister Case and he did not want to meet with them in public and he would only do so behind closed doors. Ms. Cantisano recalled that she said to Chair Crowe, "you are Polish, would you want me to call you the Polish Trustee?"

Ms. Cantisano said that Trustee McNicol started asking for security and one of the Trustees asked her why and she said, "because I need to be protected by my offender" and she was accusing them of physical harm. She said that she did not know what Trustee McNicol was so angry about. Ms. Cantisano said that she was new in 2018 and many others have been there longer, and she understood that there was a bit of a history. She said that she does not join forces and she does not vote together with others. She said that she has had no contact with Trustee McNicol since she left the Board as Trustee.

In regard to how this conduct has affected her, Ms. Cantisano said that she came to Canada as a little girl and her parents came with nothing and she did everything that she possibly could and she worked hard and she studied part time for 10 years to get her designation and she got her own place at age 24 and made a name for herself and she is very independent. She said that she felt so "stepped on" and demoralized and she wondered what she had done to make this woman feel unsafe. She said that she had stopped going to public meetings and she does not know what Trustee McNicol is capable of and after Covid, she only joined the meetings virtually. She said that her family told her she cannot do it anymore and she was just always putting out fires.

Ms. Cantisano said that it is a personal attack on her peers and it is a toxic environment. She said that she felt she suffered reputational damage. She said that her biggest question is if she were a visible minority, how would the Director and Ministry have dealt with this and she believes it would have been handled expeditiously. She said that she had good ideas and Maria Marchese is a policy person and they have now lost a variety of different inputs into the team and it is a shame that they are no longer there. Ms. Cantisano said that another Trustee left the term early (James Ecker) and she said that herself and James Ecker are Facebook friends and Trustee McNicol was her Facebook friend at that time. She said that James Ecker sent Trustee McNicol a birthday wish on Facebook and Trustee McNicol replied to him and said to come to the August Board meeting and that it was going to be really good, and he had already left the Board by then. She said that if she had missed the postings, she wonders what she would have been walking into during the August meeting.

Dominic Mazzotta

Mr. Mazzotta confirmed that he served as Trustee for 3 terms from 2010 to 2022. He said that he did not run in the last election. He said that he had a different perspective than the others as he was a teacher for many years, and also a VP and Principal for 10 years. He said that he decided to run because he felt that things were not right at the Board. He said that he did it

because he felt there were systemic problems at the Board that he wanted to address. Mr. Mazzotta said that in 2010, a lot of people at the Board did not want to see him as a Trustee perhaps because he knew “where all of the skeletons were in the closet”. He said that in early 2011, Trustee McNicol came up to him at a recess of a Board meeting and said that they had two friends in common. He recalled that she said that she had asked them about him and they said that he was a “straight shooter” and that he was there for the right reasons. He said that Trustee McNicol seemed to be alone at that time and she seemed to have no real interaction with anyone. He said that between 2011 and 2019, they had a good relationship. He said that he became Chair of the Board in 2019 and he was elected unanimously. He said that the problems started in 2020 and they were hurtful and shocking. He said that he considers his friends to be friends forever. He said that he thinks that Trustee McNicol lost control of the whole situation by seeking advice from individuals who had their own personal agendas. He said that in November 2021, she came after him for a Board meeting situation and after that she came after him all of the time. He said that he put in a Code of Conduct complaint in December 2021 and she kept going after him while he was the Chair. He said that at one point, when Trustee Crowe assumed the role of Chair, she called him and asked if he knew that Trustee McNicol was sick and that she had had surgery and he said that he knew nothing of her hospitalization but that she was attacking and humiliating him. Mr. Mazzotta said that he wrote an email to Chair Crowe stating that he would drop the Code complaint and she told him that it was great to hear. He said that there was a subsequent email from Trustee McNicol saying that he needed to put the withdrawal of the complaint in writing. He said that he felt that she was now impugning his reputation and he did not agree to sign anything. He said that the whole situation has been very taxing. He said that the behaviour continued and in January 2022, Trustee McNicol came after him again in one Board meeting. He said that there was a report which stated that there was no way that he maliciously did not count her vote. Mr. Mazzotta said that he thinks that Trustee McNicol was alone when the land acknowledgement vote came in and three people who would support her walked out of the room and she was left hanging and she was upset.

Mr. Mazzotta said that when the emails came through to the Trustees in July, he was in Italy at the time that he heard about it and he was in shock, he was angry and speechless. He said that he wondered why she would be doing this. He said that he had needed a break and he left for Italy in June 2022 and then in July there were emails going back and forth. He said that the comment “Italian trustees” was offensive as he was born in Niagara Falls and he did all of his schooling in Toronto and he was a teacher and then a VP and Principal and Trustee McNicol considered him an “Italian trustee.” He said that he is proud of his heritage, but he is fiercely Canadian and this is his country. He said that Italo-Canadians differ from Italians. He said that his parents came over with a rope around their suitcase and it was all they had and they worked hard and provided a good environment and they taught their children respect. He said that he enjoys life and the traditional aspects of life including respect for God, self and neighbours. He said that he found it offensive for Trustee McNicol to say “Italian trustees” because it is totally different. He said that she also wrote that she needed security and he questioned, “why, are we mobsters?” He said that the Director called the police to investigate the comment and they found nothing. Mr. Mazzotta said that he was her friend and those comments were very hurtful. He said that she also wrote that people should come to the meeting and he wondered what was going to happen at the meeting, noting that he was in Italy at that time and it upset his vacation.

Mr. Mazzotta said that he understands that Trustee McNicol was asking for emails regarding the land acknowledgement from the Director and the Director did not come to him as Chair and the Director gave them to her and that was what caused the problem. He said that Trustee McNicol went after everybody and as the Chair, he had to deal with the Code of Conducts against everybody

as Trustee McNicol was causing problems for everyone. Mr. Mazzotta said that Trustee McNicol put in a Code of Conduct against Dino Giuliani about a question he asked. In another incident, he said that the Board was interviewing for the Director role and the head hunter said that they all had to have their cameras on and Trustee McNicol said that hers was not working and one Trustee said "that's convenient" and Trustee McNicol put in a Code of Conduct for the comment and there were little things like that all of the time. He said that he tried mitigating them all and they resolved things informally. He said that the ones he dealt with were all done informally. He said that it was hectic and stressful and the Vice-Chair said that she did not know how he survived all the situations in 2021. Mr. Mazzotta said that in December 2021, some Trustees asked him to run again as Chair and he refused. He said that in January and February 2022, "all hell broke loose". He said that when he returned from Italy, he made the determination that he would not be running again, which was the week before the closing of nomination. He said that in May and June 2022, he still thought that he would run again. He said that he needed a break and got away as it was hurtful what Trustee McNicol had done and he thought maybe things would patch up, but then the July emails happened and he had had it at that point, and he told everyone that he was done and he would not be running again.

Mr. Mazzotta said that there has been a systemic problem regarding anything to do with Italians at the Board. He recalled that he had a trustee colleague in 2014 who said that she did not understand why he was siding with Italians in Woodbridge. He said that he replied that he was not siding with them but that he thought that certain situations needed to be addressed there. He said that they used to have behavioural classrooms in many regions of the Board but they did not have one in Woodbridge and he wondered why there was not one there.

Mr. Mazzotta said that also in 2019 when he was the Chair, a decision was made to meet with Minister Elliott (MPP) and the people who attended included himself, the Director, Trustee Crowe and he believes a communications officer was also present. He recalled that Trustee Crowe said that they had an issue with having too many Italian Canadian staff members and Minister Elliott responded, "what's wrong with that?" He said that in 2016, there was an issue with a trip to Italy and he went all out and took the brunt of it. He said that the Board was going to cancel the trip because they just did not want it. He stood up and said that as a Trustee he had to bring parent concerns to the Board's attention as per the Act if it was announced the next day, then the trip would be cancelled. He said that the Trustees should be made aware of any community issue before it goes out to the public and so he brought it up at the meeting and it was a very passionate speech. He said that a trip to Spain with girls was going forward and he questioned why the trip to Italy with boys would not go forward. He said that the trip ended up going forward. He said that he had to bring it to the public to deal with it. He said that he always advocated for the Italian language in Woodbridge. He said that circa 2012 he found out that the Board was funnelling international language dollars to EAs.

He said that he also heard from administrators that Board officials wanted to know when he visited a school and senior administration told the school administration to call them when he would enter a school, and he does not know why that was happening.

Mr. Mazzotta said that individuals have had a rough edge to the Italian community in general and Trustee McNicol manifested it publicly. He said that he felt bad that he could not run again and that he did not send a letter to the community thanking them.

He said that when not running again, the Board gave trustees a certain date to look at emails and that same night, as he was looking at emails, they had already blocked him. He said that he was told that it was unintended. He said that also, [REDACTED] had called him and indicated that there were a couple of things that he still needed to sign and he entered the Board's parking lot and it has a

downhill ramp and it is narrow and when he got down, his access to parking had been blocked and he had to back up the ramp.

Mr. Mazzotta said that his uncle passed away in 2010 and he created an award of merit in his name and it was awarded each year to one student at two different schools and they received \$200 each. He said that over the years, there were 23 people who received the award and they had sent \$5000 and that meant that there was \$400 left in the fund. He said that he believes that as a Board they would notify him or the association if the funds were running out to see if they wanted to put more money in, or at least inform them that the funds were exhausted, but no one had contacted him. He said that he decided that he was done but it was unfair to the students who should receive the awards.

Mr. Mazzotta said that Trustee McNicol demonstrated erratic behaviour at times. He noted that her written skills are poor and some communications were not written by her. He said that he had helped her out in regard to certain motions in the past.

In regard to her apology letter, Mr. Mazzotta said that it is not worth anything. He said that when they had Code of Conduct complaints, Trustee McNicol's apologies were one sentence long and they did not explain the issue and it was not coming from the heart. He said that apologies need to show warmth of heart and strength of quality of what a person thinks, but there was nothing there. He said that he enjoyed being at the Board and promoting and preserving Catholic education. He said that Father Roy wrote a statement and addressed the Board where he said that he felt that land acknowledgement should be before the prayer. Mr. Mazzotta said that when the motion came out, he called the Bishop and he gave his perspective on prayer and the need to put God first. [REDACTED]

[REDACTED] Trustee McNicol was trying to convince the Trustees that the land acknowledgement should come first which is what Father Roy had stated. Mr. Mazzotta said that when Father Roy made the comment at a school, it was in the York region newspaper [REDACTED]. He said that he and other Trustees wondered how they could listen to a person who makes comments of that nature.

Mr. Mazzotta said that a teacher during this land acknowledgment debate sent an email to Trustees calling Mr. Mazzotta an "old white male". He said that he asked the Director at that time what they were going to do about the teacher, and the Director responded that it was, "freedom of expression." He said that he had no choice in being white and male and everyone gets old. However, if someone should call another, "young, Black and female", he wonders where that would have gone. He said that the rules should be for everyone and people need to respect everyone regardless of age, colour, or gender and he commented that, "God died on the cross for everyone, not for a select few."

Mr. Mazzotta said that in regard to the trip to Italy in 2012, the Director went with a group on Board funds, but he went on his own and stayed at the same hotel. Mr. Mazzotta said that he wanted to visit the school and classrooms but the Director or administrator denied him access. He said that until today he does not know why they denied him access. He said that when he returned to the Board, he addressed the Board and stated that he felt like a second class Trustee and he did not know why he was treated in this manner. He said that Trustee McNicol had never gone on this trip but he had told her that she should go and he noted that she had ideas that were "not right" regarding Italy and he told her that she would learn a lot and that was indicative of how good friends they were.

Dino Giuliani

Mr. Giuliani confirmed that he was first elected as a Trustee in 1997 and he spent 25 years as a Trustee for the Board. He said that there were a couple of factors regarding why he did not run last year. He said that he always enjoyed the work but it took a lot of time away from his family. He said that there were rewards such as seeing students succeed, but during Covid, there was frustration and he found that people and parents changed. He said that Trustee McNicol was a factor in his decision not to run again but it was not the overwhelming factor, but rather it was a combination of things. Mr. Giuliani said that this was not the first time that Trustee McNicol has caused grief. He recalled that many years ago in the early 2000s, Trustee McNicol had a conflict with people. He said that it is not the first time that she has had issues with parents, constituents and Trustees.

Mr. Giuliani said that Trustee McNicol put forward a motion regarding land acknowledgement and it was her right to do so and it did not pass. He said that during that time, there were some interactions and pushback. He said that what sparked it was that she accused Dominic Mazzotta (who was then Chair) of not considering her in conversations and there might have been some technology issues. He said that the issues stemmed from there. Mr. Giuliani said that Trustee McNicol can be loose with her comments and often in the public forum. He said that grandstanding is often used by politicians and she crossed the line with Chair Mazzotta. He said that Trustee McNicol always felt there was an "us vs her" sentiment but he did not believe that it existed. He said that Trustee McNicol holds up on her end pretty well and she sits there and fights. He noted that they have to have thick skin in this role. Mr. Giuliani said that at times, they go at each other but he always leaves it at the table. He said that himself and Trustee Elizabeth Crowe would go after each other like brother and sister yet after the meeting they would be fine. He said that he recognizes that not all colleagues can do that, such as Trustee McNicol.

Mr. Giuliani recalled that they received an email from Trustee McNicol about a Board meeting coming up. He said that some people were showing up at meetings in person and some were virtual. He recalled that Trustee McNicol sent an email asking if there would be security at the meeting. He said that he wondered why they would have security and he "replied all" to the email. He said that Trustee McNicol replied to his email, writing in Italian, and said something like, "I'm worried my accusers are going to attack me." Mr. Giuliani noted that he does not read Italian and he had to have it interpreted. He noted that he has never heard Trustee McNicol speak Italian.

Mr. Giuliani said that he wrote to the Director and asked what was going on and he said that he has never threatened and he did not know where this was coming from. He said that he asked the Director if he called in security and the Director replied, "no there's no need for it." Mr. Giuliani said that he has never been aggressive at a meeting before. He noted that there has been security before for contentious issues. He recalled that near the end of his term, there was a contentious issue regarding Pope Francis and there was conflict in the room and "busloads of people" were in the room and he said that at those times, they needed security. He recalled that at one meeting, a parent was screaming at him and he told the Chair that he did not want to be attacked, and he noted that it is unfortunate but it does not happen often. Mr. Giuliani said that in this situation, himself and his colleagues were never aggressive towards Trustee McNicol. In regard to her use of the words, "my accusers" he said that he interpreted it as the result of the findings of the complaints and he believes that what she intended was that himself and his colleagues were the "accusers". He noted that the complaints were regarding Dominic Mazzotta and her conduct towards him and there had been Code of Conduct complaints filed. He said that when Trustee McNicol said "accusers", he assumed that she was referring to people who had Code of Conduct complaints against her. He said that he thought it important to say to the Director that if there were concerns, that they should be calling in security.

Mr. Giuliani said that the Director confirmed that there were emails regarding "Italian trustees" and comments in emails. He said that he wondered why someone would make these comments in Italian. He said that Elizabeth Crowe asked Trustee McNicol and Trustee McNicol replied, "it's the only way to make them understand." He said that there are only 5 of them with Italian heritage and she was poking at them regarding their heritage. He said that what hurts the most is that she appears to have something underlying against Italian people. He said that he is a Canadian boy and he went to public school and he is Italian by heritage. He said that it never came up at the Board table. He said that he does not get surprised often but this surprised him. He said that he has seen Trustee McNicol pull stunts before but he has never seen this card being played. He said that she was mixing this in and mocking him by writing in Italian. He said that the only way he understands it is that it is a problem at that table.

Mr. Giuliani said that there are many situations with Elizabeth Crowe (who was Chair at that time) where they were trying to be reasonable and fair but with this matter, it became more and more evident that she was not taking it seriously. He said that if he wrote to her in Polish (because she is of Polish heritage and is from Montreal), he thinks that she would be offended too. He said that he believes that Trustee Crowe strung them along as she does sometimes and he believes that she is the smartest trustee there. He said that she put them off and she was not taking things seriously. He said that she knew how tenacious himself and other trustees could be and he believes that she was trying to drag it out and muddy the waters. He said that Ms. Crowe is very crafty and she did not take it seriously even the Director was not taking it seriously. He said that when someone is putting them off, it gets the other side more upset and more vocal and at some point, it was all planned out that she was going to protect Trustee McNicol. He said that it was not the first time this has happened and she had hidden information from them that should have been shared. He said that Trustee Crowe has always protected Trustee McNicol.

Mr. Giuliani said that Trustee McNicol was asking for security and she was urging people from the community to come out to the meeting. He said that they cannot stop Trustees from going to social media and tell people to come to a meeting but he does not know what she was expecting to come out of the meeting. He said that he did attend the meeting but he cannot recall if he did so in person or virtually.

Mr. Giuliani said that when they put out a notification, it would be in English and even though there are Italian speaking parents in the area, the notifications are always in English. He said that he does not think this has even been done before in 25 years (using Italian). He said that Trustee McNicol has a history of being unpredictable and she is known to do outbursts, but she cares for the community a lot and they all do care a lot. He said that the role of a Trustee is not just to represent their constituents but to work with all colleagues and they cannot just advocate for their community but they have to be working together.

[REDACTED] He said that he also believes that the Chair and the Director were too involved in the past. Mr. Giuliani said that these comments and communications came "out of left field" and there was nothing prior to suggest anything regarding his heritage and it was quite a surprise someone would say that their safety was in jeopardy if they met were to meet face-to-face in a meeting. He said that there was never a threat and he has not flagged his Italian heritage and he said therefore, he does not understand where this is all coming from. He said that he is assuming that Trustee McNicol tied this

together because 5 of them are of Italian heritage. He said that he does not think a reasonable person would do that.

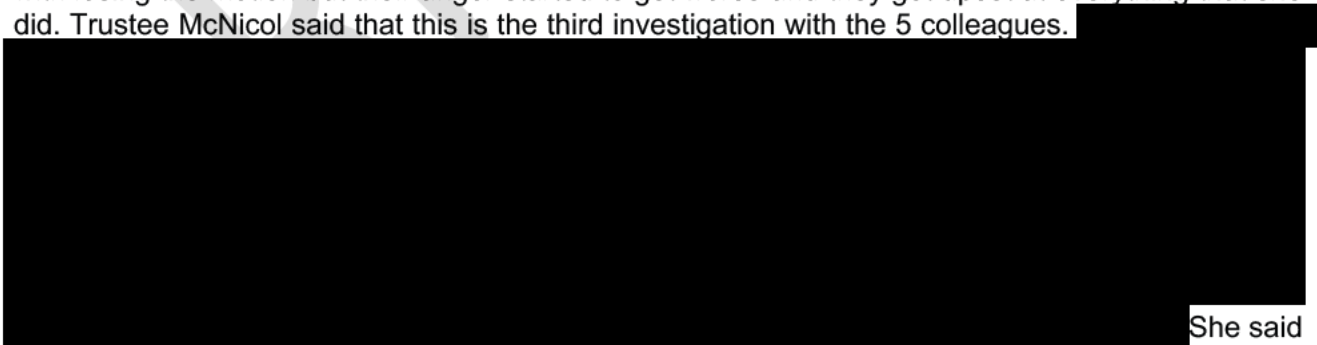
He said that it is a fact that himself and his colleagues of Italian heritage disagree on matters and they do not vote as one block and there is proof of it. He said that his father was proud of being Canadian and they bought a Canadian flag for their business and raised it every year as Canadians. He said that he is really surprised after all these years that Trustee McNicol has underlying issues with Italians. He said that after this all happened, she indicated that she has Italian friends and she made veiled apologies. He said that Trustee McNicol wrote that in an email afterward to sort of soften the blow.

Mr. Giuliani said that he is an appraiser and there are significant divides in his work but they try to bridge these gaps. He said that he thinks that Trustee Crowe has been defending Trustee McNicol all along. He said that also, Trustee Crowe likes to tie things up in bureaucracy and delay things and she did not take things seriously enough.

Trustee Theresa McNicol

Trustee McNicol confirmed that she has been a trustee with the Board for more than 25 years and the most recent term began on December 5, 2022. Trustee McNicol said that in June 2021, she found out that the Chair at that time, Dominic Mazzotta, had misled the Board on a motion on land acknowledgement. She said that she started doing her own investigation and she decided to do a land acknowledgement motion to correct it and her motion was for the land acknowledgement to go before the prayer. She said that she had found out that the Bishop had indicated that it was fine to have the land acknowledgement before the prayer. She noted that there had been a lot of work done by staff on this issue. Trustee McNicol said that this was when things “went south.” She said that Dominic Mazzotta was screaming at her because of the land acknowledgement motion and she then rewrote it and took out the reference to what the Bishop had said in an email (as she had not received the Bishop’s permission to cite it).

Trustee McNicol said that after the October 2021 meeting, her colleagues (Dominic Mazzotta, Maria Marchese, Maria lafrate, Dino Giuliani and Rose Cantisano) got really upset with her. She said that on November 9, 2021, they started filing, as a group, the Code of Conduct complaints against her and she was the only person who had voted in favour of her motion. She noted that she was fine with losing the motion but their anger started to get worse and they got upset at everything that she did. Trustee McNicol said that this is the third investigation with the 5 colleagues.



She said that she was so upset afterward that she sent an email to the Director asking for a meeting on March 4, 2022 with him and Chair Crowe. She said that she told the Director and Chair that she was getting to the point where she was scared to death and the yelling and screaming was making people scared. She said that she told the Director and Chair that she was not going to meet with Trustee lafrate. She recalled that the Director said that he would get someone to do a restorative piece and she

thought that was great so that they could air out their differences. She said that the Director offered it 3 or 4 times and she agreed to all of the requests but the others did not agree to it.

Trustee McNicol said that the second report was filed on June 29, 2022 by Bruce Best and he only found her responsible on one thing and that was where she asked for an apology because Dominic Mazzotta did not acknowledge her on her vote on the land acknowledgement. She said that Bruce Best said that it was better if she just apologized and she said that she would apologize for asking for an apology, but she noted that she did not know how to word it and so he wrote one and she read it word for word in May 2022 and they all got upset. She said that she talked to the Director and told him that the lawyer helped her prepare the letter and she did not understand why her colleagues kept on getting upset with her. She said that it was the second time she did a verbal reading. She said that they did not like it and so they sanctioned her and she had to write a formal apology and presented it at the last Board meeting for the term on October 25, 2022.

Trustee McNicol said that her colleagues refer to themselves as "Italian" and they have no problem speaking Italian in front of other people. She said that they will start speaking Italian to each other, when sitting around and talking during a coffee break at a meeting. She said that she is not aware of them speaking Italian to members of the public. She said that this occurred during in person meetings prior to the pandemic. She said that she has always supported the Italian Heritage program and there is nothing that would say that she did not like Italian heritage. She noted that since the pandemic, there is a tape of a meeting on April 25, 2023 where Trustee Angela Saggase can be heard speaking to Trustee lafrate in Italian.

In regard to referring to her colleagues as "Italian trustees", [REDACTED]

[REDACTED] She said that she was furious and when she was filing the Code of Conduct complaints, she had emergency surgery for her gall bladder and she was off for two months during late 2021 and early 2022. Trustee McNicol commented that when they go through a formal investigation, the report is supposed to go public [REDACTED] She said that the 5 of them continued to vote 'on block' and they just needed one extra person and they could do whatever they wanted. She said that previously (when they were on good terms), Dominic Mazzotta had said to her that if they all stick together, they can get a lot of things done and she was part of their alliance previously. She said that when she started to feel that they were disrespecting staff members, she no longer wanted to be associated with the group. She noted that they lost a lot of staff. Trustee McNicol said that she recalled another colleague told her a few years ago that he had been informed by Mr. Mazzotta that they vote on block.

Trustee McNicol said that after Trustee lafrate's rant about [REDACTED] she never turned her camera on and she did not want her colleagues to be watching her and that seemed to bother them and she said that she told the Director that she did not know why it was so important that they see her. She said that they just recently resumed in person meetings. Trustee McNicol said that she did not return to in person meetings until the new Board started as she did not feel safe to attend before then. She said that at the July 2021 meeting, Maria Marchese was screaming at her and everyone including members of the public heard her. She said that people asked her why she was being treated that way and she said that she did not know.

In regard to referring to her colleagues as "Italian trustees", Trustee McNicol said that like she said in the apology letter, she was describing a group of people who caused a lot of grief in her life and the stress level had been unbearable for her and she was fearful of saying anything for fear of even more Code of Conduct complaints. She said that she also felt that she has been a target for the last

two years. She said that was how frustrating it was and she wondered how many formal investigations the same group had to do and she wondered if it was just to destroy her or to make her quit. Trustee McNicol said that she sent an email to the Director on December 11, 2021 indicating that the workplace is so toxic and she questioned how they can do mediation when one side will not talk and she felt that they just wanted to publicly embarrass her. Trustee McNicol said that she even had a death threat in August 2022 (from a member of the public). She said that her colleagues decided not to come to the August 2022 meeting and they went to the newspapers and someone named ██████████ sent a death threat against her through Facebook and the police were involved. She said that she spent two weeks in her house scared.

In regard to voting, Trustee McNicol said that if another person voted with the group of 5 colleagues, it would depend on the subject matter and it was not just one person all of the time. She noted that she was the 6th vote for many years. She said that they always voted together and they would hope that one other person would vote with them to pass a motion. Trustee McNicol said that ██████████ did a workshop and after the workshop, she came to her and asked why her colleagues treated her so differently and she said that it was very evident at the Knightsbridge workshop.

Trustee McNicol said that when a person is the target, it becomes very upsetting and frustrating. She acknowledged that she does not speak or write in the Italian language. She said that she also works for the Archdiocese of Toronto as a Volunteer Screening Coordinator and she uses Google Translate for Spanish and the Father taught her how to do it and she now uses Google Translate in her job for translations from Spanish to English.

In regard to why she used the Italian language in her postings and communications, Trustee McNicol indicated that in regard to the exchange with Dino Giuliani, it was when she had said to the Director that she was scared to come in person and she asked for security and Dino Giuliani replied “why do you need security, we don’t even know the agenda” and she thought, “don’t they realize how scared I am?” She said that she was scared of her fellow trustees as Trustee lafrate, Dominic Mazzotta and Maria Marchese had engaged in screaming matches and she said that when people are screaming at someone, it is so uncomfortable. She noted that she has been a trustee for 25 years and people have differences and they get over it and just because the land acknowledgement motion was defeated, they needed to let it go but they would not do so. She said that she was scared to attend in person and if the Director got security, she thought she would possibly attend in person. She said that ever since they started the Code of Conduct complaints, she has not attended in person (until the new Board began in December 2022.)

In regard to commenting that it would be an “interesting meeting”, Trustee McNicol said that she was ██████████ as Bruce Best’s report and she wanted to show how harassed she had been. She said that it did not work out that way ██████████ and they did not have quorum at the meeting. In using the word “accusers” (in Italian), Trustee McNicol said that she was referring to her 5 colleagues. She said that it was because of how intense all of the investigations had been, and she personally did not feel safe and she told the Director many times as well as telling Elizabeth Crowe that she did not feel safe. She said that her colleagues wanted her to turn her camera on and anything she did was magnified.

Trustee McNicol said that in regard to stating that she needed security, she was not insinuating that they were tied to the Mafia. She said that she and Dominic Mazzotta previously had a very good relationship and they would talk on the phone a lot and he invited her for dinner with his wife and he was a good friend. She said that she was referring to them being abusive when referring to needing

security. In regard to whether she was concerned for her physical safety, Trustee McNicol said that sometimes fear itself is scary and she did not know if she would be verbally attacked and she did not feel comfortable. She said that sometimes she feels that the Director is at fault because he could not stop it.

In regard to an alleged comment that she said wrote in Italian because it was the “only way my colleagues will understand”, Trustee McNicol said that she was trying to get them to understand how fearful she was, and that was why she wrote in Italian, as she wanted them to know how scared she was so she wrote it in Italian. She said that she does not know if they knew how hurtful their conduct was. She said that she was just asking for one person for security and not a team of security. She noted that sometimes the Director does not control the meetings very well but she acknowledged that it must be hard to do. She said that she thought that maybe seeing it in Italian would make them recognize it more. She noted that her uncle is Italian and he has told her that sometimes people have to communicate so people really understand how they are feeling. Trustee McNicol said that Chair Crowe told her that the 5 of them would go to human rights if she did not file a letter of apology. She commented that she is not racist and that the majority of her friends are Italian. She said that former Chair Crowe told her she received a legal opinion stating this was not discriminatory, almost one year ago. She said that the HREA told her that what she did was not discriminatory but that she was “guilty of stupidity.”

In regard to writing her “out of office” notice in Italian and Spanish, Trustee McNicol said that it was an election year and she did it with Facebook as well and it was more to show that she can be bilingual and she did not want to look like she was not able to speak another language. She said that a lot of people in the community write to her and they would get her out of office notice. She said that her Facebook is a personal account and communicates to the larger community and it was an election year so she was communicating in more than one language. In her communication to Dino Giuliani, she said she wrote in Italian because she was trying to get them to understand how scared and fearful she was and they were not getting it and it was frustrating. She said that she simply used Google Translate and the email was about her and how she was feeling, and it was not about them. She said that there were people in the Board office who saw her out of office notice as they were emailing her and they saw it and nobody complained. She said that she was just trying to be a more effective communicator and bridge differences between languages. She said that she thinks that a lot of people start listening and she has found that when using Spanish with the church group, it has been helpful and it is a tool, and the more tools people have the better they become.

In regard to the news media, she believes that she was contacted by the reporter at the Newmarket paper. She said that her colleagues did a protest and did not attend the meeting and it caught attention. She said that she answered questions to a reporter. She said that a lot of editors wanted to talk to her and the only one she talked to was the reporter at Newmarket. Trustee McNicol said that she did send an email to the newspapers in July 2022 inviting them to cover the August meeting and stating that it would be interesting. She said that she sent out a broad invitation and she was not contacting anyone specifically. She said that the Newmarket reporter was the only one that contacted her. She said that Mr. Volpe from the Italian newspaper contacted her but she ignored him. She said that she told the Board’s Communications Manager that she was not comfortable speaking to Mr. Volpe and he told her not to do so. She said that if she has a media request, she sends it to the Communications Manager first. Trustee McNicol said that in December 2022, she contacted the Newmarket paper and said that the province was not doing a public inquiry.

In regard to the letter of apology dated July 24, 2022, Trustee McNicol said that she was not directed to send it. She said that in July 2022, she was at church and it was hot and she was sweating and

she just thought that she wanted to end this and she needed to give them what they wanted and bare her soul and hope that they accept it. She said that the only person that called her was the Director and he said, "well done." She said that her colleagues did not acknowledge it. She said that it was disappointing and it comes down to them not caring what she does and they are just going to crucify her. She said that at most meetings, she does not speak and it is not a way to be an effective Trustee. She said that it is disappointing that they did not want to do a mediation and they have wasted so much time and money and nothing has been resolved.

Trustee Elizabeth Crowe

Trustee Crowe said that she has served as a trustee since 1994 and she has worked with Trustee McNicol since 1997. Trustee Crowe said that she served as the Chair for 17 consecutive years and she has also served as Chair for two additional years during her time of service. Trustee Crowe indicated that Trustee McNicol does not share personal information and she does not attend offsite events and it has therefore been difficult to get to know her and she views Trustee McNicol as a very private person.

Trustee Crowe said that there was some history between the parties following which the land acknowledgement issue arose. She noted that the land acknowledgement was given first (and she noted that about half of the Boards do it that way) and Dominic Mazzotta brought a motion to instead have the prayer first and it was supported unanimously. Trustee Crowe said that some time later, Trustee McNicol sought to flip it back and Dominic Mazzotta was offended as he had taken Trustee McNicol under his wing. Trustee Crowe said that in the end, three of the trustees, including herself, left the room during voting and as they did not really want to support one position over the other and the motion was lost. She said that several Code of Conducts were raised as a result of things. She said that she became Chair in December of 2021 and as per the procedure it was her job to process the complaints lodged against Trustee McNicol. [REDACTED]

Trustee Crowe said that Trustee McNicol has told her that she feels that she is being harassed by this group of colleagues. She said that during the spring/early summer of 2022, there was one more Code of Conduct complaint against Trustee McNicol that was investigated and came to the Board for disposition (Best report). She said that there was also a Code of Conduct complaint by Trustee McNicol against Trustee lafrate that was resolved at the informal stage during the summer of 2022. Trustee Crowe said that now there is the present issue wherein Trustee McNicol referred to colleagues as "Italian trustees". She said that Trustee McNicol stated it in an email to herself and the Director on July 1, 2022 and the Director felt he should share it with the other trustees, which was done on July 4th. She said that her colleagues had 15 days to lodge a Code of Conduct complaint and they refused to do so because they felt that the Code of Conduct policy and procedure did not

deal with discriminatory actions and felt they needed a different and more public process. Trustee Crowe said that Trustee McNicol communicated in the Italian language in early July 2022. She said that at one point, she talked with Trustee McNicol and asked her why she was posting in Italian and Trustee McNicol had posted an 'out of office' notice and Trustee McNicol replied, "you know I have a lot of Italian constituents". Trustee Crowe said that she replied that Canada is bilingual and that if she is to use two languages, it should be English and French. She said that Trustee McNicol removed the Italian writing and instead wrote it in French. She said that she then texted Trustee McNicol and told her to stop using Google Translate since her French version had errors and Trustee McNicol subsequently made corrections. Trustee Crowe said that she was not aware of the posts until others shared it with her.

When asked whether Trustee McNicol made an alleged comment to her that she wrote the messages/postings in Italian because "it was the only way my colleagues will understand", Trustee Crowe confirmed that Trustee McNicol made that comment. Trustee Crowe indicated that she believed it was probably during the conversation they had regarding Trustee McNicol's 'out of office' notice. Trustee Crowe said that she thought that Trustee McNicol was being erratic. She said that she subsequently shared the comment with Trustee Maria Iafate during a conversation with her. She recalled that she also had a conversation with Dominic Mazzotta last summer as he had been a friend of Trustee McNicol. Trustee Crowe said that she does not think that Trustee McNicol meant anything by the comment and she said that it was because of where her headspace was at and she does not think that Trustee McNicol made any deliberate or intentionally mean comment.

Trustee Crowe said that at the August 30, 2022 Board meeting, the Best Report was coming forward and she assumed that Trustee McNicol was inviting people to the meeting because she felt that she would be exonerated. [REDACTED]

[REDACTED] Trustee Crowe said that she understood that colleagues alleged that Trustee McNicol connected them to the Mafia but she does not believe that was the case. Trustee Crowe said that Trustee McNicol's fear was that she would get into an argument in public with Trustee Iafate and Trustee McNicol feared that there would be a shouting match and that it could become a physical altercation. Trustee Crowe emphasized that she thought that Trustee McNicol truly believed it and that she was truly in fear of being physically attacked at the Board table, even though it was irrational. She recalled that when Trustee McNicol was campaigning, she was afraid of being in a venue with a particular candidate and she was panicked about it. Trustee Crowe said that she sits at the end of the Board table and in order to have Trustee McNicol come back to attend meetings in person, she agreed that Trustee McNicol would sit between herself and Trustee Wigston. She recalled that years ago, Trustee McNicol had an episode and afterwards she insisted on sitting next to the Associate Director at the end of the horseshoe and she felt the need to be able to easily escape.

In regard to whether she has ever overheard her colleagues speaking to each other in Italian, Trustee Crowe said that she has not heard anyone have a conversation in Italian, but she indicated that they might state phrases in Italian in private and she said that she did not know if they could have been making derogatory comments, but she noted that this was not done in public.

In regard to whether her colleagues voted as a block, Trustee Crowe said that over the years, about 95 percent of their votes are unanimous and if it was not unanimous, then it was often a vote of 8 to 2 or 9 to 1 (with Trustee McNicol being in the minority). She said that there have been occasions where they have voted together but a lot of times, it was because of the community they represent (ie. Vaughan).

Trustee Crowe said that when Trustee McNicol called their colleagues “Italian trustees”, she thinks that Trustee McNicol was trying to group them as 5 people, as they had lodged complaints and she does not think that Trustee McNicol meant anything by it. Trustee Crowe said that her colleagues refused to accept Trustee McNicol’s apology and she does not understand why this has gone on. Trustee Crowe commented that the trustees all have lives during the day and sometimes most or all of the trustees have jobs and it is very difficult to develop a collegial relationship between people because of the nature of it, and it is hard to get to know people. She said that they do not make decisions by consensus and the whole relationship becomes a public relationship and they put their views forward and then they vote on it and it does not lead to easily understanding other people’s perspectives.

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APPENDIX B – Documentary Evidence

Date/Details of Document	Content of Document
<p>July 1, 2022, email from Trustee McNicol to Trustee Crowe and Domenic Scuglia</p>	<p>“Good morning all The Tuck report must come to the August board meeting. Dino hired a lawyer for the sole purpose of a procedural error not to drop his original complaint. The Board needs to have this come to the public format in August. Dino legally can not drop his complaint after the final report was received by this Board. He had the same opportunity as the other Italian trustees before the final report. I am asking that the board get a legal opinion on this matter. Please acknowledge receipt of this email. Thanks.”</p>
<p>On or about July 2, 2022, Message posted on Trustee McNicol’s Facebook story</p>	<p><i>“To all my facebook friend. I am inviting you all to the August 30/22 Board Meeting. The start time of the meeting is 7:30pm. I want people to come down to the Board Office and be in attendance. This will be a very interest meeting.”</i></p>
<p>On or about July 3, 2022, Message posted on Trustee McNicol’s Facebook story (written in Italian)</p>	<p><i>“Voglio invitare tutti alla nostra prossima riunione del consiglio il 30 / 22 agosto alle 19:30</i></p> <p><i>Tempi emozionanti davanti</i></p> <p><i>Ci vediamo li”</i></p>
<p>July 4, 2022 at 4:46 am, Email communication from Trustee McNicol to Dino Giuliani, copying Trustee Crowe, Maria Marchese, Domenic Scuglia and Trustee email group</p>	<p><i>“Ciao Dino</i> <i>Lo sono quello che avra bisogno di sicurezza. Saro io quello che sara a distanza fisica dai miei accusatori e in pericolo. La mia sicurezza e per me una prioritata assoluta.</i> <i>Solo una nota il regista e tornato tra due settimane al massimo. 11 luglio per l'esatt ezza,</i> <i>Grazie</i> <i>Just a note the Director is back in two weeks”</i></p>
<p>July 4, 2022 at 7:02 pm, Email communication from Domenic Scuglia to all Trustees and including an excerpt of a communication from Trustee McNicol dated July 1, 2022</p>	<p><i>“Good evening,</i> <i>Thanks to everyone for their well wishes. I am sharing an email I received on the weekend requesting an earlier meeting date;</i></p>

	<p>Good morning all The Tuck report must come to the August board meeting. Dino hired a lawyer for the sole purpose of a procedural error not to drop his original complaint. The Board needs to have this come to the public format in August. Dino legally can not drop his complaint after the final report was received by this Board. Board. He had the same opportunity as the other Italian trustees before the final report. I am asking that the board get a legal opinion on this matter. Please acknowledge receipt of this email. Thanks.”</p>
<p>July 2022, ‘Out of Office’ notice posted by Trustee McNicol to her email account</p>	<p><i>“I will be on vacation From July 6, 2022 until August 30, 2022.</i> <i>Estare de vacaciones desde el 6 de julio de 2022 hasta el 30 de Agosto de 2022</i> <i>Saro in vacanza dal 6 luglio 2022 al 30 agosto 2022</i></p> <p><i>Please have a great Summer vacation. Por favor, que tengas unas excelented vacaciones de Verano</i> <i>Per favore, buone vacanze estive”</i></p>
<p>July 2022, Facebook Post by James Ecker, and reply by Trustee McNicol</p>	<p>James Ecker wrote:</p> <p><i>“Thank you to all my friends and family for the birthday wishes. Sorry for the delay, I got COVID as a birthday present so haven’t been on FB.”</i></p> <p>Theresa McNicol replied:</p> <p><i>“Watch the August 30/22 Board Meeting”</i></p>
<p>July 7, 2022, Email communication from Maria Marchese to Elizabeth Crowe and Domenic Scuglia, copying Rose Cantisano, Maria Iafrate, Dominic Mazzotta, Dino Giuliani, Carol Cotton, Jennifer LaGrandeur-Wigston, Frank Alexander, and Maria Marchese, and blind-copying “drmazzotta”</p>	<p><i>“Dear Chair Crowe,</i></p> <p><i>Please note that, while this email is being sent to you and the Director who is currently on leave, we will expect a reply from him on his return.</i></p> <p><i>My email is regarding the below email sent by Director Scuglia to all Trustees on July 4, 2022. This email is received by both you on July 1,</i></p>

	<p>2022 from Trustee McNicol. You have not provided a copy of any responses other than acknowledging her email, so I am working on the premise that none was sent to Trustee McNicol.</p> <p>I am writing on behalf of Trustees lafrate, Cantisano, Mazzotta, Giuliani and myself, to whom Trustee McNichol refers as the "Italian trustees" and, while we are proud of our heritage and fiercely Canadian, we are not "Italian trustees" but rather duly elected YCDSB Trustees of Italian descent, so presumably she was referring to only the five of us.</p> <p>We are writing to express how troubling this email was for us. We are appalled that it would appear that neither of you saw it necessary to respond to the discriminatory remarks which are clearly based on our Italian ethnicity. Trustee McNicol's comment is clearly a violation of the Human Rights Code.</p> <p>As Chair and Director of the YCDSB, it is incumbent on both of you to notify all Trustees when information comes to your attention which would impact the board, regardless of who that information comes from. In this case, the issue is much more serious because of the discriminatory remarks made, and even worse than neither of you acknowledged those remarks as offensive and unacceptable.</p> <p>We are requesting an immediate meeting with both of you to discuss this troubling series of events and your inaction. It is our expectation that the meeting should include all Trustees except Trustee McNicol.</p> <p>Your immediate attention to our concerns is requested and appreciated."</p>
<p>July 18, 2022, Email communication from Maria Marchese to Domenic Scuglia and Elizabeth Crowe, copying Dino Giuliani, Dominic Mazzotta, Maria lafrate, Maria Marchese, and Rose Cantisano</p>	<p>"Dear Chair Crowe:</p> <p>This is further to (1) your email of July 7, 2022 in which you responded to my email of the same date sent on my behalf and on behalf of Trustees lafrate, Cantisano, Giuliani and</p>

Mazzotta, and (2) your email of July 12, 2022, in which you stated we could not meet without Trustee McNicol present, and advised that any concerns we have about Trustee McNicol's conduct would have to be dealt with by filing a complaint under our Code of Conduct Policy.

I have reviewed this email with Trustees lafrate, Cantisano, Giuliani and Mazzotta, who agree with the comments I am expressing below, and which are made on all of our behalf. As I stated in my July 7, 2022 email, we felt it necessary to object to the offensive and discriminatory remarks made by Trustee McNicol in her July 1, 2022 email to you and the Director, when she used the term "Italian Trustees" to refer to the five Trustees who are of Italian descent.

Our Code of Conduct Policy would be the first option for resolving Trustee conduct concerns. However, we feel that Trustee McNicol's statement, and her recent emails in which she mocks Trustees of Italian descent by responding to emails sent by Trustees of Italian descent using the Italian language - even though none of us have ever done so - are discriminatory based on ethnicity, and take her behaviour outside the scope of our Code of Conduct Policy and into that of discrimination and harassment.

We believe Trustee McNicol's actions of repeatedly responding to Trustees of Italian descent using the Italian language instead of using our Board's official languages of English (or French in our French Immersion schools), reflect a bias and prejudice she has against Italians and are an intentional taunt to harass us. We feel that Trustee McNicol's actions to date, as they relate to Trustees of Italian descent, are resulting in a toxic work environment.

As a result, we feel that the actions we previously reported, along with Trustee McNicol's most recent taunts, take our concerns beyond the purview of our Board's Code of Conduct Policy.

	<p><i>As a first step to resolving the matter, we are willing to meet with yourself, the Director, and the remaining Trustees to determine next steps. In particular, we would be open to discussing how the Ministry, through a neutral and unbiased third party who is acceptable to us, can assist in resolving our very serious human rights and workplace harassment concerns.”</i></p>
<p>July 24, 2022, Letter from Trustee McNicol to “Colleagues”</p>	<p><i>“Good Morning Colleagues,</i></p> <p><i>It has come to my attention that my email that I sent has cause you some distress. At no time was I was being racist or discriminating. That was not my intent. I was describing a group of people who cause a lot of grief in my life over the last two years. Putting in COC and then pulling them. The stress level over the last two years has been unbearable for me. It has gotten to the point that I am afraid to say anything for fear of even more COC. I have also felt for the last two years that I have been a target, always sitting on the edge of my seat waiting for the other shoe to drop.</i></p> <p><i>I have been on this Board for 25 years and have never saw this type of behaviour of continuous COC to this level, but actually saw people trying to move forward after a disagreement.</i></p> <p><i>You must believe that I don’t have a racist bone in my body. In this whole mess I lost a very good friend, someone I always enjoyed talking with. Someone who I respected.</i></p> <p><i>I am asking for all of us for the last months of this term, that we put the hatred behind us and try to work together in the best interest of this Board and our students to the forefront not ourselves.</i></p> <p><i>I believe that as Catholics it is our duty to move forward for the common good and find the goodness in each other. I believe as a Catholic Board we all should be acting more like Jesus</i></p>

	<p><i>then the way we all have been acting including myself.</i></p> <p><i>We all have been given talents from God that we should be able to share them with each other in order to make this Board the best. I do understand that we are not always going to agree on everything but I think we could have the respect for the each other when we don't agree. We should also keep in mind when we do not agree, it should not become personal but a difference of opinion.</i></p> <p><i>You have my promise that I will start the process of putting my angry aside and working with you but I am asking you to do the same.</i></p> <p><i>So on that note please accept this letter as apology for any grief I might have cause.</i> <i>Sincerely</i> <i>Theresa McNicol”</i></p>
<p>August 13, 2022, Report from Trustee Crowe to Special Committee of the Whole Meeting regarding ‘Discrimination Complaints – Chair’s Report’</p>	<p><i>“Beginning July 1 , 2022, there was a series of emails and Facebook posts by Trustee McNicol in Italian and English (see Appendix A) and a reference in an email chain categorizing Trustees Marchese, Giuliani, Mazzotta, Cantisano and Iafrate as “Italian Trustees”. Vice–Chair Marchese writing on behalf of the group made a complaint of discrimination against Trustee McNicol to the Chair and Director on July 7th. The parties did not wish to pursue the use of our Code of Conduct Policy and its Procedure to address their complaint. They wished to have a meeting with all trustees except Trustee McNicol to discuss options and as Chair, I stated that as per a legal opinion pre-2000, the trustees cannot meet unless it is a formal Board or CTW meeting and Trustee McNicol cannot be excluded.</i></p> <p><i>The Director, who despite recovering from surgery, has pursued options to resolve this complaint by contacting Deputy Minister (DM) Nancy Naylor and Assistant Deputy Minister (ADM) Patrick Case. Since Trustee McNicol expressed in her Italian email, as well as in subsequent conversations, that she was fearful</i></p>

of attending the August Board meeting in person, Director Scuglia contacted York Region Police and they investigated. They closed the file and we are awaiting a copy of their police report. After meeting with the officer, Trustee McNicol has stated that she will now attend the meeting virtually.

After Trustee McNicol was made aware of the complaint on July 22nd, she wrote a letter on July 24th to the five trustees (Appendix B). Trustees Marchese, Giuliani, Mazzotta, Cantisano, and lafrate do not accept this letter as a resolution to their complaint.

The DM and ADM have offered to have an Inquiry into the matter, funded by the Ministry. The inquiry has to be triggered by the Board Chair and Director writing a letter to Minister Lecce requesting appointment of someone to conduct an inquiry. The inquiry would result in a report with recommendations. ADM Case has offered to come to the CEC to explain the process and answer questions, hence the date and time of the special CTW meeting. Once he leaves the meeting, Trustees can discuss and possibly pass a motion, which if passed would also need to be ratified in public session. It is being proposed that the motion be declassified in public session.

Trustees should also be aware that Trustee McNicol has made complaints of harassment to the Director as well as ADM Case since at least January. Since these were not lodged as Code of Conduct complaints there has not been a manner to deal with them prior to the offer an inquiry. I trust that if the inquiry is approved Trustee McNicol will also bring up her concerns.

POSSIBLE Motion: That the Chair and Director write to Minister of Education Lecce requesting that an inquiry be done with respect to the complaints of discrimination and harassment that they received from trustees by trustees."

<p>August 24, 2022, Correspondence to Domenic Scuglia from Freedom of Information Unit at York Regional Police</p>	<p>The communication acknowledges that Domenic Scuglia had requested for access to information regarding incident #22-238349 investigated by York Regional Police, and a copy of the “general occurrence hardcopy report for incident #22-238349 which was an utter threats to a person complaint investigation by York Regional Police on July 26, 2022” was attached. The general occurrence hardcopy report indicated that the “utter threats to person” was “unfounded.”</p>
<p>September 2022, Article published in Newmarket Today, by reporter Joseph Quigley</p>	<p><i>Excerpt from the article:</i></p> <p><i>“...The group believes the response was discriminatory with negative connotations. Marchese also highlighted that McNicol posted on Facebook English and Italian about intrigue to come at the Aug. 30 board meeting.</i></p> <p><i>“Which is quite odd, given that she’s not Italian,” Marchese said, adding that security at meetings is also uncommon. “Fearing for her own personal safety has its own connotations ... The comment was made to suggest physical harm to her by her accusers.”</i></p> <p><i>But McNicol said she had a legitimate concern for her safety. She said it stems from a motion she made at a Nov. 30, 2021 board meeting, in which she wanted to have the Indigenous land acknowledgment be before prayer. Disputes following that have been an issue, she said. Only she voted in favour of the resolution, with six voting against it and three trustees walking out of the room.</i></p> <p><i>“I am scared,” she said, adding she felt that another trustee had “lost it completely” at a meeting on another matter.</i></p> <p><i>Everything got worse after she made that resolution on the land acknowledgment, she said.</i></p> <p><i>“My motion was defeated. That was fine, I had no issue with it, I tried. But after that, my life became a living nightmare...”</i></p>

PRIVILEGED

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees
FROM: Administration
DATE: September 26, 2023
RE: Stouffville Multi-Use Project Update.

EXECUTIVE SUMMARY

This report aims to provide the Board of Trustees with an update on the progress of the Stouffville Multi-Use project.

PROJECT UPDATE

The General Contractor (GC) is diligently progressing with the construction. The following advancements have been observed as off September 12, 2023:

1. Completion of structural steel installation, block work, and brick veneer on all elevations.
2. Fully installed aluminum windows and doors on the elevations.
3. Current installation of metal siding on the elevations.
4. Advancements in electrical, HVAC, and plumbing finishing across all building zones.
5. Installation of Hollow Metal (HM) doors, inclusive of glazing. Painting of these doors and their frames is ongoing.
6. Notable progress in painting Part A, particularly in the Gym area and on the steel ceiling.
7. Work on installing transition membranes and spray foam around window frames in Part A and staircases.
8. Tile flooring works continue in Part A on the 2nd floor and within the childcare area.
9. Millwork initiatives have started in Parts C and B.
10. The false ceiling is being set up in Parts C and B.

11. Commencement of installation for light fixtures, control panels in classrooms, diffusers, and grilles in Parts C and B.
12. Spray foam in Part A is nearly finished, with approximately 95% completion, and sliding metal installation is about 50% complete.
13. Sidewalk and paving preparation is in progress surrounding the school premises.
14. Field leveling in both Elementary and High School zones has been wrapped up.
15. Above-ceiling MEP initiatives, inclusive of fire fitting and PA system installations, are ongoing. Concurrently, the GC has begun closing the ceiling.

Please see the attached drawing indicating all the school sections.

Hydro Issue:

The expectation was for Hydro to establish permanent power connections in September. However, there's a shift in schedule, with the new date set for October 4th. Consequently, the GC will commence testing once the power connection is established.

The Resident Engineer's Work Progress:

The resident engineer remains committed to ensuring that the project's construction aligns seamlessly with the stipulated Contract specifications pertaining to quality, timeline, and budget. This involves generating insightful daily and weekly reports that shed light on the project's trajectory.

Construction Schedule Update:

According to the GC's most recent schedule, substantial performance of work is projected for February 2, 2024. This reflects a delay surpassing eight months compared to the initial target date of June 1, 2023, mentioned in the Contract. Despite these challenges, the Board staff have vigilantly overseen the GC's endeavors, especially during the summer months, ensuring the maintenance of robust construction momentum. Attached below are the most recent photographs capturing the building's current state, which should provide a clearer visual understanding of the progress made.

Prepared Submitted By: Khaled Elgharbawy, Superintendent of Facilities Services and Plant
Endorsed By: Domenic Scuglia, Director of Education



View looking in northeast elevation Brick veneer and aluminum and entrance works ongoing



Ongoing installation of metal siding panels with a view on the east elevation



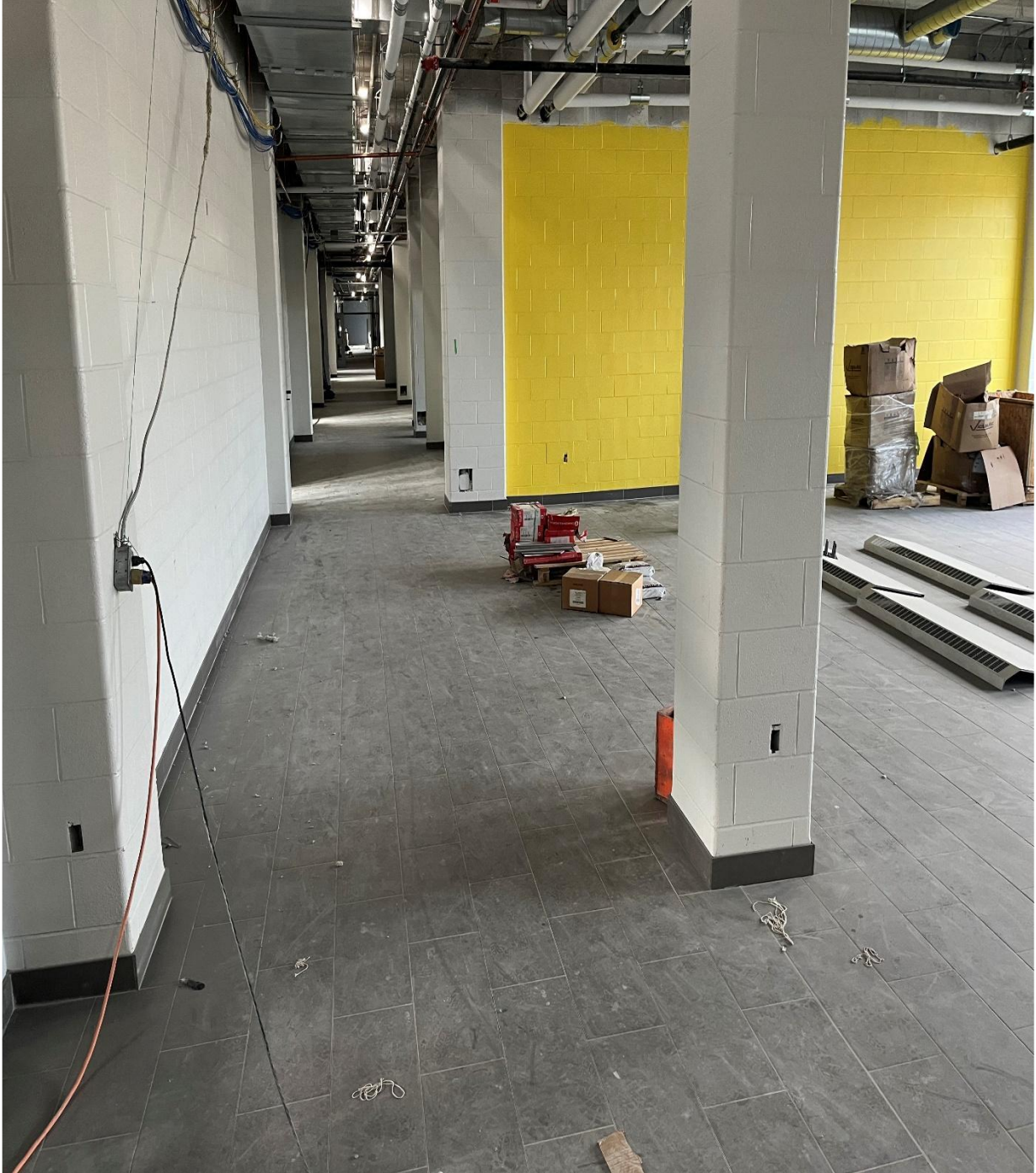
The concrete sidewalk around the elevation ongoing



Ceiling work closing and Board work in progress



The millwork is currently in progress in the lab



flooring work and painting ongoing in part A



View of going work in enters aluminum doors and tiles

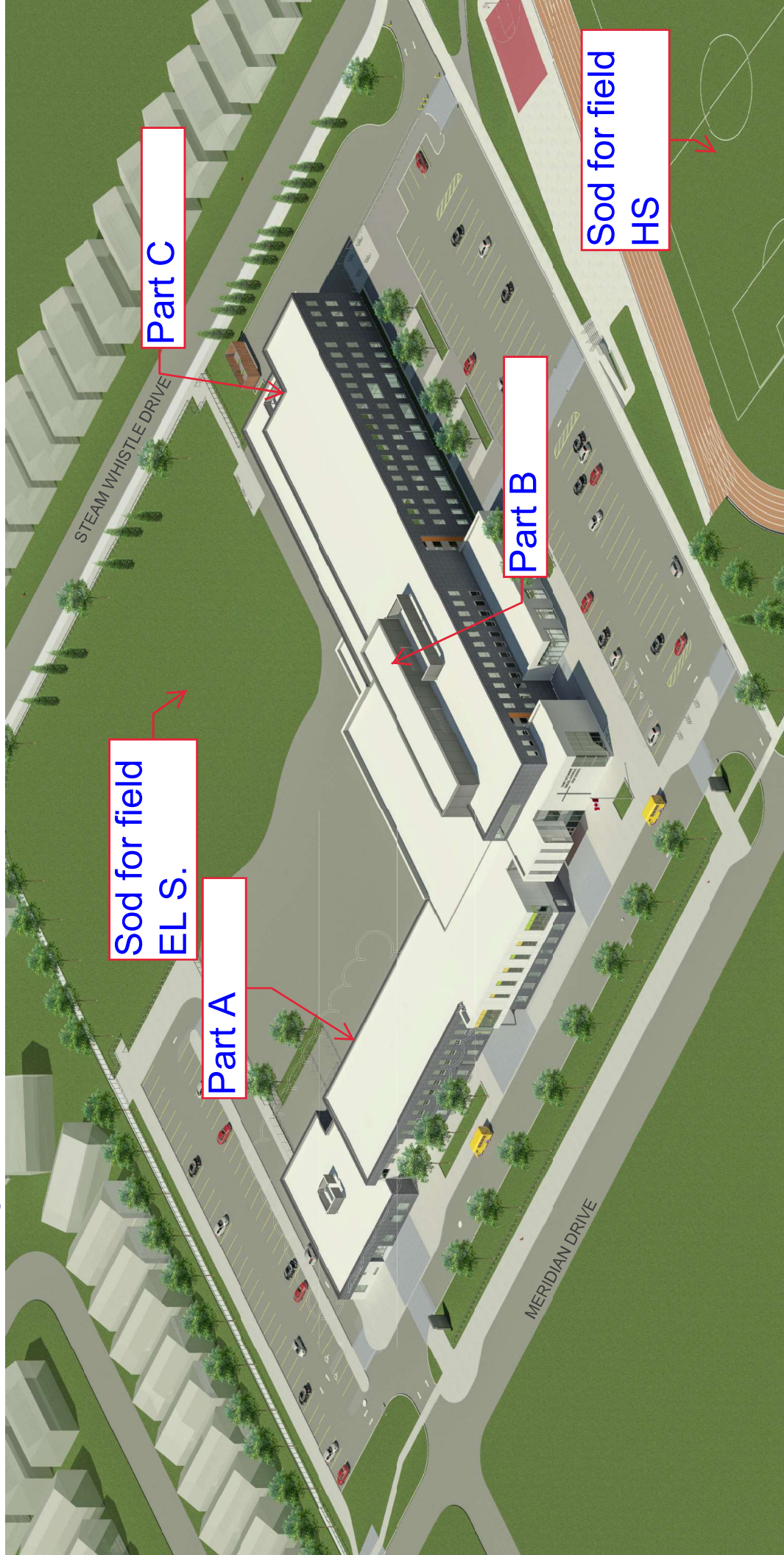


Finishing work is ongoing in classes room in par A



Finishing work, such as MEP, doors, painting and flooring, is currently underway in the corridor."

Bird's Eye View from North West Corner



Sod for field
EL S.

Part A

Part C

Part B

Sod for field
HS

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees
FROM: Administration
DATE: September 26, 2023
RE: **2024-2029 Long Term Accommodation Plan Outline**

Executive Summary:

This report is intended to provide the Board of Trustees with an outline of the 2024-2029 Long Term Accommodation Plan (2024 LTAP). The outline includes key sections accompanied by short descriptions. The intent of the LTAP is to outline a general direction for accommodating students throughout the next five (5) years, in accordance with Ministry of Education expectations that demonstrate the efficient and effective use of capital resources in a sustainable manner.

Background:

The Long Term Accommodation Plan (LTAP) is a comprehensive planning document illustrating the utilization of current facilities, and possible accommodation initiatives to address the changing demographics within York Region with consideration of the YCDSB's Planning Principles. The LTAP is a key piece of the Board's Multi-Year Strategic Plan and is guided by Ministry of Education legislation, directions and expectations (including LTAP being updated approximately every 5 years). The current 2019-2024 Long Term Accommodation Plan (2019 LTAP) was approved by the Board on [May 28, 2019](#).

Outline of Key Sections of the 2024-2029 Long Term Accommodation Plan:

The 2024 LTAP proposes to follow a similar format and topics as the 2019 LTAP with some new subsections and minor reorganizations reflective of updates and new information provided by the Ministry of Education. The 2024 LTAP will contain a number of key topics to outline the direction for accommodating students. Note this is not an exhaustive list of all topics or sections, but rather just the key items (titles subject to change) along with some descriptions of what each section is anticipated to contain. For enhanced clarity, Administration proposed to have two parts of the LTAP: Part 1 focuses on the macro Board wide component of the LTAP and initiatives while part 2 focuses on more micro components such as specific area profiles.

Part 1

Part 1 of the 2024 LTAP is intended to provide the background data and context (York Region demographics, development trends and enrolment projections/trends, property, etc.), opportunities of action for the Board to address accommodations, and then the proposed summary of initiatives.

The following are key topics anticipated within Part 1 of the 2024 LTAP:

Principles and Parameters

This section will contain the principles and parameters which were brought to the Board on June 7, 2023. The purpose of principles is to outline the priorities for the Board in guiding decision making with respect to accommodation initiatives. The parameters direct the development of a comprehensive plan to achieve the maximum utilization of current and future accommodation for enhancing student achievement and well-being.

The principles and parameters were as follows:

Principles:

- Ensure viable school organizations and programs
- Optimize the use of facilities
- Minimize the requirement of transportation
- Support Legislative Requirements

Parameters:

- New Schools and Additions
- Boundary Changes and/or Program Locations
- Partnerships
- Accommodation Reviews
- Excess Capacity (Mothballing)

Background Data and Information- York Region Demographics, Development Trends and Enrolment Projections/Trends and Property

This section, similar to the 2019 LTAP, will provide detailed information such as demographic census data, types of dwellings being constructed and planned growth areas in municipalities. It will also contain background information to inform and support recommended accommodation initiatives based on the following data collection and analysis:

- Regional demographics and future planned population growth;
- Development trends in York Region
- Overall enrolment
- Enrolment trends and projections;
- Facility utilizations;
- School boundaries;
- Out of Boundary enrolment;
- Parish boundaries
- Current and future property (owned, disposed, leased or retained)

Strategies

This section is intended to provide an overview of the various strategies being considered to address accommodation issues:

1. Temporary Accommodation

This section will cover two main topics: portables and portapaks and the dual and triple feeders. With the portables and portapaks, this section will include when to use them, what the current inventory is, where are they located, and rationale for Disposition or Demolition of Surplus etc. With the dual and triple feeders, it will identify the remaining dual and triple feeders and the timing to re-evaluate them.

2. Community Planning and Partnerships

This section will cover topics such as the Ministry of Education's Criteria and YCDSB Policy 704 which encourages facility partnerships and community hubs. This is the requirement to circulate an annual list of schools which may be locations for potential partnership opportunities.

Administration is intending for this section to more clearly identify some of the barriers to potential partnerships (e.g. air conditioning in schools, mixing of different groups/uses, access to schools, caretaking costs, etc.) while identifying some potential resolutions, next steps and clarity to the types of partnerships preferred and permitted in schools.

3. Property

This section will cover several topics regarding property, co-location and co-building initiatives as well as strategies for vacant properties and re-developments. including property disposition, Specifically the section will highlight the requirements of Ontario Regulation 444/98.

4. Pupil Accommodation Review

The focus of this section will be to provide an overview of the process for Pupil Accommodation Reviews (PAR), which is a last resort in addressing schools with significant excess capacity. While there is currently a moratorium on PAR, this section provides recognition of the excess capacity across the Board and preparedness for the Board should the moratorium be lifted within the next 5 years.

Summary of Accommodation Initiatives

The Summary of Accommodation Initiatives section will identify proposed initiatives, summarized by category and year for the 5 year period of the 2024-2029 LTAP. The initiatives in each of the five years will consider the need for accommodation in the communities balanced with resources to conduct the initiatives. These initiatives and their respective timing should be viewed as solutions at the time of drafting and are subject to change to the needs of communities.

The key categories include:

- New schools and additions
- Temporary accommodations
- Boundary reviews (e.g. secondary and elementary)
- Facility partnerships (e.g. co-location/co-build, partnerships internal to YCDSB and externally)
- Program consolidations (e.g. French immersion, PACE, AP, etc.)
- Pupil accommodation reviews

Some of the preliminary initiatives anticipated include:

- a) Secondary school boundary review

- b) Holding schools for areas with anticipated significant development
- c) New capital projects – Vaughan Metropolitan Centre joint school, St. Robert CHS
- d) Accommodation plans (e.g. Partnerships, PARs, etc.) to address accommodation needs

Part 2

Part 2 of the report contains the specific area profiles containing detailed enrolment projections, capacities, and individual school data on a smaller geographic area as well as system level school data, and community partnership information.

Area Profiles

Similar to the 2019 LTAP, detailed area profiles of local municipalities for both elementary and secondary schools will be provided. This includes enrolment summaries, projected enrolment/utilization moving, boundaries, etc. by area and school. This provides users of the 2024 LTAP a clearer understanding of accommodations and utilizations of schools in the local area. The detailed profiles will follow a standard template and reference key issues for the specific area.

Appendix

Finally, similar to the 2019 LTAP, the 2024 LTAP will continue to provide an appendix with additional information or lists such as Community Planning and Partnership school candidates, continuing education locations, student summaries (out of boundary, secondary), parish boundary maps, boundary review process, and other relevant information.

Next Steps

As identified to the Board in June 2023 (see Table 1), the following is the proposed timeline for the development of the 2024 LTAP. The next step would be a trustee workshop in late fall 2023 which would include sharing additional preliminary information regarding each major section of the 2024 LTAP such as detailed demographic information/data and discussion of ideas/priorities.

Table 1: 2024 LTAP - Proposed Timeline

Task	Stakeholder	Projected Timing
Confirmation of 2024 LTAP Principles and Parameters	Board of Trustees and Senior Administration	Completed June 2023
Confirmation of 2024 LTAP Outline	Board of Trustees and Senior Administration	September 2023
Trustee Workshop	Board of Trustees	Late Fall 2023

Task	Stakeholder	Projected Timing
First draft of 2024 LTAP	Board of Trustees and Senior Administration	Early Winter 2024
Consultation of the first draft of 2024 LTAP	External/Public	Early Winter 2024
Final 2024 LTAP Report	Board of Trustees	March/April 2024

Summary:

The Board’s Long Term Accommodation Plan is intended to outline the timing and projects planned over the next 5 years to address the Board’s accommodation needs. The Plan is a tool to be used to help analyze accommodation needs ensuring that York Catholic students are given the best opportunity to achieve, consistent with the Board’s Mission, Vision and Strategic Commitments.

Prepared By: Joachim Tsui, Manager, Community Planning and Partnerships
Submitted By: Tom Pechkovsky, Coordinating Manager, Planning & Operations
Endorsed By: Domenic Scuglia, Director of Education and Secretary of the Board
Jennifer Sarna, Associate Director

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Board of Trustees
FROM: Administration
DATE: September 26, 2023
RE: **Block 55 Northwest Block Plan Update**

EXECUTIVE SUMMARY:

The purpose of this report is to provide the Board with an update regarding the status of the Block 55 Northwest Block Plan in the City of Vaughan.

BACKGROUND:

In May 2019 the Board designated a secondary school site in the Block 55 Northwest (Copper Creek) lands as part of Amendments 47 and 48 to the City of Vaughan's Official Plan with notification to the City of Vaughan and Landowner. The developer of the Copper Creek lands is not supportive of the Board's school site designation at this location.

A Block Plan for Block 55 Northwest was originally circulated in October 2021 and at that time, Administration reminded City of Vaughan staff and landowner of the Catholic secondary school site requirement.

As previously reported to the Board on December 20, 2022, a revised Block Plan was circulated to the Board in October 2022, along with associated draft plans of subdivision applications to facilitate future development within Block 55 Northwest. The plans continue to exclude the secondary school site.

Administration informed the City of Vaughan in December 2022 that the Board objects to the approval of Phase 3 (19T-22V08) of the Draft Plan of Subdivision applications until such a time that the plan identifies a secondary school site as required by the Board. To date, a revised Draft Plan of Subdivision showing the secondary school site has not been circulated.

BLOCK 55 NORTHWEST BLOCK PLAN UPDATE

On September 12, 2023 the Block 55 Northwest Block Plan proceeded to a City of Vaughan Committee of the Whole meeting. The Committee passed a series of recommendations to approve the Block Plan, which as presented, excludes the secondary school site. During the Committee's deliberations a discussion about the Board's site request ensued. Deputy Mayor Jackson introduced a new motion to direct City staff *to inform YCDSB that the City of Vaughan does not support a high school in this area, and that the school board should pursue the high school site*

in Block 41.

The motion passed 5-4, with Councillor Iafrate, Local and Regional Councillor Racco, Councillor Ainsworth, and Councillor Volpentesta opposing the motion.

The Block Plan will proceed to Council for final approval on September 26, 2023.

The Block Plan application process is a non-statutory requirement and therefore not subject to appeal to the Ontario Land Tribunal. While the approval of the Block Plan without a secondary school site is an indication of Vaughan Council's position, it does not restrict the Board from continuing to pursue a school site in Plan of Subdivision 19T-22V08.

NEXT STEPS:

Administration will continue to monitor the progression of the Block 55 Northwest Block Plan and Draft Plan of Subdivision applications and will report back to the Board with updates as necessary.

Prepared By: Karyn McAlpine-Tran, Senior Planner, Planning Services
Submitted By: Tom Pechkovsky, Coordinating Manager, Planning & Operations
Endorsed By: Domenic Scuglia, Director of Education and Secretary of the Board
Jennifer Sarna, Associate Director

REPORT

York Catholic District School Board

Report To: Board of Trustees

From: Administration

Date: September 26, 2023

Report: New Whistleblower Online Application (ALIAS)

EXECUTIVE SUMMARY:

This report is submitted to provide the Board of Trustees with information on the new whistleblower online application (ALIAS).

New complaint categories have been added to the website for a single entry point for various types of complaints. This will be an improved and more streamlined user experience for all types of reporting situations.

BACKGROUND INFORMATION:

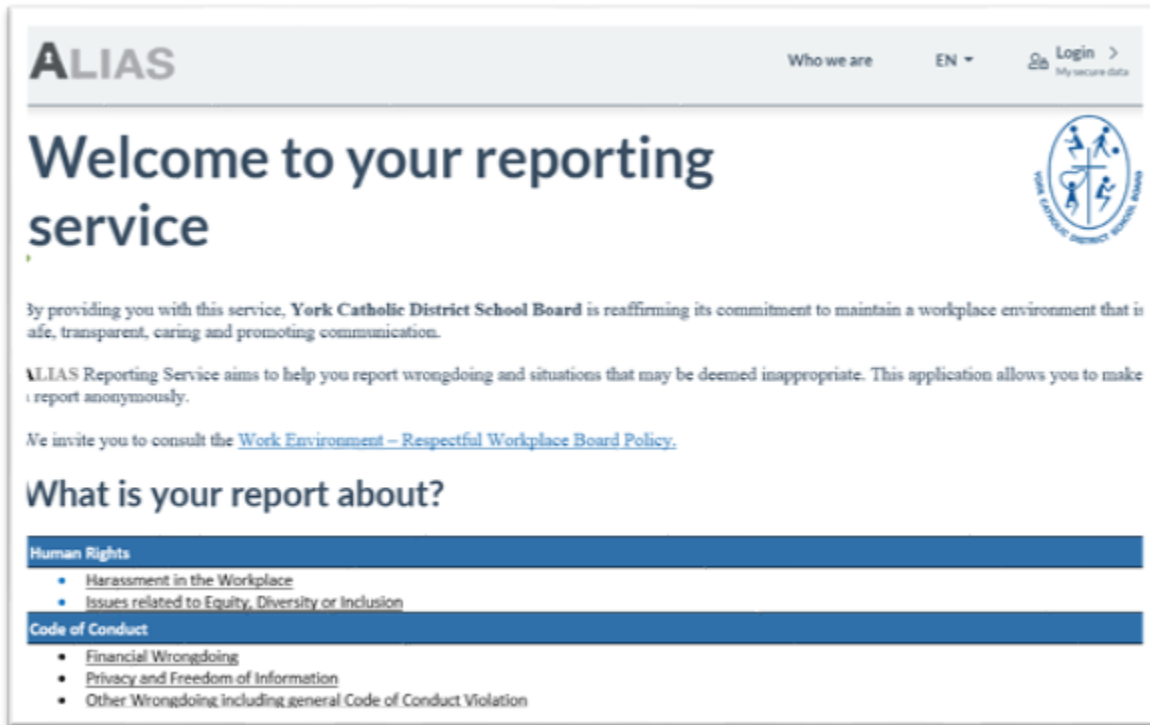
ALIAS was introduced through [System Memo 34](#), released in May of 2023. At the time, the Board only focused on this application for Financial Wrongdoing under the heading of “Make a Report”.

After observing the types of complaints received in the tool, we saw this as an opportunity to use the ALIAS application as a one-stop-shop for other types of complaints, including:

- **Harassment in the Workplace,**
- **Issues related to Diversity, Equity and Inclusion,**
- **Privacy and Freedom of Information,**
- **Financial Wrongdoing**
- **Other Wrongdoing including Code of Conduct Violations**

SUMMARY:

The ALIAS website now groups Harassment in the Workplace and Issues related to Diversity Equity and Inclusion under the heading of Human Rights, and everything else under the heading of Code of Conduct (see below):



ALIAS is a safe and accessible solution enabling staff to easily and confidentially convey concerns about any situation that is inappropriate or contrary to the York Catholic District School Board’s Code of Ethics in fraudulent behaviour. All employees who witness a situation have the power to act using one entry point, and it is available 24 hours a day, 7 days a week.

Prepared and Submitted by: Scott Morrow, Chief Information Officer
Endorsed by: Domenic Scuglia, Director of Education

OCTOBER 2023

TRUSTEE SERVICES



Month of the Holy Rosary


Monthly Virtue: Compassion

November 2023

- Nov 1—All Saints Day
- Nov 1—Take Our Kids to Work Day
- Nov 2—All Souls Day
- Nov 8—Director’s Council
- Nov 11—Remembrance Day
- Nov 13—SEAC 7pm
- Nov 14—Audit (Public) 3:30pm
- Nov 14—Special Board 4:30 pm
- Nov 17—PA Day—E/S
- Nov 20—Inaugural Mass 6:30 pm
- Nov 20—Inaugural Board Meeting 7:30 pm
- Nov 21—Executive 3pm (Public)
- Nov 21—Executive 4pm (Private)
- Nov 27—YCPIC 7pm
- Nov 28—Committee of the Whole 6:30 pm
- Nov 28—Regular Board 7:30 pm

December 2023

- Dec 4—Student Success /Pathways 6:30pm
- Dec 5—Corporate Services Public 6:30pm
- Dec 5—Corporate Services Private 8pm
- Dec 6—Directors Council
- Dec 11—SEAC 7pm
- Dec 12—Executive 3pm
- Dec 14—HRC 5pm
- Dec 19—Committee of the Whole 6:30 pm
- Dec 19—Regular Board 7:30 pm
- Dec 25 to Jan 5 —Christmas Holidays

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
1	2 6:30pm Policy Review	3 1pm YCDSB Archives	4 Directors Council 5:30 pm YCDSB Board Retirement	5	6	7
8	9 	10	11	12	13	14
15	16 7 pm SEAC	17 6pm Transportation Workshop	18 4pm Joint Board 5pm HRC	19 6:30pm Ad-Hoc International Language Extended Day	20 PA Day—E/S	21
22	23 6:30pm Student Success & Pathways	24 3pm Executive (Public) 4pm Executive (Private) 6:30pm Corp—Public 8pm Corp—Private	25	26 <div style="border: 1px solid black; padding: 5px; display: inline-block;">When Faith Meets Pedagogy</div>	27	28
29	30 6:30pm CTW 7:30pm Regular Board	31 