



# Board Meeting Agenda

May 17, 2021 — 7:00 p.m.



## Children's Mental Health Week, May 3-7, 2021

The DDSB Mental Health and Well-Being team shared resources and a toolkit of strategies and practices with schools. Educators engaged in a week of mental health promotion activities organized around these themes; Mindful Monday, Talk About It Tuesday, Wellness Wednesday, Thankful Thursday and Fitness Friday. On Thursday May 6th, schools participated in Shine Green for Mental Health Week by wearing green, a simple way to remind school communities that we must make student well-being and mental health a priority and raise our collective awareness about mental health.

In addition, Shaun Boothe, an award-winning hip-hop artist and TEDx speaker presented "Hope in Challenging Times" to secondary and intermediate students. He invited everyone to find their greatness by opening our hearts to others, showing up for each other as part of our well-being, and being "here for a cause, not applause".

*Members of the public can participate in the board meeting by watching the live-stream on YouTube.*

Carolyn Morton  
Chair of the Board  
Townships of Brock,  
Scugog & Uxbridge

Christine Thatcher  
Vice Chair of the Board  
Town of Whitby

Patrice Barnes  
Vice Chair, Standing  
Committee  
Town of Ajax  
Wards 1 & 2

Michael Barrett  
City of Oshawa

Chris Braney  
City of Pickering

Paul Crawford  
City of Pickering

Donna Edwards  
Chair, Education Finance  
Town of Ajax, Ward 3

Darlene Forbes  
City of Oshawa

Niki Lundquist  
Town of Whitby

Linda Stone  
City of Oshawa

Scott Templeton  
Town of Whitby

Aaliyah Jaleel  
Student Trustee

Logan Keeler  
Student Trustee

Arpita Savaliya  
Student Trustee

# DURHAM DISTRICT SCHOOL

## BOARD MEETING

Monday, May 17, 2021 - 7:00 p.m.

- |   | PAGE   |
|---|--------|
| 1. <u>Call to Order</u>   |        |
| 2. <u>Moment of Silence/Acknowledgement</u>   | Verbal |
| <p>The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.</p> |        |
| 3. <u>O Canada</u>  |        |
| 4. <u>Declarations of Interest</u>  |        |
| 5. <u>Adoption of Agenda</u>  |        |
| <u>Minutes</u>  |        |
| (a) APPROVED Minutes of the Regular Board Meeting of March 22, 2021   | 1-7    |
| (b) APPROVED Minutes of the Special Board Meeting of April 6, 2021  | 8-9    |
| (c) APPROVED Amended Minutes of the Special Board Meeting of April 6, 2021  | 10-11  |
| (d) DRAFT Minutes of the Regular Board Meeting of April 19, 2021  | 12-23  |
| (e) DRAFT Minutes of the Special Board Meeting of May 3, 2021   | 24-26  |
| 6. <u>Community Presentations</u>   |        |
| 7. <u>Ministry Memorandums-Information Update</u><br>(Director Norah Marsh)   | Verbal |

- |     |   |         |
|-----|---|---------|
| 8.  | <u>Public Question Period</u>   | Verbal  |
| 9.  | <u>DDSB Presentations</u>   |         |
|     | (a) SAL Program Update and Student Presentation<br>(Superintendent Stephen Nevills)                                     |         |
| 10. | <u>Report from the Committee of the Whole in Camera</u>   | Verbal  |
| 11. | <u>Good News from the System</u><br>(Director Norah Marsh)  | Verbal  |
| 12. | <u>Recommended Actions</u>  |         |
|     | (a) Report: Standing Committee Meeting May 3, 2021<br>(Trustee Christine Thatcher)                                      | 27-32   |
|     | (b) Motion: To Engage the Naming of Schools Policy and Strike a<br>School Naming Committee.<br>(Trustee Niki Lundquist) | 33      |
|     | (c) Trustee Expense Policy<br>(Associate Director David Wright)   | 34-51   |
|     | (d) Community Use of Schools Policy<br>(Associate Director David Wright)  | 52-73   |
|     | (e) Former Ritson PS Circulation of Surplus Site Regulation<br>444/98<br>(Associate Director David Wright)              | 74-101  |
|     | (f) Capital Priorities Program Report<br>(Associate Director David Wright)  | 102-105 |
| 13. | <u>Information Items</u>  |         |
|     | (a) Report: SEAC Meeting of March 18, 2021<br>(Trustee Donna Edwards)   | 106-115 |
|     | (b) OPSBA Report<br>(Trustee Patrice Barnes)  | Verbal  |

14. Correspondence

(a) Action Requested:

(b) Other:

- i. York Region District School Board 116-117
- ii. Thames Valley District School Board 118-120

15. Other Business

16. Adjournment

Ad Hoc Committees

- (a) Equity and Diversity Ad Hoc Steering Committee
- (b) Governance Ad Hoc Committee

# APPROVED

## MINUTES

### The Regular Meeting of the Board Monday March 22, 2021

**A Regular Meeting of the Durham District School Board was held on this date, virtually.**

1. Call to Order:

Chair Carolyn Morton called the meeting to order at 7:00 p.m.

Members Present: Trustees Patrice Barnes, Michael Barrett, Chris Braney, Paul Crawford, Donna Edwards, Darlene Forbes, Niki Lundquist, Linda Stone, Scott Templeton, Christine Thatcher, Student Trustees Aaliyah Jaleel, Student Trustee Logan Keeler, Arpita Savaliya

Officials Present: Director Norah Marsh, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Jack Nigro, Executive Officer Communications Robert Cerjanec, General Legal Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Moment of Silence/Acknowledgement

Chair Carolyn Morton advised that the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

4. O Canada

5. Adoption of Agenda

2021:RB21

MOVED by Trustee Scott Templeton

SECONDED by Trustee Patrice Barnes

THAT THE AGENDA BE APPROVED.

CARRIED

2021:RB22

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Scott Templeton

THAT THE FOLLOWING APPROVED MINUTES BE RECEIVED:

REGULAR BOARD MEETING MINUTES OF JANUARY 18, 2020

THAT THE FOLLOWING DRAFT MINUTES BE APPROVED:

REGULAR BOARD MEETING MINUTES OF FEBRUARY 16, 2021

CARRIED

6. Community Presentations

There were no community presentations at this time.

7. Ministry Memorandums-Information Update

Director Norah Marsh provided trustees with an update of the recent Ministry Memorandums:

Director Marsh acknowledged that staff are continuing to work through the management of the pandemic and are following the new self-isolation protocol which continues to impact staff attendance. She thanked administrators and central staff for their work in supporting schools and noted that central staff continue to cover classrooms when there is a staff shortage. The Human Resources Department continues to work on updating the emergency occasional teacher list.

The Ministry of Education has announced that education workers will be part of the province's Phase Two Immunization Plan. Information regarding the process has not been received. The Ministry is anticipating that all education workers will have the opportunity to be immunized by the end of June. Director Norah Marsh and Associate Director Jim Markovski have been advocating by connecting with the

Durham Region Health Department and the Chief Medical Officer of Health for Durham Region.

The Ministry of Education gave direction to the school boards regarding funding for staffing for the next school year. Boards are being asked to budget for staffing based on pre-pandemic funding. A registration process will take place for virtual elementary schools. More information will be provided regarding the registration and the budget planning process for next year.

8. Public Question Period

Dylan R. a student of DDSB presented one question and staff responded.

Cathy Rostowski provided a written question and staff responded.

9. DDSB Presentations

(a) Anti-Oppressive Practice, Support for 2SLGBTQI Student and Staff Community: DDSB@Home Student Presentation

Superintendent Mohamed Hamid provided trustees with an update on the work that is happening in schools to support anti-oppressive practices in relation to our 2SLGBTQI students and educators. Superintendent Mohamed Hamid introduced teachers Tara Sarre, Jordan Bayliss and Madeline Fray who showcased the work of students and staff on behalf of 2SLGBTQI education. Student members from the GSA shared with trustees lived experiences and student performers communicated excerpts from the play "Outside".

10. Report from the Committee of the Whole in Camera

Trustee Christine Thatcher reported on the actions of the Committee of the Whole in Camera meeting and confirmed that the Board approved the actions of the Committee of the Whole in Camera. Trustees dealt with 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, decisions around negotiations with employees of the Board and a litigation update.

2021:RB23

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Patrice Barnes

THAT THE REPORT FROM THE COMMITTEE OF THE WHOLE IN CAMERA BE RECEIVED.

CARRIED

11. Good News from the System

Jay and Aliya, DDSB students, shared good news from across the system.

Over 600 parents, guardians and staff attended the Parent Engagement Series event on How to Talk to Your Children about Anti-Black Racism, with guest speaker Bee Quammie. She is a writer, speaker, social media influencer and a DDSB parent. She discussed systemic racism, colourism, stereotypes, and shared her lived experiences as a Black woman and mother.

Pink Shirt Day began, to address bullying, homophobia and transphobia. On February 24<sup>th</sup>, we recognized Pink Shirt Day across the district to demonstrate our support and commitment to the human rights of all students and staff. Students in schools and online showed they are ready and willing to stand with each other for what is right and talk about bullying, homophobia, and transphobia.

Congratulations to Nico a Grade 7 student from Vincent Massey Public School. Nico is a star boccia player and was recently named the Parasport Junior Athlete of the Year. Great job Nico!

DDSB is focusing on providing equitable and inclusive opportunities for all students. The Cypher: Black male empowerment webinar series started in February for students in Grades 6 to 8. Staff and students will have opportunities to join in conversations with Black male educators and leaders in the community. Discussions will challenge anti-Black racism where students and teachers can unpack and engage in courageous conversations.

The DDSB partnered with Lakeridge Health, CAREA Community Health Centre, and the Durham Catholic District School Board to hold a PSA video contest for students. The goal was to promote well-being and healthy alternatives to substance use. All participants were awarded certificates for their creativity and strong messages. Special congratulations to students from Quaker Village and Robert Munsch public schools, and Sinclair and Uxbridge secondary schools whose videos stood out and were awarded prizes! Well done!

The Psychological Services and Social Work teams came together to work on a new resource for students and families, the Anti-Black Racism Well-Being Toolkit. The toolkit includes definitions, suggested books, videos, podcasts and resources within the board and the community.

The Positive School Climate department is also sharing the School Mental Health Ontario's Action Toolkit. This document provides families with tips to support positive well-being and mental health. Reminding us that it is OK to reach out for help.

March is Social Work month, and we know that our Social Work Services team goes above and beyond to support students with their mental health and well-being

throughout the year. The team encourages students and parents to seek support by reaching out through the school or through the DDSB website.

Students at Williamsburg Public School jumped into action and sent a little 'Love to Lakeridge' hospital patients and staff. School administrators were told how tough things were and that morale was low as patients are not allowed visitors. Staff wanted to do something nice and put a request out to neighbours, teachers, and online classes – and the gifts came pouring in. Gifts were shared with the hospital to show how schools and the community can come together to support one another.

Dates of Significance-March and April:

Bangladeshi	Heritage Month
March	Social Work Month
March 25	International Day of Remembrance of Victims of Slavery and the Transatlantic Slave Trade
March 25	SEAC Meeting
March 26	Epilepsy Awareness Day (Purple Shirt Day)
March 28	Holi
Mar 28-Apr 4	Passover
March 28	Palm Sunday
April	World Autism Month
April	Sikh Heritage Month
April 2	Good Friday
April 2	World Autism Awareness Day
April 4	Easter Sunday
April 5	Easter Monday
April 6	Standing Committee Meeting
April 8	Yom HaShoa
April 8	Special Education Advisory Committee (SEAC) Meeting
April 12-16	April Break for Schools
April 13	Ramadan begins
April 14	International Day of Pink
April 14	Baisakhi

12. Recommended Actions

(a) Menstrual Products

Associate Director David Wright provided Trustees with an update regarding the costs associated with providing free menstrual products to DDSB students. This information is provided as supplemental data to a presentation to trustees on January 4, 2021 by two secondary school students. Associate Director David Wright introduced Chief Facilities Officer Christine Nancekivell who answered trustee questions.

2021:RB24  
MOVED by Trustee Niki Lundquist  
SECONDED by Trustee Scott Templeton

THAT THE DDSB PROVIDE FREE OF CHARGE MENSTRUAL PRODUCTS FOR STUDENT USE WITH A PHASE IN OF DISPENSERS IN SCHOOL WASHROOMS AND THAT WASHROOMS HAVE FREE MENSTRUAL PRODUCTS AVAILABLE FOR STUDENTS BY MARCH 2022.

CARRIED

(a) Notice of Motion: Naming of Schools Policy

Associate Director David Wright provided trustees with an overview of the draft policy for their consideration at the April 19, 2021 Board meeting.

(b) Report: Standing Committee Meeting Minutes of March 1, 2021

Trustee Christine Thatcher presented the Standing Committee meeting minutes of March 1, 2021.

A resolution was passed by the standing committee on March 1, 2021 in closed session on matters involving 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 and decisions in respect of negotiations with employees of the board.

2021:RB25  
MOVED by Trustee Christine Thatcher  
SECONDED by Trustee Patrice Barnes

I MOVE THAT THE BOARD NOW RECEIVE THE MINUTES AND APPROVE THE ACTIONS OF THE MARCH 1, 2021 STANDING COMMITTEE, INCLUDING DURING CLOSED SESSION, AND ADOPT THE RESOLUTION THAT WAS PASSED.

CARRIED

(c) Notice of Motion: Establish a Standing Committee of the Board for Policy Development

Trustee Donna Edwards provided trustees with an overview of the notice of motion for their consideration at the April 19, 2021 Board meeting.

13. Information Items

(a) PPM 165: School Board Teacher Hiring Practices

Superintendent Heather Mundy provided Trustees with updated information on the teacher hiring guidelines with regards to Policy/Program Memorandum No.165, School Board Teacher Hiring Practices. Superintendent Heather Mundy introduced Manager of Recruitment Arlene Walkes and Senior Manager, Human Resources Lisa Coppins who answered trustee questions.

(b) Quarterly Construction and Major Projects Progress Report

Associate Director David Wright introduced Chief Facilities Officer Christine Nancekivell who provided trustees with an update on the quarterly report of the current construction and major projects progress. Trustee questions were answered.

(c) Report: SEAC Meeting of February 18, 2021

Trustee Donna Edwards presented the SEAC meeting minutes of February 18, 2021.

(d) OPSBA Report

Trustee Patrice Barnes provided trustees with an OPSBA update.

15. Correspondence

There was no correspondence at this time.

16. Other Business

There was no other business at this time.

17. Adjournment

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 8:21 p.m.

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Chair

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Secretary

**APPROVED**

**MINUTES**

**The Special Meeting of the Board**

**April 6, 2021**

**6:40 p.m.**

A Special Meeting of the Durham District School Board was held on this date virtually, directly after the Committee of the Whole, Standing Committee meeting.

1. Call to Order:

Roll Call: Trustee Carolyn Morton, Chair of the Board

The Chair called the meeting to order at 6:40 p.m.

Members Present: Trustees Patrice Barnes, Michael Barrett, Chris Braney, Paul Crawford, Donna Edwards, Darlene Forbes, Niki Lundquist, Linda Stone, Scott Templeton, Christine Thatcher, Student Trustees Aaliyah Jaleel, Student Trustee Logan Keeler, Arpita Savaliya

Officials Present: Director Norah Marsh, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Jack Nigro, Executive Officer Communications Robert Cerjanec, General Legal Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Adoption of Agenda

2020:SB26

MOVED by Trustee Scott Templeton

SECONDED by Trustee Niki Lundquist

THAT THE AGENDA BE APPROVED.

CARRIED

Special Meeting of the Board Minutes  
April 6, 2021

3. Report from Committee of the Whole In-Camera

On April 6, 2021, the Standing Committee considered certain matters in closed session as permitted under the Education Act.

2020:SB27

MOVED by Trustee Patrice Barnes

SECONDED by Trustee Christine Thatcher

I MOVE THAT THE BOARD APPROVE THE ACTIONS, AND ADOPT THE RESOLUTION, OF THE APRIL 6, 2021 STANDING COMMITTEE.

CARRIED

5. Adjournment

MOVED by Trustee Niki Lundquist

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 6:52 p.m.

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Chair

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Secretary

**APPROVED**

**AMENDED MINUTES**

**The Special Meeting of the Board**

**April 6, 2021**

**10:18 p.m.**

A Special Meeting of the Durham District School Board was held on this date virtually following the Standing Committee meeting.

1. Call to Order:

Roll Call: Trustee Carolyn Morton, Chair of the Board

The Chair called the meeting to order at 10:18 p.m.

Members Present: Trustees Patrice Barnes, Michael Barrett, Chris Braney, Paul Crawford, Donna Edwards, Darlene Forbes, Niki Lundquist, Linda Stone, Scott Templeton, Christine Thatcher, Student Trustees Aaliyah Jaleel, Student Trustee Logan Keeler, Arpita Savaliya

Officials Present: Director Norah Marsh, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Jack Nigro, Executive Officer Communications Robert Cerjanec, General Legal Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Adoption of Agenda

2020:SB28

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Darlene Forbes

THAT THE AGENDA BE APPROVED.

CARRIED

Special Meeting of the Board Minutes  
April 6, 2021

3. Recommended Action

- (a) Approval of Resolution, April 6, 2021 Standing Committee:  
Immunization of School Staff and Bus Drivers

Trustee Christine Thatcher reported that a motion was moved at the Standing Committee meeting of April 6, 2021 by Trustee Niki Lundquist and that a resolution was adopted by the committee.

THAT THE DDSB, THROUGH ITS CHAIR, IMMEDIATELY CORRESPOND WITH DR. KYLE AND DURHAM PUBLIC HEALTH IMPLORING THEM TO PRIORITIZE THE IMMUNIZATION OF SCHOOL STAFF AND STAFF ENGAGED IN THE DIRECT TRANSPORT OF STUDENTS, AND THAT COPIES OF THAT CORRESPONDENCE BE PROVIDED TO THE MINISTER OF EDUCATION, THE MINISTER OF HEALTH, AND THE CHIEF MEDICAL OFFICER OF HEALTH FOR THE PROVINCE OF ONTARIO.

2020:SB29  
MOVED by Trustee Christine Thatcher  
SECONDED by Trustee Niki Lundquist

I MOVE THAT THE BOARD ADOPT THE RESOLUTION.

CARRIED

5. Adjournment

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 10:30 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

**DRAFT**

**MINUTES**

**The Regular Meeting of the Board  
Monday April 19, 2021**

**A Regular Meeting of the Durham District School Board was held on this date, virtually.**

1. Call to Order:

Chair Carolyn Morton called the meeting to order at 7:02 p.m.

Members Present: Trustees Patrice Barnes, Michael Barrett, Chris Braney, Paul Crawford, Donna Edwards, Darlene Forbes, Niki Lundquist, Linda Stone, Scott Templeton, Christine Thatcher, Student Trustees Aaliyah Jaleel, Logan Keeler, Arpita Savaliya

Officials Present: Director Norah Marsh, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Jack Nigro, Executive Officer Communications Robert Cerjanec, General Legal Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no Declarations of Interest at this time.

3. Moment of Silence/Acknowledgement

Chair Carolyn Morton advised that the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

4. O Canada

Following the National Anthem, Chair Carolyn Morton acknowledged and welcomed the new Student Trustees for the 2021-2022 school year.

5. Adoption of Agenda

2021:RB30  
MOVED by Trustee Michael Barrett  
SECONDED by Trustee Niki Lundquist

That the agenda be amended to remove item 12. (b) Appointment of External Auditor.

THAT THE AGENDA BE APPROVED AS AMENDED.

CARRIED

2021:RB31  
MOVED by Trustee Chris Braney  
SECONDED by Trustee Niki Lundquist

THAT THE FOLLOWING APPROVED MINUTES BE RECEIVED:

REGULAR BOARD MEETING MINUTES OF FEBRUARY 16, 2020

THAT THE FOLLOWING DRAFT MINUTES BE APPROVED:

REGULAR BOARD MEETING MINUTES OF MARCH 22, 2021

SPECIAL BOARD MEETING MINUTES OF APRIL 6, 2021

The April 6, 2021 Special Board meeting minutes were amended to Item 3. (a), page 2 as follows:

Trustee Christine Thatcher reported that a motion was moved at the Standing Committee meeting of April 6, 2021 by Trustee Niki Lundquist and that a resolution was adopted by the committee.

CARRIED

6. Community Presentations

There were no community presentations at this time.

7. Ministry Memorandums-Information Update

Director Norah Marsh provided trustees with an update of the recent Ministry Memorandums:

Vaccinations: On April 7, 2021 the Ministry of Education announced that education staff working with students with complex needs can register for vaccinations. Letters have been sent to the staff who meet the Ministry of Education’s criteria. DDSB has offered to provide schools/sites for vaccination clinics.

On April 12<sup>th</sup>, 2021, the Ministry announced the extension of the stay-at-home order which included the closure of schools. Most DDSB students are learning remotely, however, students with complex education needs that are not able to engage in remote learning, could potentially access in person learning. Staff and administrators are working with families to communicate which students meet the criteria for in person learning.

Director Norah Marsh noted that remote learning has been challenging for students, families and educators. Prior to the break the number of COVID 19 cases were increasing and transmission was happening in schools as well as the community. The Ministry is watching the modelling and will not open school until the community spread has decreased.

Active screening will be in place for students attending in-person learning. Parents will be responsible for screening their children for symptoms before each school day. If a student tests positive for COVID 19, all students in the class will need to stay home until direction has been received from Durham Region Public Health.

Technology: Staff are reviewing inventory and continue to distribute technology. As we receive new orders, they will be distributed to students. Replacement laptops are being distributed when possible to students in Grades 9 and 10, whose learning is impacted due to the age of the laptop.

Staff continue to focus on engagement, connection and well-being.

8. Public Question Period

Dylan R. a student of DDSB presented 2 questions and staff responded.

9. DDSB Presentations

There were no DDSB presentations at this time.

10. Report from the Committee of the Whole in Camera

Trustee Christine Thatcher reported on the actions of the Committee of the Whole in Camera meeting and confirmed that the Board approved the actions of the Committee of the Whole in Camera with regards to the acquisition or disposal of a school site.

2021:RB32

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Scott Templeton

THAT THE REPORT FROM THE COMMITTEE OF THE WHOLE IN CAMERA BE RECEIVED.

CARRIED

11. Good News from the System

Director Norah Marsh shared that Superintendent Andrea McAuley and staff will be launching Well-Being Strategies by the end of next week.

James and Hannah, DDSB students, shared good news from across the system.

Shaundell Parris is not only a DDSB@Home Secondary Vice Principal, but she is also an accomplished, professional musician and song writer. She wrote and produced a song being played in schools across the District called *Stay Six Feet Apart (Fight COVID)*, to help students follow health and safety regulations and stay safe.

World Down Syndrome Day-March 21<sup>st</sup>, 2021: staff and students across the DDSB participated in the "Rock Your Socks" campaign. Everyone wore colourful and mismatched socks to raise awareness, support inclusion and celebrate the contributions of people with Down Syndrome.

During Autism Awareness Day, students and staff at McCaskill's Mills Public School purchased custom blue t-shirts made by community member Taryn Talsma. Students with Autism provided her with positive words to describe themselves, which were included in the design. A portion of the proceeds were donated to Precious Minds, a charity for children in North Durham Region.

Vic Lua, a Lunchroom Supervisor, from Gandatsetiagon Public School, shared a video with the school community, where he spoke about his experience as someone with Autism. Students were so inspired by Vic's story, they responded with heartfelt comments such as "everyone is different and unique in their own way".

Organized by the Equity and Inclusive Education department, Canadian folk and jazz singer-songwriter Faith Nolan joined over 4,000 students in Grades 5 to 8 for the virtual event Free to Be Me: A 2SLGBTQI Musical Journey. Nolan's powerful lyrics and catchy tunes reminded students to be themselves and to stand up for others.

Abigail D. is a Grade 10 student at Brooklin High School. She is also a budding journalist who recently helped to broadcast a Toronto Maple Leafs' game. Abigail has written stories for CBC News Kids and Sports Illustrated Kids.

Congratulations to Pickering High School alumna, Alex Cappuccitti who has just been named to the Canadian Special Olympic Team for speedskating. Alex is scheduled to go to Kazan, Russia for the Special Olympics World Winter Games in January 2022.

We would like to congratulate an alumna of Dunbarton High School, Shaina Pellington who recently played for the University of Arizona in the finals of the

Women's NCAA March Madness basketball tournament. She had a stellar performance.

There is a lot of work to do to ensure the safety and visibility of Transgender youth, staff and families. On March 31, 2021, the DDSB recognized International Transgender Day of Visibility. On this day and every day, we continue to celebrate our students' identities and our commitment to ensuring Transgender students feel seen, heard, and valued.

Parents Reaching Out Grants: the DDSB at Home School Community Council and administrative team have been hosting virtual wellness events every Wednesday for families. Some of the engaging sessions include, How to Support Your Child's Mental Health and Well-Being, Family Coding, and Digital Wellness. With the help of guest speakers from a range of professional fields, Wellness Wednesdays have been a great success and will continue until the end of the school year.

We teamed up with the Durham District Catholic School Board, for an exclusive virtual concert with French recording artist Corneille. Grade 9 French and elementary students had the opportunity to ask questions and receive a response from the well-known Francophone singer.

Dates of Significance, April/May:

April 20	Ridvan
April 22	International Earth Day
April 23	International Day of Silence
April 30	Holy Friday (Orthodox)
May	Asian Heritage Month
May	South Asian Heritage Month
May	Jewish Heritage Month
May	Dutch Heritage Month
May 3	Standing Committee Meeting
May 9	Mother's Day
May 13	Ascension (Christianity)
May 14	Eid-ul-Fitr (Islam)
May 15	International Day of Families
May 17	International Day against Homophobia, Biphobia, and Transphobia
May 17	Shavuot
May 17	Board Meeting
May 19	Education Finance Committee Meeting
May 20	SEAC Meeting
May 23	Pentecost (Christianity)
May 24	Victoria Day
May 26	Wesak (Buddhist)
May 28	Ascension of Bahá'u'lláh

12. Recommended Actions

(a) Naming of School Policy

Associate Director David Wright provided Trustees with an overview of the revisions to the Naming of Schools Policy that were presented to the Board of Trustees at the January 19<sup>th</sup>, 2021, Board meeting for information and as a Notice of Motion for consideration at the March 22, 2021, Board Meeting.

2021:RB33

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Donna Edwards

IT IS RECOMMENDED THAT THE BOARD OF TRUSTEES APPROVE THE REVISIONS AS PRESENTED.

CARRIED

(b) Report: Standing Committee Meeting Minutes of April 6, 2021

Trustee Christine Thatcher presented the Standing Committee meeting minutes of April 6, 2021.

A resolution was passed by the standing committee on April 6, 2021, in closed session on matters involving 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 and decisions in respect of negotiations with employees of the board, litigation of the board and administrative transfers and placements.

2021:RB34

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Scott Templeton

I MOVE THAT THE BOARD NOW RECEIVE THE MINUTES AND APPROVE THE ACTIONS OF THE APRIL 6, 2021, STANDING COMMITTEE, INCLUDING DURING CLOSED SESSION, AND ADOPT THE RESOLUTION THAT WAS PASSED.

CARRIED

(c) Motion: Establish a Standing Committee of the Board for Policy Development

Trustee Donna Edwards provided trustees with an overview with regards to her notice of motion that was brought forward at the March 22, 2021, Board meeting.

2021:RB35

MOVED by Trustee Donna Edwards  
SECONDED by Trustee Christine Thatcher

I MOVE THAT THE DDSB TRUSTEES CHANGE THE NAME AND MANDATE OF THE EXISTING GOVERNANCE COMMITTEE TO REFLECT OUR RESPONSIBILITIES OF GOVERNANCE, POLICY AND ACCOUNTABILITY UNDER THE EDUCATION ACT AND MAKE IT A STANDING (PERMANENT) COMMITTEE OF THE BOARD.

THAT THE COMMITTEE WOULD BE CONSTITUTED ANNUALLY AT THE BOARD ORGANIZATIONAL MEETING.

CARRIED

(d) Proposed Notice of Motion: Draft Trustee Expense Policy

2021:RB36

THAT THE BOARD OF TRUSTEES APPROVE THE PROPOSED NOTICE OF MOTION FOR CONSIDERATION AT THE MAY 17, 2021, BOARD MEETING.

(e) Proposed Notice of Motion: Draft Community Use of Schools

2021:RB37

THAT THE BOARD OF TRUSTEES APPROVE THE PROPOSED NOTICE OF MOTION FOR CONSIDERATION AT THE MAY 17, 2021 BOARD MEETING.

(f) FSL Review

Associate Director Jim Markovski, David Wright and Superintendent Margaret Lazarous provided the Board of Trustees with a supplementary report on the French as a Second Language (FSL) review to assist with their decision-making process. As set out in the initial report of January 4, 2021, three recommendations to adjust FSL programming were presented for the Board's consideration, with the intent of supporting sustainable growth for French Immersion (FI) while balancing robust FSL and English programming within the DDSB.

2021:RB38  
MOVED by Trustee Paul Crawford

THAT THE BOARD OF TRUSTEES ADOPT THE FOLLOWING  
RECOMMENDATIONS:

RECOMMENDATION 1: PHASE OUT KINDERGARTEN IN ALL SINGLE-TRACK FRENCH IMMERSION (FI) SCHOOLS. GIVEN THE CAPACITY ISSUES AT FI SCHOOLS, REMOVING THE ENGLISH KINDERGARTEN PROGRAM IS DESIGNED TO PROVIDE MORE FLEXIBILITY WITHIN SCHOOLS TO FOCUS ON FI CLASSROOMS.

CARRIED ON THE FOLLOWING RECORDED VOTE:

Yes:

Trustees Patrice Barnes, Michael Barrett, Chris Braney, Paul Crawford, Donna Edwards, Darlene Forbes, Niki Lundquist, Carolyn Morton, Linda Stone, Scott Templeton, Christine Thatcher

No:

Abstain:

2021:RB39  
MOVED by Trustee Niki Lundquist  
SECONDED by Trustee Scott Templeton

THAT THE BOARD OF TRUSTEES ADOPT THE FOLLOWING  
RECOMMENDATIONS:

RECOMMENDATION 2: CHARGE A PARTIAL FEE FOR THE DIPLÔME D'ÉTUDES EN LANGUE FRANÇAISE (DELF) EXAMINATION. IT IS RECOMMENDED THAT DDSB CHARGE STUDENTS A FEE OF FOR THE DELF EXAM THAT IS A PERCENTAGE OF THE ACTUAL COST INCURRED BY THE DDSB. FOR THOSE WHERE ECONOMIC HARDSHIP PREVENTS THE PAYING OF THE FEE, THE DDSB WILL FULLY SUBSIDIZE THOSE STUDENTS.

DEFEATED ON THE FOLLOWING RECORDED VOTE:

Yes:

No:

Trustees Patrice Barnes, Michael Barrett, Chris Braney, Paul Crawford, Donna Edwards, Darlene Forbes, Niki Lundquist, Carolyn Morton, Linda Stone, Scott Templeton, Christine Thatcher

Abstain:

2021:RB40  
MOVED by Trustee Paul Crawford  
SECONDED by Trustee Patrice Barnes

THAT THE BOARD OF TRUSTEES ADOPT THE FOLLOWING  
RECOMMENDATIONS:

RECOMMENDATION 3: ADJUST FSL PROGRAMMING. GIVEN THE CURRENT GROWTH IN DEMAND FOR FI PROGRAMMING AND THE CHALLENGES OUTLINED IN THE REPORT, THE STATUS QUO OF GROWING THE FI PROGRAM WITHOUT CHECKS IS NOT SUSTAINABLE, NOR IN THE BEST INTEREST OF QUALITY FRENCH PROGRAMMING WITHIN CORE AND FI. FURTHERMORE, THERE IS A NEED TO ADDRESS THE NEGATIVE IMPACT ON THE ENGLISH PROGRAMS IN DUAL SITE SCHOOL THAT HAVE REDUCING POPULATIONS OF ENGLISH STUDENTS. IN THIS REGARD, IT IS NOTED THAT THE MINISTRY OF EDUCATION HAS RECENTLY PASSED POLICY THAT FUNDING FOR NEW SCHOOL BUILDS CANNOT BE USED FOR SINGLE-TRACK FI SCHOOLS IN ENGLISH LANGUAGE BOARDS. MOVING FORWARD, THE DDSB IS REQUIRED TO CONSIDER FI OFFERINGS IN NEW SCHOOL BUILDS WITHIN THE CONTEXT OF DUAL TRACK SCHOOLS.

RECOMMENDATION 3 INCLUDES THREE OPTIONS. PLEASE NOTE THAT EACH OPTION IS A "COMPLETE PACKAGE".

Extension of April 19, 2021, Board Meeting

2021:RB41  
MOVED by Trustee Michael Barrett  
SECONDED by Trustee Niki Lundquist

THAT THE MEETING MOVE BEYOND 10:00 p.m.

CARRIED

(f) FSL Review Continued

2021:RB42  
MOVED by Trustee Paul Crawford  
SECONDED by Trustee Patrice Barnes

OPTION 1: EXPAND CORE FRENCH IN THE PRIMARY GRADES/INITIATE AN EXTENDED FRENCH PROGRAM (GR. 7 ENTRY)/REDUCE FI TO 50% OF THE PROGRAM BEING TAUGHT IN FRENCH IN THE PRIMARY GRADES/CAP FI ENROLLMENT.

DEFEATED ON THE FOLLOWING RECORDED VOTE:

Yes:

No:

Trustees Patrice Barnes, Michael Barrett, Chris Braney, Donna Edwards, Darlene Forbes, Niki Lundquist, Carolyn Morton, Linda Stone, Scott Templeton, Christine Thatcher

Abstain:

Absent: Trustee Paul Crawford

2021:RB43

MOVED by Trustee Paul Crawford

SECONDED by Trustee Patrice Barnes

OPTION 2: EXPAND CORE FRENCH IN THE PRIMARY GRADES/MOVE THE FI ENTRY POINT FROM GRADE 1 TO GRADE 4 WITH 100% INTENSITY IN GRADE 4, 80% IN GRADES 5-7 AND 50% IN GRADE 8.

DEFEATED ON THE FOLLOWING RECORDED VOTE:

Yes:

No:

Trustees Patrice Barnes, Michael Barrett, Chris Braney, Paul, Donna Edwards, Darlene Forbes, Niki Lundquist, Carolyn Morton, Linda Stone, Scott Templeton, Christine Thatcher

Abstain:

Absent: Trustee Paul Crawford

2021:RB44

MOVED by Trustee Paul Crawford

SECONDED by Trustee Patrice Barnes

OPTION 3: EXPAND CORE FRENCH IN THE PRIMARY GRADES/MOVE THE FI ENTRY POINT FROM CURRENT GRADE 1 TO GRADE 2 WITH 100% INTENSITY IN GRADES 2 AND 3 AND 50% IN THE JUNIOR AND INTERMEDIATE GRADES/CAP FI ENROLLMENT.

DEFEATED ON THE FOLLOWING RECORDED VOTE:

Yes:

No:

Trustees Patrice Barnes, Michael Barrett, Chris Braney, Donna Edwards, Darlene Forbes, Niki Lundquist, Carolyn Morton, Linda Stone, Scott Templeton, Christine Thatcher

Abstain:

Absent: Trustee Paul Crawford

Staff indicated that they will proceed with boundary reviews as needed.

13. Information Items

(a) Mental Health Update

Superintendent Andrea McAuley provided trustees with updated information on the implementation of a tiered approach to Mental Health and Well-Being supports that have been put in place for students across the Durham District School Board. This is being implemented by the Mental Health Leadership Team and Psychological Services and Social Work Teams.

(b) Report: SEAC Meeting of February 18, 2021

Trustee Donna Edwards presented the SEAC meeting minutes of February 18, 2021 and put forward the following motion for receipt with regards to a SEAC membership change.

2021:RB45

MOVED by Trustee Donna Edwards

SECONDED by Trustee Darlene Forbes

THAT CHRISTINA SALISBURY WILL BE THE SEAC ALTERNATE FOR THE EASTER SEALS ONTARIO.

RECEIVED

(c) OPSBA Report

Trustee Patrice Barnes provided trustees with an OPSBA update on the meeting that took place on April 10, 2021. Trustee Patrice Barnes shared that OPSBA has sent out a governance survey to trustees for their feedback.

15. Correspondence

- i. Bluewater District School Board
- ii. Rainbow District School Board
- iii. Upper Canada District School Board
- iv. Metrolinx

The above correspondence was presented to trustees for the information.

16. Other Business

There was no other business at this time.

17. Adjournment

2021:RB46

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 10:15 p.m.

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Chair

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Secretary

**DRAFT**

**MINUTES**

**The Special Meeting of the Board**

**May 3, 2021**

**8:45 p.m.**

A Special Meeting of the Durham District School Board was held on this date virtually, directly after the Committee of the Whole, Standing Committee meeting.

1. Call to Order:

Roll Call: Trustee Carolyn Morton, Chair of the Board

The Chair called the meeting to order at 8:51 p.m.

Members Present: Trustees Patrice Barnes, Chris Braney, Paul Crawford, Donna Edwards, Darlene Forbes, Niki Lundquist, Linda Stone, Scott Templeton, Christine Thatcher, Student Trustees Aaliyah Jaleel, Logan Keeler, Arpita Savaliya

Regrets: Trustee Michael Barrett

Officials Present: Director Norah Marsh, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Jack Nigro, Executive Officer Communications Robert Cerjanec, General Legal Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Adoption of Agenda

2020:SB47

MOVED by Trustee Scott Templeton

SECONDED by Trustee Christine Thatcher

THAT THE AGENDA BE APPROVED.

CARRIED

Special Meeting of the Board Minutes  
May 3, 2021

3. Report from Committee of the Whole In-Camera

Trustee Christine Thatcher brought forward two motions for recommended action from the May 3, 2021 Standing Committee meeting where a resolution was adopted by the committee.

2020:SB48

MOVED by Trustee Christine Thatcher  
SECONDED by Trustee Niki Lundquist

Trustee Christine Thatcher put forward the motion that was moved by Trustee Niki Lundquist.

THAT TRUSTEES WRITE TO THE MINISTRY THROUGH THE CHAIR TO ADVOCATE FOR THE MINISTRY TO PROVIDE EXTRA AND FLEXIBLE PANDEMIC FUNDING FOR THE 2021-22 SCHOOL YEAR TO ALLOW THE DDSB TO MORE APPROPRIATELY ADDRESS THE NEEDS OF FAMILIES AND STUDENTS IN THE SYSTEM.

CARRIED

2020:SB49

MOVED by Trustee Christine Thatcher  
SECONDED by Trustee Patrice Barnes

Trustee Christine Thatcher put forward the motion that was moved by Trustee Patrice Barnes

THAT THE BOARD WRITE A LETTER TO ALL DURHAM REGION MPPS THROUGH THE CHAIR INFORMING THEM OF THE BOARD'S CONCERNS OVER THE PERMANENT ONLINE LEARNING PROPOSAL AND THE USE OF TVO/TFO AS DETAILED IN RECENT MEDIA ARTICLES.

CARRIED

5. Adjournment

2020:SB50

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

Special Meeting of the Board Minutes  
May 3, 2021

The meeting adjourned at approximately: 9:00 p.m.

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Chair

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Secretary

**Report of the Durham District School Board  
Standing Committee Public Session  
May 3, 2021**

The regular meeting of the Standing Committee of the Durham District School Board was held virtually.

1. Call to Order:

The Chair, Christine Thatcher called the meeting to order at 7:00 p.m.

Members Present: Trustees Patrice Barnes, Chris Braney, Paul Crawford, Donna Edwards, Darlene Forbes, Niki Lundquist, Carolyn Morton, Linda Stone, Scott Templeton, Student Trustees Aaliyah Jaleel, Logan Keeler, Arpita Savaliya

Regrets: Michael Barrett

Officials Present: Director Norah Marsh, Associate Director Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Jack Nigro, Executive Officer Communications Robert Cerjanec, General Legal Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

2. Land Acknowledgement

The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

3. Declarations of Interest

There were no declarations of interest at this time.

4. Motion to Approve the Agenda

2021:SC14

MOVED by Trustee Christine Thatcher

That the agenda be amended to add item 8.(b) Letter to MPPs with regards to the CBC Article on online learning.

THAT THE AGENDA BE APPROVED AS AMENDED.

CARRIED

5. Community Presentations

There were no community presentations at this time.

6. DDSB Presentations

There were no DDSB presentations at this time.

7. Director's Update

Director Norah Marsh acknowledged that May 3-7, 2021 is Education Week and recognized staff for their commitment to public education and serving our students. Director Marsh recognized the incredible efforts of students and families as they navigate their way through the pandemic. Secondary students shared with Director Marsh, that staff continue to support student well-being and relationship building.

May 3-7, 2021 is Children's Mental Health Week. Throughout the school year, staff have continued to provide schools with resources to support student mental health.

A memo was received from the Ministry of Education that vaccinations will open up to education workers as part of the next phase including school-based staff and bus drivers. Staff will need to register for their vaccination through the Durham Region Health Department's website.

Director Marsh provided the final numbers for students that have special education needs and are currently learning in person. 93 students met the criteria for in person learning. 69 students are provided with transportation and 30 students are currently part of the Grove Program. There are 90 educational assistants and 51 teachers as well as the additional staff that are required when schools are in operation.

Planning is under way for next year, secondary school registration for virtual and in person learning has been completed. 1800 students have registered for virtual learning for the 2021-2022 school year. The elementary survey is in process and will close tomorrow. Director Marsh recognized that it is a challenge for families to make a decision at this time. The survey results will help the board to plan for September and create timetabling and staffing for the system.

Families where children attend in person learning have shared that there is a need for greater stability for in person learning.

May 3, 2021

Director Marsh shared that last year additional funding was received from the Ministry of Education which made it possible to hire 200 additional teachers.

2021:SC15

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Linda Stone

THAT TRUSTEES WRITE TO THE MINISTRY THROUGH THE CHAIR TO ADVOCATE FOR THE MINISTRY TO PROVIDE EXTRA AND FLEXIBLE PANDEMIC FUNDING FOR THE 2021-22 SCHOOL YEAR TO ALLOW THE DDSB TO MORE APPROPRIATELY ADDRESS THE NEEDS OF FAMILIES AND STUDENTS IN THE SYSTEM.

2021:SC16

MOVED by Trustee Donna Edwards

SECONDED by Trustee Niki Lundquist

THAT THE FORGOING MOTION 2021:SC15 BE AMMENDED TO ADD AFTER FUNDING "FOR THE 2021-22 SCHOOL YEAR".

CARRIED

2021:SC17

MOVED by Trustee Patrice Barnes

SECONDED by Trustee Linda Stone

THAT THE FORGOING MOTION 2021:SC15 BE AMMENDED TO REPLACE "ASKING" WITH "TO ADVOCATE FOR"

CARRIED

2021:SC18

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Linda Stone

THAT TRUSTEES WRITE TO THE MINISTRY THROUGH THE CHAIR TO ADVOCATE FOR THE MINISTRY TO PROVIDE EXTRA AND FLEXIBLE PANDEMIC FUNDING FOR THE 2021-22 SCHOOL YEAR TO ALLOW THE DDSB TO MORE APPROPRIATELY ADDRESS THE NEEDS OF FAMILIES AND STUDENTS IN THE SYSTEM.

CARRIED

## 8. Recommended Actions

### (a) School Year Calendar, 2021-2022

Associate Director Jim Markovski provided an overview of the purposed 2021-2022 School Year Calendars for trustee approval:

- Elementary Regular
- Secondary Regular

- Elementary Modified (C.E. Broughton Public School, Winchester Public School)
- Secondary Modified (Brock High School, Henry Street High School, Maxwell Heights Secondary School)

2021:SC19

MOVED by Trustee Scott Templeton

SECONDED by Trustee Linda Stone

THAT THE PROPOSED SCHOOL YEAR CALENDARS BE APPROVED (APPENDICES A-D).

CARRIED

(b) Letter to MPPs Regarding the CBC Article on Online Learning

2021:SC20

MOVED by Trustee Patrice Barnes

SECONDED by Trustee Darlene Forbes

THAT THE BOARD WRITE A LETTER TO ALL MPPS IN THE DURHAM REGION THROUGH THE CHAIR INFORMING THEM OF THE BOARD'S CONCERNS OVER THE PROPOSED CHANGES TO ONLINE LEARNING AS DETAILED IN RECENT MEDIA ARTICLES.

CARRIED

2021:SC21

MOVED by Trustee Linda Stone

SECONDED by Trustee Darlene Forbes

THAT THE FORGOING MOTION 2021:SC20 BE AMENDED TO ADD "AND THE USE OF TVO/TFO" BEFORE "AS DETAILED"

CARRIED

2021:SC22

MOVED by Trustee Donna Edwards

SECONDED by Trustee Niki Lundquist

THAT THE FORGOING MOTION 2021:SC20 BE AMENDED TO REPLACE "PROPOSED CHANGES TO ONLINE LEARNING" WITH "THE PERMANENT ONLINE LEARNING PROPOSAL"

2021:SC23

MOVED by Trustee Patrice Barnes

SECONDED by Trustee Darlene Forbes

THAT THE BOARD WRITE A LETTER TO ALL DURHAM REGION MPPS THROUGH THE CHAIR INFORMING THEM OF THE BOARD'S CONCERNS OVER THE PERMANENT ONLINE LEARNING PROPOSAL AND THE USE OF TVO/TFO AS DETAILED IN RECENT MEDIA ARTICLES.

CARRIED

9. Information Item

(a) Student Trustee Report

Student Trustee Logan Keeler shared that over the past month the Student Senate has been working on hosting a senate open house and a second Elementary Leadership Conference. The Well-Being Working Group has been making Instagram posts on ways to get a good sleep and habits to manage your time better. The Student Voice Working Group received data from the ThoughtExchange. They plan on releasing their second survey for the brick-and-mortar schools later this month. The West Regional Breakout will be putting together a video highlighting what their schools have been doing to maintain student spirit.

Student Trustee Arpita Savaliya shared that the senate has been focused on increasing elementary engagement and building relationships with students across the board. As a result, they have been working on organizing the second Elementary Leadership Conference being held on Thursday, May 20, 2021. They have been organizing the role of the senators and the agenda, for students that will be attending. A huge shout out to Makayla M. who has been an incredible project coordinator. They have been working towards the Senate Open House, which is to be hosted on Tuesday, May 25, 2021. The senate has been preparing for the event and organizing themselves into different roles, ensuring that the event has the most impact for the community. We would like to thank Ananya M. for being our wonderful project coordinator.

Student Trustee Aaliyah Jaleel shared that students have been faced with, for the third time, a sudden shift to virtual school. It has been a difficult transition, especially approaching the end of the year when motivation tends to decrease. Although students have not necessarily been appreciative of the transition, there is a sense of familiarity that has taken place over the past two virtual learning periods. That familiarity will continue to help staff and students adapt and make the best of their learning experience.

We recognize May's character trait, perseverance, as ever-present within our DDSB staff, students, and families, and we appreciate them for their dedication that never ends.

(b) Inclusive Student Services Report: Special Education Programs 2021-2022

Superintendent Andrea McAuley provided trustees with an update on the Special Education Program Planning that is taking place for the 2021-2022 school year. Superintendent McAuley share that the DDSB is committed to fostering success and independence for each student by providing a range of pathways, programs, opportunities, and services. Students with special education strengths and needs are supported in inclusive environments that enable them to develop to their potential. Trustee questions were answered.

(c) Ignite Accessibility Annual Report

Superintendent Heather Mundy introduced the co-chairs of the Accessibility Advisory Working Group, Senior Manager Human Resources Lisa Coppins and Education Officer Michelle Crawford-Eade who provided trustees with an overview of the Durham District School Board Ignite Accessibility Annual Status Report for 2020. Trustee questions were answered.

10. Committee Reports

(a) Governance Ad Hoc Committee Meeting Minutes of February 25, 2021

Trustee Linda Stone shared with trustees the Governance Ad Hoc Committee meeting minutes from the February 25, 2021 meeting.

(b) Equity & Diversity Ad Hoc Steering Committee Meeting of March 25, 2021

Trustee Patrice Barnes provided trustees with an overview of the Equity & Diversity Ad Hoc Steering Committee meeting held on March 25, 2021.

11. Correspondence

i. District School Board North East

The above correspondence was shared with trustees for information.

12. Other Business

There was no other business at this time.

13. Adjournment

2021:SC24

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 8:50 p.m.

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Chair

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Secretary

**DURHAM DISTRICT SCHOOL BOARD**

**MOTION**

**Board Meeting, May 17, 2021**

PROPOSED MOTION by: Trustee Niki Lundquist

MOTION: To Engage the Naming of Schools Policy and Strike a School Naming Committee.

Pursuant to the recently amended DDSB Naming of Schools Policy and Procedure, the name of a school must promote a safe, equitable, welcoming, respectful and inclusive environment for teaching and learning. Concerns have been raised by staff, parents and students about DDSB schools named after Sir John A. MacDonald and Julie Payette. The Policy and Procedure also require the Board to engage with communities, solicit input, and place value on community contributions in school naming.

Accordingly, I MOVE THAT:

ONE OR MORE OF THE RENAMING CRITERIA SET OUT IN SECTION 5.4 OF THE POLICY ARE ENGAGED WITH RESPECT TO EACH OF JULIE PAYETTE PS AND SIR JOHN A. MACDONALD PS AND, THEREFORE, THAT A SCHOOL NAMING COMMITTEE BE ESTABLISHED FOR EACH SCHOOL TO CONSIDER POTENTIAL RENAMING IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 5.1 AND 5.2 OF THE POLICY AND THE TERMS OF THE NAMING OF SCHOOLS PROCEDURE.

**DURHAM DISTRICT SCHOOL BOARD  
ADMINISTRATIVE REPORT**

**REPORT TO:** Durham District School Board **DATE:** May 17, 2021  
**SUBJECT:** Trustee Expense Policy **PAGE:** 1 of 2  
**ORIGIN:** Norah Marsh, Director of Education and Secretary to the Board  
David Wright, Associate Director of Corporate Services

**1.0 Purpose**

This report is provided for the approval of the Board of Trustees with respect to the proposed revisions to the Trustee Expense Policy.

**2.0 Background**

As per the Board direction of March 2020, all Board Regulations are being phased out and incorporated, as appropriate, within Policies and/or Procedures to align with good governance practices.

A few issues have arisen over the last several months highlighting specific areas within the Trustee Expense Policy and Regulation, and the need to provide clarity. At the January 18, 2021 Board meeting, trustees passed a motion to post quarterly expenses online. At that meeting, a commitment was made by staff to update the policy/procedure.

**3.0 Analysis**

A jurisdictional scan of trustee expense policies and procedures has shown that there is little consistency across the province.

The updated draft Policy is included with this report as Appendix A. A clean copy for ease of reading is provided as Appendix B. For Trustee information, the draft procedure is also included as Appendix C with tracked changes and a clean copy is included as Appendix D. The updated Trustee Expense Template is provided as Appendix E and a clean copy is included as Appendix F.

The Education Act and the Ministry of Education's Trustee Expense Guideline (Appendix G) were reviewed to ensure the updated policy and procedure aligned with regulation and leading practice.

The current Trustee Expense Regulation did not seem entirely out of line with what is seen in other Boards, and is inline with the Education Act and the Ministry of Education Trustee Expense Guideline, therefore many of the existing parameters carry over into the updated draft.

#### 4.0 Communication

The approved policy will be posted to the Board's website.

#### 5.0 Recommendation

The updated draft policy was presented and discussed at the April 6, 2021, Standing Committee meeting. Feedback was incorporated into the drafts and presented to the Board of Trustees as a Notice of Motion for consideration at the April 19, 2021, Board Meeting. No feedback or input was received from stakeholders.

It is recommended that the Board of Trustees approve the revisions to the Trustee Expense Policy.

#### 6.0 Appendices

Appendix A - Draft Policy: Trustee Expenses -Tracked Version  
Appendix B - Draft Policy: Trustee Expenses - Clean Version  
Appendix C - Draft Procedure: Trustee Expenses - Tracked Version  
Appendix D - Draft Procedure: Trustee Expenses - Clean Version  
Appendix E - Draft Trustee Expense Template – Tracked Version  
Appendix F - Draft Trustee Expense Template – Clean Version  
Appendix G - Ministry of Education Trustee Expense Guideline  
Appendix H - Purchasing Procedure

Report reviewed and submitted by:



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Norah Marsh, Director of Education and Secretary to the Board



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David Wright, Associate Director of Corporate Services

# POLICY

## BUSINESS

### Trustee Expense Policy

#### 1.0 Purpose Rationale

As elected officials, school board Trustees are guardians of the public trust. The establishment of a Trustee expense policy promotes financial integrity, accountability and transparency all of which improves public confidence in Ontario's public education system. —The purpose of the Trustee Expense Policy is to establish the principles and the approval process for the reimbursement of Durham District School Board (Board) Trustees' expenses.

#### 2.0 The Principles Objective

The objective of this policy is to establish the process and parameters for reimbursement of eligible expenses incurred by Trustees in the course of their duties.

As provided for under the Education Act, the Board will reimburse individual Trustee expenses in accordance with the following principles:

- A reimbursement of appropriate and reasonable Trustee expenses incurred in carrying out their responsibilities.
- Flexibility in utilising Trustee expense budgets.
- Recognition of the divergent needs of each Trustee.
- A desire to ensure that an expense policy empowers a Trustee to better serve their constituency.
- A process that provides appropriate levels of controls.

#### 3.0 Definitions

In this Policy,

3.1 Board refers to the Board of Trustees for Durham District School Board.

3.2 District refers to the corporate entity of Durham District School Board.

3.3 Staff refers to any individual who is employed by Durham District School Board

#### 4.0 Responsibilities

4.1 Trustees: Trustees are responsible for setting the strategic direction of the Board and developing and maintaining policies. They are also responsible for monitoring and evaluating the effectiveness of policies developed by the Board in supporting the Multi-Year Strategic Plan.

4.2 Director of Education: The operations of the District are the responsibility of the Director of Education (and designates) and include measures to operationalize and ensure compliance with Board policies by adopting and implementing appropriate procedures and by providing

professional learning and training to staff to support implementation. A focus on enhancing understanding of Indigenous rights, human rights, anti-oppression, anti-racism and anti-discrimination, and addressing discriminatory assumptions, stereotypes, biases, barriers, experiences and outcomes is required

### 5.0 3.0 The Setting of the Budget Policy

5.1 On an annual basis, Trustees shall establish and approve an appropriate budget for Trustee expenses as part of the established budget process for the District.

5.2 For the duration of a Trustee's term in office, their expenses shall be posted publicly on the Durham District School Board website on a quarterly basis, based on approved expense claims.

5.3 Reimbursable expenses are those that are directly related to Board business and may be claimed for reimbursement in accordance with the Procedure adopted under this Policy, as may be amended from time to time. The Procedure shall align with procedures for District staff, with appropriate modification to apply to Trustees. All claims for reimbursement of expenses must be submitted within three weeks of the fiscal year end to be eligible for reimbursement.

5.4 The following rules apply to define expenses related to Board business:

#### 5.4.1 Community Expenses

- i. Donations to political or community activities or charitable/fundraising events are not eligible for reimbursement;
- ii. Attendance at community activities or other similar events as a representative of the Board are eligible for reimbursement when approved in advance by the Board;

#### 5.4.2 Gifts

- i. Gifts are generally not provided by individual Trustees. With prior approval by resolution of the Board, Trustees may be reimbursed for gifts of appreciation that are of nominal value;

#### 5.4.3 Communications, Technology, Office

- i. A cell phone shall be provided to any Trustee that requests it. Costs associated with the provided cell phone, replacement, and refresh cycle will be subject to the same terms as for District staff;
- ii. For those Trustees that do not request that a cell phone be provided by the District, the monthly cost of a cell phone shall be eligible for reimbursement, up to \$100 per month, excluding taxes. Cell phone costs incurred for Board business above \$100 per month are eligible for reimbursement as a discretionary expense (under clause 5.4.5 below);
- iii. If appropriate cellular coverage is not available at the Trustee's primary residence, the cost of one dedicated telephone line to the primary residence (including call answering and call display services) for the purpose of Board business is eligible for reimbursement;
- iv. Long distance calls related to Board business are eligible for reimbursement. The cost of personal long distance and fax calls are not eligible;

- v. The cost of a high-speed internet connection to the Trustee's primary residence is eligible for reimbursement;
- vi. To facilitate communication with the Board, its schools and the community through access to the Board's network and e-mail system and the Internet, a board-standard laptop computer and related computer equipment/supplies (printer, paper, replacement printer cartridges, and Office suite of software) shall be provided by the District to each Trustee for use during their term. Personal purchases of such items are not eligible for reimbursement;
- vii. At the end of the Trustees' term, all District issued equipment shall be returned, or may be purchased by a Trustee for fair value;
- viii. Other supplies related to the role of Trustee (i.e. business cards, office supplies) shall be provided by the District on the same terms as for District staff. Personal purchases of such items are not eligible for reimbursement;

#### 5.4.4 Conferences and Workshops

- i. Trustees are entitled to claim reimbursement for reasonable expenses incurred in attending Ontario Public School Boards' Association (OPSBA) events, including the Annual General meeting, the Provincial Education Symposium, the Labour Relations Symposium, the Mental Health Symposium, and Regional Meetings;
- ii. Student Trustees are entitled to claim reimbursement for reasonable expenses incurred in attending four annual Ontario Student Trustees' Association – l'Association des Eleves conseillers et conseillieres de l'Ontario (OSTA-AECO) conferences;

#### 5.4.5 Discretionary

A Trustee is entitled to reimbursement of up to a total of \$1,000 per year for:

- i. Expenses incurred for attendance at Professional Development sessions or Conferences, provided the attendance has been pre-approved by resolution of the Board in public session; and;
- ii. Childcare expenses incurred in order to attend Board or committee meetings; and
- iii. Cellphone expenses as stipulated in clause 5.4.3 ii. above.

5.5 Approved Trustee expenses shall be paid in accordance with regular practices for District staff and the Procedure adopted under this Policy. A Trustee has the right to submit a request for reimbursement of any disallowed expense directly to the Board for re-consideration and potential approval under this Policy at any public meeting of the Board.

Each year, the Trustees will establish and approve an appropriate budget for Trustee expenses as part of the established budget process for the Board.

#### **6.0.4.0 Reimbursement of Eligible Expenses Evaluation**

6.1 This Policy is subject to review and revision as may be deemed appropriate by the Board, but it shall be brought to the Board for review at least every four years.

~~Expenses eligible for reimbursement, and the approval process, are described in detail within Regulation 4135.~~

## 7.0 Reference Documents

7.1 Trustee Procedure

7.2 Education Act 191.2

### **Appendix:**

None

### **Effective Date**

2005-04-19

### **Amended/Reviewed**

2006-08-08

2009-11-16

2013-01-25

2017-11-29

2021

# POLICY

## BUSINESS

### Trustee Expense Policy

#### 1.0 Rationale

As elected officials, school board Trustees are guardians of the public trust. The establishment of a Trustee expense policy promotes financial integrity, accountability and transparency all of which improves public confidence in Ontario's public education system.

#### 2.0 Objective

The objective of this policy is to establish the parameters for reimbursement of eligible expenses incurred by Trustees in the course of their duties.

#### 3.0 Definitions

In this Policy,

- 3.1 Board refers to the Board of Trustees for Durham District School Board.
- 3.2 District refers to the corporate entity of Durham District School Board.
- 3.3 Staff refers to any individual who is employed by Durham District School Board.

#### 4.0 Responsibilities

- 4.1 Trustees: Trustees are responsible for setting the strategic direction of the Board and developing and maintaining policies. They are also responsible for monitoring and evaluating the effectiveness of policies developed by the Board in supporting the Multi-Year Strategic Plan.
- 4.2 Director of Education: The operations of the District are the responsibility of the Director of Education (and designates) and include measures to operationalize and ensure compliance with Board policies by adopting and implementing appropriate procedures and by providing professional learning and training to staff to support implementation. A focus on enhancing understanding of Indigenous rights, human rights, anti-oppression, anti-racism and anti-discrimination, and addressing discriminatory assumptions, stereotypes, biases, barriers, experiences and outcomes is required.

#### 5.0 Policy

- 5.1 On an annual basis, Trustees shall establish and approve an appropriate budget for Trustee expenses as part of the established budget process for the District.
- 5.2 For the duration of a Trustee's term in office, their expenses shall be posted publicly on

the Durham District School Board website on a quarterly basis, based on approved expense claims.

5.3 Reimbursable expenses are those that are directly related to Board business and may be claimed for reimbursement in accordance with the Procedure adopted under this Policy, as may be amended from time to time. The Procedure shall align with procedures for District staff, with appropriate modification to apply to Trustees. All claims for reimbursement of expenses must be submitted within three weeks of the fiscal year end to be eligible for reimbursement.

5.4 The following rules apply to define expenses related to Board business:

5.4.1 Community Expenses

- i. Donations to political or community activities or charitable/fundraising events are not eligible for reimbursement;
- ii. Attendance at community activities or other similar events as a representative of the Board are eligible for reimbursement when approved in advance by the Board;

5.4.2 Gifts

- i. Gifts are generally not provided by individual Trustees. With prior approval by resolution of the Board, Trustees may be reimbursed for gifts of appreciation that are of nominal value;

5.4.3 Communications, Technology, Office

- i. A cell phone shall be provided to any Trustee that requests it. Costs associated with the provided cell phone, replacement, and refresh cycle will be subject to the same terms as for District staff;
- ii. For those Trustees that do not request that a cell phone be provided by the District, the monthly cost of a cell phone shall be eligible for reimbursement, up to \$100 per month, excluding taxes. Cell phone costs incurred for Board business above \$100 per month are eligible for reimbursement as a discretionary expense (under clause 5.4.5 below);
- iii. If appropriate cellular coverage is not available at the Trustee's primary residence, the cost of one dedicated telephone line to the primary residence (including call answering and call display services) for the purpose of Board business is eligible for reimbursement;
- iv. Long distance calls related to Board business are eligible for reimbursement. The cost of personal long distance and fax calls are not eligible;
- v. The cost of a high-speed internet connection to the Trustee's primary residence is eligible for reimbursement;
- vi. To facilitate communication with the Board, its schools and the community through access to the Board's network and e-mail system and the Internet, a board-standard laptop computer and related computer equipment/supplies (printer, paper, replacement printer cartridges, and

Office suite of software) shall be provided by the District to each Trustee for use during their term. Personal purchases of such items are not eligible for reimbursement;

- vii. At the end of the Trustees' term, all District issued equipment shall be returned, or may be purchased by the Trustee for fair value;
- viii. Other supplies related to the role of Trustee (i.e. business cards, office supplies) shall be provided by the District on the same terms as for District staff. Personal purchases of such items are not eligible for reimbursement;

#### 5.4.4 Conferences and Workshops

- i. Trustees are entitled to claim reimbursement for reasonable expenses incurred in attending Ontario Public School Boards' Association (OPSBA) events, including the Annual General meeting, the Provincial Education Symposium, the Labour Relations Symposium, the Mental Health Symposium, and Regional Meetings;
- ii. Student Trustees are entitled to claim reimbursement for reasonable expenses incurred in attending four annual Ontario Student Trustees' Association – l'Association des Eleves conseillers et conseillieres de l'Ontario (OSTA-AECO) conferences;

#### 5.4.5 Discretionary

A Trustee is entitled to reimbursement of up to a total of \$1,000 per year for:

- i. Expenses incurred for attendance at Professional Development sessions or Conferences, provided the attendance has been pre-approved by resolution of the Board in public session; and;
- ii. Childcare expenses incurred in order to attend Board or committee meetings; and
- iii. Cellphone expenses as stipulated in clause 5.4.3 ii. above.

5.5 Approved Trustee expenses shall be paid in accordance with regular practices for District staff and the Procedure adopted under this Policy. A Trustee has the right to submit a request for reimbursement of any disallowed expense directly to the Board for re-consideration and potential approval under this Policy at any public meeting of the Board.

## 6.0 Evaluation

6.1 This Policy is subject to review and revision as may be deemed appropriate by the Board, but it shall be brought to the Board for review at least every four years.

## 7.0 Reference Documents

- 7.1 Trustee Procedure
- 7.2 Education Act 191.2

### Appendix:

None

**Effective Date**

2005-04-19

**Amended/Reviewed**

2006-08-08

2009-11-16

2013-01-25

2017-11-29

2021

## Trustee Expenses

### General-1.0 Objective

- 1.1 - The objective of this Procedure is to support the processing and payment of eligible expenses incurred by Trustees in accordance with the Trustee Expense Policy.
- 1.2 -This Procedure is to be interpreted and applied in accordance with the District's commitment to the Ontario Human Rights Code in providing services and workplaces that are safe, welcoming, respectful, inclusive, equitable and accessible, and that are free from discrimination and harassment under applicable legislation.

### 2.0 Definitions

In this Procedure,

- 2.1 Board refers to the Board of Trustees for Durham District School Board.
- 2.2 District refers to the corporate entity of the Durham District School Board.
- 2.3 Staff refers to any individual who is employed by the Durham District School Board.

### 3.0 Responsibilities

- 3.1 The Chair of the Board and the Vice-Chair of the Board: For the purpose of this Procedure, the Chair and Vice-Chair of the Board are responsible for approving all Trustee expense claims and for forwarding approved claims to the Associate Director, Corporate Services.
- 3.2 Associate Director, Corporate Services: For the purposes of this Procedure, the Associate Director, Corporate Services shall ensure expense claims submitted for reimbursement are evaluated and processed in accordance with this Procedure and the Trustee Expense Policy. Additionally, the Associate Director, Corporate Services along with the Superintendent of Human Resources are responsible for approving the expense claims of the Chair and Vice-Chair of the Board.

### 4.0 Procedures

- 4.1 -Trustees shall be reimbursed for eligible expenses incurred in the course of their duties and as stipulated in the Trustee Expense Policy, and this Procedure. Expenses claims shall be submitted for reimbursement using the Trustee Expense Form (Appendix A). Expense claims should be submitted on a monthly basis to facilitate quarterly reporting.
- 4.2 -Detailed receipts/statements shall be submitted with any expense claim with the exception of mileage. Credit card slips by themselves are insufficient to support an expense claim. Items of a personal nature such as sundries, traffic and parking violations, late payment fees, etc., or related to the attendance of a family member or friend at an event are not eligible for reimbursement.
- 4.3 -Approved Trustee expenses are paid in accordance with regular practices for Board staff. A Trustee has the right to submit a request for reimbursement of any disallowed expense, for

consideration at a public meeting of the Board.

4.4 Travel, Accommodation and Hospitality

- i. Personal vehicle travel shall be reimbursed at a rate per kilometer, as may be approved by the Board from time to time. The current mileage rate of \$0.52/km was approved by the board on June 26, 2019. Toll charges will not be reimbursed;
  - ii. Travel by air or rail should be booked at lowest available (economy) rates and expenses incurred in accordance with the Policy for such travel are eligible for reimbursement;
  - iii. Travel for Board business including attendance at Board meetings, Committee meetings, school visits or District functions is eligible for reimbursement;
  - iv. Student Trustees may submit reimbursement request forms for all reasonable out-of-pocket expenditures including travel and meals for OSTA-AECO Executive meetings if a student Trustees is elected an OSTA-AECO Executive member;
  - v. Travel for other Board business is eligible for reimbursement when it is in accordance with the Policy on workshops/conferences, or when authorized in advance by Board resolution;
  - vi. Destinations and reasons for mileage expense claims or other travel expenses incurred in accordance with the Policy and with this Procedure must be specified on the prescribed claim form (Appendix A). Reimbursement for vehicle travel may be made either from the Education Centre or from a Trustee's primary residence. Residence information must be kept up to date with the Board office;
  - vii. Alcohol expense shall not be reimbursed;
  - viii. Accommodation expenses incurred in accordance with the Policy are eligible for reimbursement at the standard room rate; any and all upgrades are not eligible for reimbursement;
  - ix. Charges incurred for personal telephone calls while at a hotel, room or bar service, movies, etc. will not be eligible for reimbursement;
  - x. Eligible meal expenses will be reimbursed in accordance with the Purchasing Procedure;
- 
- i. ~~Items of a personal nature (sundries, traffic and parking violations, late payment fees, etc.) or related to the attendance of a family member at an event are not eligible for reimbursement;~~
  - ii. ~~Alcohol expenses are not eligible for reimbursement;~~
  - iii. ~~Donations to political or community activities or charitable/fund-raising events are not eligible for reimbursement;~~
  - iv. ~~Attendance at community activities or other similar events as a representative of the Board are eligible for reimbursement;~~
  - v. ~~At the end of the Trustees' term, all equipment purchased with Board funds shall be returned to the Board, or may be purchased by a Trustee for fair value;~~
  - vi. ~~Approved Trustee expenses are paid in accordance with regular practices for Board staff;~~
  - vii. ~~Expenses are tracked on an individual Trustee basis, and published annually as part of the year-end reporting process.~~

## 2. Approval of Expense Claims

- (a) — The Chair of the Board and the Vice-chair of the Board are responsible to approve all Trustee expense claims and forward it to the Supervisory Officer responsible for Business for payment;
- (b) — The Supervisory Officer responsible for Business and the Supervisory Officer responsible for Employee Relations are responsible for approval of the Chair's and Vice chair's expense claims;
- (c) — A Trustee has the right to submit a request for reimbursement of any disallowed expense, for consideration at a public meeting of the Board.

## 3. Basic Expenses

### a) Vehicle Travel

- i. — Vehicle travel shall be reimbursed at a rate per kilometer, as may be approved by the Board from time to time in accordance with Policy 4133: Travel Allowance;
- ii. — Travel for all Board business including attendance at Board meetings, Committee meetings, school visits or system area/regional functions is eligible for reimbursement; iii. — Destinations and reasons for expenses must be specified on the prescribed claim form.

Page 1 of 3

### b) Telephone

- i. — Appropriate charges for the cost of one dedicated telephone/fax line including call answering and call display services for Trustee's home office for the purpose of Board business is eligible for reimbursement;
- ii. — The monthly cost of a cell phone is eligible for reimbursement, up to \$100 per month, excluding taxes. Costs incurred for Board Business above the \$100 per month rate may be claimed by the Trustee through discretionary expenses;
- iii. — Long distance calls related to Board business are eligible for reimbursement. The cost of personal long distance and fax calls are not eligible;
- iv. — Trustees are encouraged to use 1-800 numbers where available when making long distance calls;
- v. — Detailed billing statements must be submitted in support of expenses being claimed.

### vi. — c) Computer Workstations and Printers

- vii. — i. — To facilitate communication with the Board, its schools and the community through access to the Board's network and e-mail system and the Internet, a board standard laptop computer and related computer equipment/supplies (printer/fax, paper, replacement printer cartridges, and Office suite of software) is purchased in accordance with the Board's procurement policy and provided to each Trustee. Personal purchases are not eligible for reimbursement; ii. — The cost of a high-speed internet connection is eligible for reimbursement.

**d) Other Trustee Expenses** — Other supplies related to the role of Trustee (i.e. business cards, office supplies) are provided through the Board's usual procurement process. Personal purchases are not eligible for reimbursement.

### e) Conferences/Workshops

Trustees are eligible to attend up to two annual Ontario Public School Boards' Association (OPSBA) events—

January and the Annual General meeting—and claim the related expenses as a Board expenditure:

Trustees may submit for reimbursement the receipt for conference registration. Trustees may also submit reimbursement request forms for all reasonable out-of-pocket expenditures and their related receipts for hotel, travel, and meals not included in the conference registration fee;

- i. Accommodation expenses are eligible for reimbursement at the standard room rate; any and all upgrades are not eligible for reimbursement;
- ii. Charges incurred for personal telephone calls, room or bar service, movies, etc. will not be eligible for reimbursement.
- iii. Eligible meal expenses will be reimbursed in accordance with Procedure 3170: Business Travel, Meal and Hospitality Expenses.

#### **f) Student Trustee Conferences/OSTA-AECO Leadership**

Student Trustees are eligible to attend four annual Ontario Student Trustees' Association (l'Association des Elèves conseillers et conseillères de l'Ontario (OSTA-AECO)) conferences and claim the related expenses as a Board expenditure.

Page 2 of 3

- i. Trustees may submit for reimbursement the receipt for conference registration. Trustees may also submit reimbursement request forms for all reasonable out-of-pocket expenditures and their related receipts for hotel, travel, and meals not included in the conference registration fee;
- ii. Accommodation expenses are eligible for reimbursement at the standard room rate; any and all upgrades are not eligible for reimbursement;
- iii. Charges incurred for personal telephone calls, room or bar service, movies, etc. will not be eligible for reimbursement;
- iv. Eligible meal expenses will be reimbursed in accordance with Procedure 3170: Business Travel, Meal and Hospitality Expenses.
- v. Trustees may also submit reimbursement request forms for all reasonable out-of-pocket expenditures and their related receipts for travel and meals for OSTA-AECO Executive meetings if a student Trustee is elected an OSTA-AECO Executive member.

#### **4. Discretionary Expenses**

A Trustee may claim up to \$1,000 per year for discretionary expenses, or allocate a total allowance of up to \$4,000 at the start of the Trustee's term of office to cover all four years, for items set out as follows:

- i. **Communication and Technology**—Personal mobile communication devices and applicable incremental monthly charges.
- ii. **Events**—Board related events.
- iii. **Personal Professional Development and Conferences**—These activities must relate specifically to the role of Trustee, and be approved in advance by the Board in public session. Expenses are eligible for reimbursement consistent with the criteria for conferences and workshops outlined under 2.0 above.
  - i. Educational opportunities;
  - ii. Development conference expense.
- iv. **Other Eligible Meeting Expenses**—Child minding expenses.

#### **5.0 Reference Documents**

5.1 Trustee Expense Policy

5.2 -Purchasing Procedure

5.3 Ministry of Education Trustee Expense Guideline

**Appendix:**

Appendix A1 – Trustee Expense Statement

**Effective Date**

2009-11-16

**Amended/Reviewed**

2010-04-19

2011-03-25

2013-01-25

2016-11-21

2017-11-29

2021

# PROCEDURE

## BUSINESS

### Trustee Expenses

#### 1.0 Objective

- 1.1 The objective of this Procedure is to support the processing and payment of eligible expenses incurred by Trustees in accordance with the Trustee Expense Policy.
- 1.2 This Procedure is to be interpreted and applied in accordance with the District's commitment to the Ontario Human Rights Code in providing services and workplaces that are safe, welcoming, respectful, inclusive, equitable and accessible, and that are free from discrimination and harassment under applicable legislation.

#### 2.0 Definitions

In this Procedure,

- 2.1 Board refers to the Board of Trustees for Durham District School Board.
- 2.2 District refers to the corporate entity of the Durham District School Board.
- 2.3 Staff refers to any individual who is employed by the Durham District School Board.

#### 3.0 Responsibilities

- 3.1 The Chair of the Board and the Vice-Chair of the Board: For the purpose of this Procedure, the Chair and Vice-Chair of the Board are responsible for approving all Trustee expense claims and for forwarding approved claims to the Associate Director, Corporate Services.
- 3.2 Associate Director, Corporate Services: For the purposes of this Procedure, the Associate Director, Corporate Services shall ensure expense claims submitted for reimbursement are evaluated and processed in accordance with this Procedure and the Trustee Expense Policy. Additionally, the Associate Director, Corporate Services along with the Superintendent of Human Resources are responsible for approving the expense claims of the Chair and Vice-Chair of the Board.

#### 4.0 Procedures

- 4.1 Trustees shall be reimbursed for eligible expenses incurred in the course of their duties and as stipulated in the Trustee Expense Policy and this Procedure. Expense claims shall be submitted for reimbursement using the Trustee Expense Form (Appendix A). Expense claims should be submitted on a monthly basis to facilitate quarterly reporting.
- 4.2 Detailed receipts/statements shall be submitted with any expense claim, with the exception of mileage. Credit card slips by themselves are insufficient to support an expense claim. Items of a personal nature such as sundries, traffic and parking

violations, late payment fees, etc., or related to the attendance of a family member or friend at an event are not eligible for reimbursement.

#### 4.3 Travel, Accommodation and Hospitality

- i. Personal vehicle travel shall be reimbursed at a rate per kilometer, as may be approved by the Board from time to time. The current mileage rate of \$0.52/km was approved by the Board on June 26, 2019. Toll charges will not be reimbursed;
- ii. Travel by air or rail should be booked at lowest available (economy) rates and expenses incurred in accordance with the Policy for such travel are eligible for reimbursement;
- iii. Travel for Board business including attendance at Board meetings, Committee meetings, school visits or District functions is eligible for reimbursement;
- iv. Student Trustees may submit reimbursement request forms for all reasonable out-of-pocket expenditures including travel and meals for OSTA-AECO Executive meetings if a student Trustees is elected an OSTA-AECO Executive member;
- v. Travel for other Board business is eligible for reimbursement when it is in accordance with the Policy on workshops/conferences or when authorized in advance by Board resolution;
- vi. Destinations and reasons for mileage expense claims or other travel expenses incurred in accordance with the Policy and with this Procedure must be specified on the prescribed claim form (Appendix A). Reimbursement for vehicle travel may be made from either the Education Centre or a Trustee's primary residence. Residence information must be kept up to date with the Board office;
- vii. Alcohol expenses shall not be reimbursed;
- viii. Accommodation expenses incurred in accordance with the Policy are eligible for reimbursement at the standard room rate; any and all upgrades are not eligible for reimbursement;
- ix. Charges incurred for personal telephone calls while at a hotel, room or bar service, movies, etc. will not be eligible for reimbursement;
- x. Eligible meal expenses will be reimbursed in accordance with the Purchasing Procedure.

#### 5.0 Reference Documents

5.1 Trustee Expense Policy

5.2 Purchasing Procedure

5.3 Ministry of Education Trustee Expense Guideline

#### Appendix:

**Effective Date**

2009-11-16

**Amended/Reviewed**

2010-04-19

2011-03-25

2013-01-25

2016-11-21

2017-11-29

2021

**DURHAM DISTRICT SCHOOL BOARD  
ADMINISTRATIVE REPORT**

**REPORT TO:** Durham District School Board **DATE:** May 17, 2021  
**SUBJECT:** Community Use of Schools Policy **PAGE:** 1 of 2  
**ORIGIN:** Norah Marsh, Director of Education and Secretary to the Board  
David Wright, Associate Director of Corporate Services

**1.0 Purpose**

This report is provided for the approval of the Board of Trustees with respect to the proposed revisions to the Community Use of Schools Policy.

**2.0 Background**

As per the Board direction of March 2020, all Board Regulations are being phased out and incorporated, as appropriate, within Policies and/or Procedures to align with good governance practices.

Community Use of Schools permits have been suspended since the beginning of the COVID-19 pandemic.

**3.0 Analysis**

With over 130 school sites, Durham District School Board (DDSB) manages significant public assets. School buildings and grounds are used extensively by many different community organizations throughout the course of a normal school year and over the summer months, as operational needs allow.

As summer nears, inquiries about Community Use of Schools permits are starting to be received. All available resources are currently being directed to support the safe operation of schools for students so unfortunately DDSB is not able to approve access at this time. However, it is prudent to plan ahead to resume Community Use of Schools permits as the COVID-19 pandemic continues to evolve.

Before welcoming community groups back onto DDSB sites and into buildings, it seems an appropriate opportunity to highlight the District's commitment to Human Rights, Equity, Anti-Discrimination, and Anti-Oppression by updating the Community Use of Schools Policy and to update the Policy and Procedure in a manner that best ensures users of DDSB facilities are committed to respecting these same values. One particular concern is to ensure that community use of schools is consistent with the Board's commitments to historically marginalized groups.

Staff will work to ensure that the Community Use of Schools section of the DDSB website, as well as the application form, are provided in an accessible format as soon as possible.

The updated draft policy is included with this report as Appendix A. The original copy of the policy is included for comparison as Appendix B. For trustee information, the draft procedure is also included as Appendix C and the original regulation is included as Appendix D.

**4.0 Communication**

The approved policy will be posted to the Board's website.

**5.0 Recommendation**

The revisions to the Community Use of Schools Policy were presented to the Board of Trustees as a Notice of Motion for consideration at the April 19, 2021, Board Meeting. No feedback or input has been received from stakeholders.

It is recommended that the Board of Trustees approve the revisions to the Community Use of Schools Policy.

**6.0 Appendices**

Appendix A - Draft Policy: Community Use of Schools

Appendix B - Community Use of Schools Policy – Original Version

Appendix C - Draft Procedure: Community Use of Schools

Appendix D - Community Use of Schools Regulation - Original Version

Report reviewed and submitted by:



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Norah Marsh, Director of Education and Secretary to the Board



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David Wright, Associate Director of Corporate Services



# POLICY

## COMMUNITY

### Community Use of Schools

#### 1.0 Rationale

- 1.1 The property of the Durham District School Board including school buildings, grounds, parking lots, fields and equipment are primarily for the use and benefit of students. However, the Board recognizes that it is in the interest of the public that the fullest possible use be made of the District's facilities. Therefore, the District may permit their use of facilities and grounds outside of normal school hours in accordance with the terms of this Policy and the Procedure adopted under this Policy.

#### 2.0 Policy Objective

- 2.1 The objective of this Policy is to establish the parameters for community use of District property and facilities. In doing so, the Board adopts the following principles for Community Use of Schools:
- I. Hate and Bias will not be tolerated - The Board values the rich diversity of our communities and strives to promote inclusiveness for all individuals and communities that access our schools. In order to promote safe environments, free from hatred, prejudice or discrimination, the District shall not permit space to hate groups or individuals that engage in hatred, violence, discrimination or bias against any groups or individuals based on prohibited grounds of discrimination under the Human Rights Code.
  - II. School Activities Take Priority - School activities, extra-curricular activities and parent involvement activities organized or administered by the school or school board have priority use of school space during and after regular school hours.
  - III. Schools are Hubs - Schools are the hubs of their communities and offer an effective use of space by providing citizens with a place to come together, volunteer, build skills, access community programs, become physically active and build strong and healthy communities.
  - IV. Support for a Positive Climate for Youth Community Use of Schools supports and promotes healthy, active lifestyles for community youth.
  - V. Fair Equitable Access - Schools are welcoming and inclusive environments and offer parent groups and community organizations fair and equitable access to use of school space at affordable rates for community purposes, outside of regular school hours.
  - VI. Respect for Roles and Responsibilities - Community Use of Schools partners and stakeholders respect each other's roles, responsibilities and obligations to the community and education system.
  - VII. Not-For-Profit organizations to be charged affordable rates - after school user fees for school facilities are to be affordable for Not-For-Profit users.
- 2.2 This policy is to be interpreted and applied in accordance with the District's commitment to the Ontario Human Rights Code in providing services and workplaces that are safe, welcoming, respectful, inclusive, equitable and accessible, and that are free from discrimination and harassment under applicable legislation.

#### 3.0 Definitions

In this Policy,

- 3.1 Board refers to the Board of Trustees for Durham District School Board.
- 3.2 District refers to the corporate entity of Durham District School Board.
- 3.3 Staff refers to any individual who is employed by Durham District School Board.

(Definitions of hate and prejudice are included in the body of the Policy (section 5.6)).

#### 4.0 Responsibilities

- 4.1 **Trustees:** Trustees are responsible for setting the strategic direction and developing and maintaining policies. They are also responsible for monitoring and evaluating the effectiveness of policies developed by the Board in supporting the Multi-Year Strategic Plan.
- 4.2 **Director of Education:** The operations of the District are the responsibility of the Director of Education (and designates) and include measures to operationalize and ensure compliance with Board policies by adopting and implementing appropriate procedures and by providing professional learning and training to staff to support implementation. A focus on enhancing understanding of Indigenous rights, human rights, anti-oppression, anti-racism and anti-discrimination, and addressing discriminatory assumptions, stereotypes, biases, barriers, experiences and outcomes is required.

#### 5.0 Policy – Rules and Requirements

##### 5.1 Buildings, Grounds and Equipment

- 5.1.1 Permit holders shall be responsible to the District for all damages they may cause and shall agree to indemnify the Board and to provide proof of liability insurance in accordance with the Procedure adopted under this Policy. The District assumes no liability for any items stored on Board property.
- 5.1.2 Smoking/vaping of tobacco or cannabis is not permitted within 20 metres of District property. The consumption of alcoholic beverages is not permitted on District property with the exception of licensed events at the Education Centre.
- 5.1.3 Permission to charge an admission fee and/or to sell refreshments or other goods may be granted by the District, in accordance with any Procedure adopted under this Policy.
- 5.1.4 The issuance of any permit under this Policy shall not establish any form of lease or rental contract between the District and any person or entity. Subject to the terms of any Procedure adopted under this Policy, the District may, at any time whatsoever and regardless of whether a fee has been paid, withdraw the use of any facility or property if in the opinion of the District (in its unfettered discretion) the use to which the facility or property is to be or is being put, is not in the best interests of the District or community or is not aligned with the with District's commitment to advancing human rights.
- 5.1.5 Permit holders shall not represent in any way that they are affiliated with the District by virtue of the permit and shall not reference the name of the school or District property or facility in any

notice, sign or advertising without also confirming, with the same prominence, that the permit holder is not affiliated with the District and subject to approval of District staff in accordance with the Procedure adopted under this Policy.

- 5.1.6 Permit holders shall not advertise products, businesses or other services and shall not solicit business while on District property.
- 5.1.7 School audio visual equipment and sports equipment may be made available, at the discretion of District staff in accordance with the Procedure adopted under this Policy.
- 5.1.8 No changes or additions to electrical wiring are to be made without written pre-approval of the District in accordance with the Procedure adopted under this Policy.
- 5.1.9 In the interest of health and safety, animals, with the exception of Service Animals that may be permitted under the relevant policies and procedures of the Board, shall not be permitted in the school buildings.
- 5.1.10 A cafeteria may be made available for community use under the terms of this Policy and any Procedure adopted under this Policy; however, neither the kitchen area nor servery shall be made available for community use.

## **5.2 Supervision & Security**

- 5.2.1 The use of any facilities or property shall, at all times, be subject to the supervision of District employees, unless the District authorizes otherwise in accordance with the Procedure adopted under this Policy.
- 5.2.2 A custodian shall be on the premises at all times when a facility is used by a permit holder unless otherwise approved by the Associate Director, Corporate Services.

## **5.3 Facility Permits – School Board/Use**

- 5.3.1 School/student programmes requiring facilities after 6:00 p.m. shall obtain a permit for the space through Community Use of Schools in accordance with the terms of any Procedure adopted under this Policy.

## **5.4 Facility Permits – Community Use Groups**

- 5.4.1 Any and all community use of District property or facilities shall only be pursuant to a permit issued by the Community Use of Schools office in accordance with the terms of the Procedure adopted under this Policy. The minimum age of a permit holder shall be 18 years of age. Permits are not transferrable.
- 5.4.2 Any permit for use shall be subject to being pre-empted by a school or District use in accordance with the terms of any Procedure adopted under this Policy.
- 5.4.3 Children's programmes shall be given priority in the Procedure adopted under this Policy.
- 5.4.4 Provided there is compliance with section 5.6 of this Policy, and any related terms and conditions of the Procedure adopted under this Policy, a permit may be granted to an organization or group of persons associated with a religious or spiritual belief.
- 5.4.5 School gymnasias or similar facilities may be made available to municipal clerks as polling stations. School gymnasias or similar facilities may be made available to Elections Ontario and

Elections Canada pursuant to any agreement entered into between the District and Elections Ontario or Elections Canada as the case may be.

## **5.5 Fees**

- 5.5.1 Reasonable fees may be levied for all use of school facilities in accordance with the Procedure adopted under this Policy. All community use permits shall be subject to an administrative processing fee that is not refundable once a permit is processed. Charges may be levied for custodial overtime in accordance with the Procedure adopted under this Policy.
- 5.5.2 The Procedure adopted under this Policy shall provide a process for consideration of exemptions for all or a portion of fees and charges associated with any permit based on the financial ability of the applicant and based on the Board's commitment to advancing equity, inclusion and with a view to providing opportunities for group that are discriminated against, marginalized or minoritized.
- 5.5.3 In any case, no fees or charges shall be levied (except for extra custodial services) for use Monday to Friday in respect of:
- i) Board sponsored activities or staff programming.
  - ii) School Advisory Committee Meetings or school related parents' groups meetings.
  - iii) Community Recreation Department Programmes that have reciprocal agreements with the Board for shared use of space.
  - iv) Meetings of any local unit of a union or federation with members employed by the District.
  - v) Staff professional groups (Example: Librarian Associations, Union Committee) for regular meetings.

## **5.6 Equity, Diversity and Inclusion**

- 5.6.1 The Board values the rich diversity of our communities and promotes inclusiveness for all individuals and communities that access our schools. In order to promote safe environments, free from hatred and prejudice, the Board will not permit space to hate groups or individuals that promote hatred, violence, discrimination or bias against any groups or individuals based on prohibited grounds of discrimination under the Human Rights Code.
- 5.6.2 All permit holders shall, and shall confirm in any permit application that they will, promote equitable, safe and accepting practices consistent with the Provincial Code of Conduct and the Ontario Human Rights Code. Copies of the Provincial Code of Conduct are available at the Ministry of Education's website at: <http://www.edu.gov.on.ca/extra/eng/ppm/ppm-128-nov-2019.pdf>.
- 5.6.3 All permit holders are prohibited from engaging in or permitting any activity on any District property that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other protected ground under the Human Rights Code. All permit holders are prohibited from engaging in any behaviour that threatens or harasses staff, students or anyone else while on District property.
- 5.6.4 The Procedure adopted under this Policy shall provide for a process to review and consider complaints of breach by a permit holder of this Policy or the Procedure adopted under this Policy which shall allow for permits to be revoked without notice. The Procedure shall also provide for consideration of special or extenuating circumstances in relation to an alleged breach of this Policy.

5.6.5 Hate includes expressions of bias, prejudice and bigotry that are carried out by individuals, groups, organizations and states, directed against stigmatized and marginalized persons and groups in communities, and intended to affirm and secure existing structures of domination and subordination. Hate activities and incidents represent some of the most destructive forms of human rights-based discrimination by promoting hatred against identifiable groups of people. Some hate incidents are also considered criminal offences committed against a person or property and motivated, in whole or in part, by bias or prejudice based on real or perceived race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, socio-economic status or disability/ level of ability/ or any other prohibited ground under the Human Rights Code. Prejudice is the pre-judgment (usually negative) of groups or individuals, or preconceived notions about them, based on misinformation, bias, or stereotypes.

## 6.0 Evaluation

6.1 This policy may be reviewed and updated as may be deemed necessary or appropriate, but it shall be reviewed at least every 5 years.

## 7.0 Reference Documents

7.1 Policies  
N/A

7.3 Other Documents (Legislation, Provincial Regulations, Etc.)  
The Provincial Code of Conduct  
The Ontario Human Rights Code  
The Education Act

**Appendix:**  
None

**Effective Date:**  
69-04-14

**Reviewed and Amended:**  
73-12-10  
85-02-11  
91-11-25  
2006-08-08  
2013-01-25  
2017-11-29

**Reviewed without Amendment:**  
YYYY-MM-DD

# POLICY

## COMMUNITY

### Community Use of Schools

The Board accepts and endorses the concept of the Community Use of Schools.

#### 1.0 School Functions in the Following Ways:

- 1.1 As an education facility - as the place where children and adults have opportunities for study and learning.
- 1.2 As a community use facility where citizens of all ages may avail themselves of opportunities for leisure education.

#### 2.0 The Board Accepts an Important Role in the Community Use of Schools Within the Following Framework:

- 2.1 The major responsibility of the Board is to provide a good educational programme for children and youth and to be responsive to the needs and interests of all citizens.
- 2.2 School buildings are public buildings and as such, should be readily available for public use in after-school hours, provided the arrangements are consistent with the priority for regular school programming, normal maintenance and cleaning.
- 2.3 The Board is responsible for the scheduled use of all school buildings and grounds, and cannot relinquish or delegate this authority to any other public or private group. This does not preclude arrangements for use on a long-term basis subject to periodic review by the Board.
- 2.4 The Board will operate a Community Use Of School programme, on a cost recovery basis, where deemed appropriate.

#### Appendix:

None

#### Effective Date

69-04-14

#### Amended/Reviewed

73-12-10

85-02-11

91-11-25

2006-08-08

2013-01-25

2017-11-29

### Community Use of Schools

#### 1.0 Objective

- 1.1 The objective of this procedure is to implement the Community Use of Schools Policy.
- 1.2 This procedure is to be interpreted and applied in accordance with the District's commitment to the Ontario Human Rights Code in providing services and workplaces that are safe, welcoming, respectful, inclusive, equitable and accessible, and that are free from discrimination and harassment under applicable legislation.

#### 2.0 Definitions

In this procedure,

- 2.1 Board refers to the Board of Trustees for Durham District School Board.
- 3.2 District refers to the corporate entity of Durham District School Board.
- 3.3 Staff refers to any individual who is employed by Durham District School Board.

#### 3.0 Responsibilities

- 3.1 **Director of Education:** The operations of the District are the responsibility of the Director of Education (and designates) and include measures to operationalize and ensure compliance with Board policies by adopting and implementing appropriate procedures and by providing professional learning and training to staff to support implementation. A focus on enhancing understanding of Indigenous rights, human rights, anti-oppression, anti-racism and anti-discrimination, and addressing discriminatory assumptions, stereotypes, biases, barriers, experiences and outcomes is required.

#### 4.0 Procedure

##### 4.1 Permit Application

- 4.1.1 With the exception of school use, A permit shall be required for the use of school grounds or facilities after normal school hours by all users, including District and/or a community groups in accordance with the Community Use of Schools Policy and this Procedure. A permit shall be required for School use of school grounds or facilities after 6pm.
- 4.1.2 All Applications for community use of schools under the Community Use of Schools Policy shall be submitted to the Corporate Services Department, Community Use of Schools office in the form attached as Appendix "A" which may also be found on the DDSB website. All Applications must be submitted through the link provided on the DDSB website.

- 4.1.3 The terms and conditions of Appendix “A” are incorporated into and form an integral part of this Procedure. Failure to comply with the terms and conditions as stipulated and agreed to in the Application shall be a breach of this Procedure. Any material misrepresentation in an Application shall be deemed a breach of this Procedure and shall result in revocation of the permit without notice.
- 4.1.4 All permit holders shall confirm in the Application (Appendix “A”) that they will promote equitable, safe and accepting practices consistent with the Provincial Code of Conduct and the Ontario Human Rights Code. Failure to complete this section will result in an incomplete Application that will not be considered. Copies of the Provincial Code of Conduct are available at the Ministry of Education’s website at: <http://www.edu.gov.on.ca/extra/eng/ppm/ppm-128-nov-2019.pdf>
- 4.1.5 Notwithstanding an applicant’s completed Application in accordance with the preceding paragraph, the Associate Director of Corporate Services may refuse to issue a permit to an applicant if the Associate Director determines that there is sufficient publicly available information, or that there are prior breaches of the Community Use of Schools Policy or Procedure by the applicant or an affiliate of the applicant, indicating a reasonable likelihood that the applicant:
- (i) is unlikely to honour the commitments made in the Application, particularly as to equity, diversity and inclusion;
  - (ii) presents an unacceptable legal or reputational risk to the District beyond what is contemplated by the Policy.
- 4.1.6 Completed Applications must be submitted at least 14 days before the date on which the applicant seeks to first use the facility or property and by no later than June 1 for bookings outside the regular school year.
- 4.1.7 Changes to a permit may be requested by the permit holder by contacting the Community Use of Schools Office.
- 4.1.8 All Applications, flyers, brochures or any other written or electronic materials announcing, promoting, advertising or referencing an event on District property shall clearly state that the Durham District School Board is the rental agent only and is not participating in or endorsing the program or event. A written notice, in a form pre-approved by the Community Use of Schools Office shall be placed on the entrance/exit to the space being used with the name of the permit holder and stating that the event is not a District event and that the District is not participating in or endorsing the event. The entrance and exit doors to the space may be ordered closed by the Custodian(s) as may be deemed necessary for the security of the facility or the benefit of other users of school space.
- 4.1.9 Permit holders shall not advertise products, businesses or other services and shall not solicit business while on District property.
- 4.1.10 The District reserves the right to cancel a permit in the event of unforeseen circumstances or emergencies such as inclement weather, breakdown of the school plant, job action, order of the Medical Officer of Health or similar emergency.
- 4.1.11 All questions regarding permits or community use of schools should be directed to the Community Use of Schools Office at the Durham District School Board Education Centre, 400 Taunton Road East, L1R 2K6 Telephone: 905-666-6930. All permits are processed through the Community Use of Schools Office, not through the individual schools.

## 4.2 Fees

- 4.2.1 Permit and custodial fees as well as acceptable methods of payment are listed on the DDSB website (<https://www.ddsb.ca/en/our-schools/booking-school-spaces.aspx>).
- 4.2.2 The premises must be left clean and orderly, so that nothing is required prior to the start of regularly scheduled school-based activities. If custodial time is required to return the premises to an acceptable condition outside of any custodial time already included or paid for with the permit, the permit holder will be billed for the custodial costs incurred. Likewise, any borrowed equipment (eg. volleyball standards) must be left in good repair and left in the same location and in the same condition as prior to the permit holder's use.
- 4.2.3 Payment of all fees must be received by the Community Use of Schools office at least 14 days prior to the use of the facility.
- 4.2.4 Notwithstanding the foregoing, no fees or charges shall be levied (except for extra custodial services as stipulated above) for use Monday to Friday in respect of:
- (i) District sponsored activities or staff programming.
  - (ii) School Advisory Committee Meetings or school related parents' groups meetings.
  - (iii) Community Recreation Department Programmes subject to reciprocal agreements with the District for shared use of space.
  - (iv) Meetings of any local unit of a union or federation with members employed by the District.
  - (v) Staff professional groups (for example: Librarian Associations, Union Committee) regular meetings.
- 4.2.5 Applicants or permit holders may request that all or a portion of fees and charges associated with a permit be waived based on the financial ability of the applicant and based on the District's commitment to advancing equity, inclusion and with a view to providing opportunities for historically marginalized and disadvantaged groups. Applicants or permit holders wishing to apply for exemption/waiver must do so in writing to the Community Use of Schools Office with details supporting the request. Waiver of fees may be provided to applicants and permit holders consistent with this paragraph and with the objectives of the Policy, as approved by the Associate Director of Corporate Services or delegate.

## 4.3 Liability and Insurance

- 4.3.1 A permit holder is responsible for any and all loss or injury to the permit holder, their visitors and invitees, to buildings or to equipment, caused in whole or in part by the permit holder, their agents, employees, invitees or visitors and shall indemnify and hold harmless the District from any claim whatsoever by or in respect of any person or entity. The District requires the applicant to provide a certificate of liability insurance prior to the event in the amount of not less than \$5,000,000.00 which includes the District as an Additional Insured Party.

## 4.4 Complaint Process

- 4.4.1 Any person may file a complaint with the Community Use of Schools office about the conduct of a permit holder, through the DDSB website.

- 4.4.2 When a complaint has been received, the Community Use of Schools office will email the permit holder (or phone if email is not available) describing the complaint and requesting a written response.
- 4.4.3 The Associate Director of Corporate Services shall review the complaint and any response to determine if there has been a breach of the Community Use of Schools Policy or Procedure. A failure by the permit holder to respond to a complaint shall be deemed a breach of this Procedure.
- 4.4.4 If the Associate Director determines that there has been a breach:
- (i) that compromises the integrity of the permit holder which will include consideration of any prior breaches;
  - (ii) related to the permit holder's commitment to equity, diversity and inclusion; or
  - (iii) that indicates allowing the permit holder to continue with use of District premises presents legal or reputational risks to the District beyond what is contemplated by the Policy,
- the permit shall be revoked without notice and the permit holder shall not be entitled to any future permits, subject only to special or extenuating circumstances that establish that allowing the permit holder to maintain the permit would not, on a go forward basis, undermine the Policy or compromise the reputation of the District.
- 4.4.5 For any other breach, the permit holder shall be given a written warning and shall meet (electronically or by way of telephone call) with a staff member from the Community use of Schools Office to review the terms of the Policy and Procedure and to confirm the permit holder's commitment to abiding by those terms. Multiple such breaches may cause the permit to be revoked without notice and the permit holder may not be entitled to any future permits.

#### **4.5 General Terms and Conditions**

- 4.5.1 In addition to the terms and conditions stated in the Community Use of Schools Policy and elsewhere in this Procedure, the following terms and conditions are also noted.
- 4.5.2 The school Custodian is not authorized to permit use of special school equipment or other facilities unless pre-approved and explicitly stated on the permit.
- 4.5.3 The permit holder shall ensure that all activities adhere to all municipal by-laws and that all necessary licenses and/or permits have been obtained prior to use.
- 4.5.4 Audio Visual equipment may be available at schools that have trained student technicians, subject to an hourly rate of \$14.
- 4.5.5 Plans for stage setting or use of special equipment must be pre-approved by the Community Use of Schools Office in consultation with the Principal or designate of the school. Moving in of stage equipment must be pre-arranged with the Community Use of Schools Office. All stage properties and other equipment must be removed immediately after the event or as arranged prior to the performance with the Community Use of Schools Office. The District is not responsible for any equipment remaining on school property after an event.
- 4.5.6 Any requests for power connections, other than 15amp wall plugs, must be pre-approved by the District and must be completed by, or at the sole direction of, the District with all costs payable by the permit holder.

- 4.5.7 Any decorations shall be flameproof materials and must never be attached to electrical lights or outlets and must in every respect conform to fire safety practices as recommended by the local Fire Department.
- 4.5.8 It is prohibited to attach signs, tape or nails, etc. to the floors or walls of the school property or to carry on any other activities that may cause damage to the fabric of the building or equipment located there.
- 4.5.9 All exits must be kept clear at all times from any obstruction.
- 4.5.10 The permit holder shall ensure that all persons admitted to the function have vacated the school buildings and grounds promptly at the time specified on the permit.
- 4.5.11 By special permit, school buildings may occasionally be used for overnight occupancy. Permits for this use may be subject to additional requirements as to supervision and liability insurance and must be approved in writing by the local Fire Department. The local Fire Department may require an inspection of the areas and a review of the plans under consideration prior to approving the event.
- 4.5.12 Food and beverages other than water may not be taken into any school space unless approved on the permit.
- 4.5.13 If extra clean-up is required, the group using the facility will be charged. Under certain well-supervised conditions, washrooms may be made available to permit holders accessing school grounds, provided staff is on duty in the schools.
- 4.5.14 The Custodian is charged with the responsibility of maintaining the security and supervision of the school building and with monitoring Community Use of School permits. Requests from the Custodian for community users to abide by the conditions of the permit or to desist from an activity shall be complied with by the permit holder.
- 4.5.15 For use of facilities by the school or by the District, a Custodian, the Principal or a staff member acting as the Principal designate, shall be on duty to open the school, secure the school at the completion of the programme, handle any emergencies that arise and generally protect the interest of the District in relation to the use of facility.
- 4.5.16 Schools may be allotted a maximum of two evenings per week for secondary schools and one evening per week for elementary schools. Requests for additional allocations or to switch nights for school use must be made by the Principal or designate to the Community Use of Schools Office no later than June 15th annually of the previous year.
- 4.5.17 Permit requests detailing the school year activities must be entered into the Community Use of Schools booking database no later than June 15th annually for the upcoming school year. Special events are to be scheduled, as often as possible, on the evening(s) reserved for school activities.
- 4.5.18 Requests by the school or the District for facility space for special events must be received by the Community Use of Schools Office at least 14 days prior to the event so that the pre-empted community users may notify their members. For special events, the Principal or designate at the school will be contacted by the Community Use of Schools Office prior to confirming.
- 4.5.19 All permits are pre-numbered, and an electronic copy will be forwarded to the permit holder, the school Principal (or designated contact), and Chief Custodian(s).

- 4.5.20 Physical Education equipment such as basketballs, volleyballs and nets may be made available at no charge, but any request for such equipment must be noted on the permit Application and is subject to availability and prior approval of the Community Use of Schools Office.
- 4.5.21 Use of any District property or facility under a permit is restricted to the permit holder(s) listed on the permit.
- 4.5.22 The minimum age for a permit holder shall be 18 years of age.
- 4.5.23 Permits cannot be transferred or assigned by the permit holder.
- 4.5.24 A permit holder seeking to cancel the use of a facility in time to secure a refund shall, for bookings on a regular school evening, notify the Community Use of Schools Office as early as circumstances allow and, in any event, no less than 48 hours before the event at issue. A permit holder wishing to cancel a booking on non-school days in time to secure a refund shall provide a minimum of 5-days' notice. Where a permit holder fails to give the minimum notice as stipulated in this paragraph, the permit holder shall be responsible for the full cost of the permit, unless the District is able to re-permit the space for the time that was booked. Where minimum notice for a permit cancellation has been provided, the permit processing fee will still apply, and all other fees shall be refunded.
- 4.5.25 When the District cancels a scheduled use, notice of cancellation shall be sent by email to the permit holder, Principal (or designate), and Chief Custodian(s).
- 4.5.26 Schools are requested to refer any purported notice of cancellation or requested change by permit holders to the Community Use of Schools office.
- 4.5.27 Requests for extensions, changes or additions to existing permits must be made through the Community Use of Schools Office. An administration fee will be charged for processing changes without more than 2-days' notice. Where the change is initiated by the District, the charge is not applicable. Notification of changes will be sent to the permit holder, Principal (or designated contact), and Chief Custodians.
- 4.5.28 When an event is for the purpose of fund-raising, and an admission fee is charged, a letter from a registered charity shall be included with the permit Application stating that all funds raised will go to the charity.

#### School Events Held in Another District School

- 4.5.29 Prior to being submitted to the Community Use of Schools Office:
- (i) Arrangements must be made between the Principals or designates of both schools regarding supervision and security of the school, set up and tear down and any equipment needs.
  - (ii) Where an adult group has booked a facility, it will be understood that, should a permit request be received for a children's programme for that facility at the same time, the children's programme would have priority for that time period. In such a case we will do our best to find another space, school or time for the displaced group.

## **4.6 Custodial Services**

- 4.6.1 In schools where there is custodial staff on a regular afternoon or evening shift, no additional custodial staff will be provided unless the activities are such that staff is interrupted from their normal duties for tasks such as setting up chairs, supervising parking, setting up and cleaning up

after a banquet or meeting. An additional charge as detailed in the current Fee Schedule will be levied against permit holders requiring specific custodial services.

- 4.6.2 Supervision of school activities outside of regular school hours that are subject to a permit shall be the responsibility of the Principal, or designate, at the school. Custodial overtime will be scheduled for all these activities and charged back to the school.
- 4.6.3 Use of school facilities by Superintendents, Consultants and other Board administration personnel that is subject to a permit, will require a Custodian to be on duty at all times. Events that will incur custodial overtime costs will be charged to Facilities Services to the limit of the budget allocation.
- 4.6.4 Custodians shall include the permit number when submitting time sheets for any overtime.

## 5.0 Reference Documents

- 5.1 Policies
  - Community Use of Schools Policy

### **Appendix A: Permit Application Form**

**Effective Date**

YYYY-MM-DD

**Amended**

YYYY-MM-DD

### Community Use of Schools

#### 1.0 Buildings

- 1.1 The school buildings, grounds, and equipment are primarily for the use and benefit of the students. However, it is recognized that it is in the interest of the citizens that the fullest possible use shall be made of such facilities. Subject to such primary use for school programmes, the Board will permit their use outside of normal school hours in accordance with the regulations.
- 1.2 Permit requests shall be made to the Community Use of Schools Office not less than 14 days before the date on which the facility is required and by June 1 for bookings outside the regular school year. . All requests will be responded to within 2 weeks. We are unable to guarantee provision of accommodation within 2 weeks.
- 1.3 Smoking/vaping of tobacco or cannabis is not permitted within 20 metres of Board property. The consumption of alcoholic beverages is not permitted on Board property with the exception of licensed events at the Education Centre.
- 1.4 Permission to charge an admission fee and to sell refreshments or other goods may be granted by the Board, but only if such permission is requested in the application.
- 1.5
  - (a) The holders of a permit shall be responsible to the Board for all damages to the buildings or equipment, and shall indemnify and save harmless the Board from any claim whatsoever by or in respect of any person or persons.
  - (b) For all bookings, the Board will require the applicant to provide a certificate of liability insurance prior to the event in the amount of not less than \$5,000,000.00 as requested by the Superintendent of Education/Business or designate and this policy shall include the Board as an Additional Insured Party. When hosting certain high risk activities the Board may require a certificate for a greater amount. The applicant agrees to provide the Board with written information from the agent or insurer that ensures that coverage on the terms and in the amount specified above has been arranged prior to the date of activity. Such written notice must be filed no later than 14 days prior to the date of activity.
- 1.6 The use of any facilities shall be at all times subject to the supervision of employees of the Board except when authorized under separate agreement.
- 1.7 The issuance of any permit shall not establish a contract of rental or otherwise whatsoever between the Board and any person. The Board may, at any time whatsoever and regardless of whether a fee has been paid, withdraw the use of any such facility if in the opinion of the Board (in its unfettered discretion) the use which the facility is to be or is being put, is not in the best interests of the Board or community.

#### 2.0 Equipment

- 2.1 School instructional equipment will not generally be available for use and outside organizations using school facilities may be required to provide all or any necessary equipment. Physical Educational equipment such as basketballs, volleyballs and nets may be made available at no charge, but any requests for such equipment must be noted on the permit request and are subject to availability in individual schools and permission of the Board.
- 2.2 Audio Visual equipment may be available at schools that have trained student technicians. There would be an hourly rate, as determined by the Board for these services.

- 2.3 Plans of stage setting or use of special equipment must be approved by the Board in consultation with the Principal in advance of the reservation date before a permit is issued.
- 2.4 No changes or additions to electrical wiring are to be made without authority. Any power connections, other than 15 amp wall plugs, must be completed by a licensed electrician, approved by the Superintendent of Education/Facilities Services, and all costs will be charged to the user. Decorations will be limited to flameproof materials and must never be attached to electrical lights or outlets and in every respect conform to fire safety practices as recommended by the Fire Department. All exits must be kept clear at all times from any obstruction.
- 2.5 Use of school premises or facilities is restricted to those agreed upon. The school custodian is not authorized to permit use of special school equipment unless ordered by the Board and approved on the permit.
- 2.6 Moving in of stage equipment or the setting of stage properties must be done outside school hours or as arranged with the Community Use of Schools Office. All stage properties and other equipment must be removed immediately after the event or as arranged prior to the performance with the Community Use of Schools Office.
- 2.7 It shall be the responsibility of the applicant to see that all persons admitted to the function being held have vacated the school buildings and grounds promptly at the time specified on the permit.
- 2.8 By special permission of the Board, school buildings may occasionally be used for overnight occupancy. Permits for this use shall be subject to Board regulations regarding supervision and liability insurance and approval in writing from the Fire Department.
- 2.9 Food and beverages other than water may not be taken into any school space unless approved on the permit..
- 2.10 In the interest of health and safety, animals, with the exception of Service Animals, shall not be permitted in the school buildings.

### **3.0 Storage**

- 3.1 Generally speaking storage space will not be granted to outside organizations except with the permission of the school administration and the Community Use of Schools Office. The Board assumes no liability for any items stored on Board property.

### **4.0 School Grounds**

- 4.1 School grounds, parking lots, and playing fields are available for community use subject to approval by the Board. All organizations requiring use of these facilities must apply to the Community Use of Schools Office for a permit. If extra clean-up is required, the group using the facility will be charged. Under certain well-supervised conditions, washrooms may be made available in conjunction with grounds use, provided staff is on duty in the schools.

### **5.0 Cafeterias**

- 5.1 Organizations may request school cafeterias, however, the use of the Kitchen area or Servery would not be available.

### **6.0 Supervision & Security**

- 6.1 A permit will be required for the use of any school facility after normal hours by the school, Board and/or any community group.

- 6.2 A custodian shall be on the premises at all times when a school is used by community groups unless otherwise approved by the Superintendent of Education/Facilities Services. The custodian is charged with the responsibility of maintaining the security and supervision of the school building and with monitoring the Community Use of School permits. Requests from the custodian for community users to abide by the conditions of the permit or to desist some activity must be complied with immediately.
- 6.3 For use of facilities by School/Board programmes a custodian, the Principal or a staff member acting as the Principal designate, shall be on duty to open the school, secure the school at the completion of the programme, handle any emergencies that arise and generally protect the interest of the Board.

## 7.0 Facility Permits – School Board/Use

### 7.1 School Use Allocations

- (a) School/student programmes requiring facilities after 6:00 p.m. may be allotted a maximum of two evenings per week for secondary schools and one evening per week for elementary schools. Requests for additional allocations or to switch nights for school use must be made by the Principal to the Community Use of Schools Office no later than June 1<sup>st</sup> annually of the previous year.
- (b) Permit requests detailing the school year activities must be entered to the Community Use of Schools booking database no later than June 15th annually of the previous school year. Special events are to be scheduled, **as often as** possible, on the evening(s) reserved for school activities.
- (c) Additional requests for facility space for special events must be received by the Community Use of Schools Office at least 14 days prior to the event so that the pre-empted community users may notify their membership.

## 8.0 Facility Permits – Community Use Groups

8.1 A permit for the use of school facilities will be issued from the Community Use of Schools office located at the Durham District School Board.

- (a) All permits are pre-numbered and an electronic copy will be forwarded to the Applicant, Principal (or designated contact), and Chief Custodians, upon approval of the booking.
- (b) For special events, the Principal designate at the school will be contacted by the Community Use of Schools Office prior to confirming.
- (c) Custodians are required to include the permit number when submitting time sheets for any overtime payment.
- (d) The minimum age for a permit holder shall be 18 years of age.
- (e) Permits are not transferable.

### 8.2 Permit Cancellations

- (a) Organizations wishing to cancel the use of a facility on a regular school evening must notify the Community Use of Schools Office as early as circumstances allow and in no case less than 48 hours before the required date. Organizations wishing to cancel bookings on non-school days must provide a 5-days' notice. Where an organization fails to give notice they will incur the full cost of the permit. Where notice for a permit cancellation is received, the permit processing fee will still apply and all other fees will be refunded.

- (b) Community users who must be pre-empted for special school events will be given no less than 14 days advance notice of such cancellation. Where circumstances exist over which the Board has no control, it may be necessary to enact a shorter notification period.
- (c) When a cancellation occurs, a notice of cancellation will be sent by email to the Applicant, Principal (or designated contact), and Chief Custodians.
- (d) Where a time factor does not allow for written cancellation, the school will be notified by telephone.
- (e) Schools are requested to refer any cancellations or programme changes by community groups of individuals to the Community Use of Schools office.

### 8.3 Programme Extensions, Facility Changes and Additions

Extensions, changes and additions to existing permits must be made through the Community Use of Schools Office. An administration fee will be charged for processing changes with more than 2-days' notice. Where the change is initiated by the Board, the charge is not applicable. Notification of changes will be sent to the Applicant, Principal (or designated contact), and Chief Custodians.

## 9.0 Fees

- 9.1 Fees are levied for all use of school facilities as detailed in the current Fee Schedule.
- 9.2 All community user permits are subject to an administrative processing fee that is not refundable once a permit is processed.
- 9.3 Permits that run after 10:15 p.m. Mondays – Friday, on a holiday or weekend will be charged a custodial overtime fee. The permit holder will also be charged at least 1 extra hour to open/close/clean the building. Further time could be charged based on the amount of people involved, the number of spaces used, etc.
- 9.4 Exemptions/Waivers From the Fee Schedule

Individuals or organizations wishing to apply for exemption/waiver from rental charges must do so in writing to the Community Use of Schools Office at least twelve weeks prior to the date of the event. Such application must contain details regarding the organization and an explanation of why a waiver should be granted. A written response will be given for each request.

## 10.0 Payment

- 10.1 Payment must be received at least 14 days prior to the use of the facility.
- 10.2 In the event that cleaning over and above the normal amount is needed, the extra time will be billed to the client.
- 10.3 If a permit is cancelled prior to the date of the event, all prepaid fees will be refunded, with the exception of the permit processing fee, provided that the Community Use of Schools Office is notified at least 48 hours prior for school day bookings and 120 hours prior for non-school day bookings.

## 11.0 Custodial Services

### 11.1 Community Use of School Permits

In schools where there is custodial staff on a regular afternoon or evening shift, no additional custodial staff will be provided unless the activities are such that staff is interrupted from their normal duties for tasks such as setting up chairs, supervising parking, setting up and cleaning up after a banquet or meeting. An additional charge as detailed in the current Fee Schedule will be levied against organizations requiring specific custodial services.

### 11.2 School Events

A permit must be requested for all school events booked outside of regular school days and after 6:00 p.m. Supervision of all activities outside of regular school hours will be the responsibility of the Principal, or his/her designate, at the host school. Custodial overtime will be scheduled for all these activities and charged back to the school.

### 11.3 Board Administration Events

Use of school facilities by Superintendents, Consultants and other Board administration personnel will require a custodian to be on duty at all times. Events that will incur custodial overtime costs will be charged to Facilities Services to the limit of the budget allocation.

### 11.4 School Events Held in Another Board School

Prior to being submitted to the Community Use of Schools Office:

- (a) Arrangements must be made between the Principals of both schools regarding supervision and security of the school, set up and tear down and any equipment needs;

## 12.0 Programme

- 12.1 All children's programmes will be given priority. Where an adult group has booked a facility, it will be understood that, should a children's programme require the facility on a regular basis, the children's programme would have priority for that time period. In such a case we will do our best to find another space, school or time for the displaced group.

## 13.0 Faith Groups

- 13.1 Schools may be rented to Faith Groups for Worship services for a period up to three years. If, at the end of this three year period, the Church's building programme is active, an extension may be granted.
- 13.2 During summer months, school facilities will be made available to Faith Groups provided scheduling does not interfere with the cleaning and maintenance programme and custodial services can be provided.

## 14.0 Elections – Municipal/Provincial/Federal

- 14.1 School gymnasias or similar facilities shall be made available to municipal clerks as polling stations.
- 14.2 School Principals are required to rearrange existing programmes to accommodate election proceedings.
- 14.3 Issues regarding the use of school facilities should be directed to the Community Use of Schools office so that appropriate action may be taken.

## 15.0 GROUP CLASSIFICATIONS

### 15.1 Group A: PROFIT MAKING

All profit-making organizations of a professional, commercial, or retail nature, including individuals carrying on a business, whether or not they are located within the jurisdiction of the Board, are classified under Group A.

### 15.2 Group B: NON-PROFIT

Non-profit shall be defined as a local group or organization which is supported in whole or in part by Government funds, or is a registered charitable or non-profit organization under the Income Tax Act, and where the function is open to the public. Also included in this classification are all religious, cultural, community service organizations, amateur sports organizations, citizens' groups, and recognized political organizations.

Groups may sponsor entertainment, productions, public meetings, displays, demonstrations, or recreational activities where no fee is charged or collection taken. When an event is sponsored for the purpose of fund-raising, and an admission fee is charged, a letter from a charity stating that all funds raised will go to them must be included with the permit request. Net proceeds are to be used for educational, cultural, or welfare purposes within the community. The Board, in its discretion, may limit a particular group in the number of events booked on a non-profit basis in a given year.

### 15.3 Group C: FREE-USE

Activities for which no charge is levied:

- (a) Board sponsored activities and staff programming.
- (b) School Advisory Committee Meetings or school related parents groups for meetings to be held monthly, Monday to Friday.

The following groups will be granted free-use:

- (a) Boy Scouts and Girl Guides, Boys and Girls Clubs Affiliated with the Boys and Girls Clubs of Canada.
- (b) Community Recreation Department Programmes with reciprocal agreements with the Durham Board for shared use of space.
- (c) Secondary and Elementary Teachers' Federation meetings.
- (d) Staff professional groups (Example: Librarian Associations, Union Committee) for regular meetings.

When free-use is granted, the following conditions apply:

- (a) Groups are limited to double-shift schools
- (b) Facility must be used Monday to Friday only.
- (c) Free-use does not include special programmes, extra custodial services, heat or air conditioning. Such activities will involve rental fees as detailed in Classification B.

## 16.0 Code of Conduct

- 16.1 All organizations using school property are required to follow standards consistent with the Provincial Code of Conduct. Copies of the Ontario Code of Conduct are available at the Ministry of Education's website at: <http://www.edu.gov.on.ca/extra/eng/ppm/128.pdf>

## 17.0 Resolution of Issues

### 17.1 General

For minor rules infractions, the Board will generally use the following process.

Notwithstanding this, the Board Reserves the right to take into consideration any special or extenuating circumstances when applying this process and to respond to infractions and apply consequences in a manner as it may deem appropriate.

The Board also reserves the right to cancel permit with no notice. Permit cancellation will likely occur in the event of infractions that involve threatening or inappropriately touching staff, vandalism, theft and other Criminal Code infractions.

### 17.2 Process When Infraction Occurs

- (a) When an infraction occurs, the main contact for the permit will receive an email (or phone call if email is not available) describing the infraction and asking for written confirmation that it will not occur again.
- (b) Upon a second occurrence within a year of the first, the main contact for the permit will be asked to come in and discuss the issue. If there is a different supervisor on site for the permit, they will be expected to attend as well. The issue will be discussed in depth in an attempt to find a solution. If necessary, this meeting could happen at the permit location if this leads to clarification of the issues and/or solution.
- (c) If there is a third occurrence within the year of the first, the permit will be cancelled and the group is welcome to apply for space again at a different school in the following school year.
- (d) If there is a fourth occurrence within the next year, the permit will be cancelled and the group will not be able to apply for space with the DDSB until the 3<sup>rd</sup> school year from then.
- (e) If the group does apply again 3 years later and there is a fifth occurrence within a year of the new permit starting, the group will be banned from renting space within the DDSB.

#### **Appendix:**

None

#### **Effective Date**

69-04-14

#### **Amended/Reviewed**

2006-08-08

2013-01-25

2018-02-20

2018-09-12

**DURHAM DISTRICT SCHOOL BOARD  
ADMINISTRATIVE REPORT****REPORT TO:** Durham District School Board**DATE:** May 17, 2021**SUBJECT:** **Former Ritson PS Circulation of Surplus Site  
Regulation 444/98****PAGE:** 1 of 5**ORIGIN:** Norah Marsh, Director of Education and Secretary to the Board  
David Wright, Associate Director of Corporate Services  
Christine Nancekivell, Chief Facilities Officer  
Carey Trombino, Manager of Property and Planning**1.0 Purpose**

The purpose of this report is to provide the Board of Trustees for the DDSB with an update on the disposition of the Ritson PS site.

The process for the circulation of the property commenced on April 20, 2021.

**2.0 Ignite Learning Strategic Priority/Operational Goals**

**Success** – Set high expectations and provide support to ensure all staff and students reach their potential every year.

- Align resources to where they are most needed to support equitable outcomes for all students.

**Well-being** – Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.

- Provide safe, inclusive and respectful learning environments, which support positive academic, mental and physical growth.

### 3.0 **Background**

#### 3.1 Motion to Declare Site as Surplus

The following motion was approved by the Board of Trustees at the April 19, 2021, in-camera Board Meeting:

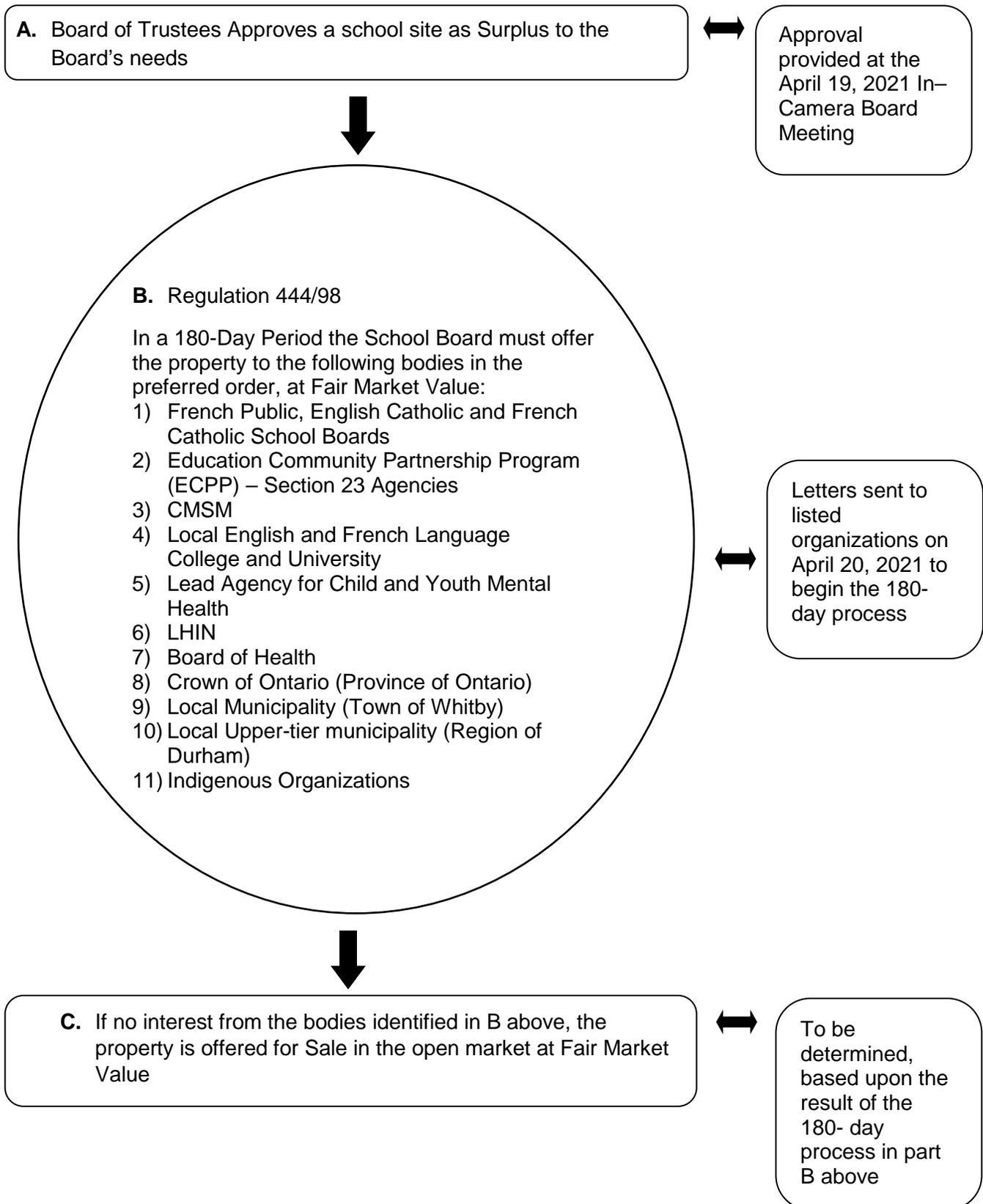
“That the Board approve the former Ritson PS property be declared surplus to the Board’s needs, and to proceed with disposition in accordance with Regulation 444/98.”

In accordance with the Ontario Education Act, section 207(2)(c) “the acquisition or disposal of a school site” is an in-camera item.

#### 3.2 Process to Sell School Sites

Since 1998, all school boards across the province have been required to follow “Ontario Regulation 444/98 Disposition of Surplus Real Property Summary”, to dispose of surplus school sites. The Regulation was revised September 1, 2016. A copy of the Regulation is provided as Appendix A.

The chart on the following page provides an overall summary of the declaration and sale process.



### 3.3 Definition of Fair Market Value (FMV)

The Ministry of Education has advised that a Board is expected to receive Fair Market Value (FMV) for any properties which are offered for sale as per Ontario Regulation 444/98.

In order to establish FMV, the Board would request a valuation from the Board's local Real Estate agent as well as a 3rd party appraisal. The appraisal is typically based upon the potential best utilization of the property.

Past practice for the DDSB has been that the FMV for land being sold or purchased has primarily been valued as revenue. However, it is possible for Boards to be offered land as a trade for FMV.

## 4.0 Analysis

### 4.1 Former Ritson PS

Former Ritson PS is located at 300 Ritson Road South in Oshawa and is 5.14 acres in size. Appendix B provides a location map of this property. Through the South-Central Oshawa Accommodation Review that occurred in 2011, Ritson PS was one of three schools that were closed. The students from the three closed schools; Duke of Edinburgh PS, Harmony PS and Ritson PS were consolidated into a new school, Clara Hughes PS. The new school was constructed on the former Duke of Edinburgh PS site.

Ritson PS closed in September 2012 when Clara Hughes PS opened. A map showing the location of former Ritson PS is provided as Appendix B.

### 4.2 Proceeds of Disposition

Once property has been sold, the proceeds must be placed into a Proceeds of Disposition (POD) reserve. The revised POD policy emphasizes school renewal as a Ministry priority. The revised policy is focused on the repair or replacement of components within a school.

Unless a Board receives prior approval or direction from the Ministry, the revised policy also states that POD should not be used for projects that increase the gross floor area (GFA) of a building; building over Ministry benchmarks; building of new schools or projects that have no renewal components in them.

## 5.0 Financial Implications

As outlined in section 4.2, once property has been sold, the proceeds must be placed into a Proceeds of Disposition (POD) reserve.

## 6.0 Communication Plan

The following communication/action plans have been developed by Staff:

- April 20, 2021 - Official letters will be mailed to each of the organizations identified in Section 3, 3.2-Chart 1 Part B of *Ontario Regulation 444/98 Disposition of Surplus Real Property Summary*. Each organization will have a single point of contact and official letters will be addressed to that person, , unless they notify the Durham District School Board of a change. The Board's s contact is Carey Trombino, Manager of Property and Planning.
- This will begin the 180-day process. Expression of interest must be declared within the first 90 days, which is July 19, 2021.
- An offer must be made by the highest ranked public entity that declared an interest, within the next 90-days, which will occur by October 18, 2021.
- A copy of the Board Press Release, attached as Appendix C, will be provided to local community newspapers as well as posted on the DDSB website.
- A copy of the Board Staff Notification Letter which will include Question and Answers, attached as Appendix D, will be delivered to the neighbouring households located within the proximity of the site.
- Staff will provide a report at the September 7, 2021, Standing Committee Meeting to inform Trustees whether there was an expression of interest declared.

## 7.0 Conclusion and/or Recommendations

This report is provided to Trustees for information.

## 8.0 Appendices

Appendix A – Ontario Regulation 444/98

Appendix B – Former Ritson PS site location

Appendix C – Board Press Release

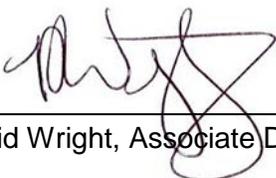
Appendix D – Board Staff Notification Letter with Questions and Answers

Report reviewed and submitted by:




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Norah Marsh, Director of Education and Secretary to the Board




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David Wright, Associate Director of Corporate Services

Français

## Education Act

**ONTARIO REGULATION 444/98**  
**DISPOSITION OF SURPLUS REAL PROPERTY**

**Consolidation Period:** From April 30, 2018 to the [e-Laws currency date](#).

Last amendment: 188/18.

Legislative History: 57/99, 535/00, 303/03, 146/04, 415/05, 445/06, 290/08, 363/10, 115/16, 11/17, 360/17, 464/17, 188/18.

*This is the English version of a bilingual regulation.*

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**PART I**

**DISPOSITIONS FOR SPECIFIED PURPOSES AND GRANTS OF EASEMENTS**

1. (1) Subject to subsection (3), a board that has adopted a resolution under clause 194 (3) (a) of the Act that real property is not required for the purposes of the board may sell, lease or otherwise dispose of the property to a person referred to in subsection (2) if the purpose of that person in acquiring the property is to provide one or more of the services described in paragraphs 1 to 7 of subsection 5 (5) of the *Development Charges Act, 1997*. O. Reg. 444/98, s. 1 (1).

(2) The persons referred to in subsection (1) are:

1. The municipality in which the property is located.
2. Any local board of the municipality in which the property is located.
3. If the property is located in an upper-tier municipality, that upper-tier municipality.
4. If the property is located in an upper-tier municipality, any local board of that upper-tier municipality. O. Reg. 444/98, s. 1 (2); O. Reg. 303/03, s. 1.

(3) A sale, lease or other disposition under this section must be at fair market value. O. Reg. 444/98, s. 1 (3).

**1.0.1** A board that has adopted a resolution under clause 194 (3) (a) of the Act that real property is not required for the purposes of the board may lease the property to a person if the purpose of that person in acquiring the property is to occupy and use the property for the purposes of,

- (a) a child care centre within the meaning of the *Child Care and Early Years Act, 2014*;
- (b) a family support program as defined in subsection 3 (2) of Ontario Regulation 137/15 (General) made under the *Child Care and Early Years Act, 2014*;
- (c) a third party program; or

(d) the provision of a children's recreation program described in paragraph 8 of subsection 6 (1) of Ontario Regulation 138/15 (Funding, Cost Sharing and Financial Assistance) made under the *Child Care and Early Years Act, 2014*. O. Reg. 115/16, s. 1.

**1.1** (1) A board may grant an easement over any of its real property if,

- (a) it has adopted a resolution under clause 194 (3) (a) of the Act that it does not require for its purposes the interest that the easement would create;
- (b) the grant of easement is for the consideration that the board considers reasonable; and
- (c) the grant of easement does not have the effect of rendering any school site or part of a school site no longer suitable for providing pupil accommodation. O. Reg. 535/00, s. 2.

(2) In subsection (1),

“easement” means an easement, right-of-way, right or licence in the nature of an easement, *profit à prendre* or other incorporeal hereditament, but does not include such an easement arising by operation of law. O. Reg. 535/00, s. 2.

**1.2** (1) If the Toronto District School Board adopts a resolution under clause 194 (3) (a) of the Act that the real property described in subsection (3) is not required for the purposes of the board, the board may sell the property to a purchaser and shall, upon sale, provide to the purchaser funds for the purpose of erecting a building on the property or retrofitting an existing building on the property, where all or part of the building is intended to be used to provide services, including licensed child care, to the public. O. Reg. 11/17, s. 2.

(2) The funds provided to the purchaser shall be funds from the proceeds of the sale equal to the lesser of,

- (a) the cost of erecting the new building or retrofitting the existing building, or where only a part of the new or retrofitted building is to be used to provide services to the public, the cost of erecting or retrofitting that part; and
- (b) \$7 million. O. Reg. 11/17, s. 2.

(3) The real property referred to in subsection (1) is the land described as follows:

1. PIN 21309-0585 (LT): LT 1-8 PL 1252 TORONTO; BLK A PL 1252 TORONTO; LANE PL 1252 TORONTO (CLOSED BY WG134848); LT 1-3 PL D1373 TORONTO; O'CONNELL AV PL D1373 TORONTO (CLOSED BY WG126118); BLK A PL 1085 TORONTO; LT 18-20 PL 1068 CITY WEST; PT BLK A PL 1089 CITY WEST AS IN WG27509; PT PARK LT 29 CON 1 FTB TWP OF YORK PL 1068 CITY WEST AS IN WG131508; WG150992; S/T WG126445E; CITY OF TORONTO.
2. PIN 21309-0688 (LT): BLK B PL D1343 TORONTO; CITY OF TORONTO. O. Reg. 11/17, s. 2.

**1.3** REVOKED: O. Reg. 360/17, s. 1 (2).

**1.4** (1) If the Upper Canada District School Board adopts a resolution under clause 194 (3) (a) of the Act that the real property described in subsection (3) of this section is not required for the purposes of the board, the board may sell the property to the Catholic District School Board of Eastern Ontario. O. Reg. 464/17, s. 1 (1).

(2) Section 7 and subsections 10 (5) and (6) apply, with necessary modifications, to a sale under subsection (1) of this section. O. Reg. 464/17, s. 1 (1).

(3) The real property referred to in subsection (1) is the interest in the land described as follows:

Part of Lot 11, Concession 2, City of Cornwall, County of Stormont, designated as Parts 1, 2, 3 and 5 on Plan 52R-4372. O. Reg. 464/17, s. 1 (1).

**Note: On September 1, 2019, section 1.4 of the Regulation is revoked. (See: O. Reg. 464/17, s. 1 (2))**

## PART II OTHER DISPOSITIONS

### APPLICATION

**2.** (1) This Part applies if,

- (a) a board proposes to sell, lease or otherwise dispose of real property;
- (b) the board has adopted a resolution under clause 194 (3) (a) of the Act that the property is not required for the purposes of the board; and
- (c) the sale, lease or other disposition is not permitted under Part I. O. Reg. 444/98, s. 2 (1); O. Reg. 535/00, s. 3.

(2) If this Part applies, a board shall not sell, lease or otherwise dispose of property except after issuing a proposal in accordance with section 3 or 4, as the case may be, and except in accordance with this Part. O. Reg. 444/98, s. 2 (2).

(3) For the purposes of this Part, a building is considered to be last used for providing pupil accommodation even if, since it was last so used, it was used by the board primarily for storage or maintenance purposes. O. Reg. 444/98, s. 2 (3).

## INTERPRETATION

**2.1** (1) In this Regulation,

“board of health” means a board of health within the meaning of the *Health Protection and Promotion Act*; (“conseil de santé”)

“expression of interest” means an expression of interest that complies with subsection 6 (2); (“manifestation d’intérêt”)

“fiscal year” means the period commencing on September 1 in each year and ending on August 31 of the following year; (“exercice”)

“health unit” means a health unit within the meaning of the *Health Protection and Promotion Act*; (“circonscription sanitaire”)

“lead agency for child and youth mental health” means an agency set out in Column 2 of Schedule 3; (“organisme responsable des services de santé mentale aux enfants et aux jeunes”)

“LHIN” means a local health integration network within the meaning of the *Local Health System Integration Act, 2006*; (“réseau local d’intégration des services de santé”)

“local services board” means a board within the meaning of Part I of the *Northern Services Boards Act*; (“régie locale des services publics”)

“qualifying education agreement” means an agreement between a board and a facility to provide a qualifying education program within the meaning of the provision in the most recent regulation made under section 234 of the Act that determines the board’s facilities amount; (“entente sur l’enseignement admissible”)

“service area” means a service area listed in Column 1 of Schedule 3. (“aire de service”) O. Reg. 115/16, s. 2; O. Reg. 188/18, s. 1.

(2) For the purposes of this Regulation, the following are indigenous organizations:

1. Métis Nation of Ontario Secretariat.
2. Chiefs of Ontario.
3. Ontario Federation of Indigenous Friendship Centres.
4. Association of Iroquois and Allied Indians.
5. Nishnawbe Aski Nation.
6. Grand Council Treaty #3.
7. Union of Ontario Indians. O. Reg. 115/16, s. 2.

## BODIES TO RECEIVE PROPOSALS FROM DISTRICT SCHOOL BOARDS

**3.** (1) An English-language public district school board shall issue a proposal to sell, lease or otherwise dispose of the real property to each of the following bodies on the same day:

0.1 The French-language public district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.

0.2 The English-language separate district school board or Roman Catholic school authority that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.

0.3 The French-language separate district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.

0.4 The board of a Protestant separate school that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.

1. The French-language public district school board the area of jurisdiction of which includes the property.
2. The English-language separate district school board or Roman Catholic school authority the area of jurisdiction of which includes the property.
3. The French-language separate district school board the area of jurisdiction of which includes the property.
4. The board of a Protestant separate school the area of jurisdiction of which includes the property.

4.1 All facilities that,

- i. have a qualifying education agreement with the board, and
  - ii. are located in the same municipality as the property or, if the property is not in a municipality, are located in the same geographic area, within the meaning of the *Territorial Division Act, 2002*, as the property.
- 4.2 The service system manager set out in Column 2 of Schedule 2 if the property is located in the area described in Column 1 of Schedule 2.
5. The English language college, within the meaning of Regulation 771 of the Revised Regulations of Ontario, 1990 as that regulation read immediately before it was revoked by Ontario Regulation 36/03, for the area in which the property is located.
6. The college known as Collège d'arts appliqués et de technologie La Cité collégiale, if the property is located in the geographic area of,
- i. the Frontenac Management Board, as set out in paragraph 3.3 (b) of an Order made under section 25.2 of the *Municipal Act* on January 7, 1997 and published in *The Ontario Gazette* dated February 15, 1997,
  - ii. the upper-tier municipalities of Renfrew; Lanark; Prescott and Russell; Leeds and Grenville; or Stormont, Dundas and Glengarry, or
  - iii. the municipalities of Brockville, Cornwall, Gananoque, Ottawa, Pembroke, Prescott and Smiths Falls.
- 6.1 The college known as Collège Boréal d'arts appliqués et de technologie, if the property is located anywhere other than in the geographic areas listed in subparagraphs 6 i, ii and iii.
7. The university named in Schedule 1 the head office of which is nearest to the property.
- 7.1 The lead agency for child and youth mental health set out in Column 2 of Schedule 3 if the property is located in the service area described in Column 1 of Schedule 3.
- 7.2 The LHIN for the geographic area, as defined in subsection 2 (1) of the *Local Health System Integration Act, 2006*, in which the property is located.
- 7.3 The board of health for the health unit in which the property is located.
8. The Crown in right of Ontario.
9. The municipality in which the property is located.
10. If the property is located in an upper-tier municipality, that upper-tier municipality.
11. If the property is located in the geographical area within which a local services board may exercise its jurisdiction, the local services board.
- 11.1 All indigenous organizations listed in subsection 2.1 (2).
12. The Crown in right of Canada. O. Reg. 444/98, s. 3 (1); O. Reg. 303/03, s. 2 (1); O. Reg. 146/04, s. 2 (1, 2); O. Reg. 415/05, s. 1 (1); O. Reg. 290/08, s. 2 (1); O. Reg. 115/16, s. 3 (1-4).
- (2) A French-language public district school board shall issue a proposal to sell, lease or otherwise dispose of the real property to each of the following bodies on the same day:
- 0.1 The English-language public district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.2 The French-language separate district school board or Roman Catholic school authority that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.3 The English-language separate district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.4 The board of a Protestant separate school that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
- 1. The English-language public district school board the area of jurisdiction of which includes the property.
  - 2. The French-language separate district school board or Roman Catholic school authority the area of jurisdiction of which includes the property.
  - 3. The English-language separate district school board the area of jurisdiction of which includes the property.
  - 4. The board of a Protestant separate school the area of jurisdiction of which includes the property.

- 4.1 All facilities that,
  - i. have a qualifying education agreement with the board, and
  - ii. are located in the same municipality as the property or, if the property is not in a municipality, are located in the same geographic area, within the meaning of the *Territorial Division Act, 2002*, as the property.
- 4.2 The service system manager set out in Column 2 of Schedule 2 if the property is located in the area described in Column 1 of Schedule 2.
5. The college known as Collège d'arts appliqués et de technologie La Cité collégiale, if the property is located in the geographic area of,
  - i. the Frontenac Management Board, as set out in paragraph 3.3 (b) of an Order made under section 25.2 of the *Municipal Act* on January 7, 1997 and published in *The Ontario Gazette* dated February 15, 1997,
  - ii. the upper-tier municipalities of Renfrew; Lanark; Prescott and Russell; Leeds and Grenville; or Stormont, Dundas and Glengarry, or
  - iii. the municipalities of Brockville, Cornwall, Gananoque, Ottawa, Pembroke, Prescott and Smiths Falls.
- 5.1 The college known as Collège Boréal d'arts appliqués et de technologie, if the property is located anywhere other than in the geographic areas listed in subparagraphs 5 i, ii and iii.
6. The English language college, within the meaning of Regulation 771 of the Revised Regulations of Ontario, 1990 as that regulation read immediately before it was revoked by Ontario Regulation 36/03, for the area in which the property is located.
7. The university named in Schedule 1 the head office of which is nearest to the property.
- 7.1 The lead agency for child and youth mental health set out in Column 2 of Schedule 3 if the property is located in the service area described in Column 1 of Schedule 3.
- 7.2 The LHIN for the geographic area, as defined in subsection 2 (1) of the *Local Health System Integration Act, 2006*, in which the property is located.
- 7.3 The board of health for the health unit in which the property is located.
8. The Crown in right of Ontario.
9. The municipality in which the property is located.
10. If the property is located in an upper-tier municipality, that upper-tier municipality.
11. If the property is located in the geographical area within which a local services board may exercise its jurisdiction, the local services board.
- 11.1 All indigenous organizations listed in subsection 2.1 (2).
12. The Crown in right of Canada. O. Reg. 444/98, s. 3 (2); O. Reg. 303/03, s. 2 (2); O. Reg. 146/04, s. 2 (3, 4); O. Reg. 415/05, s. 1 (2); O. Reg. 290/08, s. 2 (2); O. Reg. 115/16, s. 3 (5-8).
- (3) An English-language separate district school board shall issue a proposal to sell, lease or otherwise dispose of the real property to each of the following bodies on the same day:
  - 0.1 The French-language separate district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.2 The English-language public district school board or the board of a district school area that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.3 The French-language public district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.4 The board of a Protestant separate school that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
    1. The French-language separate district school board the area of jurisdiction of which includes the property.
    2. The English-language public district school board or the board of district school area the area of jurisdiction of which includes the property.
    3. The French-language public district school board the area of jurisdiction of which includes the property.

4. The board of a Protestant separate school the area of jurisdiction of which includes the property.
  - 4.1 All facilities that,
    - i. have a qualifying education agreement with the board, and
    - ii. are located in the same municipality as the property or, if the property is not in a municipality, are located in the same geographic area, within the meaning of the *Territorial Division Act, 2002*, as the property.
  - 4.2 The service system manager set out in Column 2 of Schedule 2 if the property is located in the area described in Column 1 of Schedule 2.
  5. The English language college, within the meaning of Regulation 771 of the Revised Regulations of Ontario, 1990 as that regulation read immediately before it was revoked by Ontario Regulation 36/03, for the area in which the property is located.
  6. The college known as Collège d'arts appliqués et de technologie La Cité collégiale, if the property is located in the geographic area of,
    - i. the Frontenac Management Board, as set out in paragraph 3.3 (b) of an Order made under section 25.2 of the *Municipal Act* on January 7, 1997 and published in *The Ontario Gazette* dated February 15, 1997,
    - ii. the upper-tier municipalities of Renfrew; Lanark; Prescott and Russell; Leeds and Grenville; or Stormont, Dundas and Glengarry, or
    - iii. the municipalities of Brockville, Cornwall, Gananoque, Ottawa, Pembroke, Prescott and Smiths Falls.
  - 6.1 The college known as Collège Boréal d'arts appliqués et de technologie, if the property is located anywhere other than in the geographic areas listed in subparagraphs 6 i, ii and iii.
  7. The university named in Schedule 1 the head office of which is nearest to the property.
  - 7.1 The lead agency for child and youth mental health set out in Column 2 of Schedule 3 if the property is located in the service area described in Column 1 of Schedule 3.
  - 7.2 The LHIN for the geographic area, as defined in subsection 2 (1) of the *Local Health System Integration Act, 2006*, in which the property is located.
  - 7.3 The board of health for the health unit in which the property is located.
  8. The Crown in right of Ontario.
  9. The municipality in which the property is located.
  10. If the property is located in an upper-tier municipality, that upper-tier municipality.
  11. If the property is located in the geographical area within which a local services board may exercise its jurisdiction, the local services board.
  - 11.1 All indigenous organizations listed in subsection 2.1 (2).
  12. The Crown in right of Canada. O. Reg. 444/98, s. 3 (3); O. Reg. 303/03, s. 2 (3); O. Reg. 146/04, s. 2 (5, 6); O. Reg. 415/05, s. 1 (3); O. Reg. 290/08, s. 2 (3); O. Reg. 115/16, s. 3 (9-12).
- (4) A French-language separate district school board shall issue a proposal to sell, lease or otherwise dispose of the real property to each of the following bodies on the same day:
- 0.1 The English-language separate district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.2 The French-language public district school board or the board of a district school area that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.3 The English-language public district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.4 The board of a Protestant separate school that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
    1. The English-language separate district school board the area of jurisdiction of which includes the property.
    2. The French-language public district school board or the board of a district school area the area of jurisdiction of which includes the property.

3. The English-language public district school board the area of jurisdiction of which includes the property.
  4. The board of a Protestant separate school the area of jurisdiction of which includes the property.
  - 4.1 All facilities that,
    - i. have a qualifying education agreement with the board, and
    - ii. are located in the same municipality as the property or, if the property is not in a municipality, are located in the same geographic area, within the meaning of the *Territorial Division Act, 2002*, as the property.
  - 4.2 The service system manager set out in Column 2 of Schedule 2 if the property is located in the area described in Column 1 of Schedule 2.
  5. The college known as Collège d'arts appliqués et de technologie La Cité collégiale, if the property is located in the geographic area of,
    - i. the Frontenac Management Board, as set out in paragraph 3.3 (b) of an Order made under section 25.2 of the *Municipal Act* on January 7, 1997 and published in *The Ontario Gazette* dated February 15, 1997,
    - ii. the upper-tier municipalities of Renfrew; Lanark; Prescott and Russell; Leeds and Grenville; or Stormont, Dundas and Glengarry, or
    - iii. the municipalities of Brockville, Cornwall, Gananoque, Ottawa, Pembroke, Prescott and Smiths Falls.
  - 5.1 The college known as Collège Boréal d'arts appliqués et de technologie, if the property is located anywhere other than in the geographic areas listed in subparagraphs 5 i, ii and iii.
  6. The English language college, within the meaning of Regulation 771 of the Revised Regulations of Ontario, 1990 as that regulation read immediately before it was revoked by Ontario Regulation 36/03, for the area in which the property is located.
  7. The university named in Schedule 1 the head office of which is nearest to the property.
  - 7.1 The lead agency for child and youth mental health set out in Column 2 of Schedule 3 if the property is located in the service area described in Column 1 of Schedule 3.
  - 7.2 The LHIN for the geographic area, as defined in subsection 2 (1) of the *Local Health System Integration Act, 2006*, in which the property is located.
  - 7.3 The board of health for the health unit in which the property is located.
  8. The Crown in right of Ontario.
  9. The municipality in which the property is located.
  10. If the property is located in an upper-tier municipality, that upper-tier municipality.
  11. If the property is located in the geographical area within which a local services board may exercise its jurisdiction, the local services board.
  - 11.1 All indigenous organizations listed in subsection 2.1 (2).
  12. The Crown in right of Canada. O. Reg. 444/98, s. 3 (4); O. Reg. 303/03, s. 2 (4); O. Reg. 146/04, s. 2 (7, 8); O. Reg. 415/05, s. 1 (4); O. Reg. 290/08, s. 2 (4); O. Reg. 115/16, s. 3 (13-16).
- (5) A lead agency for child and youth mental health to which a proposal is issued may refer the proposal to a child and youth mental health service provider funded by the Ministry of Children and Youth Services in the service area in which the property is located. O. Reg. 115/16, s. 3 (17); O. Reg. 188/18, s. 2.
- (5.1) A LHIN to which a proposal is issued may refer the proposal to a health service provider in the LHIN's local health system, as determined under the *Local Health System Integration Act, 2006*. O. Reg. 115/16, s. 3 (17).
- (6) A body mentioned in paragraph 9 or 10 of subsection (1), (2), (3) or (4) to which a proposal is issued may refer the proposal to any of its local boards, not including a school board. O. Reg. 444/98, s. 3 (6); O. Reg. 415/05, s. 1 (6).
- (7) The Crown in right of Ontario may refer the proposal to any agency, board or commission of the Crown in right of Ontario. O. Reg. 444/98, s. 3 (7).
- (7.1) An indigenous organization to which a proposal is issued may refer the proposal to a band, a council of a band, an education authority, a corporation or organization wholly owned or controlled by one or more bands or councils of bands or a corporation that is a member of the Ontario Federation of Indigenous Friendship Centres. O. Reg. 115/16, s. 3 (17).
- (8) The Crown in right of Canada may refer the proposal to any agency, board or commission of the Crown in right of Canada. O. Reg. 444/98, s. 3 (8).

## BODIES TO RECEIVE PROPOSALS FROM SCHOOL AUTHORITIES

4. (1) A board of a district school area shall issue a proposal to sell, lease or otherwise dispose of the real property to each of the following bodies on the same day:
- 0.1 The board of a secondary school district established under section 67 of the Act that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.2 The English-language separate district school board or Roman Catholic school authority that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.3 The French-language separate district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
1. A board of a secondary school district established under section 67 of the Act the area of jurisdiction of which includes the property.
  2. The English-language separate district school board or Roman Catholic school authority the area of jurisdiction of which includes the property.
  3. The French-language separate district school board the area of jurisdiction of which includes the property.
- 3.1 All facilities that,
    - i. have a qualifying education agreement with the board, and
    - ii. are located in the same municipality as the property or, if the property is not in a municipality, are located in the same geographic area, within the meaning of the *Territorial Division Act, 2002*, as the property.
  - 3.2 The service system manager set out in Column 2 of Schedule 2 if the property is located in the area described in Column 1 of Schedule 2.
  4. The English language college, within the meaning of Regulation 771 of the Revised Regulations of Ontario, 1990 as that regulation read immediately before it was revoked by Ontario Regulation 36/03, for the area in which the property is located.
  5. The college known as Collège d'arts appliqués et de technologie La Cité collégiale, if the property is located in the geographic area of,
    - i. the Frontenac Management Board, as set out in paragraph 3.3 (b) of an Order made under section 25.2 of the *Municipal Act* on January 7, 1997 and published in *The Ontario Gazette* dated February 15, 1997,
    - ii. the upper-tier municipalities of Renfrew; Lanark; Prescott and Russell; Leeds and Grenville; or Stormont, Dundas and Glengarry, or
    - iii. the municipalities of Brockville, Cornwall, Gananoque, Ottawa, Pembroke, Prescott and Smiths Falls.
  - 5.1 The college known as Collège Boréal d'arts appliqués et de technologie, if the property is located anywhere other than in the geographic areas listed in subparagraphs 5 i, ii and iii.
  6. The university named in Schedule 1 the head office of which is nearest to the property.
  - 6.1 The lead agency for child and youth mental health set out in Column 2 of Schedule 3 if the property is located in the service area described in Column 1 of Schedule 3.
  - 6.2 The LHIN for the geographic area, as defined in subsection 2 (1) of the *Local Health System Integration Act, 2006*, in which the property is located.
  - 6.3 The board of health for the health unit in which the property is located.
  7. The Crown in right of Ontario.
  8. The municipality in which the property is located.
  9. If the property is located in an upper-tier municipality, that upper-tier municipality.
  10. If the property is located in the geographical area within which a local services board may exercise its jurisdiction, the local services board.
  - 10.1 All indigenous organizations listed in subsection 2.1 (2).
  11. The Crown in right of Canada. O. Reg. 444/98, s. 4 (1); O. Reg. 535/00, s. 4 (1); O. Reg. 303/03, s. 3 (1); O. Reg. 146/04, s. 3 (1, 2); O. Reg. 415/05, s. 2 (1); O. Reg. 290/08, s. 3 (1); O. Reg. 115/16, s. 4 (1-4).

- (2) A board of a secondary school district established under section 67 of the Act shall issue a proposal to sell, lease or otherwise dispose of the real property to each of the following bodies on the same day:
- 0.1 The board of a district school area that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.2 The English-language separate district school board or Roman Catholic school authority that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.3 The French-language separate district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
    1. A board of a district school area the area of jurisdiction of which includes the property.
    2. The English-language separate district school board or Roman Catholic school authority the area of jurisdiction of which includes the property.
    3. The French-language separate district school board the area of jurisdiction of which includes the property.
  - 3.1 All facilities that,
    - i. have a qualifying education agreement with the board, and
    - ii. are located in the same municipality as the property or, if the property is not in a municipality, are located in the same geographic area, within the meaning of the *Territorial Division Act, 2002*, as the property.
  - 3.2 The service system manager set out in Column 2 of Schedule 2 if the property is located in the area described in Column 1 of Schedule 2.
    4. The college known as Collège Boréal d'arts appliqués et de technologie.
  - 4.1 REVOKED: O. Reg. 115/16, s. 4 (7).
    5. The university named in Schedule 1 the head office of which is nearest to the property.
  - 5.1 The lead agency for child and youth mental health set out in Column 2 of Schedule 3 if the property is located in the service area described in Column 1 of Schedule 3.
  - 5.2 The LHIN for the geographic area, as defined in subsection 2 (1) of the *Local Health System Integration Act, 2006*, in which the property is located.
  - 5.3 The board of health for the health unit in which the property is located.
  6. The Crown in right of Ontario.
  7. The municipality in which the property is located.
  8. If the property is located in the geographical area within which a local services board may exercise its jurisdiction, the local services board.
  - 8.1 All indigenous organizations listed in subsection 2.1 (2).
    9. The Crown in right of Canada. O. Reg. 444/98, s. 4 (2); O. Reg. 535/00, s. 4 (2); O. Reg. 146/04, s. 3 (3, 4); O. Reg. 415/05, s. 2 (2); O. Reg. 290/08, s. 3 (2); O. Reg. 115/16, s. 4 (5-9).
- (3) A Roman Catholic school authority shall issue a proposal to sell, lease or otherwise dispose of the real property to each of the following bodies on the same day:
- 0.1 The board of a secondary school district established under section 67 of the Act that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.2 The English-language public district school board or the board of a district school area that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.3 The French-language public district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
    1. A board of a secondary school district established under section 67 of the Act the area of jurisdiction of which includes the property.

2. The English-language public district school board or the board of a district school area the area of jurisdiction of which includes the property.
  3. The French-language public district school board the area of jurisdiction of which includes the property.
  - 3.1 All facilities that,
    - i. have a qualifying education agreement with the board, and
    - ii. are located in the same municipality as the property or, if the property is not in a municipality, are located in the same geographic area, within the meaning of the *Territorial Division Act, 2002*, as the property.
  - 3.2 The service system manager set out in Column 2 of Schedule 2 if the property is located in the area described in Column 1 of Schedule 2.
  4. The English language college, within the meaning of Regulation 771 of the Revised Regulations of Ontario, 1990 as that regulation read immediately before it was revoked by Ontario Regulation 36/03, for the area in which the property is located.
  5. The college known as Collège d'arts appliqués et de technologie La Cité collégiale, if the property is located in the geographic area of,
    - i. the Frontenac Management Board, as set out in paragraph 3.3 (b) of an Order made under section 25.2 of the *Municipal Act* on January 7, 1997 and published in *The Ontario Gazette* dated February 15, 1997,
    - ii. the upper-tier municipalities of Renfrew; Lanark; Prescott and Russell; Leeds and Grenville; or Stormont, Dundas and Glengarry, or
    - iii. the municipalities of Brockville, Cornwall, Gananoque, Ottawa, Pembroke, Prescott and Smiths Falls.
  - 5.1 The college known as Collège Boréal d'arts appliqués et de technologie, if the property is located anywhere other than in the geographic areas listed in subparagraphs 5 i, ii and iii.
  6. The university named in Schedule 1 the head office of which is nearest to the property.
  - 6.1 The lead agency for child and youth mental health set out in Column 2 of Schedule 3 if the property is located in the service area described in Column 1 of Schedule 3.
  - 6.2 The LHIN for the geographic area, as defined in subsection 2 (1) of the *Local Health System Integration Act, 2006*, in which the property is located.
  - 6.3 The board of health for the health unit in which the property is located.
  7. The Crown in right of Ontario.
  8. The municipality in which the property is located.
  9. If the property is located in an upper-tier municipality, that upper-tier municipality.
  10. If the property is located in the geographical area within which a local services board may exercise its jurisdiction, the local services board.
  - 10.1 All indigenous organizations listed in subsection 2.1 (2).
  11. The Crown in right of Canada. O. Reg. 444/98, s. 4 (3); O. Reg. 535/00, s. 4 (3); O. Reg. 303/03, s. 3 (2); O. Reg. 146/04, s. 3 (5, 6); O. Reg. 415/05, s. 2 (3); O. Reg. 290/08, s. 3 (3); O. Reg. 115/16, s. 4 (10-13).
- (4) A board of a Protestant separate school shall issue a proposal to sell, lease or otherwise dispose of the real property to each of the following bodies on the same day:
- 0.1 The English-language public district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.2 The French-language public district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.3 The English-language separate district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
  - 0.4 The French-language separate district school board that holds or held a leasehold interest in the property for pupil accommodation at any time during the fiscal year, or the preceding fiscal year, on or before the day the proposal under this subsection is issued, if any.
1. The English-language public district school board the area of jurisdiction of which includes the property.

2. The French-language public district school board the area of jurisdiction of which includes the property.
  3. The English-language separate district school board the area of jurisdiction of which includes the property.
  4. The French-language separate district school board the area of jurisdiction of which includes the property.
  - 4.1 All facilities that,
    - i. have a qualifying education agreement with the board, and
    - ii. are located in the same municipality as the property or, if the property is not in a municipality, are located in the same geographic area, within the meaning of the *Territorial Division Act, 2002*, as the property.
  - 4.2 The service system manager set out in Column 2 of Schedule 2 if the property is located in the area described in Column 1 of Schedule 2.
  5. The English language college, within the meaning of Regulation 771 of the Revised Regulations of Ontario, 1990 as that regulation read immediately before it was revoked by Ontario Regulation 36/03, for the area in which the property is located.
  6. The college known as Collège d'arts appliqués et de technologie La Cité collégiale, if the property is located in the geographic area of,
    - i. the Frontenac Management Board, as set out in paragraph 3.3 (b) of an Order made under section 25.2 of the *Municipal Act* on January 7, 1997 and published in *The Ontario Gazette* dated February 15, 1997,
    - ii. the upper-tier municipalities of Renfrew; Lanark; Prescott and Russell; Leeds and Grenville; or Stormont, Dundas and Glengarry, or
    - iii. the municipalities of Brockville, Cornwall, Gananoque, Ottawa, Pembroke, Prescott and Smiths Falls.
  - 6.1 The college known as Collège Boréal d'arts appliqués et de technologie, if the property is located anywhere other than in the geographic areas listed in subparagraphs 6 i, ii and iii.
  7. The university named in Schedule 1 the head office of which is nearest to the property.
  - 7.1 The lead agency for child and youth mental health set out in Column 2 of Schedule 3 if the property is located in the service area described in Column 1 of Schedule 3.
  - 7.2 The LHIN for the geographic area, as defined in subsection 2 (1) of the *Local Health System Integration Act, 2006*, in which the property is located.
  - 7.3 The board of health for the health unit in which the property is located.
  8. The Crown in right of Ontario.
  - 8.1 REVOKED: O. Reg. 415/05, s. 2 (4).
  9. The municipality in which the property is located.
  10. If the property is located in an upper-tier municipality, that upper-tier municipality.
  - 10.1 All indigenous organizations listed in subsection 2.1 (2).
  11. The Crown in right of Canada. O. Reg. 444/98, s. 4 (4); O. Reg. 303/03, s. 3 (3); O. Reg. 146/04, s. 3 (7, 8); O. Reg. 415/05, s. 2 (4); O. Reg. 290/08, s. 3 (4); O. Reg. 115/16, s. 4 (14-17).
- (5) A lead agency for child and youth mental health to which a proposal is issued may refer the proposal to a child and youth mental health service provider funded by the Ministry of Children and Youth Services in the service area in which the property is located. O. Reg. 115/16, s. 4 (18); O. Reg. 188/18, s. 3.
- (5.1) A LHIN to which a proposal is issued may refer the proposal to a health service provider in the LHIN's local health system, as determined under the *Local Health System Integration Act, 2006*. O. Reg. 115/16, s. 4 (18).
- (6) A body mentioned in paragraph 8 or 9 of subsection (1), paragraph 7 of subsection (2), paragraph 8 or 9 of subsection (3) or paragraph 9 or 10 of subsection (4) to which a proposal is issued may refer the proposal to any of its local boards, not including a school board. O. Reg. 415/05, s. 2 (6).
- (7) The Crown in right of Ontario may refer the proposal to any agency, board or commission of the Crown in right of Ontario. O. Reg. 444/98, s. 4 (7).
- (7.1) An indigenous organization to which a proposal is issued may refer the proposal to a band, a council of a band, an education authority, a corporation or organization wholly owned or controlled by one or more bands or councils of bands or a corporation that is a member of the Ontario Federation of Indigenous Friendship Centres. O. Reg. 115/16, s. 4 (18).
- (8) The Crown in right of Canada may refer the proposal to any agency, board or commission of the Crown in right of Canada. O. Reg. 444/98, s. 4 (8).

## PROPOSALS FOR LEASE

5. A proposal for lease issued under section 3 or 4 must specify the term of the lease of the property. O. Reg. 444/98, s. 5.

## EXPRESSIONS OF INTEREST AND OFFERS

6. (1) A body to which a board issued a proposal under section 3 or 4 or to which a proposal was referred under section 3 or 4 may submit to the board an expression of interest in response to the proposal before the expiration of 90 days after the day on which the board issued the proposal. O. Reg. 115/16, s. 5.

(2) An expression of interest must be in writing, must be signed by a person authorized by the body to express interest on its behalf and must include,

- (a) the description of the property that was included in the proposal;
- (b) the name of the body expressing interest;
- (c) the name of any body that referred the proposal to the body expressing interest; and
- (d) the date of the expression of interest. O. Reg. 115/16, s. 5.

(3) A body referred to in subsection (1) may submit an offer to the board in response to the proposal,

- (a) along with its expression of interest; or
- (b) after submitting its expression of interest but before the expiration of 180 days after the day on which the board issued the proposal. O. Reg. 115/16, s. 5.

7. Except as otherwise provided in section 8, an offer under section 6 must be for sale, lease or other disposition of the property at fair market value. O. Reg. 444/98, s. 7; O. Reg. 415/05, s. 3.

8. (1) This section applies to an offer under section 6 for the lease of property on which there is a building, or part of a building, that is used or was last used for providing pupil accommodation if the body that issued the proposal and the body making the offer are both district school boards and if the purpose of leasing the building is to provide pupil accommodation. O. Reg. 115/16, s. 5.

(2) An offer to which this section applies shall offer, in return for the lease, an obligation to pay, in respect of each fiscal year in the lease period, an amount to be calculated as follows:

1. Take the sum of,
  - i. the gross floor area of the building or part of a building that is to be leased multiplied by \$85.77, and
  - ii. either,
    - A. if the building or part of the building is used or was last used for providing pupil accommodation only for an elementary school program, the product of,
      1. the gross floor area of the building or part of a building that is to be leased,
      2. the Weighted Average Benchmark Elementary School Renewal Cost per Metre Squared for the board that issued the proposal, as set out in Column 2 of Schedule 4, and
      3. the Geographic Adjustment Factor for the board that issued the proposal, as set out in Column 4 of Schedule 4, or
    - B. if the building or part of the building is used or was last used for providing pupil accommodation for a program leading to a secondary school diploma, or for both an elementary school program and a program leading to a secondary school diploma, the product of,
      1. the gross floor area of the building or part of a building that is to be leased,
      2. the Weighted Average Benchmark Secondary School Renewal Cost per Metre Squared for the board that issued the proposal, as set out in Column 3 of Schedule 4, and
      3. the Geographic Adjustment Factor for the board that issued the proposal, as set out in Column 4 of Schedule 4.
2. Divide the result obtained in paragraph 1 by the number of calendar days in the fiscal year.
3. Multiply the result obtained in paragraph 2 by the number of calendar days in the fiscal year that are covered by the lease period. O. Reg. 115/16, s. 5.

(3) In subsection (2),

“gross floor area” means the gross floor area, expressed in square metres, within the meaning of Ontario Regulation 20/98 (Education Development Charges – General) made under the Act. O. Reg. 115/16, s. 5.

9. REVOKED: O. Reg. 415/05, s. 5.

## ACCEPTANCE OF OFFERS

**10.** (1) A board shall not accept any offer to purchase, lease or otherwise acquire property in respect of which a proposal must be issued under section 3 or 4 before the expiration of 90 days after the day on which the board issued the proposal. O. Reg. 115/16, s. 5.

(2) After the expiration of the 90-day period referred to in subsection (1), the only offer that the board may accept, subject to subsections (3) to (8) is an offer that,

(a) complies with section 7 or 8, as the case may be; and

(b) is made by a body that,

(i) submitted an expression of interest in response to the proposal within the 90-day period referred to in subsection (1),

(ii) submitted its offer before the expiration of 180 days after the day on which the board issued the proposal, and

(iii) has, in accordance with subsection (9), the highest priority among the bodies that made expressions of interest in the 90-day period referred to in subsection (1). O. Reg. 115/16, s. 5.

(3) If the body that has the highest priority among the bodies that made expressions of interest withdraws its expression of interest, the board shall,

(a) consider or wait for an offer from the body with the next highest priority among the bodies that made expressions of interest if the 180-day period referred to in subclause (2) (b) (ii) has not expired; or

(b) consider an offer made by the body that has the next highest priority among the bodies that made offers if the 180-day period referred to in subclause (2) (b) (ii) has expired. O. Reg. 115/16, s. 5.

(4) If the body that has the highest priority among the bodies that made expressions of interest fails to submit an offer in the 180-day period referred to in subclause (2) (b) (ii), the board shall consider an offer made by the body that has the next highest priority among the bodies that made offers. O. Reg. 115/16, s. 5.

(5) If the body with the highest priority or, if applicable, the highest remaining priority and the board disagree on the fair market value of the property, they shall attempt, within 30 days of the beginning of negotiations, to negotiate the fair market value and the body shall amend its offer to reflect the agreed value. O. Reg. 115/16, s. 5.

(6) If the board and the body cannot agree under subsection (5) on the fair market value of the property, the body making the offer may, at or before the termination of the 30-day period referred to in subsection (5),

(a) withdraw its offer; or

(b) elect to have the fair market value determined through binding arbitration and amend its offer according to the fair market value determined by the arbitrator. O. Reg. 115/16, s. 5.

(7) If no price is agreed to at the termination of the 30-day period referred to in subsection (5) or if the body withdraws its offer or does not elect binding arbitration under subsection (6), the board shall,

(a) consider or wait for an offer from the body with the next highest priority among the bodies that made expressions of interest if the 180-day period referred to in subclause (2) (b) (ii) has not expired; or

(b) consider an offer made by the body that has the next highest priority among the bodies that made offers if the 180-day period referred to in subclause (2) (b) (ii) has expired. O. Reg. 115/16, s. 5.

(8) Subsections (2) to (7) apply to each subsequent offer that the board considers. O. Reg. 115/16, s. 5.

(9) For the purposes of this section, priorities shall be determined in accordance with the following rules:

1. A body mentioned in a paragraph of subsection 3 (1), (2), (3) or (4) or 4 (1), (2), (3) or (4) has a higher priority than a body mentioned in a subsequent paragraph.

2. If a body is mentioned in more than one paragraph in a subsection listed in paragraph 1, it shall have no priority other than its highest priority as determined under that paragraph.

3. A body that receives a referral from a body under subsection 3 (5), (5.1), (6), (7), (7.1) or (8) or 4 (5), (5.1), (6), (7), (7.1) or (8) shall be deemed to have the same priority as the body that made the referral.

4. If offers are made by two or more bodies that, under paragraph 3, have the same priority because they received a referral from the same body, priorities among those bodies may be determined by the body that made the referral or, if the body does not wish to determine priority, then the body that offers the highest price has priority over the others.

5. Despite paragraph 4, if offers are made by two or more bodies whose highest priority comes from being an indigenous organization listed in subsection 2.1 (2), or from receiving a referral from such an organization, the body that offers the highest price has priority over the others.

6. If offers are made by two or more bodies whose highest priority comes from being a facility, the facility that offers the highest price has priority over the others. O. Reg. 115/16, s. 5.

11. (1) An agreement for the lease of real property to which section 8 applies shall include a condition that the lease is terminated on a day specified in the agreement if the body making the offer does not use the property to provide accommodation for pupils eligible to be included in the calculation of legislative grants for new pupil places for any period of 12 consecutive months after the commencement of the lease. O. Reg. 115/16, s. 5.

(2) The termination of a lease under subsection (1) is not a closing of the school. O. Reg. 115/16, s. 5.

#### DISPOSITION TO OTHERS AFTER PROPOSAL PROCESS

12. (1) Subject to subsections (2) and (3), a board may sell, lease or otherwise dispose of a property at fair market value to any body or person if,

- (a) it does not receive an expression of interest from a body to which a proposal is issued or referred under section 3 or 4 before the expiration of 90 days after the day on which the board issued the proposal;
- (b) it receives one or more expressions of interest referred to in clause (a) but does not receive an offer that meets the requirements of subsection 10 (2) before the expiration of 180 days after the day on which the board issued the proposal; or
- (c) it receives one or more expressions of interest referred to in clause (a) and one or more offers referred to in clause (b) before the expiration of 180 days after the day on which the board issued the proposal, but the 180-day period has ended and every offer the board received has expired or has been withdrawn. O. Reg. 115/16, s. 6 (1).

(2) If the proposal referred to in subsection (1) is only for the lease of property, the board that issued the proposal may, under subsection (1), lease but not sell or otherwise dispose of the property, and the lease shall be for the term specified in the proposal. O. Reg. 444/98, s. 12 (2).

(3) A board shall not sell, lease or otherwise dispose of property under subsection (1) unless it provides written evidence satisfactory to the Minister that,

- (a) it first issued a proposal of the sale or lease of the property to each body to which a proposal must be issued under section 3 or 4, as the case may be; and
- (b) no expression of interest referred to in clause (1) (a) was received, no offer referred to in clause (1) (b) was received or all of the offers the board received expired or were withdrawn, as applicable. O. Reg. 444/98, s. 12 (3); O. Reg. 415/05, s. 7 (2); O. Reg. 115/16, s. 6 (2).

(4) REVOKED: O. Reg. 115/16, s. 6 (3).

#### MISCELLANEOUS

13. (1) If a board issues a proposal under section 3 or 4 but does not sell, lease or otherwise dispose of the real property in accordance with the terms set out in the proposal within three years of the expiry of the 180-day period referred to in subclause 10 (2) (b) (ii), the board shall not sell, lease or otherwise dispose of the property unless the board issues another proposal under section 3 or 4, as the case may be. O. Reg. 290/08, s. 4; O. Reg. 115/16, s. 7.

(2) A board shall not sell, lease or otherwise dispose of real property that was previously sold, leased or otherwise disposed of in accordance with the terms of a proposal under section 3 or 4 and that has reverted back to the board, unless the board issues another proposal under section 3 or 4, as the case may be. O. Reg. 290/08, s. 4.

14. (1) This Regulation, as it read on August 31, 2016, applies to proposals issued under section 3 or 4 on or before that date. O. Reg. 115/16, s. 8.

(2) This Regulation applies to proposals issued under section 3 or 4 on or after September 1, 2016. O. Reg. 115/16, s. 8.

#### SCHEDULE 1 UNIVERSITIES

Algoma University

Brock University

Carleton University

Lakehead University

Laurentian University of Sudbury

McMaster University

Nipissing University

Ontario College of Art & Design University

Queen's University at Kingston  
 Ryerson University  
 The University of Western Ontario  
 Trent University  
 University of Guelph  
 University of Ontario Institute of Technology  
 University of Ottawa/Université d'Ottawa  
 University of Toronto  
 University of Waterloo  
 University of Windsor  
 Wilfrid Laurier University  
 York University

O. Reg. 444/98, Sched.; O. Reg. 415/05, s. 8; O. Reg. 115/16, s. 9.

SCHEDULE 2  
 SERVICE SYSTEM MANAGERS

Item	Column 1 Area	Column 2 Service system manager
1.	County of Dufferin	County of Dufferin
2.	Regional Municipality of Halton	Regional Municipality of Halton
3.	County of Lennox and Addington and County of Prince Edward	County of Lennox and Addington
4.	District Municipality of Muskoka	District Municipality of Muskoka
5.	City of Ottawa	City of Ottawa
6.	County of Renfrew, including the City of Pembroke	County of Renfrew
7.	The district for the Algoma District Services Administration Board, as described in Ontario Regulation 278/98 (General) made under the <i>District Social Services Administration Boards Act</i>	Algoma District Services Administration Board
8.	City of Hamilton	City of Hamilton
9.	County of Lanark and Town of Smiths Falls	County of Lanark
10.	The district for the District of Parry Sound Social Services Administration Board, as described in Ontario Regulation 278/98	District of Parry Sound Social Services Administration Board
11.	County of Peterborough and City of Peterborough	City of Peterborough
12.	County of Simcoe, City of Barrie and City of Orillia	County of Simcoe
13.	City of Toronto	City of Toronto
14.	Regional Municipality of York	Regional Municipality of York
15.	County of Brant and City of Brantford	City of Brantford
16.	County of Bruce	County of Bruce
17.	Municipality of Chatham-Kent	Municipality of Chatham-Kent
18.	City of Cornwall and United Counties of Stormont, Dundas and Glengarry	City of Cornwall
19.	County of Grey	County of Grey
20.	County of Lambton	County of Lambton
21.	Regional Municipality of Niagara	Regional Municipality of Niagara
22.	County of Northumberland	County of Northumberland
23.	County of Oxford	County of Oxford
24.	United Counties of Prescott and Russell	United Counties of Prescott and Russell
25.	City of Greater Sudbury	City of Greater Sudbury
26.	Regional Municipality of Durham	Regional Municipality of Durham
27.	Norfolk County and Haldimand County	Norfolk County
28.	County of Hastings, City of Belleville and City of Quinte West	County of Hastings
29.	County of Huron	County of Huron
30.	City of Kingston and the service area of the Frontenac Management Board, as set out in paragraph 3.3 (b) of an Order made under section 25.2 of the <i>Municipal Act</i> on January 7, 1997 and published in <i>The Ontario Gazette</i> dated February 15, 1997	City of Kingston
31.	United Counties of Leeds and Grenville, City of Brockville, Town of Gananoque and Town of Prescott	United Counties of Leeds and Grenville

32.	City of London and County of Middlesex	City of London
33.	Regional Municipality of Peel	Regional Municipality of Peel
34.	County of Perth, City of Stratford and Town of St. Marys	City of Stratford
35.	City of St. Thomas and County of Elgin	City of St. Thomas
36.	City of Kawartha Lakes and County of Haliburton	City of Kawartha Lakes
37.	Regional Municipality of Waterloo	Regional Municipality of Waterloo
38.	County of Wellington and City of Guelph	County of Wellington
39.	City of Windsor, County of Essex and Township of Pelee	City of Windsor
40.	The district for the District of Cochrane Social Services Administration Board, as described in Ontario Regulation 278/98	District of Cochrane Social Services Administration Board
41.	The district for the Kenora District Services Board, as described in Ontario Regulation 278/98	Kenora District Services Board
42.	The district for the District of Nipissing Social Services Administration Board, as described in Ontario Regulation 278/98	District of Nipissing Social Services Administration Board
43.	The district for the Rainy River District Social Services Administration Board, as described in Ontario Regulation 278/98	Rainy River District Social Services Administration Board
44.	The district for the District of Sault Ste. Marie Social Services Administration Board, as described in Ontario Regulation 278/98	District of Sault Ste. Marie Social Services Administration Board
45.	The district for the Manitoulin-Sudbury District Services Board, as described in Ontario Regulation 278/98	Manitoulin-Sudbury District Services Board
46.	The district for the District of Thunder Bay Social Services Administration Board, as described in Ontario Regulation 278/98	District of Thunder Bay Social Services Administration Board
47.	The district for the District of Timiskaming Social Services Administration Board, as described in Ontario Regulation 278/98	District of Timiskaming Social Services Administration Board

O. Reg. 115/16, s. 10.

SCHEDULE 3  
LEAD AGENCIES FOR CHILD AND YOUTH MENTAL HEALTH

Item	Column 1 Service Area	Column 2 Lead Agency for Child and Youth Mental Health
1.	County of Dufferin, County of Wellington, City of Guelph	Canadian Mental Health Association Waterloo Wellington Dufferin Branch
2.	Regional Municipality of Halton	Reach Out Centre for Kids (ROCK)
3.	Regional Municipality of Peel	Peel Children's Centre
4.	County of Simcoe, City of Barrie, City of Orillia	New Path Youth and Family Counselling Services of Simcoe County
5.	Regional Municipality of Waterloo	Lutherwood
6.	Regional Municipality of York	Kinark Child and Family Services
7.	Regional Municipality of Durham	Kinark Child and Family Services
8.	Regional Municipality of Niagara	Minister of Children and Youth Services
9.	City of Kingston, County of Lennox and Addington and the service area of the Frontenac Management Board, as set out in paragraph 3.3 (b) of an Order made under section 25.2 of the <i>Municipal Act</i> on January 7, 1997 and published in <i>The Ontario Gazette</i> dated February 15, 1997	Pathways for Children and Youth
10.	City of Kawartha Lakes, City of Peterborough, County of Haliburton and County of Peterborough	Kinark Child and Family Services
11.	City of Belleville, City of Quinte West, County of Hastings, County of Prince Edward	Children's Mental Health Services
12.	City of Brockville, Town of Smiths Falls, Town of Gananoque, Town of Prescott, United Counties of Leeds and Grenville, County of Lanark	Children's Mental Health of Leeds and Grenville
13.	City of Ottawa	Youth Services Bureau of Ottawa
14.	United Counties of Prescott and Russell	Valoris for Children and Adults of Prescott-Russell
15.	City of Pembroke, County of Renfrew	The Phoenix Centre for Children and Families
16.	City of Cornwall and United Counties of Stormont, Dundas and Glengarry	Cornwall Community Hospital
17.	Territorial District of Algoma	Algoma Family Services
18.	Territorial Districts of Kenora and Rainy River	FIREFLY – Physical, Emotional, Developmental and Community Services
19.	District Municipality of Muskoka, Territorial Districts of Nipissing and Parry Sound	Hands TheFamilyHelpNetwork.ca
20.	City of Greater Sudbury, Territorial Districts of Manitoulin and Sudbury	Child and Family Centre/Centre de l'enfant et de la famille/Ngodweangizwin Aaskaagewin

21.	Territorial District of Thunder Bay	Children's Centre Thunder Bay
22.	Territorial Districts of Cochrane and Timiskaming	Minister of Children and Youth Services
23.	City of Toronto	East Metro Youth Services
24.	City of Brantford, County of Brant	Woodview Mental Health and Autism Services
25.	Municipality of Chatham-Kent	Chatham Kent Children's Services
26.	City of St. Thomas, County of Elgin, County of Oxford	Oxford-Elgin Child & Youth Centre
27.	City of Windsor, County of Essex and Township of Pelee	Hôtel-Dieu Grace Healthcare - Regional Children's Centre
28.	Counties of Bruce and Grey	Keystone Child, Youth & Family Services
29.	Haldimand County and Norfolk County	Haldimand Norfolk Resource, Education and Counselling Help (H-N REACH)
30.	City of Hamilton	Lynwood Charlton Centre
31.	City of Stratford, Town of St. Marys, Counties of Huron and Perth	Huron Perth Centre for Children and Youth
32.	County of Lambton	St. Clair Child & Youth Services
33.	City of London and County of Middlesex	Madame Vanier Children's Services

O. Reg. 115/16, s. 10.

SCHEDULE 4  
BOARD LEASES

Item	Column 1 Name of board	Column 2 Weighted Average Benchmark Elementary School Renewal Cost per Metre Squared (in dollars)	Column 3 Weighted Average Benchmark Secondary School Renewal Cost per Metre Squared (in dollars)	Column 4 Geographic Adjustment Factor
1.	Algoma District School Board	11.30	11.10	1.30
2.	Algonquin and Lakeshore Catholic District School Board	11.39	11.14	1.06
3.	Avon Maitland District School Board	11.51	11.83	1.05
4.	Bluewater District School Board	11.22	10.91	1.05
5.	Brant Haldimand Norfolk Catholic District School Board	10.39	10.62	1.03
6.	Bruce-Grey Catholic District School Board	11.83	11.83	1.05
7.	Catholic District School Board of Eastern Ontario	10.65	9.06	1.05
8.	Conseil des écoles publiques de l'Est de l'Ontario	9.87	9.89	1.04
9.	Conseil scolaire catholique Providence	10.16	10.94	1.04
10.	Conseil scolaire de district catholique Centre-Sud	11.25	8.80	1.02
11.	Conseil scolaire de district catholique de l'Est ontarien	10.87	11.49	1.04
12.	Conseil scolaire de district catholique des Aurores boréales	11.57	7.89	1.52
13.	Conseil scolaire de district catholique des Grandes Rivières	11.83	11.12	1.56
14.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	9.91	10.52	1.03
15.	Conseil scolaire de district catholique du Nouvel-Ontario	11.63	10.67	1.26
16.	Conseil scolaire de district catholique Franco-Nord	10.12	9.69	1.21
17.	Conseil scolaire de district du Grand Nord de l'Ontario	10.56	11.16	1.30
18.	Conseil scolaire de district du Nord-Est de l'Ontario	9.35	8.49	1.42
19.	Conseil scolaire Viamonde	11.27	10.16	1.02
20.	District School Board of Niagara	11.54	11.83	1.03
21.	District School Board Ontario North East	10.96	11.39	1.54
22.	Dufferin-Peel Catholic District School Board	9.86	9.74	1.00
23.	Durham Catholic District School Board	10.22	10.55	1.00
24.	Durham District School Board	10.09	11.07	1.00
25.	Grand Erie District School Board	11.52	11.83	1.03
26.	Greater Essex County District School Board	11.02	11.71	1.05
27.	Halton Catholic District School Board	9.81	9.54	1.02
28.	Halton District School Board	10.39	11.19	1.02
29.	Hamilton-Wentworth Catholic District School Board	10.51	10.22	1.02
30.	Hamilton-Wentworth District School Board	10.75	11.24	1.02
31.	Hastings and Prince Edward District School Board	11.48	11.83	1.07
32.	Huron Perth Catholic District School Board	11.35	7.89	1.05
33.	Huron-Superior Catholic District School Board	11.31	11.83	1.30
34.	Kawartha Pine Ridge District School Board	10.78	11.56	1.04
35.	Keewatin-Patricia District School Board	10.27	10.56	1.63

36.	Kenora Catholic District School Board	9.88	7.89	1.62
37.	Lakehead District School Board	11.27	10.98	1.35
38.	Lambton Kent District School Board	11.62	11.83	1.05
39.	Limestone District School Board	11.31	11.83	1.06
40.	London District Catholic School Board	11.24	9.83	1.02
41.	Near North District School Board	11.33	11.52	1.19
42.	Niagara Catholic District School Board	11.19	10.91	1.03
43.	Nipissing-Parry Sound Catholic District School Board	10.94	11.83	1.19
44.	Northeastern Catholic District School Board	11.83	11.83	1.55
45.	Northwest Catholic District School Board	11.83	0	1.62
46.	Ottawa Catholic District School Board	10.89	10.54	1.03
47.	Ottawa-Carleton District School Board	11.10	11.54	1.03
48.	Peel District School Board	9.86	10.68	1.00
49.	Peterborough Victoria Northumberland and Clarington Catholic District School Board	10.74	8.63	1.04
50.	Rainbow District School Board	11.22	11.83	1.20
51.	Rainy River District School Board	10.19	11.83	1.62
52.	Renfrew County Catholic District School Board	11.52	11.83	1.11
53.	Renfrew County District School Board	11.20	11.51	1.12
54.	Simcoe County District School Board	10.55	11.05	1.04
55.	Simcoe Muskoka Catholic District School Board	9.95	8.68	1.04
56.	St. Clair Catholic District School Board	11.12	10.14	1.05
57.	Sudbury Catholic District School Board	11.31	10.95	1.17
58.	Superior North Catholic District School Board	11.06	0	1.58
59.	Superior-Greenstone District School Board	11.55	11.17	1.56
60.	Thames Valley District School Board	11.48	11.68	1.02
61.	Thunder Bay Catholic District School Board	11.29	11.83	1.30
62.	Toronto Catholic District School Board	11.29	10.92	1.03
63.	Toronto District School Board	11.63	11.72	1.03
64.	Trillium Lakelands District School Board	11.71	11.18	1.10
65.	Upper Canada District School Board	11.18	11.32	1.05
66.	Upper Grand District School Board	10.49	10.74	1.02
67.	Waterloo Catholic District School Board	10.78	10.05	1.00
68.	Waterloo Region District School Board	10.74	11.34	1.00
69.	Wellington Catholic District School Board	9.91	10.46	1.01
70.	Windsor-Essex Catholic District School Board	11.08	10.75	1.05
71.	York Catholic District School Board	9.88	10.09	1.00
72.	York Region District School Board	9.64	10.18	1.00

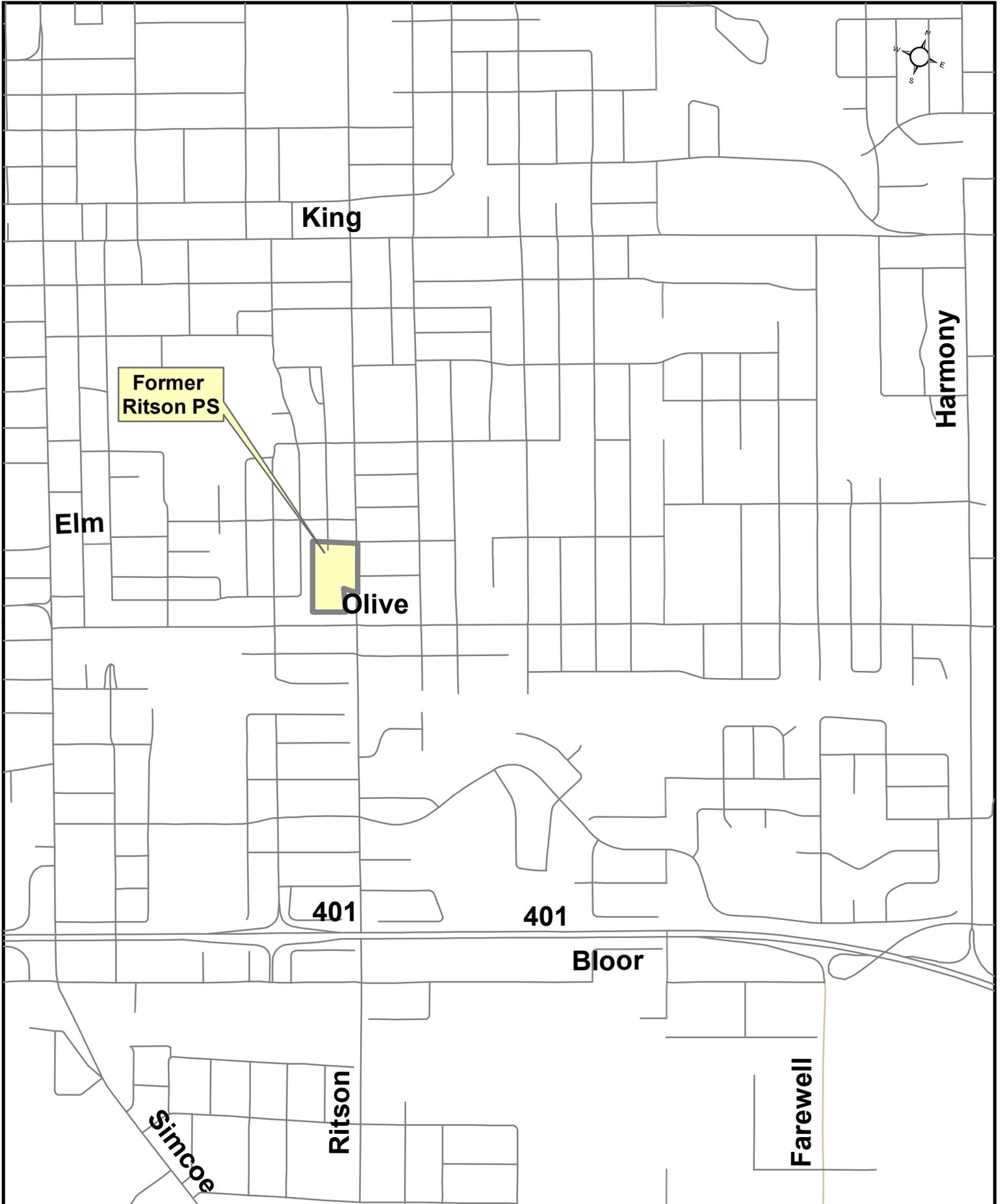
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# 97 Former Ritson PS Property





# NEWS

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## Durham District School Board Declares Former Ritson PS Site Surplus

### Media Release – May 18, 2021

On April 20, 2021 the Durham District School Board (DDSBS) commenced the provincially-mandated process of selling the former Ritson PS site, located at 300 Ritson Road South in Oshawa as surplus to its needs. On May 17, 2021 a report was presented to the Board of Trustees to publicly announce the sale and to outline the provincially-mandated process of selling a surplus site.

Under the process to sell the property, a 180-day period commences during which the board must offer the property at Fair Market Value to the following bodies, in order: French Public, French Catholic, and English Catholic school boards; Education Community Partnership Program (ECP) Section 23 Agencies; Consolidated Municipal Services Managers; local English and French language colleges and universities; Children's Mental Health Lead Agencies; Local Health Integration Networks; Board of Health; Province of Ontario; local municipality, in this case City of Oshawa; the local upper-tier municipality, in this case the Region of Durham; Indigenous Organizations and the federal government.

Should none of those organizations declare their intent to purchase the site in the time frame, the property is then offered for sale on the open market.

The 180-days began on April 20, 2021 and will end of October 18, 2021. In keeping with the terms of the process, official letters were sent to the organizations listed above.

More information, including the report presented to the Board of Trustees on May 17, 2021, can be found on the DDSB's website at [www.ddsbs.ca](http://www.ddsbs.ca).

The Durham District School Board (DDSBS) is responsible for public education in the rural settings of Uxbridge, Brock and Scugog Townships and the urban settings of Ajax, Whitby, Pickering and Oshawa. The DDSB employs 6,900 teaching and educational services staff. With 133 elementary and secondary schools and learning centres, the DDSB accommodates more than 72,000 regular day students and thousands more who take advantage of a wide variety of continuing education and adult credit courses. More information can be found on the DDSB's website at [www.ddsbs.ca](http://www.ddsbs.ca). Like us on [Facebook](#) and follow us on Twitter [@DurhamDSB](#), Instagram [@durhamschools](#) and YouTube at [DurhamDSB](#).

## Questions and Answers

### When was the site declared surplus?

The site was declared surplus on April 20, 2021. The process to dispose of the property and beginning of the public process was announced at the May 17, 2021 Board Meeting.

### Why was the site declared surplus?

As part of the Durham District School Board's ongoing efforts to effectively manage its resources, the site has been declared surplus.

### What happens next with the property?

A 180-day period commences during which the Board must offer the properties at Fair Market Value to the following bodies, in order:

1. French Public, English Catholic and French Catholic school boards
2. Education Community Partnership Program (ECP) - Section 23 Agencies
3. Consolidated Municipal Service Managers
4. Local English and French language colleges and universities
5. Children's Mental Health Lead Agencies
6. Local Health Integration Networks
7. Board of Health
8. Province of Ontario
9. City of Oshawa
10. Region of Durham
11. Indigenous Organizations
12. Federal government

The 180 days commenced on April 20, 2021 with declarations of interest to be made by July 19, 2021. If there is a declaration of interest, that organization has until October 18, 2021 to make an offer to purchase. Should none of those organizations declare their intent to purchase the site, the property will be offered for sale on the open market.

### Where can I get more information about the process?

Please visit the Durham District School Board's website at [www.ddsbc.ca](http://www.ddsbc.ca) where you can find the complete report presented to Board along with the Ontario Regulation 444/98-Disposition of Surplus Real Property Summary.

### Where can I get more information about zoning?

Zoning is not part of the DDSB's mandate or part of the surplus schools process. Currently, the site is zoned R2 / CIN. For specific information, enquiries can be directed to the municipality.

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Durham District School Board  
 400 Taunton Road East  
 Whitby, Ontario L1R 2K6  
 Ph: 905-666-5500  
 1-800-265-3968  
**ddsb.ca**

May 18, 2021

**To Site Neighbours of the former Ritson Road PS**

As part of the Durham District School Board's ongoing efforts to effectively manage its resources, the site has been declared surplus and the Durham District School Board is now disposing of the property.

Under the property disposition process, set out in the Education Act, a 180-day period commences, during which the Board must offer the properties at Fair Market Value to the following bodies, in order:

1. French Public, English Catholic and French Catholic school boards
2. Education Community Partnership Program (ECPP)-Section 23 Agencies
3. Consolidated Municipal Service Managers
4. Local English and French language colleges and universities
5. Children's Mental Health Lead Agencies
6. Local Health Integration Networks
7. Board of Health
8. Province of Ontario
9. City of Oshawa
10. Region of Durham
11. Indigenous Organizations
12. Federal government

These organizations have the first 90 days of the 180 days to declare an interest in the property. The highest-ranking entity that declares an interest has a further 90 days to make an offer to purchase. Should none of these organizations declare their intent to purchase in the first 90-day time frame, the property is then offered for sale on the open market at that time.

The 180 days commenced on April 20, 2021 with declarations of interest to be made by July 19, 2021. If there is a declaration of interest, that organization has until October 18, 2021 to make an offer to purchase. In keeping with the terms of the process, official letters have been sent to the organizations listed above.

For more information, including the report presented to the Board on May 17, 2021, please visit the DDSB's website at [www.ddsb.ca](http://www.ddsb.ca).

Should you require additional information please contact the undersigned at 905-666-6430 or [carey.trombino@ddsb.ca](mailto:carey.trombino@ddsb.ca).

Sincerely,

Carey Trombino  
 Manager Property & Planning  
 Durham District School Board

## Questions and Answers

### When was the site declared surplus?

The site was declared surplus on April 20, 2021. The process to dispose of the property and beginning of the public process was announced at the May 17, 2021 Board Meeting.

### Why was the site declared surplus?

As part of the Durham District School Board's ongoing efforts to effectively manage its resources, the site has been declared surplus.

### What happens next with the property?

A 180-day period commences during which the Board must offer the properties at Fair Market Value to the following bodies, in order:

1. French Public, English Catholic and French Catholic school boards
2. Education Community Partnership Program (ECP)-Section 23 Agencies
3. Consolidated Municipal Service Managers
4. Local English and French language colleges and universities
5. Children's Mental Health Lead Agencies
6. Local Health Integration Networks
7. Board of Health
8. Province of Ontario
9. City of Oshawa
10. Region of Durham
11. Indigenous Organizations
12. Federal government

The 180 days commenced on April 20, 2021 with declarations of interest to be made by July 19, 2021. If there is a declaration of interest, that organization has until October 18, 2021 to make an offer to purchase. Should none of those organizations declare their intent to purchase the site, the property will be offered for sale on the open market.

### Where can I get more information about the process?

Please visit the Durham District School Board's website at [www.ddsb.ca](http://www.ddsb.ca) where you can find the complete report presented to Board along with the Ontario Regulation 444/98-Disposition of Surplus Real Property Summary.

### Where can I get more information about zoning?

Zoning is not part of the DDSB's mandate or part of the surplus schools' process. Currently, the site is zoned R2/CIN. For specific information, enquiries can be directed to the municipality.

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## DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

**REPORT TO:** Durham District School Board **DATE:** May 17, 2021

**SUBJECT:** Capital Priorities Program **PAGE:** 1 of 4

**ORIGIN:** Norah Marsh, Director of Education and Secretary to the Board  
 David Wright, Associate Director of Corporate Services  
 Christine Nancekivell, Chief Facilities Officer  
 Stacey Lepine, Senior Manager, Early Years  
 Carey Trombino, Manager of Property and Planning

### 1.0 Purpose

The purpose of this report is to provide information to Durham District School Board (DDSB) Trustees regarding the Ministry of Education's recent request for capital projects, including child care.

### 2.0 Ignite Learning Strategic Priority/Operational Goals

**Well-being** – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

- Align resources to where they are most needed to support equitable outcomes for all students
- Provide safe, inclusive and respectful learning environments which support positive academic, mental and physical growth.

### 3.0 Background

In memorandum 2021: B05 from the Ministry of Education titled "Launch of 2021-22 Capital Priorities Program including Child Care Capital Funding", the Ministry requested that school boards submit capital priorities for funding by May 21, 2021.

The Capital Priorities Program (CPP) provides school boards with an opportunity to identify and address their most urgent pupil accommodation needs, including:

- Accommodation pressures;
- Replacing schools in poor condition;
- Supporting past consolidation decisions;
- Providing facilities for French-language rights holders in under-served areas; and
- Creating new licensed child care spaces in schools.

Approved projects are expected to be completed and open no later than the 2024-2025 school year.

## 4.0 Analysis

### 4.1 Eligibility and Evaluation Criteria

Projects eligible for funding consideration must meet one or more of the following category descriptions:

- a) Accommodation Pressure: projects will accommodate pupils where enrolment presently is or is projected to, persistently exceed capacity at a school or within a group of schools and students are currently housed in non-permanent space (e.g., portables).
- b) School Consolidation and Facility Condition: projects that support the reduction of excess capacity in order to decrease operating and renewal costs, and/or address renewal need backlogs. Projects associated with consolidations and/or closures that require a Pupil Accommodation Review (PAR) that has yet to be completed, will not be eligible for funding purposes.
- c) French-language Accommodation: projects will provide access to French-language facilities where demographics warrant.

Projects that will not be considered are as follows:

- Projects addressing an accommodation pressure as a result of a specialized or alternative program such as French Immersion;
- Projects for additional child care space that is not associated with a capital priorities school project (e.g., child care only project requests);
- Projects associated with consolidations and/or closures where a PAR has not been completed;
- Requests for land priorities funding for site acquisitions;
- Projects addressing the renewal needs of a facility; and
- Projects addressing school board administrative space.

### 4.2 Design Standardization

The Ministry of Education is exploring the potential of design standards to make school construction more efficient. By using design standards that are tailored to schools, the Ministry can achieve key design principles that will lay the groundwork for successful design, including:

- Cost-effective design that supports ministry guidelines, standards and programs;
- Sustainable design that ensures effective and efficient service delivery;
- Adaptable and flexible design that responds to changing service needs;
- Safe, accessible and inclusive design;
- Increased opportunities for modular construction, which will help shorten project delivery timelines to ensure schools can be built, and needs can be met, faster.

Both funding limitations and design standards, set by the Ministry of Education, do not explicitly allow for important spaces for priorities of schools. For example, items such as clinical spaces are not provided for and yet we understand the critical role that schools play in the lives of students and families beyond classroom education.

### 4.3 Urban Development

The Ministry of Education recognizes that intensification in high density urban areas poses unique challenges. Finding suitable land for the construction of a school is challenging and expensive. The Ministry is encouraging school boards to pursue opportunities to explore new, innovative ways of thinking about school construction – such as “vertical schools”. In the future, there could be a potential need and justification for urban schools within specific high-density neighbourhoods in Durham, however this is not currently the case.

### 4.4 Child Care in Schools

With support from the local Consolidated Municipal Service Manager (CMSM), boards have the opportunity to request capital funding for the creation of capital projects in schools where there is a need for new child care construction and/or renovations to existing child care spaces for children 0 to 3.8 years of age. Early Years staff have met with the Region of Durham to discuss child care needs within the DDSB’s jurisdiction. Eligible child care projects are reflected in the upcoming submission.

### 4.5 Other Considerations

#### 4.5.1 Pilot of Modular Construction Methods

The Ministry of Education, as part of the 2019-20 Capital Priorities program, continues to be interested in potential projects for a Modular Construction Pilot. School boards are requested to indicate whether they are interested in having a project participate in the pilot program, to build schools using state of the art modular build technology to reduce time to completion.

Staff will not be submitting any projects that would be modular construction.

#### 4.5.2 Joint Use Capital Projects

The Ministry of Education encourages boards to consider collaborative capital projects between school boards. This includes maximizing the opportunities of co-location, particularly in rural, northern or smaller communities. The Ministry will be reviewing all capital proposals submitted by boards requesting ministry funding, to ensure joint-use opportunities between school boards have been explored before funding is granted.

DDSB staff have communicated with the three other school boards within the DDSB jurisdiction and there are no joint-use opportunities at this time.

### 4.6 DDSB Submission

Based on the criteria and information outlined in the Ministry of Education Memorandum 2021: B05, and information that is scheduled to be presented in the draft Accommodation Plan 2021-2025, the DDSB will be submitting the following projects for consideration on May 21, 2021:

#### New School Construction

- Unnamed North Oshawa Secondary School (Windfields Farm Drive E/Bridle Road, Oshawa)
  - Site owned by the DDSB

- Unnamed Seaton PS (Burkholder Drive/Azalea Avenue, Pickering)
  - Site purchase required
- Unnamed West Whitby PS (Cisco Drive/Limoges Street, Whitby)
  - Site purchase required
- Unnamed North Oshawa PS (Steeplechase Street/Symington Avenue, Oshawa)
  - Site purchase required

#### School Addition

- Clara Hughes PS
  - 6 classroom addition

### 5.0 Conclusion

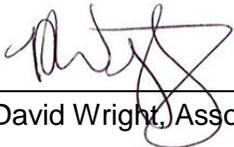
This report is provided to Trustees for information.

Report reviewed and submitted by:



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Norah Marsh, Director of Education and Secretary to the Board



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David Wright, Associate Director of Corporate Services

## REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE Thursday, March 18, 2021 6:30 P.M.

An on-line meeting of the Special Education Advisory Committee was held on this date.

### ROLL CALL:

Claudine Burrell, Autism Ontario – Durham Chapter  
Craig Cameron, Member At Large  
Tara Culley, Durham Down Syndrome Association  
Elizabeth Daniel, Ontario Association for Families of Children with Communication Disorders  
Rowin Jarvis, Learning Disabilities Association of Durham Region  
Kathy Kedey, VOICE for Deaf and Hard of Hearing Children  
Eva Kyriakides, Association for Bright Children (ABC) (SEAC Chair)  
Carolyn McLennon, Member At Large  
Hanah Nguyen, Easter Seals Ontario

Trustees: Donna Edwards Linda Stone

Staff: Superintendent Andrea McAuley  
Special Education Officer Michelle Crawford-Eade  
Chief of Social Work & Attendance Carolyn Ussher

Recording Secretary: Lisa Wry

### 1. **Call to Order:**

SEAC Chair Eva Kyriakides called the meeting to order at 6:32 p.m.

### 2. **Land Acknowledgement:**

SEAC Chair Eva Kyriakides advised that the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

### 3. **Regrets:**

- Darlene Forbes

- Absent: All Present

**Welcome Guests:**

SEAC Chair Eva Kyriakides welcomed special guests: Michelle Monk & Russ Davidson Secondary Representatives, Peter Bozanis & David Robson, Elementary Representatives.

**5. Approval of Agenda:**

That the agenda for March 18, 2021 be approved, with the amendment to move Presentation 9. A: Diane Kent Retirement to item 7.

MOVED BY: Tara Culley

SECONDED BY: Trustee Donna Edwards

CARRIED

**6. Approval of the Minutes from February 18, 2021:**

That the minutes from February 18, 2021 be approved.

MOVED BY: Elizabeth Daniels

SECONDED BY: Caroline McLennon

CARRIED

**7. Inclusive Student Services Report – March 2021:**

In this edition of the Inclusive Student Services Department Update to SEAC:

- March is Social Work Month
- Mental Health & Well-Being Updates
- Equity Updates
- Pink Shirt Day in the DDSB
- Aerosol Generating Medical Procedures (AGMPs)/HSC Guidance
- Autism Resource Team (ART) Update
- SLP Story Time - Spring 2021 – Launch
- Therapeutic Recreation – Planning for Third Group of Participating Schools
- Daily Self Screeners for Students & Staff

**March is Social Work Month**

March is Social Work month! Our Social Workers support students and their families to address a variety of issues that may negatively impact mental health, well-being, and student success. We work with students who may be experiencing stressors such as; mental health concerns, the impacts of racism, homophobia and transphobia, trauma, peer related stressors, exposure to violence, grief & loss. Things that may make it tough to get to school and focus on school work. We also help families who are managing their own stressors such as housing and food insecurity, changes in the home situation, parenting, or the mental health needs of a parent or caregiver.

- Our Social Workers support our system through professional development and capacity building opportunities as well as partnerships with community organizations.
- We celebrate our Social Workers

### Making Mental Health and Well-Being Our Priority

The DDSB realizes that:

- This is a challenging school year.
- Educators care and want to do their best as they support students and families.
- Relationships matter and are essential to resilience.
- Supports and resources are available to students and families.
- Educator well-being matters as well!

### Well-Being Week/Timed with Original March Break Dates

- To support school teams, a [Well-Being Week At A Glance](#) resource was developed that includes a week's worth of focused Well-Being and Mental Health activities. The goal was to provide activities focused on community building and the promotion of positive mental health during what would have normally been our March Break week.
- Included in this resource is the newly released School Mental Health Resource: [Virtual Field Trip](#). This is a lesson (organized by all grade levels) intended to support the development of stress management and healthy coping skills. The focus of this stress management lesson is "Breathing Strategies".
- A [Well-Being March Staff Mtg PPT slide deck](#) was developed to assist school leaders in sharing the resources with their team members.

### Mental Health & Well-Being

- Staff Well-Being was a focus for Professional Development Day in February. 170 Secondary EAs participated in the "Feel Well-Teach Well" session which focused on supporting EAs to take care of their own mental health and well-being. A shortened version was offered to 120 DDSB@Home Grade 1/2 Campus Staff.
- In collaboration with school-based PIC, Parenting Workshops focused on Parenting During A Pandemic were offered to schools.

### Well-Being: Parent & Caregiver Engagement

- Many DDSB schools are actively supporting parent & caregiver well-being and learning about child & youth well-being.
- Blair Ridge PS hosted a virtual session with Steffanie Pelleboer, DDSB Well-Being & Mental Health Leader, on March 2nd entitled "Student and Family Mental Health & Well-Being: Dealing with Stress in a Pandemic"

### Equity Update-Psychological Services & Social Work

- Both teams had the opportunity to hear a riveting presentation by David Grant, MSW on The Angry Black Boy: Reconceptualizing and Treating African Male Diaspora Anger, Mental and Emotional Distress. Implications for clinical practice were derived.
- Psychological Services and Social Work teams also joined to facilitate the launch of the Tool Kit for Black Families at local school staff meetings. They were able to link this resource with school-based initiatives on anti-Black racism.

### Trauma Informed Practice – Training for System Leaders

2020-2021 is year one of a three year "Trauma Informed Practice" system plan  
Year One: "Awareness"

- As part of the Board's three-year plan for system training in trauma informed care in school practices, Dr. Kristen McLeod provided Part 1 of a 2-Part training for Administrators and Senior Leaders.
- Next session/Part 2 of 2 with Dr. McLeod: March 19th

### Pink Shirt Day in the DDSB – February 24<sup>th</sup>

- Schools across the DDSB & Education Centre staff participated in Pink Shirt Day.
- It is important that we remember the origins of **Pink Shirt Day**.
- Every day, youth hear language that insults 2SLGBTQIA+ people. By supporting 2SLGBTQIA+ youth and creating a positive school climate we live our valuing of each and every student.

### Aerosol Generating Medical Procedures (AGMPs)

- Children and youth whose supports include Aerosol Generating Medical Procedures (AGMPs) have unique infection prevention and service needs.
- Guidance from Health Sector leaders, such as Hospital for Sick Children (HSC), Grandview Kids and the Durham Region Health Department, continue to inform decision making about protections such as PPE requirements.
- At this time, new guidance from HSC includes AGMPs identified by Public Health Ontario as well as a few others such as cough assist.
- At time of publishing this update to SEAC, no DDSB students who have AGMP supports receive that support from the school team.
- We continue to monitor with schools for student well-being and staff/student health & safety.
- SickKids Information Update: "**Care of Children with Medical Complexity in the School Setting During the COVID-19 Pandemic**"

### Autism Resource Team (ART) Update

- The Autism Resource Team has completed STAR Online System (SOLS) training with teachers who had indicated interest in facilitating the program as part of the After-School Program offerings.
- Teach Town Basics and Teach Town Social Skills training will be happening on March 15th for teachers who will be facilitating those programs. Following the training, the Teach Town licenses will be activated, and consent forms will be going home for families and caregivers.
- We will be looking to launch the After-School Program this month.

## Psychological Services Update

- Psychological Services has continued to offer student-focused services in an agile manner, responsive to student, family and school needs.
- This month, there has been special attention to evaluating for Gifted Identification, with accommodations put in place to ensure the health and safety of students.

## Speech-Language & Hearing Update

- As schools reopen with updated PPE guidelines, mask wearing continues to be a consideration for speech-language and hearing teams. The hearing resource teachers continue to explore the clear mask as a potential individualized accommodation for students who have hearing loss.
- Speech-language pathologists are finding creative ways to amplify their voices, use technology to assist with hearing student responses and increase focus on classroom accommodations. ASL interpreters continue to try a variety of PPE combinations to safely provide language facilitation in our classrooms.
- This month, SLP Story Time will be returning!
- Starting on March 19th, join a DDSB SLP each Friday at 2pm via YouTube for a live reading of a children's story book.
- Our first theme will be thinking and talking about our feelings. More information to be shared via social media this week.

## Therapeutic Recreation Program – Cohort 3 Planning

- Cohort 2 schools are currently enjoying their time participating in the Virtual Therapeutic Recreation program provided by our partners at the Abilities Centre.
- The planning for the Cohort 3 schools is underway and we look forward to this next set of students & families starting their experience mid-April.
- Classes are invited to their own dedicated sessions 2x per week and a full cohort session each Friday.
- To support understanding of the foundations and benefits of Therapeutic Recreation, families & caregivers are invited to an information session on March 31st (virtual).

## Ontario Autism Program (OAP) Update

### **Access and Waitlist – Winter 2021**

- MCSS recently announced that a group of families would be drawn from the waitlist to participate in the pilot of program changes. Families with children/youth on the waitlist for OAP services were waiting for the March 1<sup>st</sup> draw of approximately 600 to be part of the pilot for service access.
- OAP Update provided to DDSB Senior Team on March 1st
- Team has built consideration related to OAP pause and next steps into 2021/2022 planning (e.g., impact to families with children entering school for the first time in September 2021).

## Mandatory Daily Self-Screening for all Students/Staff

- Every student who has 1 new or worsening symptom of COVID-19 must stay home until:
- They receive a negative test result
- They receive an alternate diagnosis by a healthcare provider
- It's been 10 days since the start of symptoms & they feel better Visit <https://bit.ly/2RqsmEK>



Andrea - on behalf of the Inclusive Student Services Team



## 8. Staff Reports:

### Administration:

#### Superintendent Andrea McAuley

Students are the inspiration for the future and the heart of our current in education. There is inspiration in all corners of the district which fosters a sense of resiliency and has voice as a central tenant. From a student who, through technology is now able to express their thoughts and knowledge to student voices elevated within conversations centering on Human Rights through to family voice as schools continue to examine, with a commitment to ensure, input on considerations and decision making. There is much to celebrate. We also recognize that as we passed through the one-year anniversary of COVID, there is also significant challenges such as spikes to adolescent mental health needs. We continue to seek to listen in order to be both proactive and responsive in service of students and families.

Planning at this time has shifted to include Now, Next and Later in phases of our current, summer and the 2021-2022 school year.

In the immediate, in the week that was originally scheduled as the March Break, schools have leveraged resources such as well-being tools from School Mental Health Ontario and supported activities with focus on connection.

Teams are beginning to plan for opportunities for summer programming. Interdepartmental and with reach out to community partners, we are currently looking at options for both learning and mental health supports for July and August. The Ministry has flagged that a Summer Learning Program grant, similar to Summer 2020, will be coming and we look forward to receiving the details.

Planning for 2021-2022 is also well underway. Principals have received their initial staffing and Special Education class programming is built into that information.

Report Special Education Advisory Committee (cont'd)  
March 18, 2021

Factors of Consideration:

- Housing growth in Region
- “Magnet” partners such as Grandview Kids
- Service partners increasing services such as Stewart Homes for children and youth with medical complexities

Highlights include:

- An overall increase of six special education programs
- Shifts from School Support Programs where students’ needs can be met in other placements, including Regular Class placements, due to factors such as an increase in adoption of technology infused learning programs.
- Opening of Practical Learning Program classrooms and a Developmental Program Class

We are also currently in midst of consultation and staffing allocations related use of Student Support Funds dollars which are being provided linked to provincial agreements and have focused intention such as supports for students with Special Education Needs.

Our Inclusive Student Services team will soon commence updates to the Special Education Plan. Feedback is sought from SEAC members. We will circulate the direct link to the document on the DDSB website to member’s email addresses.

This continues to be a challenging school year – for students, staff and families. What is strong within that is a commitment to community and each other with a centering on Human Rights and equity. Always keeping children and youth at the core.

This is our Administrator report for March 2021.

## **Board:**

Trustee Donna Edwards informed SEAC members that the Board of Trustees received presentations and information on: naming and renaming schools policy; supplementary report on French Immersion, survey completed by parents; growth of French Immersion is high; equity and diversity bi-law questions regarding human rights; possible increase to a fifth year for high and concerns about the costs of technology during the pandemic at the virtual Standing Committee meeting held March 1, 2021. A budget meeting will be held March 31, 2021. There will be a few deputations to come and opportunity for input about spending will be available. Enrollment is expected to be the same.

## **9. Presentations:**

Presentation A: Diane Kent Retirement

*Presenters: SEAC Chair Eva Kyriakides &  
Superintendent Andrea McAuley  
Moved to before item 7*

Presentation B: Building Relationships for Open Communication re: IEPs

*Presenters: DESA and DSAA Representatives*

Report Special Education Advisory Committee (cont'd)  
March 18, 2021

Superintendent Andrea McAuley introduced David Robson Elementary Principal, Peter Bozanis Elementary Principal, Michelle Monk Secondary Principal, and Russell Davidson Secondary Vice Principal who provided committee members with a PowerPoint entitled “Fostering Relationships.” The administrators highlighted the relationship building that takes place before, during and after an IPRC around students with special strengths/needs and the creation of an IEP. Secondary administrators addressed the transition from elementary to secondary schools, and the meetings with families and SERTs. They encourage a collaborative approach, emphasized the IEP is a “working document” and parents/guardians as well as community partnerships/advocates all play a key role in student success.

**10. a) Open Discussion Period:**

The open discussion period was used to discuss the following topic:

- Building Relationships for Open Communication re:IEPs

Discussions took place among the committee members and the following reflections were shared:

- Some parents feel as if they are not being heard or their input is not being followed when it comes to IPRCs & IEPs – SERTs are the first line best contact for following up.
- Increase in parents resisting identification, as they do not want to have their children “labelled”
- Post-secondary - conversations surrounding benefits of having an IPRC and/or a diagnosis – providing the contact information for post-secondary to assist in the transition
- Technology is now available to all students not just those identified – still possible barriers for students with hearing loss.
- EAs work with all students not solely with one student within the classroom setting
- First contact when there are learning concerns, teacher, SERT, parent conversations – parents are encouraged to “check in” frequently
- Student ambassadors – students have diverse representation – creating a more comfortable transition
- Open and frequent conversations of the IEP working document
- Positives from the virtual meetings – more parent engagement – more flexibility.
- COVID has brought some good things for learning – more parent engagement and communication
- Secondary offer multiple pathways and levels - student driven timetables – variety of options and abilities.

Superintendent Andrea McAuley suggested that experiences of a few families can be a sign post for where we need to open further discussion. Need to look at students and gap closing, intervention, individualization and consistency. Examine what happens when the tool is not the right tool. Assessment tools can have embedded biases and barriers. As a group we will take that information back to the team. SEAC might want to consider sending out a survey to ask for feedback on the IPRC and IEP process as a community partner. Discussions on this subject will continue for the April 8, 2021 SEAC meeting.

10. b) **Business Arising from the Minutes:**

- “Draft” letter re: Metrolinx Durham Scarborough Bus Rapid Transit Project

11. **Association Reports:**

- No Association Reports received

12. **Correspondence:**

- Letter from Hasting Prince Edward County DSB – no need to follow up as timeline for vaccination has been updated.

13. **Community Concerns:**

Any community concerns can be sent directly to: Superintendent Andrea McAuley, SEAC Chair Eva Kyriakides and Lisa Wry, Administrative Assistant to support a timely response to families.

14. **Celebrations and Success:**

SEAC will be represented during the Parents as Partners Conference later this Spring.

15. **Next S.E.A.C. meeting – Thursday, April 8, 2021.**

16. **Adjournment:**

That the meeting does now adjourn at 8:26 p.m.

MOVED BY: Trustee Donna Edwards

SECONDED BY: Tara Culley

CARRIED

# 115

Report Special Education Advisory Committee (cont'd)  
March 18, 2021

Report respectfully submitted by:  
Eva Kyriakides, SEAC Chair

ACTIVITY	RESPONSIBILITY	COMPLETION
"Finalize" letter to the Ministry of Transportation, Metrolinx & the Town of Whitby re: Scarborough Bus Rapid Transit Project	SEAC Chair Eva Kyriakides	For the week of March 22, 2021
Building Open Relationships: IEPs SEAC member input Jamboard link	SEAC members	For the week of March 29, 2021
Link to DDSB Special Education Plan shared for SEAC feedback	Lisa Wry Andrea McAuley	March 26, 2021
SEAC feedback: DDSB Special Education Plan	SEAC Members	End of April 2021




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 THE EDUCATION CENTRE - AURORA

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**Website:** [www.yrdsb.ca](http://www.yrdsb.ca)

May 4, 2021

The Honorable Stephen Lecce  
 Minister of Education  
 22<sup>nd</sup> Floor, Mowat Block  
 900 Bay Street  
 Toronto, Ontario M7A 1L2

Dear Minister Lecce,

The York Region District School Board (YRDSB) is committed to providing online learning opportunities that are safe, caring, and inclusive. Our dedication to students includes high expectations for all students to ensure their achievement and success in school. We are proud to be a high achieving board that is dedicated to meeting the needs of all students, including those who are underserved and underperforming. As boards of education contemplate online learning, we acknowledge that there are both benefits and challenges that must be considered prior to province-wide implementation of policy changes in this area. There are many questions and concerns that are shared across the province regarding the expanded role of TVO, as well as the timing of any online policy changes while in the midst of a pandemic.

As we promote learning environments that prepare students to adapt, achieve and excel in a world that is constantly changing, online learning will certainly be a part of some students' learning choices. Although the provincial government has identified the need for students to acquire skills and technological fluency, we are concerned with the introduction of legislation, prior to gathering research and engaging in meaningful consultation with stakeholders. It is our strong belief that these important processes authentically inform the success of policy development and implementation.

We believe that consultation allows for a wide range of partners and the Ministry to be proactive in problem-solving to ensure that legislation and policy meet the needs of all students. This consultation process must take into account the specialized needs that are present for many groups of students including those who are marginalized and/or disengaged. This year we have learned from a variety of stakeholders about many promising practices, as well as a number of pitfalls related to online learning. Unfortunately, some of the pitfalls have or can negatively affect students further.

As a Board of Trustees, we are dedicated to the delivery of effective and appropriate education programs to promote the achievement of all students. Please be assured that the successful implementation of online learning is a priority for our Board. Given the

impact of the COVID-19 pandemic on system resources to support alternate learning models for September 2020, and the reasons outlined above, we respectfully request that the Ministry of Education consult with school boards prior to enacting legislation. Further, we are providing our support of the concerns highlighted in letters sent from the Ontario Public School Boards' Association (OPSBA) to Minister Lecce and from the Council of Ontario Directors of Education (CODE) to Minister Lecce and Deputy Minister Naylor regarding the province's plans for online learning and the potential negative impacts this might have on students, both in the short and long-term.

As a Board, we ask that you pause the current timelines for the introduction of legislation to provide the necessary time for consultation. We would like to offer an open invitation to the Minister and Ministry staff to meet with YRDSB to discuss the current plan to enhance online learning, as well as any aspects of this letter.

Sincerely,



Cynthia Cordova  
Chair of the York Region District School Board

cc. YRDSB Trustees and Student Trustees  
Ontario Public School Boards' Association  
All York Region Members of Provincial Parliament  
Ontario Public School Board Chairs



2021 May 4

The Honourable Stephen Lecce  
Minister of Education  
438 University Avenue, 5th Floor  
Toronto, Ontario M7A 2A5

Dear Minister Lecce:

I wanted to bring to your attention a current proposal by the Ministry of Education regarding online and remote learning that also includes an expanded mandate of TVO/TFO. This proposal was shared confidentially with stakeholder members of a ministry-led committee. The consultation materials were leaked to the media, and many of the details of the proposal have since been published in a variety of publications, including but not limited to the Globe and Mail and the Toronto Star.

The Ontario Public School Boards' Association (OPSBA), of which we are a member, and other education sector stakeholders including the Ontario Student Trustees' Association, the Federations who represent Teachers and Educations Workers, and others, have issued public statements raising concerns about several elements of the proposal. The Thames Valley District School Board is extremely concerned with the contents of this proposal and potential legislation, especially since it comes at a time when our province continues to struggle with the pandemic, and plans for the return to school this September are unclear.

As you know, the past year has been unprecedented in many ways, including multiple shifts to remote learning as schools were forced to close based on province wide and local public health recommendations. Our school board met its responsibilities every day to students and their families by quickly pivoting to various online formats. These herculean efforts were aided by the collaborative relationships that exist between all stakeholders in our board, and most importantly, we were able to leverage existing infrastructures and staff expertise in our schools and e-learning consortium.

Like the other members of OPSBA, the Thames Valley District School Board supports modernization, as well as student and parental choice, when it makes sense, for student success. We have promoted and implemented learning online in various formats for many years, and understand the importance of preparing students for postsecondary settings, the workplace, and lifelong learning. With that said, while remote learning over the past year may have been a positive experience for some students, we have also seen marked increases in mental health concerns, and feelings of isolation among students. We are concerned that the current proposal may be promoting the online learning option to the detriment of student well-being and the overall integrity of our education system.

Thames Valley is a long-time member of the Ontario eLearning Consortium, a grassroots partnership of Ontario School Boards that began 2001. Thames Valley understands the value of e-learning and the opportunities it provides our students.

However, this current proposal considers allowing online and remote learning as a permanent option and gives the responsibility for online course content to TVO/TFO. I'm sure you can agree that for the vast majority of our students, remote or independent learning opportunities cannot replace the in-person school experience that has been shown to effectively support the developmental, physical and social well-being of students.

This proposal will have significant implications for public education and our local schools including:

- Threatening the viability and diversity of course offerings in small, rural and remote schools. Over time this proposal will result in closed or diminished schools that are currently at the heart of our small communities.
- Reducing support for in-school learning by reassigning Student Success Teachers, Guidance Counsellors and others whose current mandate is to support students who require additional instruction to be successful.
- Leading to unnecessary duplication and additional expenses, while still being unlikely to effectively address local needs. School boards and their consortia have developed the infrastructure and level of expertise to support remote learning that reflects the requirements of their specific learners.
- Undermining the ability of school boards to have direct and local influence over the logistics and programming linked to online learning as well as associated services and supports in their community schools.

OPSBA has always offered to work in partnership with the government to ensure that policies and legislation can be effectively implemented to maximize the success of each and every student in our care. In December 2020, the Association submitted its position on an expanded role for TVO to the government.

OPSBA and the Thames Valley District School Board are prepared to work with the government and education partners to create a workable vision that is mutually beneficial, which does not undermine school board and school board consortia leadership, and does not eliminate the positive online approaches that have long proven effective for student engagement and success.

We believe that school boards and TVO should continue to do what they each do best and work to find opportunities to work collaboratively in areas that would continue to grow and enhance the quality of online credit courses.

OPSBA and the Thames Valley District School Board are concerned with regard to the accelerated timelines and lack of reflection and understanding of the short and long-term ramifications. OPSBA continues to recommend a working table with school board consortia, school board representatives and online learning experts, along with TVO staff, to co-create a vision that is mutually beneficial and does not undermine school board and consortium leadership or eliminate the positive online learning approaches that have long been effective for student engagement and success.

We would appreciate the opportunity to meet with you to discuss this issue further, and we encourage you to raise these concerns with your caucus colleagues.

Sincerely,



Meagan Ruddock, Vice-Chair  
Thames Valley District School Board

cc: Trustees  
M. Fisher, Director of Education  
Hon. E. Hardeman, MPP Oxford  
Hon. J. Yurek, MPP Elgin-Middlesex-London  
T. Armstrong, MPP London-Fanshawe  
T. Kernaghan, MPP London North Centre  
P. Sattler, MPP London West  
M. McNaughton, MPP Lambton-Kent-Middlesex  
Municipal Leaders Inclusive of Thames Valley District School Board  
Ontario Public School Boards' Association  
Ontario Student Trustees' Association.  
TVPIC  
TVCHSA  
ETFO  
CUPE  
OSSTF