

## Regular Board Meeting

Tuesday, December 14, 2021

Open Meeting – 6:30 P.M.

Large Boardroom, Catholic Education Centre, 1355 Lansdowne St. W., Peterborough ON  
and online, by Google Meet: <https://meet.google.com/deo-kobt-zhs>

If you would like to join by telephone, please contact Michelle Kennedy  
by email - [mkennedy@pvnccdsb.on.ca](mailto:mkennedy@pvnccdsb.on.ca) or at 1-800-461-8009 ext. 1247  
Arrangements to join by phone must be made prior to 5:30 p.m. on the day of the meeting

Please note that similar to there being physical space limitations in our boardroom for meetings held in person, the virtual meeting platform also has space limitations. Meeting attendance is limited to 100.

**Chairperson:** Braden Leal

**Vice-chairperson:** Kevin MacKenzie

Trustees who are unable to attend the meeting are asked to  
please notify Michelle Kennedy ([mkennedy@pvnccdsb.on.ca](mailto:mkennedy@pvnccdsb.on.ca)).

### A. Call to Order of the Open Meeting – 6:30 p.m.:

1. Examen and Opening Prayer.
2. Land Acknowledgement.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the Minutes
  - a. Approval of the minutes of the November 23, 2021 Regular Board Meeting. Page 5
  - b. Approval of the minutes of the November 29, 2021 Joint Education Development Charges Policy Review Meeting. Page 16
  - c. Approval of the minutes of the November 29, 2021 Joint Education Development Charges Background Study and Draft By-Laws Meeting. Page 21
  - d. Approval of the minutes of the December 1, 2021 Annual Board Meeting. Page 26
7. Business Arising Out of the Minutes.

**B. Reports from the Office of the Director and Student Trustees:**

1. Report from the Director of Education, Joan Carragher.
2. Report from the Student Trustee, Siobhan Marie.
3. Report from the Manager of Communications, Galen Eagle.  
Highlights of System Achievements

**C. Presentations:**

1. Protecting the Environment.  
Sheila Piggott, Superintendent of Learning, Jamie Collins, Student, Holy Trinity Catholic Secondary School, and Annie Corkery, Teacher, St. Anne Catholic Elementary School, and Sarah Taylor, Learning Consultant.
2. R.A. Director's Annual Report, 2021-2022. Page 33  
Joan Carragher, Director of Education.

**D. Programs and Services:**

**E. Business, Finance and Governance:**

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.  
Braden Leal, Board Chairperson and Linda Ainsworth, OCSTA Regional Representative.
2. R.A. Borrowing Resolution. Report - Page 34 Resolution - Page 36  
Isabel Grace, Superintendent of Business and Finance.

**F. Human Resources:**

1. R.A. Semi-Annual Report from the Joint Health and Safety Committee.  
Stephen O'Sullivan, Superintendent of Human Resource Services. Page 37

**G. Policy Development:**

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

## **K. Information Items:**

1. Chairperson's Report.  
    Braden Leal, Board Chairperson.
2. Committee Chairpersons' Report:
  - a. First Nation Métis Inuit Advisory Committee, December 7, 2021.

## **L. Future Meetings and Events:**

1. Board Meetings:
  - a. Board Meeting Open Session, January 25, 2022, 6:30 p.m.  
    (In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
  - a. Chairperson's Committee, January 10, 2022, 4:30 p.m.
  - b. Committee-of-the-Whole, January 10, 2022, 6:30 p.m.
  - c. Policy Development Committee, February 1, 2022, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
  - a. Special Education Advisory Committee, January 12, 2022, 6:30 p.m.
  - b. STSCO Governance Committee, January 13, 2022, 3:00 p.m.
  - c. Student Council Liaison Committee, January 25, 2022, 4:15 p.m.
  - d. Accessibility for All Committee, February 3, 2022, 1:00 p.m.
  - e. Faith and Equity Advisory Committee, February 10, 2022, 6:30 p.m.
  - f. Catholic Parent Engagement Committee, February 28, 2022, 6:30 p.m.
  - g. First Nation Métis Inuit Advisory Committee, March 8, 2022, 6:30 p.m.
  - h. French as a Second Language Advisory Committee, April 27, 2022, 4:30 p.m.
  - i. Audit Committee, TBA
  - j. SAL Committee, TBA
4. Board Events: (Listed in chronological order.)
  - a. Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, Toronto, ON and virtual, January 14-15, 2022.
  - b. Catholic Leadership Development Series – Session #3, April 28-30, 2022.
  - c. Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting,

Ottawa, ON, April 28-30, 2022.

**M. Conclusion:**

1. Report from the In-camera Meeting.
2. Closing Prayer.
3. Adjournment.



# Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, November 23, 2021, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street W, Peterborough and by Google Meet.

## PRESENT:

Trustees – Linda Ainsworth, David Bernier (Chairperson), Loretta Durst, Braden Leal, Kevin MacKenzie, Siobhan Marie (Student Trustee), Helen McCarthy, and Emmanuel Pinto.

Administration – Jeannie Armstrong, Joan Carragher, Laurie Corrigan, Jonathan Di Ianni, Galen Eagle, Isabel Grace, Father Paul Massel, Stephen O’Sullivan, and Sheila Piggott.

Recorder – Michelle Kennedy

## A. Call to Order of the Open Meeting:

The Board Chairperson David Bernier called the meeting to order at 6:37 p.m. and welcomed principal representatives Natalie Bittner from St. Paul Catholic Elementary School, Peterborough and Derek Abrams from St. Paul Catholic Elementary School, Norwood.

David Bernier then asked Father Paul Massel to lead the Daily Examen and begin the meeting with prayer.

### 1. Examen and Opening Prayer

Father Paul Massel, Board Chaplain and Faith Animator, led everyone in a daily examen and opened the meeting with prayer.

### 2. Land Acknowledgement

David Bernier respectfully acknowledged that the Peterborough Victoria Northumberland and Clarington Catholic District School Board’s geographic area and the people attending the virtual Board Meeting, with all areas represented, was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

### 3. Singing of the National Anthem

The national anthem was sung, led by Trustee Linda Ainsworth.

4. Approval of the Agenda

**MOTION:** Moved by Helen McCarthy, seconded by Braden Leal  
that the Agenda be approved with the addition of item E.3 c)  
December 6, 2021, Committee-of-the-Whole meeting.

Carried.

5. Declarations of Conflicts of Interest

There were no of conflicts of interest declared.

6. Approval of the Minutes of the October 26, 2021 Regular Board Meeting.

**MOTION:** Moved by Emmanuel Pinto, seconded by Braden Leal  
that the minutes of the October 26, 2021 Regular Meeting be  
approved.

Carried.

7. Business Arising Out of the Minutes.

There was no business arising from the minutes.

8. Declaration of Office and Oath of Allegiance of the newly appointed Trustee for the City of Kawartha Lakes, Loretta Durst.

Chairperson David Bernier requested that Loretta Durst make her declaration as a member of the Peterborough Victoria Northumberland and Clarington Catholic District School Board and give her Oath of Allegiance to Her Majesty, Queen Elizabeth II.

Following the signing of the oath documents, Father Paul Massel said a blessing to commission Loretta Durst to her work as a PVNCCDSB trustee and a board crucifix pin was presented to her by Joan Carragher, Director of Education.

**B. Reports from the Office of the Director and Student Trustees:**

1. Report from the Director of Education.

Joan Carragher gave the Director's Report, which included the following points:

- We keep in our prayers a family with children from the St. Peter Catholic Secondary School and St. Teresa Catholic Elementary School. The family was in a car accident in which the father passed away and the children suffered injuries and continue to require medical care.
- November is a month of remembrance and we keep in our prayers those who have suffered loss in the last year. The annual board mass of remembrance was held at St. Peter in Chains Cathedral. Thanks to the team of organizers to and to trustee Linda Ainsworth for her representation of the Board of Trustees.
- Trustee Loretta Durst was welcomed and Joan Carragher took the opportunity to introduce the supervisory officers, and explained their various portfolios.
- Vaccination clinics are planned at some board locations in the near future. the Board will not be arranging any vaccinations for PVNCCDSB students. Parents wishing to have their children vaccinated are now able to make arrangements and book appointments on their own.
- Rapid antigen kits will be sent home with all students during the week of December 13-17. The kits contain five tests for every child in grades K-12 and participation is not required for students to return to school in January.
- Confirmation of screening assessments for students will once again be required following the Christmas break. For 10 days following the break, families will be asked to complete the self-screening before coming to school each day.
- In February, 2022, our board will return to a regular semester schedule in secondary schools.
- Currently there are 12 active COVID-19 cases in our schools. Thanks were given to Jonathan Di Ianni, Superintendent and Board COVID lead and Galen Eagle, Communications Manager for their management of the cases.
- Thank you to Superintendent Sheila Piggott for her involvement and organization of Remembrance Services and the No Stone Left Alone initiative bringing a personal act of remembrance and participation in ceremonies at cemeteries across Canada.
- The board retirement dinner was held on November 12 at the Peterborough Curling Club. Trustees were thanked for their attendance at the event and the appreciation was expressed for the efforts of the event organizers.
- Acts of kindness were acknowledged throughout the system during the week of November 15-19 for the focus on Safe and Caring Schools week.
- Visits have been made and are planned to all of the First Nation communities within the board with Superintendent Jeannie Armstrong. Work continues to deepen our relationships with our First Nation partners and our path to reconciliation.
- The board has reached 75% of its United Way goal of \$65,000. The campaign

continues to December 6.

- Destreaming of all Grade 9 courses has been announced by the Ministry and more information will be shared as we work toward a smooth transition for students and educators.
- A Professional Activity day is planned for November 26 that will focus on anti-black racism, anti-sex trafficking, and Catholic school improvement planning.
- Toonies for Tuition collection day is Thursday, November 25<sup>th</sup> to support students in Canada who do not have publicly funded Catholic schools.
- We look forward to Advent and the season of waiting and preparation with many celebrations in our schools.
- All are invited to the Board Annual Meeting and Mass on Wednesday, December 1<sup>st</sup> at 4:00 p.m. at the Catholic Education Centre.

Following her report, Joan Carragher invited questions and comments from the trustees.

## 2. Report from the Student Trustee, Siobhan Marie.

Student Trustee Siobhan Marie gave the Student Trustee report which included the following highlights:

- Welcome to Loretta Durst, newly appointed trustee for the City of Kawartha Lakes.
- Welcomed Braden Leal, Vice-chairperson and trustee representative to his first Student Council Liaison Committee meeting today.
- Students participated in a Women in Trades event that provided information about opportunities available for post-secondary learning in the skilled trades.
- The new outdoor learning area built by Holy Cross Catholic Secondary students at the Catholic Education Centre was celebrated and blessed.
- Many sports achievements were celebrated at St. Peter Catholic Secondary school this month and the Student Administrative Council enjoyed a team retreat.
- Students from Holy Trinity Catholic Secondary Schools were given the opportunity to give blood at a donor clinic and obtain volunteer hours counting towards their graduation requirement.
- A knitting club was established at St. Stephen Catholic Secondary School to provide an opportunity to learn a new skill.
- Thanked everyone for their continued support of student leadership.

Siobhan Marie invited questions and comments at the conclusion of her report. Trustees thanked her for her leadership and commended her for her solo leadership work as student trustee.



### 3. Report from the Manager of Communications.

The Manager of Communications, Galen Eagle shared system highlights from all areas of the board which included the following highlights:

- PVNCCDSB Student participation in No Stone Left Alone ceremonies in preparation for Remembrance Day.
- The Board's United Way Campaign has reached 75% of its goal. This year's campaign has largely been a virtual campaign, but there have been more in person events happening in our schools.
- Safe and Caring Schools week, November 15-19 raised awareness about things all of us need to do to demonstrate care for each other.
- Loretta Durst was chosen as Trustee for the City of Kawartha Lakes on November 15 replacing long-serving trustee, Michelle Griepsma, who resigned in October of this year.
- The official opening of "The Gathering Place", the outdoor learning and meeting place at the Catholic Education Centre.
- Retirement ceremony held on November 12 to honour our 63 board employees who entered into retirement during the 2020-2021 year.

At the conclusion of his report, Galen Eagle invited questions and comments from the trustees.

### **C. Presentations:**

#### 1. Board Action Plan, Indigenous Education.

Jeannie Armstrong, Superintendent of Learning introduced Michael Mooney, Learning Consultant who gave a PowerPoint presentation to the board which detailed the projects and learning taking place in PVNCCDSB schools with respect to the Board's Indigenous Education Action Plan.

The pillars of the plan, which are supporting students, supporting educators, engagement and awareness and using data to support student achievement encircle the goals of supporting Indigenous students and building system and educator capacity. Examples and evidence of work in the classrooms and with educators to show progress towards the goals were given.

At the conclusion of the presentation, the trustees asked questions of Michael Mooney.

2. De-streaming Grade Nine Courses.

Superintendents Jeannie Armstrong, Jonathan Di Ianni, and Sheila Piggott presented a preliminary plan to prepare for the Ministry of Education's mandate to destream Grade 9 courses for the fall of 2022. The Ministry goals for outcomes for destreaming courses were reviewed. It is anticipated that opportunities for all students will be improved by removing pathway restrictions.

The presenters explained the timelines of the implementation plan, which will include extensive professional learning for secondary school teachers.

The trustees asked questions of the presenters at the conclusion of the presentation.

**D. Programs and Services:**

1. Approval of the School Level Identification, Placement and Review Committees for 2021-2022.

**MOTION:** Moved by Linda Ainsworth, seconded by Emmanuel Pinto

that the board approve the Identification, Placement and Review committees as listed for the 2021-2022 school year.

Carried.

**E. Business, Finance and Governance:**

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.

David Bernier, Chairperson of the Board reminded the trustees that the presentation by Peter Lauwers has been moved to November 29, 2021. David Bernier also highlighted some of the memoranda that were sent out by the OCSTA office, including the Statistics Canada statistics release on religion, the Pope's planned pilgrimage to Canada, and the Canadian Conference of Catholic Bishops' reflections for advent.

2. STSCO Governance Committee Report.

David Bernier, Chairperson of the Board gave a verbal report from the open session of the STSCO Governance Committee meeting held on October 27, 2021. Of particular note was the volume of calls fielded during late August and early September with respect to the startup of the school year. In addition, there was a high volume of calls regarding routing and driver shortages.

3. Recommended Actions from the Committee-of-the-Whole, November 8, 2021.

- a. **MOTION:** Moved by Linda Ainsworth, seconded by Kevin MacKenzie

that, in accordance with regulation 444/98, the board approve administration to respond to the Kawartha Pine Ridge School Board that the Peterborough Victoria Northumberland and Clarington Catholic District School Board is not interested in leasing King George Public School.

Carried.

- b. **MOTION:** Moved by Linda Ainsworth, seconded by Braden Leal

that the board receive the Financial Variances and Transfers of Accumulated Surplus report for the 2020-2021 fiscal year; and that the board approve the noted Transfers of Accumulated Surplus noted in the report.

Carried.

- c. **MOTION:** Moved by Linda Ainsworth, seconded by Emmanuel Pinto

that the Committee-of-the-Whole meeting scheduled for December 6, 2021, be cancelled.

Carried.

4. Recommended Action from the Audit Committee, November 11, 2021: 2020-2021 Audited Financial Statements

- MOTION:** Moved by Braden Leal, seconded by Linda Ainsworth

that the 2020-2021 audited financial statements be adopted as presented.

Carried.

5. Trustee Professional Development, Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, January 14-15, 2022.

- MOTION:** Moved by Loretta Durst, seconded by Helen McCarthy

that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees

Seminar, January 14-15, 2022, in Toronto, Ontario.

Carried.

**F. Human Resources:**

**G. Policy Development:**

1. Recommended Actions from the Policy Development Committee Meeting, November 2, 2021.

**MOTION:** Moved by Emmanuel Pinto, seconded by Braden Leal  
that the Board receive the report and recommendations from the  
Policy Development Committee dated November 2, 2021, for  
publication and implementation.

Carried.

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report

Board Chairperson, David Bernier expressed his own reflections on the past year in the approach to the annual board meeting and noted the significant challenges due to the pandemic and the slow return to normal but also the celebrations and community engagement in the strategic planning process. David Bernier encouraged everyone to practice self-care for their own mental health.

David Bernier noted that the trustees have completed the annual evaluation of the Director of Education, Joan Carragher and took the opportunity reflect publicly on her first year and her ability to meet the significant challenges providing excellent leadership to the system. Mr. Bernier congratulated Joan on her successful first year in the Director's Office.

2. Committee Chairperson's Report:

- a) Catholic Parent Engagement Committee, November 1, 2021.

Trustee Kevin MacKenzie reported that the Catholic Parent Engagement Committee has two new members and the committee is working on securing a guest speaker for the event in May, 2022.

- b) French as a Second Language Advisory Committee, November 10, 2021.

Trustee Linda Ainsworth noted meeting date changes and gave highlights from their recent meeting.

- c) Special Education Advisory Committee, November 18, 2021.

Emmanuel Pinto reported that he has submitted his resignation to the Special Education Advisory Committee. Helen McCarthy reported that a presentation was given by Special Education consultants that explained universal design for learning.

#### **L. Future Meetings and Events:**

##### **1. Board Meeting**

- a. Education Development Charges, Joint Public Meeting with KPRDSB, November 29, 2021, 7:00 p.m. (virtual meeting)
- b. Board Annual Meeting and Mass, December 1, 2021, 4:00 p.m., Catholic Education Centre.
- c. Board Meeting Open Session, December 14, 2021, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)

##### **2. Board Standing Committee Meetings: (Listed in chronological order.)**

- a. Chairperson's Committee, December 6, 2021, 4:30 p.m.
- b. Committee-of-the-Whole, December 6, 2021, 6:30 p.m.
- c. Policy Development Committee, February 1, 2022, 6:30 p.m.

##### **3. Other Committee Meetings: (Listed in chronological order.):**

- a. First Nation Métis Inuit Advisory Committee, December 7, 2021, 6:30 p.m.
- b. Supervised Alternative Learning Committee (SAL), December 7, 2021.
- c. Student Council Liaison Committee, December 14, 2021, 4:15 p.m.
- d. STSCO Governance Committee, January 12, 2022, 3:00 p.m.
- e. Special Education Advisory Committee, January 20, 2022, 6:30 p.m.
- f. Accessibility for All Committee, February 3, 2022, 1:00 p.m.

- g. Faith and Equity Advisory Committee, February 10, 2022, 6:30 p.m.
- h. Catholic Parent Engagement Committee, February 28, 2022, 6:30 p.m.
- i. French as a Second Language Advisory Committee, April 27, 2022, 4:30 p.m.
- j. Audit Committee, TBA

4. Board Events:

- a. Catholic Leadership Development Series - Session #2, November 25, 2021
- b. Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, January 14-15, 2022.
- c. Catholic Leadership Development Series – Session #3, April 21, 2022.
- d. Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting, Ottawa, ON, April 28-30, 2022.

**M. Conclusion:**

1. Report from the In-camera Meeting

MOTION: Moved by Braden Leal, seconded by Linda Ainsworth

that the Board approve the actions and the discussions arising from the November 23, 2021, in-camera session, as follows:

A. Call to Order:

- 1. Opening Prayer
- 2. Motion for the Approval of agenda with addition of item H.1, Notice of Liability.
- 3. No conflicts of interest declared.
- 4. Motion for the approval of the minutes from the October 26, 2021 Regular In-camera meeting, the October 26 Special Double In-camera meeting, and the November 15, 2021 Special In-camera meeting were approved.

D. Business, Finance and Governance:

- 1. OCSTA In-Camera Report.
- 2. STSCO Governance Committee, In-camera Session Report.
- 3. Motion to accept the Audit Committee 2020-2021 Annual Report.
- 4. Capital Building Project Update.

H. 1. Notice of Liability.

I. Convening in Open Session:

1. Closing Prayer.
2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Trustee Braden Leal led the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Emmanuel Pinto, seconded by Braden Leal  
that the open session meeting be adjourned at 9:05 p.m.

Carried.

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David Bernier  
Board Chairperson

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Joan Carragher  
Director of Education, Secretary-Treasurer  
per M.K.

**SUBJECT TO BOARD APPROVAL**

**DRAFT MINUTES OF THE  
JOINT EDUCATION DEVELOPMENT CHARGES POLICY REVIEW MEETING OF  
KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD  
AND THE PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON  
CATHOLIC DISTRICT SCHOOL BOARD**

**HELD ON MONDAY, NOVEMBER 29, 2021, AT 7:00 P.M.**

*Due to the current health advisory and public health measures in place provincially, the meeting was held virtually using the WebEx Event Platform.*

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**ATTENDANCE**

Present:

KPRDSB Trustees Diane Lloyd (Chairperson of the Board), Angela Lloyd (Vice-chairperson of the Board), Sarah Bobka, Terry Brown, Cyndi Dickson, Rose Kitney, Jaine Klassen Jeninga, and Steve Russell.

Present:

PVNCCDSB Trustees David Bernier (Chairperson of the Board), Braden Leal (Vice-chairperson of the Board), Linda Ainsworth, Loretta Durst, Kevin MacKenzie, Helen McCarthy, Emmanuel Pinto.

KPRDSB

Regrets: Trustees Cathy Abraham, Kailee Dupuis, and Emilio Ojeda.

KPRDSB

Also Present: R. Russo, Director of Education, C. Arnew, Superintendent of Business and Corporate Services, J. Thompson, Manager, Planning Services, L. Burton, Executive Liaison to the Trustees, and A. Postill, Acting Executive Assistant.

PVNCCDSB

Also Present: J. Carragher, Director of Education, I. Grace, Superintendent of Business and Finance, and K. Hickey, Manager of Purchasing

**1. CALL TO ORDER AND APPROVAL OF AGENDA**

The Chairperson of the Kawartha Pine Ridge District School Board (KPRDSB) called the meeting to order at 7:11 p.m. and asked for a motion to approve the agenda.

KPRDSB

It was,

Moved by: Trustee A. Lloyd  
Seconded by: Trustee R. Kitney

**CARRIED**



The Chairperson of the Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNCCDSB) called the meeting to order at 7:11 p.m. and asked for a motion to approve the agenda.

PVNCCDSB

It was,

Moved by: Trustee K. Hickey  
Seconded by: Trustee E. Pinto

(21-159) **That the agenda be adopted as printed.**

**CARRIED**

2. **NATIONAL ANTHEM AND A MOMENT OF SILENCE**

The National Anthem and a Moment of Silence was deferred to the second meeting of the evening (7:15 p.m.).

3. **LAND ACKNOWLEDGEMENT**

Trustee Diane Lloyd, the Chairperson of the Board for KPRDSB recognized and acknowledged that the Boards are meeting on the traditional territory of the Mississauga First Nations.

4. **DECLARATIONS OF CONFLICTS OF INTEREST**

Nil.

5. **NEW BUSINESS**

5.1 **Education Development Charges Policy Review**

D. Lloyd, Chairperson of the Board for KPRDSB and Trustee D. Bernier, Board Chairperson for PVNCCDSB provided the opening remarks and explained the proceedings, the purpose of the meeting and requirements for establishing Education Development Charges Policy in accordance with the Education Act.

J. Ammendolia of Watson & Associates Economists Ltd. was welcomed and invited to give a presentation to Board members which included a background on the previous charges and what an Education Development Charge (EDC) is. A review of the following policies was provided:

- Percentage of growth-related net education land costs to be borne through EDCs
- Exemptions – Statutory and Non-Statutory
- Jurisdiction-wide or Area-specific charges

- Percentage of net education land costs to be borne by residential and non-residential development
- Uniform charge for all types of development vs. differentiated charges

James Easto, of Keel Cottrelle LLP, spoke to the required process of the policy review stating the two public meetings being held this evening follow the process laid out.

Board members had the opportunity to ask questions of clarification which were responded to by J. Ammendolia and J. Easto.

The following motions were placed on the floor:

KPRDSB

It was,

Moved by: Trustee Kitney  
Seconded by: Trustee Brown

(21-160)

**Receive as information, the presentation from Jack Ammendolia of Watson & Associates Economists Ltd., and James Easto, of Keel Cottrelle LLP, regarding the Education Development Charges Policy Review.**

**CARRIED**

PVNCCDSB

It was,

Moved by: Trustee MacKenzie  
Seconded by: Trustee Ainsworth

(21-161)

**Receive as information, the presentation from Jack Ammendolia of Watson & Associates Economists Ltd., and James Easto, of Keel Cottrelle LLP, regarding the Education Development Charges Policy Review.**

**CARRIED**

KPRDSB

It was,

Moved by: Trustee Russell  
Seconded by: Trustee Brown

(21-162)

**Receive as information, the verbal and written comments from members of the public regarding the Education Development Charges Policy Review (if any).**

**CARRIED**

PVNCCDSB

It was,

Moved by: Trustee Ainsworth

Seconded by: Trustee Pinto

- (21-163) Receive as information, the verbal and written comments from members of the public regarding the Education Development Charges Policy Review (if any).

**CARRIED**

6. **REPORTS FROM OFFICIALS AND STAFF**

Nil.

7. **QUESTIONS BY BOARD MEMBERS**

D. Lloyd, Chairperson of the Board (KPRBSB) and D. Bernier, Board Chairperson (PVNCCDSB) provided Board members the opportunity to ask questions of clarification which were responded to by J. Ammendolia and J. Easto.

8. **DELEGATIONS/PUBLIC QUESTION PERIOD**

Nil.

9. **FURTHER BUSINESS**

Nil.

10. **ADJOURNMENT**

The Chairperson noted that this concluded the first meeting of the evening and asked for a motion to adjourn the meeting.

KPRDSB

It was,

Moved by: Trustee A. Lloyd

Seconded by: Trustee Bobka

- (21-164) That the meeting be adjourned at 7:37 p.m.

**CARRIED**

PVNCCDSB

It was,

Moved by: Trustee Durst  
Seconded by: Trustee Ainsworth

**(21-165) That the meeting be adjourned at 7:35 p.m.**

**CARRIED**

\_\_\_\_\_  
Diane Lloyd  
Chairperson of the Board

\_\_\_\_\_  
David Bernier  
Board Chairperson

\_\_\_\_\_  
Rita Russo  
Director of Education  
and Secretary of the Board

\_\_\_\_\_  
Joan Carragher  
Director of Education  
and Secretary of the Board

**Kawartha Pine Ridge  
District School Board**

**Peterborough Victoria  
Northumberland and  
Clarington Catholic  
District School Board**

**SUBJECT TO BOARD APPROVAL**

**DRAFT MINUTES OF THE  
JOINT EDUCATION DEVELOPMENT CHARGES BACKGROUND STUDY AND  
DRAFT BY-LAWS MEETING OF  
KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD AND  
THE PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON  
CATHOLIC DISTRICT SCHOOL BOARD**

**HELD ON MONDAY, NOVEMBER 29, 2021, AT 7:15 P.M.**

Due to the current health advisory and public health measures in place provincially, the meeting was held virtually using the WebEx Event Platform

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**ATTENDANCE**

**Present:**

**KPRDSB** Trustees Diane Lloyd (Chairperson of the Board), Angela Lloyd (Vice-chairperson of the Board), Sarah Bobka, Terry Brown, Cyndi Dickson, Rose Kitney, Jaine Klassen Jeninga, and Steve Russell.

**Present:**

**PVNCCDSB** Trustees David Bernier (Chairperson of the Board), Braden Leal (Vice-chairperson of the Board), Linda Ainsworth, Loretta Durst, Kevin MacKenzie, Helen McCarthy, Emmanuel Pinto.

**Regrets:**

**KPRDSB** Trustees Cathy Abraham, Kailee Dupuis, and Emilio Ojeda.

**Also Present:**

**KPRDSB** R. Russo, Director of Education, C. Arnew, Superintendent of Business and Corporate Services, J. Thompson, Manager, Planning Services, L. Burton, Executive Liaison to the Trustees, and A. Postill, Acting Executive Assistant.

**Also Present:**

**PVNCCDSB** J. Carragher, Director of Education, I. Grace, Superintendent of Business and Finance, and K. Hickey, Manager of Purchasing.

**1. CALL TO ORDER AND APPROVAL OF AGENDA**

Trustee Diane Lloyd, Chairperson of the Kawartha Pine Ridge District School Board and Trustee David Bernier Chairperson of the Peterborough Victoria Northumberland and Clarington Catholic District School Board called the meeting to order at 7:36 p.m.

KPRDSB

It was,

Moved by: Trustee Brown  
Seconded by: Trustee Russell

**CARRIED**

PVNCCDSB

It was,

Moved by: Trustee MacKenzie  
Seconded by: Trustee Pinto

(21-166) **That the agenda be adopted as printed.**

**CARRIED**

2. **NATIONAL ANTHEM AND A MOMENT OF SILENCE**

The meeting was opened with the singing of the National Anthem followed by a Moment of Silence.

3. **LAND ACKNOWLEDGEMENT**

The Chairperson of the Board for KPRDSB invited Director Russo to provide a personalized rendition of the Land Acknowledgement recognizing that the Boards were meeting on the traditional territory of the Mississauga First Nations.

4. **DECLARATIONS OF CONFLICTS OF INTEREST**

Nil.

5. **NEW BUSINESS**

5.1 **Education Development Charges Background Study**

D. Lloyd, Chairperson of the Board for KPRDSB provided an overview of the process and methodology leading to the proposed education development charges noting the text of the by-law will also be briefly explained. It was noted this is a formal public meeting as required by the Education Act.

D. Bernier, Chairperson of the Board for PVNCCDSB extended a warm welcome to Jack Ammendolia of Watson Associates Economists Ltd. and James Easto of Keel Cottrelle LLP and invited them to present.

Jack Ammendolia of Watson & Associates Economists Ltd. provided a review of the process and methodology for the proposed charges including demographic projections, growth-related net education land costs, residential and non-residential growth forecasts, and the calculation of the proposed charges.

The proposed charges for the KPRDSB were provided in a chart, to be phased in over five years, to a maximum of \$1246.00 per residential unit and \$0.33 per square foot gross floor area (FGA).

The proposed charges for the PVNCCDSB were provided in a chart, to be phased in over five years to a maximum of \$524.00 per residential unit and \$0.14 per square foot gross floor area (FGA). It was noted that the maximum residential fee will be reached at year two of the phase in.

James Easto of Keel Cottrelle LLP, spoke to the required process of the policy review stating the two public meetings being held this evening follow the process laid out in the policy.

Board members were provided the opportunity to ask questions of clarification which were addressed by J. Ammendolia or J. Easto.

Following the presentation, James Easto provided an overview of the text within the draft by-laws and reiterated the public requirements of this process have been fulfilled following the two meetings held this evening.

The Chairperson noted the presentations were complete and called for the following motions:

KPRDSB  
It was,

Moved by: Trustee Russell  
Seconded by: Trustee Kitney

(21-167) **Receive as information, the presentation from Jack Ammendolia from Watson & Associates Economists Ltd., and Jim Easto of Keel Cottrelle LLP, regarding the Education Development Charges Background Study and Draft By-laws.**

**CARRIED**

PVNCCDSB

It was,

Moved by: Trustee MacKenzie  
Seconded by: Trustee Ainsworth

(21-168)

**Receive as information, the presentation from Jack Ammendolia from Watson & Associates Economists Ltd., and Jim Easto of Keel Cottrelle LLP, regarding the Education Development Charges Background Study and Draft By-laws.**

**CARRIED**

KPRDSB

It was,

Moved by: Trustee Russell  
Seconded by: Trustee Klassen Jeninga

(21-169)

**Receive as information, the verbal and written comments from members of the public regarding the Education Development Charges Policy Review (if any).**

**CARRIED**

PVNCCDSB

It was,

Moved by: Trustee Pinto  
Seconded by: Trustee Ainsworth

(21-170)

**Receive as information, the verbal and written comments from members of the public regarding the Education Development Charges Policy Review (if any).**

**CARRIED**

6. **REPORTS FROM OFFICIALS AND STAFF**

Nil.

7. **QUESTIONS BY BOARD MEMBERS**

Board members had the opportunity to ask questions of clarification which were responded to by J. Ammendolia and J. Easto.

8. **DELEGATIONS/PUBLIC QUESTION PERIOD**

Nil.



9. **FURTHER BUSINESS**

Nil.

10. **ADJOURNMENT**

The Chairperson noted this concluded the meetings for this evening and asked for a motion to adjourn.

KPRDSB

It was,

Moved by: Trustee A. Lloyd  
Seconded by: Trustee Brown

(21-171) **That the meeting be adjourned at 8:25 p.m.**

**CARRIED**

PVNCCDSB

It was,

Moved by: Trustee Durst  
Seconded by: Trustee Pinto

(21-172) **That the meeting be adjourned at 8:25 p.m.**

**CARRIED**

\_\_\_\_\_  
Diane Lloyd  
Chairperson of the Board

\_\_\_\_\_  
David Bernier  
Board Chairperson

\_\_\_\_\_  
Rita Russo  
Director of Education  
and Secretary of the Board

\_\_\_\_\_  
Joan Carragher  
Director of Education  
and Secretary of the Board

**Kawartha Pine Ridge  
District School Board**

**Peterborough Victoria  
Northumberland and  
Clarington Catholic  
District School Board**



# Minutes

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The minutes of the annual meeting of the board held Wednesday, December 1, 2021 at 4:00 p.m. at The Peter L. Roach Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, ON and virtually by Google Meet.

## PRESENT:

Trustees - Linda Ainsworth, Dave Bernier, Loretta Durst, Braden Leal, Kevin MacKenzie, Helen McCarthy, and Emmanuel Pinto.

Administration - Jeannie Armstrong, Joan Carragher, Laurie Corrigan, Jonathan Di Ianni, Galen Eagle, Isabel Grace, Fr. Paul Massel, and Sheila Piggott.

Recorder – Michelle Kennedy.

Guests – His Excellency Bishop Daniel Miehm.

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## **A. Call to Order:**

### 1. Opening Prayer

The meeting was called to order at 4:04 p.m. Joan Carragher, Director of Education, welcomed trustees and principals in attendance and online. Joan Carragher welcomed special guest, His Excellency, Bishop Daniel Miehm who was invited begin the meeting with prayer.

In accordance with the Education Act and the Board By-Laws, the Director of Education, Joan Carragher presided as Chairperson of the meeting until the Chairperson of the Board was elected.

### 2. Land Acknowledgement

Joan Carragher respectfully acknowledged that the Annual Board Meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

### 3. Singing of the National Anthem

The National Anthem was played.

### 4. Approval of the Agenda

**MOTION:** Moved by Braden Leal, seconded by Kevin MacKenzie

that the agenda be approved.

Carried.

5. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

6. Director's Remarks

The Director of Education, Joan Carragher gave opening remarks to thank the trustees for their continued service to Catholic education. Joan Carragher highlighted the various challenges presented by the global pandemic, as well as the achievements and successes of the board of trustees and the demonstrated commitment to supporting students and staff at all levels of the organization. Joan Carragher offered her prayers for the trustees as they enter the new year and fulfill their call to serve students, community, and the church.

**B. Recommended Actions:**

1. Appointment of the two tellers.

Due to the need to have electronic voting, the assistance of individuals to act as tellers to distribute, collect electronic ballots and report the results of the vote electronically was deemed necessary.

**MOTION:** Moved by Emmanuel Pinto, seconded by Linda Ainsworth  
that Michelle Kennedy and Vicki Blakely act as electronic tellers.

Carried.

Two superintendents were also required to oversee and verify the results of the electronic vote.

**MOTION:** Moved by Helen McCarthy, seconded by Loretta Durst  
that Laurie Corrigan be appointed as a teller to oversee the  
electronic vote.

Carried.

**MOTION:** Moved by Linda Ainsworth, seconded by Kevin MacKenzie  
that Isabel Grace be appointed as a teller to oversee the

electronic vote.

Carried.

2. Election of the Chairperson of the Board

Nominee

Braden Leal

Braden Leal was acclaimed the Chairperson of the Board for the term of December 1, 2021 to November 14, 2022.

Braden Leal was invited by the Director of Education, Joan Carragher, to move to the head of the table to assume the position of Chairperson of the meeting.

3. Election of the Vice-chairperson of the Board.

Nominee

Kevin MacKenzie

Kevin MacKenzie was acclaimed the Vice-chairperson of the Board for the term of December 1, 2021 to November 14, 2022.

4. R.A. Approval of Chairperson as Signing Authority.

**MOTION:** Moved by David Bernier, seconded by Kevin MacKenzie  
that the Chairperson, Braden Leal, be approved as signing  
authority for the Board.

Carried.

5. R.A. Naming of the Standing Committees.

**MOTION:** Moved by Emmanuel Pinto, seconded by Linda Ainsworth  
that the following Standing Committees be approved for 2021-  
2022: Chairperson's Committee, Committee-of-the-Whole, and  
Policy Development Committee.

Carried.

6. Election of Standing Committee Chairpersons.

a. Committee-of-the-Whole Chairperson

Nominee

Linda Ainsworth

Linda Ainsworth was acclaimed as the Chairperson for the Committee-of-the-Whole for the term December 1, 2021 to November 14, 2022.

b. Policy Development Chairperson.

Nominee

Emmanuel Pinto

Emmanuel Pinto was acclaimed as the Chairperson for the Policy Development Committee for the term December 1, 2021 to November 14, 2022.

7. Election of Board Representation to Various Committees.

a. Audit Committee

It was noted that at the inaugural board meeting in December, 2018, that David Bernier and Braden Leal were elected to the Audit Committee. Michelle Greipsma was elected to the committee when David Bernier became Board Chairperson at December 1, 2020. As a result of Michelle Griepsma's resignation David Bernier will resume his position on the committee. A position was determined vacant due to Braden Leal's acclamation as Board Chairperson and an election was held to replace him to the end of the term.

Nominee

Loretta Durst

Loretta Durst was acclaimed as the trustee representative on the Audit Committee for the balance of the term December 1, 2018 to November 14, 2022.

b. Chairperson's Committee

Nominee

David Bernier

David Bernier was acclaimed as trustee-at-large to the Chairperson's Committee for the term December 1, 2021 to November 14, 2022.

c. Catholic Parent Engagement Committee

Nominee

Kevin MacKenzie

Kevin MacKenzie was acclaimed as the trustee representative on the Catholic Parent Engagement Committee for the term December 1, 2021 to November 14, 2022.

d. Supervised Alternative Learning (SAL) Committee.

It was explained that one trustee sits on the Supervised Alternative Learning (SAL) Committee and one alternate is designated.

Nominees

David Bernier  
Helen McCarthy

David Bernier suggested that being there were only two nominees, he would volunteer to be the alternate representative on the SAL Committee. This suggestion was acceptable to the trustees.

Helen McCarthy was acclaimed as the trustee representative on the Supervised Alternative Learning Committee (SAL) for the term December 1, 2021 to November 14, 2022.

David Bernier was acclaimed as the alternate trustee representative on the Supervised Alternative Learning Committee (SAL) for the term December 1, 2021 to November 14, 2022.

8. R.A. Destroying of the Ballots.

**MOTION:** Moved by Emmanuel Pinto, seconded by Linda Ainsworth

that the ballots from the Peterborough Victoria Northumberland and Clarington Catholic District School Board 2021 Annual Meeting be destroyed.

Carried.

9. Election of Board Representation to Accessibility for All Committee.

It was noted that a vacancy occurred on the Accessibility for All Committee as a result of Braden Leal's move to the position of Board Chairperson.

Nominee

David Bernier

David Bernier was acclaimed as trustee representation to the Accessibility for All Committee for the term December 1, 2021 to November 14, 2022.

10. R.A. Destroying of the Ballots

**MOTION:** Moved by David Bernier, seconded by Linda Ainsworth

that the ballots from the election of representation to the Accessibility for All Committee be destroyed.

Carried.

**A. Future Meetings and Events:**

The Board Chairperson; Braden Leal, reminded the trustees to make note of the upcoming meetings as listed.

1. Board Meeting

- a. Board Meeting Open Session, December 14, 2021, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)

2. Standing Committee Meetings

- a. Chairperson's Committee, January 10, 2022, 4:30 p.m.
- b. Committee-of-the-Whole, January 10, 2022, 6:30 p.m.
- c. Policy Development Committee, February 1, 2022, 6:30 p.m.

3. Other Committee Meetings.

- a. Supervised Alternative Learning Committee, December 7, 2021, 3:00 p.m.
- b. First Nation Métis Inuit Advisory Committee, December 7, 2021, 6:30 p.m.
- c. Student Council Liaison Committee, December 14, 2021, 4:15 p.m.
- d. Special Education Advisory Committee, January 12, 2022, 6:30 p.m.

- e. STSCO Governance Committee, January 13, 2022, 3:00 p.m.
- f. Accessibility for All Committee, February 3, 2022, 1:00 p.m.
- g. Faith and Equity Advisory Committee, February 10, 2022, 6:30 p.m.
- h. Catholic Parent Engagement Committee, February 28, 2022, 6:30 p.m.
- i. French as a Second Language Advisory Committee, April 27, 2022, 4:30 p.m.
- j. Audit Committee, TBA.

4. Board Events

- a. Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, January 14-15, 2022.
- b. Catholic Leadership Development Series – Session #3, April 21, 2022.
- c. Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting, Ottawa, ON, April 28-30, 2022.

**B. Conclusion:**

1. Closing Prayer

Braden Leal, Chairperson of the Board, called upon Father Paul Massel to lead everyone in a closing prayer.

2. Adjournment

MOTION: Moved by Emmanuel Pinto, seconded by Linda Ainsworth  
that the meeting be adjourned at 4:56 p.m.

Carried.

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Braden Leal  
Board Chairperson

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Joan Carragher  
Director of Education, Secretary-Treasurer  
per M.K.



**Director's Annual Report.**

**R.A.** that the Director's Annual Report for 2020-2021 be received by the Board and submitted to the Ministry of Education, as required.

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# Business and Finance

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## Report to the Board

**Meeting:** ☐ In Camera  
☒ Open

**Presented for:** ☐ Information  
☒ Approval

**Meeting Date:** December 14, 2021

**Presented by:** **Isabel Grace, Superintendent of Business/Finance**

**Submitted by:** Isabel Grace, Superintendent of Business/Finance  
Teri Smith, Controller of Finance

**Subject:** Banking Credit Amendment

**Recommended Action(s):**

1. That the Board approve the Borrowing Resolution in support of the Operating Line of Credit in the amount of \$10,000,000. (See attached)
2. That the Board authorize the Chair and the Director to sign the credit amendment agreement with the Canadian Imperial Bank of Commerce

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**Background:**

**Re: Banking Credit Amendment**

The credit amendment is required to cover the annual renewal of the provision for the Operating Line-of-Credit.

**Demand Operating Credit:**

Each year, the Board is required to approve the Demand Operating Line-of-Credit to finance expenditures which occur before revenues are received. The current Line-of-Credit expires on December 31, 2021.

The \$10,000,000 level for the Operating Line-of-Credit provides coverage for any fluctuations in cash flow during the year. The cost to the Board is determined by the amount that must be drawn against this Line-of-Credit. The interest on the Operating Line-of-Credit is Prime.

**PETERBOROUGH VICTORIA NORTHUMBERLAND AND  
CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD  
BORROWING RESOLUTION**

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES  
OF THE PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT  
SCHOOL BOARD (THE "Board")

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to \$10 Million Dollars (\$10,000,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2022 and ending on December 31, 2022 (the "Period").
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

**RESOLVED THAT:**

- 1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding in the aggregate Ten Million Dollars (\$10,000,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
- 2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
- 3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
- 4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues of the previous year less any current revenue already collected.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in force and effect.

DATED this Fourteenth day of December, 2021.

WITNESS the corporate seal

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Chair

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Secretary-Treasurer

**Joint Health and Safety Committee Semi-annual Report,  
December 9, 2021.**

**R.A.** that the Joint Health and Safety Committee Semi-annual Report to the Director of Education dated December 9, 2021, be received.

December 9, 2021.

Administration



## JOINT HEALTH AND SAFETY COMMITTEE SEMI-ANNUAL REPORT

To: Joan Carragher- Director of Education

From: The Joint Health and Safety Committee

Date: December 9, 2021

### 1 Introduction

Under the Ontario Occupational Health and Safety Act and Board Administrative Procedure for Occupational Health and Safety, the Board is committed to providing and maintaining a healthy and safe workplace by complying with all relevant health and safety legislation. To ensure that the Board meets its obligations, the Health and Safety Committee meets five times per school year to review, update and provide guidance to our stakeholders on health and safety related matters. All Board properties are inspected monthly by Work Site Inspection Committees.

This report summarizes the health and safety activities undertaken by the Joint Health and Safety Committee during the period January – June 2021 and demonstrates the commitment of the Board, schools, administrative sites and the Committee to be compliant with the requirements of health and safety legislation.

Committee representation is comprised of the following staff members:

<u>Management</u>	<u>Worker</u>
Richard Driscoll – Co-Chair	Joseph DeVuono- Co-Chair
Donna Morris	Bryan Dafoe
Darren Kahler	Taylor Popplewell
Derek Abrams	Patricia Taylor

Melissa Featherstone, Health and Safety Officer (Guest Advisor)  
 Stephen O’Sullivan, Superintendent of Human Resources (Guest Attendee)  
 Kelly McNeely, OECTA President (Guest Attendee)  
 Nora Shaughnessy, CUPE President (Guest Attendee)

### 2 Highlights from September to December 2021

- The committee continues to discuss COVID 19 as a standing item on the committee agenda for the duration of the COVID pandemic.
- On August 18 and September 2 2022 the employer held voluntary meetings with JHSC representatives to review and consult on the Boards COVID 19 Return to School plan for the 2021-2022 school year. At that time, committee members were provided the opportunity to contribute feedback on the plan.
- Health and Safety Training in Sept 2 2021- completed by staff in SafeSchools
- Health and Safety on Nov 26 PD Day- on the November 26 PD Day for the system, Custodial and Maintenance staff were invited to attend a mandatory roll-out of the Confined Space documentation for their schools. It was verified at this time that once the AP is finalized, they will receive updated information on the AP.
- The Health and Safety Officer arranged for 5 First Aid Training sessions to be conducted at the Catholic Education Centre to allow for adequate numbers of first aid responders to be trained for each school. These training sessions occurred between September and December 2021.
- WSICR Training- Between Sept 16 and Dec 6, 64 staff completed online Workplace Inspection Committee Representative Training in SafeSchools to qualify them to complete school based monthly safety inspections. Members of this team are required by the JHSC Terms of Reference to have completed training once every 3 years.
- The Ministry of Labour, Training and Skills Development has conducted 4 field visits since late August 2021 within our school board.
  - Education Centre- a preemptive field visit was conducted by the MOLTSD on August 31 2021 to verify that COVID 19 safety plans were in place and that the JHSC had been consulted in regards to these plans. No orders were issued at this time.
  - Monsignor Leo Cleary- October 13, 2021, following a report of an Occupational Illness at this location, the MOLTSD conducted a field visit to verify that the employer was following COVID protocols. No orders were issued.
  - St Francis- Nov 24, 2021 following a report of an Occupational Illness at this location, the MOLTSD conducted a field visit to verify that the employer was following COVID protocols. No orders were issued.
  - St Joseph (Cobourg)- Nov 23, 2021, following a work refusal, the MOLTSD responded to this facility to conduct an investigation. The employer and employee were able to internally resolve the work refusal in the presence of the MOLTSD Inspector, and such was noted on the field visit report- no orders received.

### **3 Upcoming/Ongoing Projects**

- At the October 2021 JHSC meeting the employer presented a template to be used to complete Workplace Violence Risk Assessments in each school board facility. The template was to be sent out to each Principal/ Facility Supervisor to complete along with their WSICR Representatives and submit back by December 15<sup>th</sup>. In the new year the committee will review the final reports generated for each facility as a result of this process.
- At the time of this report recommendations to the employer are being considered by the JHSC in regards to findings from the Workplace Violence Sub-Committee. The Sub-committee visited 3 schools in late November 2021 and summarized their findings to identify systemic changes that



could be made to reduce the frequency or severity of workplace violence incidents in our workplaces. Additionally, a recommendation is being considered regarding physical changes that could be made in the 3 schools visited in order to increase safety for individuals working in CASA classrooms in those schools.

- At the December 7, 2021 JHSC Meeting, 6 facilities were chosen to be the subject of this years JHSC Audit program. The JHSC will audit these facilities in January/February 2021 and report back their findings.
- The JHSC will continue to monitor accident and incident statistics as provided at each JHSC meeting and will recommend preventive measures to the Employer as they are identified.
- The JHSC continues to work on the draft updated Terms of Reference for submission to the Ministry of Labour, Training and Skills Development to replace the terms which expired in August 2021. The Ministry initially did not accept the submission made in August 2021, and required the completion of a JHSC Assessment Self-checklist. The JHSC has now made the required changes to the draft Terms of Reference and, following approval from the committee at the December 7 2021 JHSC Meeting, the necessary signatures will be collected and Terms re-submitted to the MOLTSD.

#### **4 Learning Opportunities**

- Derek Abrams, Management Rep., has recently completed Certification Part 1 training and intends to endeavour to complete full certification before August 2022.

#### **5 Incident Reporting**

##### Incident Type Totals September 2021 –December 3 2021

For the months of September 2021- December 3 2021, there have been 561 total incident reports commenced. The most reported incident types being:

(1) *Workplace Violence* being the most reported incident type (347 reports cite this as one of the incident types)

(2) *Struck or Contact By* (184 reports cite this as one of the incident types)

(3) *Struck Against* (45 reports cite this as one of the incident types)

Of the 561 incident reports received in the time period of Sept 2021- December 3 2021, 21 have resulted in staff having lost-time from work and 6 have resulted in staff requiring health-care only (no lost time). These incidents are reported to WSIB as compensable injuries.

##### Work Site Inspection Committee Inspection Monthly Legislated Inspection Completion Rates

September	87%
October	87%
November	76%



Work Site Inspection Committee Quarterly Minutes Completion Rate

Q1 (Sep- Nov) 58% of facilities

**6. 2021 -2022 JHSC Goals / Priorities**

The Joint Health and Safety Committee has set the following priorities/ goals for the 2021-2022 school year.

- Focus on Workplace Violence Prevention-
  - A Sub-Committee has been struck and is meeting to make suggested recommendations to the JHSC for submission to the Employer.
  - As PVNC Catholic workplaces complete Workplace Violence Risk Re-assessments they will be shared with and reviewed by the JHSC. The JHSC may make recommendations to the employer, identify required policies, procedures or guidelines as a result of this review.
  - The JHSC continues to review of WV Incident Reports to determine if recommendations to the employer are required.
- COVID-19 Safe Return to Work/School - The JHSC has and will continue to be consulted with and have feedback heard regarding the return to work/school following the COVID-19 Pandemic as new procedures/ policies and practices are considered by the Board to protect workers. The JHSC has been given the opportunity to review and provide feedback regarding safety implications for staff. COVID-19 has been added as an ongoing item on the JHSC agenda for the foreseeable future to allow for such communications until such time as the risk is alleviated.
- The JHSC is committed to ensuring staff psychological health and safety is addressed in an ongoing manner. The committee will continue to provide feedback and input to the employer as new policies and procedures are developed to ensure consideration is always given to psychological health and safety impacts.

Respectfully Submitted,

  
Joseph DeVuono  
Worker Co-Chair (OECTA)

  
Richard Driscoll  
Management Co-Chair (Facilities)