



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD



Camille Williams-Taylor
Director of Education/
Secretary of the Board

Lynn Scott
Trustee Zone 1
Chair of the Board

Katrine Mallan
Manager of
Board Services

OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

BOARD MEETING AGENDA

Tuesday, 26 February 2019

6:30 p.m. In Camera

7:30 p.m. Public

Chris Ellis
Trustee Zone 6

Rob Campbell
Trustee Zone 5

Wendy Hough
Trustee Zone 4

Donna Blackburn
Trustee Zone 3

Christine Boothby
Trustee, Zone 2

Isaac Glassman
Student Trustee

Samantha Lin
Student Trustee

Jennifer Jennekins
Trustee Zone 7

Keith Penny
Trustee Zone 8

Lyra Evans
Trustee Zone 9

Erica Braunovan
Trustee Zone 10

Mark Fisher
Trustee Zone 11

Sandra Schwartz
Trustee Zone 12

**Board Room
Administration Building
133 Greenbank Road
Ottawa, Ontario**

For further information on this agenda or how the Board meeting works, please contact Susan Baker, Senior Coordinator, Board Services at (613) 596-8211 ext. 8641 or susan.baker@ocdsb.ca

ABOUT THE BOARD:

- The Board of Trustees is the formal decision making body of the Ottawa-Carleton District School Board. For the 2018-2019 school year, the Board is scheduled to meet on the fourth Tuesday of the month, during the school year at 7:30 pm.

ABOUT THE BOARD AND COMMITTEE MEETING AGENDAS:

- The Ottawa-Carleton District School Board posts complete Committee of the Whole, public agendas and reports on the website at least ten days prior to the respective meeting.
- Meeting agendas and reports for Board meetings is posted on the website on the Friday prior to the respective meeting.
- Draft agendas for Board meetings are also posted on the web at least six business days prior to the respective meeting.
- For more information on schedules and agendas please see https://ocdsb.ca/board/board_meetings.

HOW TO APPEAR AS A DELEGATION OR ASK A QUESTION AT A MEETING:

- The following rules apply to members of the public who would like to address the Board at a public meeting:
 - If registered by the Thursday prior to the meeting, providing a written submission, and a first appearance on the subject, (up to a 4 minute delegation); or
 - If registering prior to the start of the meeting using the sign-up sheet (up to a 2 minute delegation).
- To pre-register your delegation, you must submit a written statement to Susan Baker on your issue by 4:00 pm on the Thursday prior to the release of the agenda package. Your written statement will be included in the agenda package. If you would like to pre-register, please contact Susan Baker, Senior Coordinator, Board Services at (613) 596-8211, ext. 8641, or susan.baker@ocdsb.ca
- At the beginning of each Board meeting, a maximum of 20 minutes will be allotted for delegations.

PURPOSE OF IN CAMERA MEETINGS:

- Under provincial law, *“A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves:*
 - (a) the security of the property of the board;*
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;*
 - (c) the acquisition or disposal of a school site;*
 - (d) decisions in respect of negotiations with employees of the board; or*
 - (e) litigation affecting the board.”*



BOARD PUBLIC AGENDA

Tuesday, February 26, 2019, 7:30 pm

Board Room

Administration Building

133 Greenbank Road

Ottawa, Ontario

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1. Call to Order -- Chair of the Board	
2. Approval of the Agenda	
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BOARD PUBLIC MINUTES

Tuesday, January 29, 2019, 7:30 pm
Board Room
Administration Building
133 Greenbank Road
Ottawa, Ontario

- Trustees: Christine Boothby, Erica Braunovan, Rob Campbell, Chris Ellis, Lyra Evans, Mark Fisher, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz, Lynn Scott (electronic communication)
- Staff: Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Dorothy Baker (Superintendent of Curriculum), Mike Carson (Chief Financial Officer), Michele Giroux (Executive Officer, Corporate Services), Shawn Lehman (Superintendent of Instruction), Peter Symmonds (Superintendent of Learning Support Services), Katrine Mallan (Manager of Board Services), Sandy Owens (Manager, Business & Learning Technologies), Diane Pernari-Hergert (Manager of Communications & Information Services), Miro Vala (Manager of Facilities), Sharlene Hunter (Communications Coordinator), Amanda Rock (Committee Coordinator), and John MacKinnon, Audio-Visual Technician

1. Call to Order -- Chair of the Board

Vice-Chair Braunovan called the public meeting to order at 7:46 p.m. She acknowledged that the meeting is taking place on unceded Algonquin Territory and thanked the Algonquin Nations for hosting the meeting on their land.

2. Approval of the Agenda

Moved by Trustee Schwartz

THAT the agenda be approved.

Carried

3. Report from the Board (In Camera)

Trustee Braunovan reported that the Board met in-camera earlier this evening and reported that there were no recommendations.

4. Briefing from the Chair

Chair Scott advised that Volunteer Ottawa celebrates Ottawa's volunteer community and gives special recognition to those individuals, organizations, and businesses that have made a meaningful difference in people's lives. Volunteer Ottawa Awards, also known as VOscars, include the Mayor's Award for Volunteer Spirit, the Outstanding Youth Volunteer Award, the Outstanding Senior Volunteer Award, and others. She advised that should anyone wish to nominate an individual or organization for a VOscar or attend the gala event on 17 April 2019, the Volunteer Ottawa website provides more information. The deadline for nominations is 19 February 2019.

Chair Scott also advised that former OCDSB trustees Shirley Seward and Capital Ward City Councillor Shawn Menard were recognized by Black History Ottawa at the launch of Black History Month for their motion to recognize the International Decade for People of African Descent at the Ottawa-Carleton District School Board.

Chair Scott advised that she attended the fourth National Policy Conference on Holocaust Education in Toronto on 26 and 27 January 2019. She learned of some new learning materials that are being made available to schools and heard disturbing statistics on the lack of awareness of the Holocaust among many young people. This highlights the importance of our efforts to promote greater knowledge and understanding in the context of our equity and learning objectives.

5. Briefing from the Director

Director Williams-Taylor advised that the Honourable Catherine McKenna, Minister of Environment and Climate Change, visited Glebe Collegiate Institute to hear the final presentations from students who participated in a JA (formerly known as Junior Achievement) Company program where they learned how to organize and operate a real business with the help of community volunteer business advisors.

Director Williams-Taylor advised that the Ministry of Education has invited teachers' federations, education worker unions and trustees' associations to begin discussing ways to improve teaching hiring practices while seeking feedback on class sizes in kindergarten to Grade 12. Directors of Education were invited to submit responses to questions contained in the Class Size Engagement Guide and an Ontario School Board Hiring Practices Consultation Paper which are included in the agenda package for information. The deadline to submit responses to the questions in the guides is 22 February 2019.

Director Williams-Taylor advised that February is Black History Month. Parents for Diversity will be offering a workshop entitled “Addressing Anti-Black Racism in Schools” on 16 February 2019. The workshop will provide parents with tools to advocate for their children in the District when they face racism and bias. Information on registration is available on the Parents for Diversity website.

Director Williams-Taylor announced that Glashan Public School Principal, Jim Tayler is one of 30 individuals from across Canada to earn the Learning Partnership – Canada’s Outstanding Principals 2019 award. Thirty principals were nominated by parents, colleagues and community members, and chosen by a national selection committee to receive this tribute. Principal Tayler is recognized as a leader at both the school and District level.

6. Delegations

There were no delegations.

7. Matters for Action

7.1 Confirmation of Board Minutes, 11 December 2018

Moved by Trustee Hough,

THAT the Board report, dated 11 December 2018, be received.

Carried

7.2 Business Arising from Board Minutes

There was no business arising from the 11 December 2018 Board minutes.

7.3 Receipt of Committee of the Whole Report, 11 December 2018

Moved by Trustee Schwartz,

THAT the Committee of the Whole report, dated 11 December 2018, be received.

Trustee Braunovan requested that her name be revised as the Chair of the meeting.

Moved by Trustee Schwartz,

THAT the Committee of the Whole report, dated 11 December 2018, be received, as amended.

Carried

7.4 Receipt of Committee of the Whole Report, 15 January 2019

Moved by Trustee Boothby,

THAT the Committee of the Whole report, dated 15 January 2019, be received.

Trustee Scott requested that the following revisions be made to the report:

- The number of years Thérèse Maloney Cousineau served on the Ottawa Catholic School Board (OCSB);
- The reason for the kind of experience offered to students in the performing arts varying greatly; and
- Clarity to a concern parents may have in the future with regard to the new Fernbank elementary school consultation plan.

Moved by Trustee Boothby,

THAT the Committee of the Whole report, dated 15 January 2019, be received, as amended.

Carried

a. Facilities Renewal and School Condition Improvement 2018-2019

Moved by Trustee Schwartz

Seconded by Trustee Boothby

1. **THAT the Facilities Renewal Program and School Condition Improvement Project budget in the amount of \$99,366,836 as detailed in Appendix B of Report 19-006 be approved (Attached as Appendix A);**
2. **THAT staff be authorized to proceed with individual project tenders within the Facilities Renewal Program and School Condition Improvement Project plans;**
3. **THAT, as projects are tendered based on bid results or as priorities change, additional projects may be added or removed to suit the availability of the overall budget and the contingency projects proceed without further approval as long as the total overall FRP/SCI budgets are not exceeded; and**
4. **THAT the Chair of the Board and Director of Education are authorized to award contracts above \$500,000 that are within this overall available uncommitted approved budget.**

A recorded vote was held and all three motions were carried unanimously by those present:

FOR: Trustees Boothby, Braunovan, Campbell, Ellis, Evans, Fisher, Hough, Jennekens, Penny, Scott, and Schwartz (11)

AGAINST: Nil (0)

ABSTENTION: Nil (0)

Carried

b. Extended Day Program (EDP) Daily Fee Rate 2019-2020

Moved by Trustee Schwartz

Seconded by Trustee Boothby

1. **THAT the Extended Day Program fee remain unchanged at the basic rate of \$22.50 per day, effective September 2019, for students who attend the program full-time; and**

2. **THAT the full day fees for optional days of care in the Extended Day Program remain unchanged at \$35.00 per day, effective September 2019.**

A recorded vote was held and all three motions were carried unanimously by those present:

FOR: Trustees Boothby, Braunovan, Campbell, Ellis, Evans, Fisher, Hough, Jennekens, Penny, Scott, and Schwartz (11)

AGAINST: Nil (0)

ABSTENTION: Nil (0)

Carried

c. New Fernbank Elementary School Study Consultation Plan

Moved by Trustee Scott

Seconded by Trustee Boothby

THAT the New Fernbank Elementary School Study Consultation Plan and Timeline, attached as Appendix D to Report No. 19-003, be approved.

A recorded vote was held and all three motions were carried unanimously by those present:

FOR: Trustees Boothby, Braunovan, Campbell, Ellis, Evans, Fisher, Hough, Jennekens, Penny, Scott, and Schwartz (11)

AGAINST: Nil (0)

ABSTENTION: Nil (0)

Carried

7.5 Receipt of Special Committee of the Whole Report #1, 15 January 2019

Moved by Trustee Penny,

THAT the Special Committee of the Whole #1 report, dated 15 January 2019, be received.

Carried

7.6 Receipt of Special Committee of the Whole Report #2, 15 January 2019

Moved by Trustee Boothby,

THAT the Special Committee of the Whole #2 report, dated 15 January 2019, be received.

Carried

7.7 Receipt of Committee of the Whole Budget Report, 22 January 2019

Moved by Trustee Schwartz,

THAT the Committee of the Whole Budget report, dated 22 January 2019, be received.

Carried

a. Additional Expenditures in 2018-2019

Additional Expenditures in 2018-2019 was a non-consent item and when dealt with later in the evening the following was noted:

Moved by Schwartz, seconded by Trustee Boothby,

THAT the Board approves the following increases in budget allocations:

1. Classroom furniture at a cost of \$500,000;
2. Additional emergency educational assistant allocations at a cost of \$500,000;
3. Accelerate improvements to the WiFi infrastructure at a cost of \$4,000,000; and
4. Increasing the system fleet of Chromebooks at a cost of \$1,600,000.

Trustee Schwartz noted the following:

- The parents in her zone's schools expressed gratitude that the recommendation was brought forward to the Committee of the Whole Budget on 22 January 2019;
- The recommendation does not support classroom needs on a long-term basis; and
- The future budget could provide an opportunity to support these needs to a greater degree.

Trustee Lyra Evans explained that she did not support and would abstain from voting on Part 2 of the motion. She requested a separate vote for Part 2 of the motion.

Moved by Trustee Schwartz

Seconded by Trustee Boothby

THAT the Board approves the following increases in budget allocations:

1. **Classroom furniture at a cost of \$500,000;**
3. **Accelerate improvements to the WiFi infrastructure at a cost of \$4,000,000; and**
4. **Increasing the system fleet of Chromebooks at a cost of \$1,600,000.**

A recorded vote was held and the motion was carried unanimously by those present:

FOR: Trustees Boothby, Braunovan, Campbell, Ellis, Evans, Fisher, Hough, Jennekens, Penny, Scott, and Schwartz (11)

AGAINST: Nil (0)

ABSTENTION: Nil (0)

Carried

Moved by Trustee Schwartz

Seconded by Trustee Boothby

THAT the Board approves the following increases in budget allocations:

2. **Additional emergency educational assistant allocations at a cost of \$500,000;**

A recorded vote was held and the motion was carried on the following division:

FOR: Trustees Boothby, Braunovan, Campbell, Ellis, Fisher, Hough, Jennekens, Penny, Scott, and Schwartz (10)

AGAINST: Nil (0)

ABSTENTION: Trustee Lyra Evans (1)

7.8 Receipt of Ad Hoc Committee to Develop an Advocacy Strategy Report, 15 January 2019

Moved by Trustee Boothby,

THAT the Ad Hoc Committee to Develop an Advocacy Strategy report, dated 15 January 2019, be received.

Carried

- a. OCDSB Oral Presentation to the Standing Committee on Finance and Economic Affairs, 23 January 2019

Provided for information.

8. Matters for Discussion

8.1 Report from OPSBA Representatives

Trustee Penny noted the following items:

1. The OPSBA policy resolutions are due in early April 2019. He noted that the District has been successful in bringing motions forward and having them passed at OPSBA's Annual General Meeting (AGM). He encouraged his colleagues to start thinking of any resolutions that they would like to bring forward.

2. The eastern region OPSBA meeting will be held in Ottawa on 13 April 2019.

Trustee Boothby reminded her colleagues to email her or Trustee Penny with policy resolutions to bring forward at the OPSBA AGM. She noted that they will decide on one policy resolution to bring forward to a February Committee of the Whole meeting.

9. Matters for Information

9.1 Ministry of Education Consultation on Hiring Practices and Class Sizes

The Ontario School Board Hiring Practices Consultation Paper and the Class Size Engagement Guide 2019 were provided for perusal.

In response to queries from trustees, the following information was provided:

- The consultations were directed at Directors of Education, trustee associations, and unions;
- The agenda planning meeting can coordinate the best course of action for the Board to discuss its position on these issues; and

- A letter can be sent to the Ministry requesting an extension to provide feedback.
- a. Ontario School Board Hiring Practices Consultation Paper January 2019
Provided for information.
- b. Class Size Engagement Guide 2019
Provided for information.

10. New Business -- Information and Inquiries

There was no new business.

11. Adjournment

The meeting adjourned at 8:19 p.m.

Erica Braunovan, Vice-Chair of the Board



SPECIAL BOARD MINUTES

(Public) - Trustees' Committee Room

Monday, February 4, 2019

7:15 pm

Trustees' Committee Room

133 Greenbank Road

Ottawa, Ontario

Trustees Present: Donna Blackburn (electronic communication), Christine Boothby, Erica Braunovan, Rob Campbell, Chris Ellis, Lyra Evans, Mark Fisher, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz (electronic communication), Lynn Scott

Staff Present: Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Mike Carson (Chief Financial Officer), Michele Giroux (Executive Officer, Corporate Services), Janice McCoy (Superintendent of Human Resources), Katrine Mallan (Manager of Board Services), Karyn Carty Ostafichuk, (Manager of Planning), Diane Pernari-Hergert (Manager of Communications & Information Services), Susan Baker (Senior Board Coordinator)

1. Call to Order -- Chair of the Board

Chair Scott called the public meeting to order at 7:15 p.m. She acknowledged that the meeting is taking place on unceded Algonquin Territory and thanked the Algonquin Nations for hosting the meeting on their land.

2. Approval of the Agenda

Moved by Trustee Jennekens, seconded by Trustee Penny,

THAT the agenda be approved.

Carried

3. Report from Committee of the Whole, In Camera

Moved by Trustee Campbell

Seconded by Trustee Braunovan

THAT staff be authorized to proceed as directed in Committee of the Whole in camera with respect to the disposition of property.

A recorded vote was held and the motion was carried unanimously by those present:

FOR: Trustees Blackburn, Boothby, Braunovan, Campbell, Ellis, Evans, Fisher, Hough, Jennekens, Penny and Scott (11)

AGAINST: Nil (0)

ABSTENTION: Nil (0)

Carried

4. Adjournment

The meeting adjourned at 7:18 p.m.

Lynn Scott, Chair of the Board



COMMITTEE OF THE WHOLE PUBLIC REPORT PUBLIC

Monday, February 4, 2019, 7:30 pm
Board Room
Administration Building
133 Greenbank Road
Ottawa, Ontario

Trustees Present: Erica Braunovan, Donna Blackburn (electronic communication), Christine Boothby, Rob Campbell, Chris Ellis, Lyra Evans, Mark Fisher, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz (electronic communication), Lynn Scott Isaac Glassman (Student Trustee), Samantha Lin (Student Trustee)

Staff Present: Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Dorothy Baker (Superintendent of Curriculum), Mike Carson (Chief Financial Officer), Mary Jane Farrish (Superintendent of Instruction), Michele Giroux (Executive Officer, Corporate Services), Shawn Lehman (Superintendent of Instruction), Janice McCoy (Superintendent of Human Resources), Katrine Mallan (Manager of Board Services), Diane Pernari-Hergert (Manager of Communications & Information Services); Halcian Joseph-Clost (Strategic Analyst); Sharlene Hunter (Communications Coordinator), John MacKinnon, Audio-Visual Technician, Amanda Rock (Committee Coordinator)

Non-Voting Representatives Present: David Wildman (OCEOTA); Elizabeth Kettle (ETFO); and Cathy Bailey (OSSTF)

1. Call to Order - Vice-Chair of the Board

Vice-Chair Braunovan called the meeting to order at 7:31 p.m. She acknowledged that the meeting is taking place on unceded Algonquin Territory and thanked the Algonquin Nations for hosting the meeting on their land.

2. Approval of Agenda

Moved by Trustee Boothby

THAT the agenda be approved.

Carried

3. Briefing from the Chair of the Board

Chair Scott advised that February is Black History Month, a time to celebrate Black culture and history and to reflect on the significant contributions Black Canadians have made to building Canada. Last year, the OCDSB adopted a motion to endorse the United Nations Declaration for the Decade for People of African Descent, and the OCDSB was recognized for this work at a Black History Launch event just over a week ago. This past weekend, participants at the 2019 National Black Canadians Summit in Ottawa met to fine-tune and begin implementing a national strategy to eradicate racism and discrimination.

Schools are hosting different events this month and details are available on the District's and schools' websites.

The Committee of the Whole will discuss a report on identity-based data collection later in the meeting, as a tool to better understand and eliminate discriminatory and systemic barriers across the system.

4. Briefing from the Director

Director Williams-Taylor advised that the next OCDSB Speaker Series event will take place on 28 February 2019 at Earl of March Secondary School in Kanata at 7:00 p.m. She encouraged all to join the OCDSB and Tracy Schmitt as she shares how you can use humour and motivation to overcome obstacles.

Director Williams-Taylor advised that registration for students choosing to enter the Middle French Immersion Program in Grade 4 will take place from 11 February to 19 February 2019.

Director Williams-Taylor advised that at the OCDSB, all students attend a designated school based on geographic and programming considerations. In order to attend a school other than a child's designated school, an application must be made during the student transfer application period which is from 04 February 4th to 19 February 2019. Information about the transfer process is available on the District's website.

Director Williams-Taylor advised that 05 February 2019 marks the Lunar New Year. It is a cultural and religious celebration for members of the Chinese,

Korean, and Vietnamese communities. Many OCDSB schools recognize this day through classroom activities, book, and art displays.

Trustee Braunovan advised that she attended an OPSBA Public Education Symposium (PES) session that featured Student Trustee Glassman. She congratulated him on his work and representation of the OCDSB at this session.

5. Delegations

There were no delegations.

6. Report from Statutory and Other Committees

6.1 Parent Involvement Committee, 09 January 2019

THAT the Parent Involvement Committee report, dated 09 January 2019, be received.

Trustee Braunovan requested that the report be revised as Director Williams-Taylor's surname is inverted in the report.

Moved by Trustee Hough

THAT the Parent Involvement Committee report, dated 09 January 2019, be received, as amended.

Carried

6.2 Special Education Advisory Committee, 16 January 2019

Moved by Trustee Boothby

THAT the Special Education Advisory Committee report, dated 16 January 2019, be received.

Carried

6.3 Indigenous Education Advisory Council, 17 January 2019

THAT the Indigenous Education Advisory Council report, dated 17 January 2019, be received.

Trustee Hough requested that the highlights section of the report be revised to reflect that the student representatives of the IEAC are proposing to conduct supported student-led presentations at schools across the District in the future.

Moved by Trustee Hough

THAT the Indigenous Education Advisory Council report, dated 17 January 2019, be received, as amended.

Carried

7. Matters for Discussion:

7.1 Report 19-019, Identity-Based Data Collection (M. Giroux, ext. 8310)

Your Committee had before it Report 19-019 providing an overview of the plan for the collection and reporting of identity-based data.

Executive Officer Giroux advised that the community has shown strong interest in this report and it is an important element of the District's work that will continue under the Equity objective of the current strategic plan. She noted that the District is committed to continually working with its community partners on the collection of identity-based data.

Executive Officer Giroux advised that the Ontario Human Rights Commission (OHRC) outlined the following advantages to the collection of identity-based data:

- Essential in creating strong human rights and human resources strategies for public sector organizations;
- Helps to identify gaps, trends, progress, and perceptions to identify opportunities for growth;
- Attracts and retains diverse and qualified employees;
- Improves quality of decision-making and programming;
- Helps to achieve organizational goals and strategic objectives; and
- Data collection must follow data collection techniques and privacy laws.

Executive Officer Giroux highlighted that the Anti-Racism Act was passed in Ontario in 2017 which seeks to eliminate systemic racism. She noted that the Act includes data standards which set parameters for the collection of identity-based data. A summary of the data standards is attached to the report.

The first five standards focus on organizational readiness.

Executive Officer Giroux highlighted the following with regard to the OCDSB's organizational readiness:

- A grant proposal was identified and drafted;
- A need for focus groups to obtain community perspectives was identified;

- The focus groups are research-based and instrumental to helping the District with the data collection process; and
- A privacy assessment, project plan, and a budget proposal for the quantitative data collection project will be detailed at a later date.

In response to trustee queries, the following information was provided:

- The grant proposal is funded for the current stage of the project;
- The collection of focus group information is underway;
- The collection of identity-based data is human rights focused;
- The funding from the province is for the current qualitative research (focus group sessions);
- Funding for the data collection process, infrastructure and software costs, and communication and staff costs will be established during the budget process;
- The collection of identity-based data may not be stored in the student information database;
- Qualitative data and a broader understanding of lived experiences will help define the intended purpose of the collection of identity-based data;
- A further update on the grant project will not be provided at COW before the qualitative research is complete;
- The qualitative data collection is intended to understand lived-experience and to identify issues and concerns to inform the District's work;
- A cycle has not been established for how frequently the quantitative data would be collected and updated; and
- Identity-based data collection for staff will occur at a later date.

Trustee Fisher expressed concern at the rate that the data collection will be completed. He noted that it is pertinent that the District's data not be outdated to inform its practices on student achievement and outcomes.

During the ensuing discussion, Executive Officer Giroux noted the following:

- A new software tool is being acquired to allow better data collection;
- The Research, Evaluation, and Analytics Division (READ) is discussing data visualization and how the District presents its data;
- There are opportunities for growth in information management and data reporting; and
- The Data Superintendency Model has positively affected student outcomes in the last three years and this data will inform that work.

Trustee Scott expressed frustration that the data collection may have discrepancies and will not be a complete reflection of the District's communities. Executive Officer Giroux explained that there may be differences in what people are willing to disclose and the way people describe themselves over time. She assured Trustee Scott that the District has the same objectives as trustees with regard to ensuring high quality data to inform decision-making.

In response to ensuing queries, the following information was provided:

- Student well-being will be an area of focus with the qualitative and lived-experiences data collection;
- Students' climate, environment, and social experiences are foundational to student success;
- Questions about students' mental health have not been determined for the collection of quantitative data;
- A sense of urgency to start the collection of identity-based data is shared among staff and trustees; and
- The READ team currently includes four research officers and two analysts.

Trustees Campbell and Lyra Evans expressed concern that 1.0 FTE staff will not be sufficient resources to undertake the collection of identity-based data. Executive Officer Giroux advised that the budget will provide more detail as to how much funding will be allocated to this project.

7.2 Strategic Plan Discussions

a. Report 19-015, Report on the 2019-2023 Strategic Plan Consultations (M. Giroux, ext. 8310)

Your Committee had before it Report 19-015 providing an update on the feedback received to date on the strategic plan consultation.

Executive Officer Giroux highlighted the following:

- The intention of the Thoughtexchange process was to engage as many people as possible in the consultation; and
- There were 6,441 participants in the process that included 178,000 stars assigned to top thoughts.

All participants were asked the following three questions:

- What are some things the OCDSB is doing well to support learning and well-being?
- What are some ways the OCDSB could improve the way we support learning and well-being?
- What are some important priorities for the OCDSB to focus on for the next four years?

Six themes were identified in the feedback, as follows:

- Curriculum;
- School environment;
- Teaching and learning;
- Student supports;
- Human Resources & District level issues; and
- Extra Curricular and Physical Activity.

The above-noted themes and the specific thoughts which generated them can be explored in more detail using the links on the District's website. The feedback from participants on question three was the main discussion topic in the focus group sessions. A one-page summary of the strategic priorities and actions, drafted for the parent focus group meeting, was distributed during the meeting.

Executive Officer Giroux highlighted the following as popular topics of discussion in the focus groups:

- Exceeding provincial outcomes in EQAO testing;
- Life skills such as financial literacy and social emotional resilience being incorporated into the curriculum;
- Emphasis on Indigenous education;
- More support for Science, Technology, Engineering, and Math (STEM);
- Sustainable technology strategies;
- Inquiry-based projects;
- Staff and student well-being;
- Building connections between educators and students;
- Daily physical activity; and
- Professional learning and collaboration.

In response to queries, the following information was provided:

- The Thoughtexchange tool allows the District to reach out to a large number of people to get feedback;
- The first Thoughtexchange session at the Family Reception Centre did not have any attendees due to the short turnaround time;
- An effort was made to reach as many stakeholder groups as possible;
- The value of the feedback received provides an overview of what the District's priorities could be;

- The language used by the community in the feedback should help to inform staff about how to communicate.

b. Report 19-020, Strategic Plan Environmental Scan (M. Giroux ext. 8310)

Your Committee had before it Report 19-020 presenting the OCDSB Environmental Scan, a collection of quantitative facts and data to be considered in the process of setting priorities, strategies and actions for the 2019-2023 strategic plan.

Executive Officer Giroux and Strategic Analyst Joseph-Clost advised that the environmental scan is a resource document. Executive Officer Giroux noted that the collection of data and facts are being made available in time to discuss during the Board/Senior Staff retreat to inform decision-making.

Executive Officer Giroux highlighted the following:

- The biggest area of challenge noted in the report is the changing political landscape in the education sector; and
- The Census Data from Statistics Canada, data from the City of Ottawa, OCDSB student achievement data, and other internal data sources reflect the content in the document.

Executive Officer Giroux noted the following with regard to the education section:

- Historically, there has been a document that provides a provincial education framework and its priorities;
- The provincial government has recently undertaken a province-wide education consultation on class sizes and staffing regulations;
- The province-wide education consultations indicate that there may be change coming to the education sector; and
- Changes in provincial policy and funding will affect District priorities in the future.

Key questions for consideration related to education in Ontario were noted as:

- What might be the impact of provincial deficit reduction strategies on education funding?
- How should we approach the setting of future priorities given the uncertainty of provincial direction in education?
- What is our expectation of market share of students in the City of Ottawa?

Executive Officer highlighted the following with regard to the community section:

- The District is a part of a large and diverse community; and
- The growth projection for the City of Ottawa will affect housing trends and enrolment pressures across the District and may affect planning for growth and school utilization.

Executive Officer Giroux noted the following questions to consider with regard to the District's schools:

- What is the District's anticipated enrolment over the next four years?;
- What parts of the city does the District anticipate key growth?; and
- How will enrolment impact school utilization rates, capital planning, and new infrastructure requirements?

Executive Officer Giroux highlighted the following points with regard to the program offerings, students, and staff sections:

- The District has a large breadth of program offerings;
- Enrolment by program, special education programming, and trends in enrolment by program are areas of focus;
- Student achievement, achievement gaps, graduation rates, and annual certification rates are areas of focus; and
- Distribution of staff, retirement trends, employee wellness, and staff retention are areas of focus.

In response to trustee concerns, Executive Officer Giroux agreed that staff will review the graphs in Appendix A to Report 19-020 to ensure that the information presented is legible.

In response to trustee concerns, Executive Officer Giroux agreed that staff will create a high-level summary of Report 19-020 that will be made available by 08 February 2019.

8. Information Items:

8.1 Report from OPSBA (if required)

There was no report from the OPSBA representatives.

8.2 New Ministry Initiatives Update

Director Williams-Taylor advised that the Ministry of Education office has moved location. Information will be provided to trustees as it becomes available.

8.3 OSTA Update (if required)

There was no OSTA update.

9. Long Range Agenda (February to April 2019)

Provided for information.

10. New Business - Information and Inquiries

Trustee Lyra Evans gave notice that she would move at a future meeting that Body Positivity Week be recognized annually.

Trustee Ellis requested a memo providing information about the number of student transfer requests that has been received by the OCDSB, inclusive of transfers to and from, Gloucester, Ridgemont and Rideau high schools, in the last three years.

Trustee Schwartz concurred with Trustee Ellis and requested a memo with regard to the enrolment trends within Gloucester, Ridgemont and Rideau high schools in the last three years.

Trustee Braunovan suggested that the agenda planning meeting be a forum to discuss the above-noted issues.

11. Adjournment

The meeting adjourned at 10:02 p.m.

Erica Braunovan, Chair



COMMITTEE OF THE WHOLE PUBLIC REPORT PUBLIC

Tuesday, February 19, 2019, 7:00 pm
Board Room
Administration Building
133 Greenbank Road
Ottawa, Ontario

Trustees Present: Erica Braunovan, Donna Blackburn, Christine Boothby, Rob Campbell, Chris Ellis, Lyra Evans, Wendy Hough, Jennifer Jennekens, Keith Penny, Sandra Schwartz, Lynn Scott Isaac Glassman (Student Trustee).

Staff Present: Camille Williams-Taylor (Director of Education), Brett Reynolds (Associate Director), Mike Carson (Chief Financial Officer), Mary Jane Farrish (Superintendent of Instruction), Michèle Giroux (Executive Officer, Corporate Services), Peter Symmonds (Superintendent of Learning Support Services), Nadia Towaj (Superintendent of Instruction), Katrine Mallan (Manager of Board Services), Karyn Carty Ostafichuk (Manager of Planning), Diane Pernari-Hergert (Manager of Communications & Information Services), Ian Baxter (Assistant Manager of Planning), Megan Faraday (Planner), Sharlene Hunter (Communications Coordinator), John MacKinnon (Audio-Visual Technician), Amanda Rock (Committee Coordinator)

Non-Voting Representatives Present: Christine Moulaison, Ottawa-Carleton Assembly of School Councils (OCASC); Christine Lanos, Ottawa-Carleton Elementary Operations Committee (OCEOC); Brian Lesage, Elementary Teachers' Federation of Ontario (ETFO); and Rupi Bergamin, Ottawa-Carleton Secondary School Administrators Network (OCSSAN).

1. Call to Order - Vice-Chair of the Board

Vice-Chair Braunovan called the meeting to order at 7:05 p.m. She acknowledged that the meeting is taking place on unceded Algonquin Territory and thanked the Algonquin Nations for hosting the meeting on their land.

2. Approval of Agenda

Moved by Trustee Blackburn

THAT the agenda be approved.

Carried

3. Briefing from the Chair of the Board

Chair Scott expressed condolences to the family and friends of the late Paul Dewar, on behalf of the Ottawa-Carleton District School Board (OCDSB).

Chair Scott advised that Paul was a former OCDSB teacher and union leader, and his wife Julia is also an OCDSB employee. Paul passed away on 06 February 2019 and leaves behind his wife Julia Sneyd and two sons Nathaniel and Jordan. Paul had a profound effect on the City as a teacher, union representative, and most recently as a New Democratic Party Member of Parliament for Ottawa Centre. A time to gather and share stories will take place at First United Church on 22 February 2019 and a celebration of life will take place on 23 February 2019 at Dominion-Chalmers Church. In lieu of flowers, donations can be made to Paul's final initiative, Youth Action Now, or a charity of your choice.

4. Briefing from the Director

Director Williams-Taylor advised that all children attending school in Ontario between the ages of 4 and 17 are required to be vaccinated against nine (9) diseases or have a valid exemption. Parents are required to report all immunizations given at a doctor's office to Ottawa Public Health, and Ottawa Public Health has the authority to suspend students from attending school if they do not have a record of immunization. Parents were notified of the requirement for immunizations last month, and that suspensions have begun as of 14 February 2019 for students in kindergarten to grade 6, and on 20 February 2019 for students in grades 7 to 12. The suspensions will run for 20 days or until Ottawa Public Health gives the approval for students to return to school.

Director Williams-Taylor announced that the new Executive Director for the Education Foundation of Ottawa is Clarissa Arthur. Clarissa started work on 07 February 2019. She can be reached at educationfoundation@ocdsb.ca. Every year, the last Tuesday in February is known as Toonie Tuesday, and the Education Foundation asks students at participating schools to bring \$2 to help students in need. Toonie Tuesday will take place on Tuesday, 26 February 2019. We encourage schools to continue Toonie Tuesday on 05 March and finish by the March Break.

Director Williams-Taylor advised that she attended a gala to celebrate Black History Month on 16 February 2019. The gala was hosted by the African-

Canadian Association of Ottawa. This association is an umbrella organization of all the African descent community associations in Ottawa. Mr. Sirois, Director of Education at the Conseil des écoles catholiques du Centre-Est, was also in attendance, which allowed for positive networking.

In response to a query from Trustee Lyra Evans, the following information was provided:

- Students will return to school after the 20 day suspension even if they have not been vaccinated;
- The District works in collaboration with Ottawa Public Health to encourage families to vaccinate their children;
- Information letters have been translated in nine of the most commonly used languages in the District;
- The District anticipates that the suspension rate will drop as more families understand and have access to immunizations; and
- Oversight is a common reason why many families have failed to have or update their child's immunizations.

5. Delegations

5.1 Lee Hunter on behalf of Extinction Rebellion re climate change

Mr. Lee Hunter is a representative of Extinction Rebellion, a climate change coalition formed in England in 2018. It is a non-violent climate change activism group. He highlighted the following information:

- Carbon dioxide and methane emissions are continuing to increase;
- Oceans are warming 40% faster than initial reports of climate change;
- Insect populations are beginning to collapse; and
- Marine life may be extinct in 50 years.

Mr. Hunter noted that there is a school strike movement in Europe where thousands of students taking part of demonstrations on a weekly basis. He stressed that the District's curriculum should address the climate change situation and encouraged the District to join the Canadian Medical Association (CMA).

In response to trustee queries, the following information was provided by staff:

- There is no OCDSB policy that governs student behaviour with regard to protests;
- When there are protests within the District's schools, staff have worked with the school principal to establish parameters around safety; and
- Students are always expected to be in class during school hours.

In response to trustee queries, Lee Hunter explained the following:

- Some schools in Europe are establishing a policy to allow students to be absent from school to incorporate protests/demonstrations into their studies/civic duties; and
- The Board could be evaluating their carbon footprint on its facilities more closely.

Staff agreed to share Lee Hunter's contact information for him to respond to unanswered trustee questions with regard to his delegation.

6. Matters for Action:

6.1 Report 19-008 School Year Calendar: Key Dates (N. Towaj, ext. 8821)

Your Committee had before it Report 19-008 seeking approval of the recommendations regarding the 2019-2020 elementary and secondary school year calendars for the Ottawa-Carleton District School Board (OCDSB).

Superintendent Towaj advised that Ontario Regulation 304 governs the design, composition, and modifications to school year calendars. She noted that draft calendars should be submitted to the Ministry of Education by 01 March 2019. An ad hoc consultation committee composed of parent representatives, school principals, student representatives, various employee groups, the District's Equity and Diversity lead, and central departments provided feedback and guidance with regard to the design of the 2019-2020 school year calendar. The District also consulted with its coterminous boards.

Superintendent Towaj highlighted the following:

- Reviewing input from the respective groups and recommending key dates for PA days was the focus of the consultation process;
- Recommendations for key dates were presented to support student achievement and wellness; and
- The draft school year calendar of the coterminous board is not aligned with the District's school year calendar due to a shared transportation service being operated when one of the two school boards is not in session.

In response to queries from trustees, the following information was provided:

- The 2019-2020 school year calendar for the coterminous boards are being presented during the week of 25 February 2019; and
- The majority of PA days are on a Friday before a statutory holiday based on the feedback from the parent and student community.

An amendment moved by Trustee Scott,

THAT the word “appendix” be replaced with “appendices” in the motion.

Carried, friendly.

Moved by Trustee Blackburn

THAT the school year calendars (Attached as Appendices A and B to COW Report 19 February 2019) be submitted to the Ministry of Education as the official 2019-2020 school year calendar for the Ottawa-Carleton District School Board’s elementary and secondary schools. (Attached as Appendices A and B to Board 26 February 2019)

Carried

6.2 Report 19-021 Adoption of Education Development Charges By-law (2019-2024) (M. Carson, ext. 8881)

Your Committee had before it Report 19-021 seeking approval for the adoption of the Education Development Charges (EDC) By-law attached as Appendix A, for implementation within the jurisdiction of the Ottawa-Carleton District School Board, effective 01 April 2019.

Assistant Manager Baxter summarized the report, noting the following:

- An EDC by-law can only be in place for a maximum of five years;
- The OCDSB's EDC by-law is scheduled to expire 31 March 2019;
- Staff have completed the legislatively required EDC background study for the adoption of a new EDC by-law;
- The current EDC rates are \$723 per new residential unit and \$0.52 per new square foot of non-residential development;
- The calculated charges contained in the 2019 EDC Background Study are \$787 per new residential unit and \$0.58 per new square foot of non-residential gross floor area;
- A provincial review of EDC rates needs to be completed;
- EDC rates will depend on the provincial review; and
- Staff will report back to trustees when the new rates are known.

CFO Carson advised that staff are not recommending that an additional meeting needs to occur.

Moved by Trustee Schwartz

1. THAT the Board confirm that an additional public meeting under 257.63 (3) of the *Education Act* is not required prior to the adoption of the Ottawa-Carleton District School Board's Education Development Charges By-law No. 01-2019;
2. THAT the Board approve the Ottawa-Carleton District School Board's Education Development Charges Background Study, dated 18 December 2018, for the purpose of adopting the Board's Education Development Charges By-law No. 01- 2019;
3. THAT the Board set the following rates of \$723.00 per new residential dwelling unit and \$0.52 per new square foot of non-residential gross floor area; and
4. THAT the Board approve the Ottawa-Carleton District School Board Education Development Charges By-law No. 01-2019 (attached as Appendix A to Report 19-021) effective, 1 April 2019, and authorize staff to undertake steps regarding its implementation and administration, subject to receipt of Ministerial approval.

An amendment was moved by Trustee Schwartz,

THAT the wording "receipt of" be removed in Part D of the motion.

Carried, friendly.

In response to trustee queries, the following information was provided:

- School boards are allowed to amend their EDC by-law if fees increase to avoid a gap in the collection of charges;
- There is no indication that the Ministry will not approve the EDC background study;
- Staff have emphasized the importance of not having a lapse in collection to the highest levels of government; and
- Ramifications of a lapse in collection would be the number of days from 01 April that approval is still pending from the Ministry.

Trustee Scott expressed gratitude that there are some exemptions to the EDC by-law, given the impact of the recent tornado to parts of the jurisdiction. She expressed the view that it would be unreasonable for families in affected areas to pay extra money for education development charges.

Moved by Trustee Schwartz

5. **THAT the Board confirm that an additional public meeting under 257.63 (3) of the *Education Act* is not required prior to the adoption of the Ottawa-Carleton District School Board's Education Development Charges By-law No. 01-2019;**
6. **THAT the Board approve the Ottawa-Carleton District School Board's Education Development Charges Background Study, dated 18 December 2018, for the purpose of adopting the Board's Education Development Charges By-law No. 01- 2019;**
7. **THAT the Board set the following rates of \$723.00 per new residential dwelling unit and \$0.52 per new square foot of non-residential gross floor area; and**
8. **THAT the Board approve the Ottawa-Carleton District School Board Education Development Charges By-law No. 01-2019 (Attached as Appendix C to COW Report 19 February 2019) effective,1 April 2019, and authorize staff to undertake steps regarding its implementation and administration, subject to Ministerial approval.(Attached as Appendix C to Board 26 February 2019).**

Carried

7. Report from Statutory and Other Committees

7.1 Audit Committee Report, 21 January 2019

Moved by Trustee Schwartz,

THAT the Audit Committee report, dated 21 January 2019, be received.

Carried

8. Matters for Discussion:

8.1 Report 19-013 Review of Policy P.073.GOV Board Member Code of Conduct (M. Giroux, ext. 8310)

Your Committee had before it Report 19-013 to review Board Policy P.073.GOV Board Member Code of Conduct, as required by Ontario Regulation 246/18. The Regulation requires every school board to adopt a

code of conduct that applies to the members of the Board, and to review the code on or before 15 May 2019 and on or before May 15 in every fourth year thereafter.

Executive Officer Giroux provided the following information:

- The OCDSB's current code of conduct reflects the Ontario Public School Boards' Association (OPSBA) 2012 code of conduct policy template;
- OPSBA has made two recommended changes to their code of conduct policy;
- The OCDSB strives to be aligned with the OPSBA policy template;
- The Board is required to review and ensure that they agree with OPSBA's recommended changes; and
- Most code of conduct complaints at the OCDSB have been dealt with through the informal process.

Executive Officer Giroux highlighted the following:

- Bill 68 requires municipalities to establish code of conduct and an Integrity Commissioner (IC) for their members of council; however, Bill 68 does not extend to local school boards;
- An IC is an impartial and independent position that advises, investigates, and educates members of council;
- Allegations of conflict of interest can be investigated by an IC; and
- Four Ontario school boards have an IC that follow the model of the Toronto District School Board (TDSB).

Executive Officer Giroux noted that the report explains the advisory functions and the appointment model of an IC.

Executive Officer Giroux informed that there had been an Ad Hoc committee established previously to draft the current code of conduct policy. She advised that the review of the policy is time-sensitive.

Trustees expressed the following concerns:

- The amount of time that is allotted for a code of conduct investigation to be completed;
- The cost to retain an IC;
- The need for a full-time IC;
- What constitutes the formal and informal review processes; and
- The impartiality of a staff member being an IC.

In response to trustee queries, the following information was provided:

- The cost to retain an IC will be further researched;
- The function of an IC includes the application of board code of conduct, policies and procedures, as well as providing advice to

trustees with regard to their obligations under the *Municipal Conflict of Interest Act*;

- An IC does not eliminate the need for independent legal counsel;
- The OCDSB has successfully retained third parties to resolve code of conduct issues;
- Trustees who are not re-elected to the Board cannot be sanctioned;
- There are time limitations in which a code of conduct investigation must be completed;
- Code of conduct investigations can include incidents between trustees and behavioural issues in public;
- Members of the public cannot file a code of conduct complaint;
- Staff members are governed by the *Respectful Workplace Policy*; and
- Sanctions for code of conduct investigations vary and are decided based upon individual circumstances.

Trustee Blackburn stressed the need to be mindful of what disrespectful behaviour is and that impartiality is of utmost importance.

Trustee Campbell suggested that consideration could be given to have all the coterminous boards investing in one IC.

Trustee Scott gave notice that she would move at a future meeting that an Ad Hoc Code of Conduct Committee be established to conduct a review of the Board Member Code of Conduct policy and the new recommendations from OPSBA.

8.2 Policy Resolution for OPSBA Annual General Meeting, Trustee Boothby and Trustee Penny

Trustee Penny advised that the Board should start working on policy resolutions that they want to be considered and brought forward to OPSBA. He noted that there will need to be consensus among trustees regarding which resolutions will be brought forward to OPSBA. Trustee Boothby added that typically one resolution from the Board is brought forward.

During the discussion, the following was noted:

- Policy resolutions may be directed at a high-level provincial policy or a specific issue that affects school boards across the province;
- Policy resolutions may be about awareness building;
- The recommendation that was approved by OPSBA last year was specific and explicit in direction;
- French language teachers, special education, and the moratorium on the accommodation reviews may be areas to focus on when creating a resolution;
- The grade 10 civics course is an area that could use improvement across the province;

- Advocating for an increase in students' civic participation could be a possible resolution;
- The most common student feedback received with regard to the grade 10 civics course is that focusing on local-level issues increases student involvement because students can see tangible changes;
- Resolutions are due the first week of April 2019; and
- Positioning resolutions that are policy and funding based may assist the province in spending money wisely.

Vice-Chair Braunovan advised that the policy resolution debate can be discussed when the Board has created resolutions to put forward to OPSBA.

9. Information Items:

9.1 Report from OPSBA Representatives

There was no report from the OPSBA representatives.

a. OPSBA Response to Ministry Consultation on Hiring Practices and Class Sizes

Trustee Scott noted that there was little feedback from trustees with regard to providing a response to the Ministry consultation on hiring practices and class sizes.

Trustees Campbell and Ellis expressed disappointment that the Board did not have substantial feedback to provide a response. In response to a query from Trustee Ellis, Director Williams-Taylor agreed to share the staff response to the Ministry of Education's consultation on hiring practices and class sizes with trustees.

Brian Lesage noted the Elementary Teachers' Federation of Ontario's (ETFO) views as the following:

- Ontario Regulation 274/12 should be eliminated;
- The District's goal should be improving student achievement and outcomes;
- Smaller class sizes make for better student outcomes;
- Class size averaging does not improve student achievement; and
- The District should be prioritizing Board flexibility.

Mr. Lesage also noted that the largest class sizes are seen at the intermediate level.

In response to a query from Trustee Lyra Evans, Mr. Lesage advised that he has seen classes upwards of 35 students at the intermediate level. He stressed that class size averaging does not improve student outcomes.

9.2 New Ministry Initiatives Update (if required)

There were no new Ministry updates.

9.3 OSTA Update (if required)

There was no OSTA update.

10. New Business - Information and Inquiries

Trustee Blackburn queried whether the Board has incurred extra snow removal costs due to large amount of snowfall the region has experienced this winter. Director Williams-Taylor advised that she would consult with CFO Carson to determine if costs were substantially higher than anticipated.

Student Trustee Glassman invited staff and trustees to attend an Ontario Student Trustees' Association (OSTA-AECO) conference. He agreed to share further details by email.

11. Adjournment

The meeting adjourned at 9:07 p.m.

Erica Braunovan, Chair

OCDSB Draft Elementary School Year Calendar

2019 to 2020

Aug 2019						
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Legend: + PA Day + Holiday + Start of School Year + Winter Break + March Break + Last Day of School for Students

OCDSB Draft Secondary School Year Calendar

2019 to 2020

Aug 2019						
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Legend: + PA Day + Holiday + Start of School Year + Winter Break + March Break + Exams

**Appendix C to Board
26 February 2019**

**EDUCATION DEVELOPMENT CHARGES BY-LAW
OTTAWA-CARLETON DISTRICT SCHOOL BOARD
BY-LAW No. 01-2019**

A By-law for the imposition of education development charges

BACKGROUND

WHEREAS the *Education Act*, R.S.O. 1990, Chapter E.2, as amended authorizes a school board to pass By-laws for the imposition of education development charges against land undergoing residential and non-residential development in the area of jurisdiction of the board where residential development in such area would increase education land costs;

AND WHEREAS the Board has determined that there is residential development and nonresidential development in its area of jurisdiction that will increase education land costs;

AND WHEREAS the Ottawa-Carleton District School Board has referred to the Ministry of Education and Training the following estimates for approval:

- (1) the total number of new elementary school pupils and new secondary school pupils; and
- (2) the number of elementary school sites and secondary school sites used to determine the net education land costs;

and such estimates have been approved by the Ministry of Education and Training;

AND WHEREAS the Board has complied with the conditions prescribed by section 10 of Ontario Regulation 20/98;

AND WHEREAS the Board has conducted a review of its education development charge policies, given notice, and held a public meeting on January 15, 2019, in accordance with section 257.60 and section 257.63 of the *Education Act*;

AND WHEREAS the Board has permitted any person who attended the public meeting to make representations in respect of the proposed education development charges.

NOW THEREFORE THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD
HEREBY ENACTS AS FOLLOWS:

PART 1

APPLICATION

Definitions

1. The Definition and terms contained in the Act and Regulations made in accordance with the Act, as amended from time to time, shall have the same meanings in this By-law. In the event of ambiguity, the Definitions contained in this By-law shall prevail.
2. In this By-law,
 - (1) "Act" means the *Education Act*, R.S.O. 1990, c.E.2, as amended, or a successor statute;
 - (2) "Board" means the Ottawa-Carleton District School Board;
 - (3) "development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of increasing the size or usability thereof, and includes redevelopment;
 - (4) "dwelling unit" means a room or suite of rooms used, or designed or intended for use by one person or persons living together, in which culinary and sanitary facilities are provided for the exclusive use of such person or persons, and shall include, but is not limited to, a dwelling unit or units in an apartment, group home, mobile home, duplex, triplex, semi-detached dwelling, single detached dwelling, stacked row dwelling (townhouse) and row dwelling (townhouse). Notwithstanding the forgoing, (i) a unit or room in a temporary accommodation to the travelling or vacationing public and (ii) living accommodation in a nursing home as defined in and governed by the provisions of the *Long Term Care Homes Act 2007*, S.O. c.8, shall not constitute dwellings units for purposes of this Bylaw.
 - (5) "education land costs" means costs incurred or proposed to be incurred by the Board,
 - (i) to acquire land or an interest in land, including a leasehold interest, to be used by the Board to provide pupil accommodation;
 - (ii) to provide services to the land or otherwise prepare the site so that a building or buildings may be built on the land to provide pupil accommodation;
 - (iii) to prepare and distribute education development charge background studies as required under the Act;

- (iv) as interest on money borrowed to pay for costs described in paragraphs (i) and (ii); and
 - (v) to undertake studies in connection with an acquisition referred to in paragraph (i).
- (6) "education development charge" means development charges imposed pursuant to this By-law in accordance with the Act;
- (7) "existing Industrial Building" means a building used for or in connection with:
- (a) manufacturing, producing, processing, storing or distributing something,
 - (b) research or development in connection with manufacturing, producing or processing something;
 - (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production or processing takes place,
 - (d) office or administrative purposes, if they are,
 - i. carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
 - ii. in or attached to the building or structure used for that manufacturing, production, processing, storage or distribution.
- (8) "farm buildings" are defined as a building or structure located on a bona fide farm which is necessary and ancillary to a bona fide farm operation including barns, tool sheds and silos and other farm related structures for such purposes as sheltering of livestock or poultry, storage of farm produce and feed, and storage of farm related machinery, and equipment but shall not include a dwelling unit or other structure used for residential accommodation or any buildings or parts thereof used for other commercial, industrial or institutional purposes qualifying as non-residential development;
- (9) "gross floor area" means the total floor area, measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls and for the purpose of this definition, the non-residential portion of a mixed-use building or structure is deemed to include one-half of any area common to the residential and non-residential portions of such mixed-use building or structure;
- (10) "mixed use development" means land, buildings or structures used, or designed or intended for use, for a combination of non-residential and residential uses;

- (11) "non-residential development" means a development other than a residential development and includes commercial, industrial and institutional development;
- (12) "residential development" means a development comprised of land or buildings or structures of any kind whatsoever, used, designed or intended to be used as living accommodations for one or more individuals and includes land or a building or part thereof used, designed or intended for a use in connection therewith.

Application of By-law and Exemptions

3. Subject to any exemption contained herein:

- (1) This By-law applies to all lands located within the City of Ottawa subject to any exemption contained herein and for greater clarity, this By-law applies to all lands within the former Cities of Ottawa, Nepean, Kanata, Gloucester, Cumberland, Rockcliffe and Vanier and the former Townships of Goulbourn, Osgoode, Rideau and West Carleton, as constituted on December 31, 2000.[the Area] This By-law shall apply to all categories of Residential Development and all related uses of land, buildings or structures thereof, and all categories of Non-Residential Development and all related uses of land, buildings or structures thereof.
- (2) This By-law shall not apply to lands that are owned by and are used for the purpose of:
 - (1) a municipality;
 - (2) a district school board;
 - (3) a publicly-funded university, community college or a college of applied arts and technology established under the *Ministry of Colleges and Universities Act*, or a predecessor statute;
 - (4) Residential Development on lands designated as Farm Retirement Lots as this term is defined in the Official Plan of the City of Ottawa, as amended from time to time;
 - (5) a place of worship and land used in connection therewith, and every churchyard, cemetery or burying ground, if they are exempt from taxation under Section 3 of the *Assessment Act, R.S.O. 1990, Chapter A.31, c.3. as amended*;
 - (6) farm buildings as defined herein.

Development Approvals

- 4. In accordance with the Act and this By-law, the Board imposes an education development charge against land undergoing Residential Development, Non-Residential Development, or redevelopment in the City of Ottawa, if the Residential Development, Non-Residential Development, or redevelopment requires any one of those actions set out in sub-section 257.54(2) of the Act (or any successor provision thereto) as follows:

- (1) passing of a zoning By-law or of an amendment thereto under section 34 of the *Planning Act* (or any successor provision thereto);
- (2) the approval of a minor variance under section 45 of the *Planning Act* (or any successor provision thereto);
- (3) a conveyance of land to which a By-law passed under subsection 50(7) of the *Planning Act* (or any successor provision thereto) applies;
- (4) the approval of a plan of subdivision under section 51 of the *Planning Act* (or any successor provision thereto);
- (5) a consent under section 53 of the *Planning Act* (or any successor provision thereto);
- (6) the approval of a description pursuant to the provisions of the *Condominium Act 1998* (or any successor provision thereto); or
- (7) the issuing of a permit under the *Building Code Act, 1992* in relation to a building or structure.

PART II

EDUCATION DEVELOPMENT CHARGES

A. Residential Education Development Charges

5. Subject to the provisions of this By-law, an education development charge of \$723.00 per dwelling unit shall be imposed upon all categories of residential development and all the designated residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use, and, in the case of a mixed-use building or structure, upon the dwelling units in the mixed-use building or structure. An Education Development Charge will be collected once in respect of a particular residential development, but the forgoing does not prevent the application of this By-law to future development of the same property.

Exemptions from Residential Education Development Charges

6. (1) As required by subsection 257.54(3) of the Act an education development charge shall not be imposed with respect to,
 - (a) the enlargement of an existing dwelling unit that does not create an additional dwelling unit; or
 - (b) the creation of one or two additional dwelling units as prescribed in section 3 of Ontario Regulation 20/98 as follows:

Name of Class of Residential Building	Description of Class of Residential Buildings	Maximum Number of Additional Dwelling Units	Restrictions
Single detached dwellings	Residential buildings, each of which contains a single dwelling unit, that are not attached to other buildings	Two	The total gross floor area of the additional dwelling unit or units must be less than or equal to the gross floor area of the dwelling unit already in the building
Semi-detached dwellings or row dwellings	Residential buildings, each of which contains a single dwelling unit, that have one or two vertical walls, but no other parts, attached to other buildings	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the dwelling unit already in the building
Other residential buildings	A residential building not in another class of residential building described in this table	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the smallest dwelling unit already in the building

7. Pursuant to Section 4 Ontario Regulation 20/98:

- (1) Education development charges under section 5 of this By-law shall not be imposed with respect to the replacement, on the same site, of a dwelling unit that was destroyed by fire, demolition or otherwise, or that was so damaged by fire, demolition or otherwise as to render it uninhabitable.
- (2) Notwithstanding section 7(1) of this By-law, education development charges shall be imposed in accordance with section 5 of this By-law if the building permit for the replacement dwelling unit is issued more than 2 years after,
 - (a) the date the former dwelling unit was destroyed or became uninhabitable; or
 - (b) if the former dwelling unit was demolished pursuant to a demolition permit issued before the former dwelling unit was destroyed or became uninhabitable, the date the demolition permit was issued.
- (3) Notwithstanding section 7(1) of this By-law, education development charges shall be imposed in accordance with section 5 of this By-law against any dwelling unit or

units on the same site which are in addition to the dwelling unit or units being replaced.

- (4) An education development charge shall be imposed in accordance with section 5 of this By-law where a non-residential building or structure is replaced by or converted to in whole or in part, a dwelling unit or units.

B. Non-Residential Education Development Charges

8. Subject to the provisions of this By-law, an education development charge of \$0.52 per square foot of gross floor area of non-residential development shall be imposed upon all categories of non-residential development and all non-residential uses of land, buildings or structures and, in the case of a mixed-use building or structure, upon the non-residential uses in the mixed-use building or structure. An Education Development Charge will be collected once in respect of a particular non-residential development, but the forgoing does not prevent the application of this By-law to future development of the same property.

Exemptions from Non-Residential Education Development Charges

9. Notwithstanding section 8 of this By-law, education development charges shall not be imposed upon a non-residential development if the development does not have the effect of creating gross floor area of non-residential development or of increasing existing gross floor area of non-residential development.
10. (1) Education development charges under section 8 shall not be imposed with respect to the replacement, on the same site, of a non-residential building or structure that was destroyed by fire, demolition or otherwise, or that was so damaged by fire, demolition or otherwise as to render it unusable.
- (2) Notwithstanding section 10(1) of this By-law, education development charges shall be imposed in accordance with section 8 of this By-law if the building permit for the replacement non-residential building or structure is issued more than 5 years after,
- (1) the date the former building or structure was destroyed or became unusable; or
- (2) if the former building or structure was demolished pursuant to a demolition permit issued before the former building or structure was destroyed or became unusable, the date the demolition permit was issued.
- (3) Notwithstanding section 10(1) of this By-law, an education development charge shall be imposed in accordance with section 8 of this By-law against any additional gross floor area of any non-residential development on the same site in excess of the gross floor area of the non-residential building or structure being replaced, subject to the following calculation:-

If the gross floor area of the non-residential part of the replacement building exceeds the gross floor area of the non-residential part of the building being replaced, the exemption applies with respect to the portion of the education development charge calculated in accordance with the following formula:

$$\text{Exempted portion} = [\text{GFA}(\text{old}) / \text{GFA}(\text{new})] \times \text{EDC}$$

where,

"Exempted portion" means the portion of the education development charge that the Board is required to exempt;

"GFA (old)" means the gross floor area of the non-residential part of the building being replaced;

"GFA (new)" means the gross floor area of the non-residential part of the replacement building;

"EDC" means the education development charge that would be payable in the absence of the exemption;

- (4) Education development charges shall be imposed in accordance with section 5 of this By-law if the non-residential building or structure described in section 10(1) of this By-law is replaced by or converted to, in whole or in part, a dwelling unit or units.
 - (5) Education development charges shall be imposed in accordance with Section 8 of this By-law where a dwelling unit or dwelling units described in section 10(1) of this By-Law, are replaced by or converted to, in whole or in part with a non-residential development or use.
11. If a development includes the enlargement of the gross floor area of an existing industrial building, the amount of the education development charge that is payable in respect of the enlargement shall be determined in accordance with the following rules:
- (a) if the gross floor area is enlarged by 50 percent or less, the amount of the education development charge in respect of the enlargement is zero;
 - (b) if the gross floor area is enlarged by more than 50 percent the amount of the education development charge in respect of the enlargement is the amount of the education development charge that would otherwise be payable multiplied by the fraction determined as follows:
 - (1) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
 - (2) divide the amount determined under paragraph (i) by the amount of the enlargement.

C. Mixed Use Development

12. The education development charge to be imposed in respect of the Mixed-use development or redevelopment shall be the aggregate of the amount applicable to the residential development component and the amount applicable to the Non-Residential Development component.
13. For the purpose of calculating the education development charge to be imposed in respect of the Mixed-use development or redevelopment, the Gross Floor Area of the non-residential portion of the building shall include a proportional share of the common areas of such building.

PART III**ADMINISTRATION****Payment of Education Development Charges**

14. Education development charges are payable in full to the municipality in which the development takes place on the date a building permit is issued in relation to a building or structure on land to which this education development charges By-law applies.
15. The Treasurer of the Board shall establish and maintain an education development charge reserve fund in accordance with the Act, the Regulation and this By-law.

Payment by Services

16. Pursuant to the Act, the Board may, with the consent of the Minister, accept land for pupil accommodation in place of the payment of all or a part of the education development charge. If the Board accepts land, as stated herein, the owner shall be given credit toward the education development charges imposed on the owner by the Board.

Collection of Unpaid Education Development Charges

17. Part XI of the *Municipal Act 2001* applies with necessary modifications with respect to an education development charge or any part of it that remains unpaid after it is payable.

Date By-law In Force

18. This By-law shall come into force at 12:01 a.m. on April 1, 2019.

Repeal

19. By-law No. 02-2014 is repealed upon this By-law, this being By-law No. 01-2019, and coming into force April 1, 2019.

Severability

20. In the event any provision, or part thereof, of this By-law is found by a court of competent jurisdiction to be *ultra vires*, such provision, or part thereof, shall be deemed to be severed, and the remaining portion of such provision and all other provisions of this By-law shall remain in full force and effect.

Interpretation

21. Nothing in this By-law shall be construed so as to commit or require the Board to authorize or proceed with any specific school site purchase or capital project at any time.
22. In this By-law where reference is made to a statute or a section of a statute such reference is deemed to be a reference to any successor statute or section.

Short Title

23. This By-law may be cited as the Ottawa-Carleton District School Board Education Development Charges By-law No. 01-2019.

ENACTED AND PASSED this 26th day of February, 2019.

Chair of the Board

Director of Education



Memo No. 19-034

MEMORANDUM

TO: Trustees
Student Trustees

FROM: Camille Williams-Taylor, Director of Education and Secretary of the Board
Michael Carson, Chief Financial Officer

DATE: 22 February 2019

RE: Snow Clearing and Relocation Costs

In response to a trustee question regarding snow clearing and relocation and the impact on budget, the following information is provided.

Due to the extreme challenges this winter, the budgets for snow clearing, snow relocation and salt and grit have been significantly impacted. Preliminary estimates would indicate that all areas are over budget. Staff are confident that the cost of this work can be recovered by savings elsewhere.

Please do not hesitate to contact Mike Carson, Chief Financial Officer, if you have any questions at michael.carson@ocdsb.ca or at 613-596-8211 ext.8881.

Attach.

cc Senior Staff
Manager, Facilities
Corporate Records



To: Chair and Members of the Board

DATE: 26 February 2019

RE: Establishment of an Ad Hoc Code of Conduct Committee

Trustee Jennekens has given notice that she intends to move as follows at the Board meeting of 26 February 2019:

THEREFORE be it resolved,

- A. **THAT an Ad Hoc Code of Conduct Committee be established in accordance with Section 9.6 of the Board's By-Laws and Standing Rules;**
- B. **THAT the mandate of the Ad Hoc Code of Conduct Committee shall be to:**
 - i. **review Policy P.073.GOV Board Member Code of Conduct;**
 - ii. **consider revisions to P.073.GOV, including incorporating revisions from the updated OPSBA code of conduct template;**
 - iii. **consider the role of an integrity commissioner with respect to the code of conduct;**
 - iv. **provide comments and recommendations to the Board no later than 26 April 2019; and**
- C. **THAT the Ad Hoc Committee members consist of the Chair of the Board (ex officio) and up to four trustees appointed or elected by the Board.**

Camille Williams-Taylor
Director of Education and
Secretary of the Board

Michèle Giroux
Executive Officer
Corporate Services

Signatures on this Notice of Motion confirm that the Notice was submitted in accordance with Section 12.9 of the Board's By-laws and Standing Rules.



BOARD (PUBLIC)
Report No., 19-030

26 February 2019

Appointment of a Member and Alternate to the Supervised Alternative Learning Committee

Key Contact: Michèle Giroux, Executive Officer, Corporate Services
613-596-8211 ext. 8310

PURPOSE:

1. To appoint a member and alternate to the Supervised Alternative Learning Committee (SAL), as requested by Trustee Braunovan and Trustee Ellis.

CONTEXT:

2. The composition of the Supervised Alternative Learning Committee is outlined in section 4.3 of Policy P.044.CUR Supervised Alternative Learning (attached as Appendix A). The membership is currently comprised of one trustee (Trustee Braunovan) and one alternate (Trustee Ellis) who were appointed by the Board at its inaugural meeting of 3 December 2018.

Trustee Braunovan, in her capacity as Vice-Chair, attends agenda planning meetings. Trustee Ellis was elected to work with the Chair and Vice-Chair at agenda planning meetings.

Meetings of the Supervised Alternative Learning Committee have been scheduled to take place at the same time as agenda planning meetings, thereby creating a conflict for Trustees Braunovan and Ellis. Trustee Braunovan and Trustee Ellis have requested that the Board appoint a member and alternate to replace them on the Supervised Alternative Learning Committee (SAL)

KEY CONSIDERATIONS:

3. The term of the appointment of the member and alternate to SAL is 26 February 2019 to 30 November 2019.

The purpose of SAL is to assist students in returning to secondary school or proceeding to one of the five post-secondary options including: apprenticeship

training, college, independent living, university, or the workplace.

The Committee shall meet with the students, parents/guardians and any others it considers appropriate for the purposes of determining whether:

- (a) the application, including the SALP should be approved; or
- (b) the application should be approved with modifications to the SALP allowing the student to participate in SAL according to the modified SALP; or
- (c) the application is not approved, in which case, the student is expected to return to regular attendance at school.
- (d) If no SALP was submitted, the Committee may require the creation of a SALP to support the student's participation in SAL.

The meeting schedule is dependent on applications received and in the last year, meetings have typically been held monthly in the afternoon at the Administration building. In accordance with the *Education Act*, the appointed trustee member to SAL shall be paid \$50.00 for attendance at SAL meetings (Ontario Regulation 357/06).

RESOURCE IMPLICATIONS:

- 4. There are no resource implications associated with this report.

COMMUNICATION/CONSULTATION ISSUES:

- 5. No consultation is required.

STRATEGIC LINKS:

- 6. Appointing Board members to the Supervised Alternative Learning Committee supports the District's commitment to implementing sound governance structures, as well as encouraging broad community engagement in District initiatives.

RECOMMENDATION:

- A. THAT Trustee _____ be appointed as the member to the Supervised Alternative Learning Committee.**
- B. THAT Trustee _____ be appointed as the alternate to the Supervised Alternative Learning Committee.**

Michèle Giroux
Executive Officer, Corporate Services
(ext. 8310)

Camille Williams-Taylor
Director of Education and
Secretary of the Board

Appendix A: Policy P.044.CUR Supervised Alternative Learning Committee



POLICY P.044.CUR
TITLE: SUPERVISED ALTERNATIVE LEARNING**Date issued: 15 May 1998****Last revised: 08 May 2012****Authorization: Board: 11 May 1998****1.0 OBJECTIVE**

To establish a process to provide Supervised Alternative Learning as a retention strategy to assist parents/guardians of students who are fourteen years of age or older and of compulsory school age (up to age 18) in finding the learning program best suited to their child's needs and interests.

2.0 DEFINITIONS

In this policy,

- 2.1 **Community Representative** means a community member who is not a Board of Trustees member or an employee of the District.
- 2.2 **District** means the Ottawa-Carleton District School Board (OCDSB).
- 2.3 **Primary Contact Person** means an employee of the District assigned to carry out the functions of the Supervised Alternative Learning in respect of the student.
- 2.4 **Supervised Alternative Learning (SAL)** refers to an individualized learning program or alternative learning experience to provide students who have significant difficulties with regular school attendance to progress toward obtaining an Ontario secondary school diploma or achieving his or her other education or life goals.
- 2.5 **Supervised Alternative Learning Plan (SALP)** refers to a plan developed for a SAL student which includes the student's educational and life goals, an outline of activities the student will participate in and contact information for those supporting the SAL.
- 2.6 **Student** refers to a pupil of the District that is at least 14 years old and of compulsory school age (up to age 18).

3.0 POLICY

- 3.1 The District is committed to meeting the learning needs of students and shall make available a variety of retention strategies to help students continue their education.
- 3.2 SAL shall be considered as a retention strategy, particularly in those situations where other measures to help a student continue their education have not been effective.
- 3.3 The purpose of SAL is to assist students in returning to secondary school or proceeding to one of the five post secondary options including: apprenticeship training, college, independent living, university, or the workplace.
- 3.4 A request for SAL shall be made by the school principal where, after consultation with the school staff, the student and parent/guardian it is determined that a SAL is the most appropriate learning opportunity for the student. Where the request for a SAL is made by the principal, the parents/guardians should be in full support of the application.
- 3.5 The parent/guardian of a student may make a request for SAL. Such requests shall be directed to the school principal.
- 3.6 All requests for SAL shall be completed in the prescribed format as established in Ontario Regulation 374/10 and detailed in Procedure PR.654.CUR-Supervised Alternative Learning.
- 3.7 All requests for SAL shall include a plan for a program that is in the student's best interest, reflects his or her own input and supports the student in meeting his or her learning goals. The plan shall include all of the required elements detailed in Procedure PR.654.CUR Supervised Alternative Learning.

4.0 SPECIFIC DIRECTIVES

- 4.1 The Board of Trustees shall establish a SAL Committee (the Committee) for the purpose of reviewing all SAL applications. The Committee shall review circumstances of each application to ensure that the proposed program is appropriate to the student's needs and interests.
- 4.2 Where an application for a SAL has been submitted to the Committee, the Superintendent of Instruction or designate shall ensure that the application is distributed and a meeting of the Committee is scheduled in accordance with the timelines and notice provisions established in Ontario Regulation 374/10 and detailed in Procedure PR.654.CUR-Supervised Alternative Learning.

Committee Composition

- 4.3 The Committee shall be composed of the following members:
 - a) one trustee and an alternate, both appointed by the Board of Trustees;
 - b) the Director of Education or a designated alternate appointed by the Director of

Education; and

- c) one Community Representative and alternate, neither of whom is a member of the Board of Trustees or employee of the District.
 - (i) The Community Representative and alternate shall be selected by the other members of the Committee and shall be appointed for the duration of the term of the Board of Trustees.
- d) A School/District Social Worker and Student Success Program lead (or alternate) may also attend and participate in the committee meetings but shall not have voting rights.

4.4 The Committee shall designate one of its members as Chair.

Committee Meetings:

- 4.5 A meeting of the Committee may be held only when all three members of the Committee or their alternates are present.
- 4.6 The Committee shall give notice of the meeting to the required participants in accordance with the established timelines as outlined in Procedure PR.654.CUR Supervised Alternative Learning.
- 4.7 The Committee shall meet with the students, parents/guardians and any others it considers appropriate for the purposes of determining whether:
 - a) the application, including the SALP should be approved; or
 - b) the application should be approved with modifications to the SALP allowing the student to participate in SAL according to the modified SALP; or
 - c) the application is not approved, in which case, the student is expected to return to regular attendance at school.
 - d) If no SALP was submitted, the Committee may require the creation of a SALP to support the student's participation in SAL.
- 4.8 The Committee shall provide the student, parent/guardian, Primary Contact Person and the Principal with its decision on the application with any modifications (if applicable), as well as the parent/guardians right to ask the Committee to reconsider its decision within the required timeframe and process outlined in Ontario Regulation 374/10 and Procedure PR.654.CUR Supervised Alternative Learning.
- 4.9 Before the expiry of the SALP, if the principal feels it is in the best interest of the student to continue with SAL, the principal shall submit a recommendation to the Committee to renew the plan. If the principal feels that the SALP should be terminated, the principal shall provide written notice of the termination to the student, parent/guardian, the Committee and Primary Contact Person.
- 4.10 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy in accordance with Ontario Regulation 374/10.

5.0 REFERENCE DOCUMENTS

The Education Act, Regulation 374/10
Board By-laws and Standing Rules, Annex