



Agenda

Committee-of-the-Whole Open Meeting

Monday, March 20, 2023

6:45 – 8:30 p.m.

Catholic Education Centre – Large Boardroom

IF YOU ARE UNABLE TO ATTEND IN PERSON, [CLICK HERE TO JOIN VIA VIDEO CONFERENCE](#)

Chairperson: Mary Ann Martin

Members of the committee that are unable to attend are asked to please notify Amy McLeod, Administrative Assistant amcleod@pvnccdsb.on.ca

A. Call to Order:

1. Opening Prayer.
2. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishnaabeg.
3. Approval of the Open Meeting Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the draft Minutes of the Open Meeting of the Committee-of-the-Whole held on Monday, February 13, 2023. Page 3
6. Business Arising from the Minutes.

B. Presentations / Recommended Actions:

1. Annual FOI Reporting Page 6

Mr. Eagle

C. Information Items:

- | | | |
|----------------------------------|---------|-------------------------|
| 1. Capital Projects | Page 23 | Mr. Driscoll |
| 2. St. Elizabeth Boundary Update | Page 28 | Superintendent Heuchert |
| 3. Recording of Board Meetings | Page 32 | Superintendent Heuchert |

D. Old Business:

- | | | |
|--|---------|----------------|
| 1. Notice of Motion brought forward from February 13, 2023
Committee of the Whole Meeting | Page 38 | Trustee Glover |
|--|---------|----------------|

E. New Business:

There is no new business.

F. Next Meeting:

1. April 11, 2023
6:30 p.m.

G. Conclusion:

1. Adjournment.
2. Closing Prayer



Minutes

The Minutes of the Open Meeting of the Committee-of-the-Whole held on Monday, February 13, 2023, at 6:45 p.m.

Present

* = (via video conference)

- Trustees: Chair Martin, Trustee MacKenzie (Board Chairperson), Trustee Durst, Trustee Ayotte, Trustee Glover, Trustee Tanguay, Student Trustee Marie* (Senior Student Trustee), Student Trustee Gaskell (Junior Student Trustee).
- Administration: Director Carragher, Superintendent Armstrong, Superintendent Heuchert, Superintendent O'Sullivan.
- Guests: Mr. Sloggett*, Ms. Whitnell*.
- Regrets: Trustee Leahy, Superintendent Di Ianni, Superintendent Piggott, Superintendent Selby, Mr. Eagle
- Recorder: Mrs. McLeod

A. **Call to Order:**

Chair Martin called the meeting to order at 7:18 p.m. and apologized to guests and media, who had joined online, for the delay. The In-Camera session ran later than expected.

1. Opening Prayer

Superintendent Armstrong led the committee in opening prayer.

2. Superintendent Heuchert acknowledged that the Committee-of-the-Whole Meeting was taking place on the traditional territory of the Mississauga Anishnaabeg.

3. Approval of Open Meeting Agenda.

Superintendent Heuchert requested that information item C1, Annual FOI Reporting, be deferred to the next committee meeting.

Motion: Moved by Trustee Durst, seconded by Trustee Tanguay, that the Open Meeting Agenda be accepted with the proposed amendment.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Draft Minutes of the Committee-of-the-Whole – Open Meeting held on Monday, January 16, 2023.

Motion: Moved by Trustee Durst, seconded by Trustee MacKenzie, that the Draft Minutes of the Committee-of-the-Whole – Open Meeting, held on Monday, January 16, 2023, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the minutes.

B. Recommended Actions / Presentations:

1. Review of Budget Timelines - Key Milestones and Activities

Superintendent Heuchert presented to the committee budget timelines highlighting it is an ongoing, cyclical process. The presentation provided the Trustees with an overview of what to expect with the Board budget review process and planning in the coming months. Director Carragher and Superintendent Heuchert answered questions from the committee.

Motion: Moved by Trustee Ayotte, seconded by Trustee Tanguay, that the Committee-of-the-Whole Meeting accept the presentation

Carried

2. STSCO Parent Concerns, Processes, Start Up

Mr. Sloggett provided a thorough overview of STSCO and discussed their role in facilitating transportation for students of the PVNC school board. Mr. Sloggett discussed the metrics they use to ensure a safe and effective system while also adhering to board transportation policies. Mr. Sloggett also reviewed the challenges STSCO has been facing and the different strategies that have been implemented to alleviate some of that pressure, where possible. It was also mentioned that the Ministry of Education has undertaken a large data collection with respect to transportation and is doing an analysis to potentially find further efficiencies. Mr. Sloggett, Director Carragher and Superintendent Heuchert answered questions from the Committee.

Mr. Sloggett announced to the committee his upcoming retirement, Director Carragher thanked Mr. Sloggett for his support and service during his time as CAO for STSCO.

Motion: Moved by Trustee Ayotte, seconded by Trustee Glover, that the Committee-of-the-Whole accept the report.

Carried

C. Information Items:

1. Annual FOI reporting

Agenda item was deferred to the next Committee meeting.

D. Old Business:

There was no old business.

E. New Business:

There was no new business.

F. Next Meeting:

Monday March 20, 2023

6:30 p.m.

G. Conclusion:

1. Adjournment

Motion: Moved by Trustee Glover, seconded by Trustee MacKenzie, that the Committee-of-the-Whole Meeting adjourn at 8:20 p.m.

Carried

2. Closing Prayer

Superintendent Armstrong led the committee in closing prayer.

Mary Ann Martin
Committee Chairperson
/am

Sean Heuchert
Superintendent of Business and Finance



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Annual FOI Reporting

PRESENTED BY
Galen Eagle

March 2023



*Peterborough Victoria
Northumberland and Clarington
Catholic District School Board*

Strategic Priorities 2021-2025

Page 7



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Vision

Creating a culture of faith, hope and love to ensure equity and well-being.

Mission

To accompany our students as we strive for excellence in Catholic Education.
We educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person.



*Peterborough Victoria
Northumberland and Clarington
Catholic District School Board*

MFIPPA

MFIPPA = Municipal Freedom of Information and Protection of Privacy Act

- Government institutions are required to provide individuals with a right of access to certain general records and to their own personal information, with limited exceptions.

MFIPPA

- The process assures the requestor anonymity. The requester does not have to explain why the information is required.

Board Policies/APs

Directional Policy 1200 - Records and Information Management (RIM)

PVNC is committed to maintaining a reliable and accessible record of Board actions, transactions and decisions through a coordinated and integrated approach to records and information management.

Board Policies/APs

Supporting APs:

1201 - Records and Information Management

1202 - Protection of Privacy

1203 - Ontario Student Record Management

1207 - Freedom of Information

1209- Privacy Breach Response

Requesting access under MFIPPA

- Under MFIPPA, the formal request is made in writing to the Freedom of Information Coordinator. The request must be clear and specific.
- There is an initial \$5 administration fee.

Requesting access under MFIPPA

- The requester may appeal any aspect of the request process to the Information and Privacy Commission (IPC) of Ontario.

MFIPPA Response Time

Generally, the Board has 30 calendar days in which to respond unless:

- Further information or clarification is required
- A time extension is required due to volume of records, complexity of request, third-party notice is required

Note: The 30-day response time does not begin until the Board receives the \$5 application fee and clarifies the request, if necessary, with the requester.

Notifying Third Parties

- We are obligated to notify third parties when an access request affects their interest.
- Third-parties have 20 days to provide a response and also have appeal rights to the IPC.

Labour

- Labour relations and employment-related matters are excluded from MFIPPA

Discretionary Exemptions

- S. 6: Draft by-laws etc.
- S. 7: Advice or recommendations
- S. 8: Law enforcement
- S. 11: Economic and other interests
- S. 13: Danger to safety or health
- S. 15: Information soon to be published

Mandatory Exemptions

- S. 12: Solicitor-client privilege
- S. 9: Relations with other Governments
- S. 10: Third party information
- S. 14: Personal privacy

YEAR-END STATISTICAL REPORT

Page 19

- *MFIPPA* requires institutions to submit their annual statistics to the IPC, even those that received no formal freedom of information (FOI) requests during the reporting year.
- Online Deadline: March 31, 2023.

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PVNC 2022

PVNC received four new FOI access requests and completed three requests within the reporting year.

- Two requests came from individuals
- Two request came from organizations
- Two requests were for “general” information
- Two requests were for “personal” information

Time to Completion

- Three requests completed within 30-day time period
- One request continuing into 2023

Questions?

BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: ☐ In Camera
☒ Open

Presented for: ☒ Information
☐ Approval

Meeting Date: March 20, 2023

Presented by: Richard Driscoll, Facility Services Manager

Submitted by:

Subject: Capital Projects

Recommended Action(s): None

Background:

Presented for your information is a construction update report for completed/ on-going/ future activities within our various Schools/ Facilities.

Funding for our school condition improvement is \$5,414,912 and school renewal \$2,267,769 for a total of \$7,682,681.

COVID Resilience funding was \$8,356,433 which all projects were completed by end of December 31, 2023.

The spending for 2020-2021 \$4,743,116, 2021-2022 \$3,062,823, and 2022-2023 \$463,033 for a total spent \$8,268,972.

Which included items such as mag locks, water bottle filling stations, ventilation (Immaculate, St. Anne, St. Paul Ptbo.) Classroom renovations St. Paul Lakefield and window replacement (Board Office, St. Anne, St. Joseph Cobourg).

ICIP Ventilation funding 216,973 to replace the older ventilation units at St. Mary Campbellford. Which is being completed over March break and all final invoices in by March 31.

Safe Return funding \$212,374 which was used to add ventilation to St. Michaels. This was completed by August 31, 2023. All common spaces are now fully ventilated.

Ministry funding, capital priorities, for the addition to St. Joseph Douro is \$3,710,215, plus \$674,126 funding from SCI, plus \$281,009 from renewal, plus \$500,000 from proceeds of disposition gives us a total of \$5,165,350 to complete the addition.

Project is ongoing and is scheduled to be completed July 2023.

Existing classroom renovations have started along with the old learning commons and staffroom. Exterior walls of the addition are installed along with the roof structure flooring to be poured by the end of March and then interior finishes will begin. Exterior brick, parking lot etc. to be completed in warmer months.

Additional costs include inflation increase while waiting for building permit, change orders for unforeseen circumstances, and winter heating for construction. \$786,981

The following are SCI / Renewal projects for the summer of 2023;

102 St. Joseph (Douro)

- No projects planned. Capital Priority project

103 St. Catherine (Peterborough)

- Stairwell Replacement \$50,000

104 St. Martin (Ennismore)

- Boiler Replacement \$250,000

105 St. Paul (Lakefield)

- Roof Replacement \$900,000

106 Immaculate Conception (Peterborough)

- Boiler Replacement \$175,000

108 St. Alphonsus (Peterborough)

- No projects planned

109 St. Anne (Peterborough)

- Catch basins \$25,000

110 St. John (Peterborough)

- No projects planned

111 St. Patrick (Peterborough)

- Brick repointing \$10,000

112 St. Paul (Peterborough))

- Stairwell Replacement \$50,000

114 St. Francis of Assisi (Newcastle)

- Yard restoration / flag poles \$20,000
- Curtain replacement \$10,000

115 St. John Paul II (Lindsay)

- No projects planned

116 St. Mother Teresa (Courtice)

- No projects planned
-

117 St. Teresa (Peterborough)

- Classroom floor replacement \$15,000
- (completed at Christmas Break)

118 St. Paul (Norwood)

- No projects planned

119 St. Joseph (Bowmanville)

- No projects planned

120 St. Mary (Campbellford)

- Calming room renovations \$350,000
- Roof \$50,000

121 St. Joseph (Cobourg)

- No projects planned

122 St. Dominic (Lindsay)

- No projects planned

123 St. Michael

- Play yard restoration \$10,000

124 St. Mary (Grafton)

- Universal washroom / classrooms \$500,000
- Roof replacement \$900,000
- Paving /Flag poles \$50,000

126 St. Anthony (Port Hope)

- Stairwell Replacement \$50,000
- Elevator \$300,000

127 Monsignor Leo Cleary (Courtice)

- No projects planned

130 St. Luke (Downeyville)

- No projects planned

131 St. Mary (Lindsay)

- No projects Planned	
132 St. Elizabeth (Bowmanville)	
- Siding on 8 pack	\$75,000
- Paving / Flag poles	\$20,000
- Boilers	\$200,000
133 Notre Dame (Cobourg)	
- No projects planned	
134 Monsignor O'Donoghue	
- No projects planned	
135 Good Shepherd (Courtice)	
- No projects planned	
137 Holy Family (Bowmanville)	
- No projects planned	
251 Holy Cross (Peterborough)	
- Track Storage Shed	\$200,000
- Calming Room	\$10,000
- Exterior door Auto shop	\$25,000
253 St. Peter (Peterborough)	
- Curbing sidewalks paving	\$50,000
- Theater seating	\$200,000
254 St. Thomas of Aquinas (Lindsay)	
- Curbing sidewalks paving	\$50,000
255 Holy Trinity (Courtice)	
- Chiller Replacement	\$500,000
- Curbing sidewalks paving / flag poles	\$50,000
256 St. Mary (Cobourg)	
- Roof Replacement	\$4,000,000
- Paving / Flagpoles (2)	\$75,000
- Chiller Replacement	\$400,000
257 St. Stephen (Bowmanville)	
- Roof Replacement (Cafeteria)	\$750,000
- Washroom in porta pac	\$250,000
- Paving / Flagpoles	\$75,000
- Boiler Replacement	\$300,000

601 Catholic Education Centre

- No projects planned

Next years plan: roof replacement still have to be completed: Good Shepherd, St. Joseph Bowmanville

5 year capital plan will include such things as curtain replacement, fire alarm panel upgrades, heating boiler upgrades, lighting upgrades, flooring, etc.

Scheduling meetings in late October with schools to review capital needs.

BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: ☐ In Camera

☒ Open

Presented for: ☒ Information

☐ Approval

Meeting Date: March 20, 2023

Presented by: Sean Heuchert, Superintendent of Business & Finance

Submitted by: Staff

Subject: St. Elizabeth Boundary Review Update

Recommended Action(s): None

Background:

A Parent Information Night was held at St. Elizabeth Catholic Elementary School on March 6, 2023 to provide information on the two options being considered for review, Option A - A Program change where Grade 8 Students would move to a Portapak on the St. Stephen Catholic Secondary School campus, and Option B - a Boundary change which would move St. Elizabeth students residing north of Concession Road 3 to St. Mother Teresa Catholic Elementary School.

Approximately 90 people were in attendance including Board staff, our planning consultant and Trustees. All trustees were in attendance and Board staff were represented by Superintendent Selby, Superintendent Heuchert and Mr. Eagle. Representing Watson & Associates Economists was Mr. Jack Ammendolia.

Mr. Charette, Mr. Costa and Ms. Bourassa-Young represented School Administration.

Mr. Jack Ammendolia presented the Consultant's Report which was followed by parent questions.

Staff has completed a summary of the issues raised at the Parent Information Night. A summary of specific concerns is provided below. Overwhelmingly, staff heard from parents/guardians who were

passionate about the St. Elizabeth Catholic Elementary School Community and wanted their children to remain part of the school community.

Meeting Summary:

1. Concerns regarding child care were raised with Option B
 - a. Some students who do not currently require childcare will require it if their child is moved and this will have financial implications for those families. The Board will consider this factor as part of their decision.
 - b. What will happen to the students who are going to need before and after care? The Board is working with the school to determine the cohort who is currently in child care and resides north of Concession Road 3.
2. Concerns around Transportation
 - a. Board to take into account the regularity of bus cancellations due to ongoing driver shortage and how that will impact the Option B cohort
 - b. Length of bus ride cited as a concern - maximum bus ride for the Option B cohort will be 47 minutes per STSCO staff.
 - c. Families expressed concerns about having their children attend school further away. Drive time to St. Mother Teresa, particularly in rush hours, a concern, especially for emergencies. St. Elizabeth to St. Mother Teresa is 14.9 km.
 - d. One example of bus eligibility differences within one family - this will be addressed by STSCO.
 - e. Greenhouse gasses emitted by the additional buses required for Option B was raised by one parent. STSCO will provide data to the Board on this factor.
3. Concerns around Academic Support and Mental Health
 - a. General concerns around a major change following Covid. Staff will leverage existing mental health supports (Mental Health and Addiction Nurses and Social Workers).
 - b. Academic supports currently in place will transfer under either option.
 - c. Chief Psychologist working as part of Administrative Council to help direct mental health supports.
 - d. Loss of leadership opportunities for Grade 8 students in Option A. Board staff believe that under this option we can mitigate this loss by maintaining close ties with St. Elizabeth while also creating a smooth transition for these students to Grade 9. Events like Mass, Clap-out and Graduation will still occur with the St. Elizabeth students.
4. Destination Schools Uncertain About Impact of Move
 - a. A parent shared that St. Mother Teresa is already busy. Historically, St. Mother Teresa has seen higher enrolment, staff is confident the school can accommodate.
 - b. St. Stephen site has been reviewed by Plant and Administrative staff.
5. General Enrolment Concerns
 - a. There appeared to be a perception that there are a large number of students who reside out of boundary and/or are not Roman Catholic. Board staff will work with the School Administration to investigate but early discussions seem to indicate that there are not

enough of these students to meaningfully impact on either option. Superintendent Selby has confirmed that the school does ask for proof of residency and baptismal certificate on entry, and has done so for a minimum of the past 5 years (since the school has been denoted red).

- b. There were suggestions that the Board “cap” or “freeze” enrolment. As a Public School we are required to take new Catholic students in our catchment.

6. Call to Leave the Status Quo

- a. There were a number of parents who asked whether the Board could hold off this process for a year in hopes that a new school build could be expedited. Superintendents Heuchert and Selby both reiterated that the new school build could take 4-5 years to come to fruition, and that best case scenario would be September, 2025, and only if several conditions were met in a timely manner. Therefore, holding off is not an option given that the school is currently at 195% capacity.

Summary of parent feedback received by email:

1. Child care

- a. Some students who do not currently require childcare will require it if their child is moved and this will have financial implications for those families.
- b. Several families rely on before and aftercare at the YMCA program or home daycares within the St. Elizabeth boundary and have expressed concern that they will face difficulty securing child care elsewhere.

2. Transportation/Distance of School

- a. Families expressed concerns about having their children attend school further away. Drive time to St. Mother Teresa, particularly in rush hours, is a concern, especially for emergencies.
- b. Bus cancellations related to provincial driver shortage mean parents have to drive their child to school on a frequent basis, which might not be possible to do, due to the distance of St. Mother Teresa.
- c. Families have concerns about longer bus rides, especially for younger grades and special needs students.
- d. Families said there will be an impact on after school extracurriculars and decreased family time due to length of time on a bus.
- e. Several families expressed they moved to the area, specifically within the St. Elizabeth boundary, for their children to attend the school due to proximity.
- f. Some feel the distance to St. Mother Teresa will discourage parent volunteers and involvement.
- g. Option A would allow all students to stay within the community they reside in and maintain their friend/peer group.
- h. Parents asked the Board to consider sending students who live north of Taunton Road to Monsignor Leo Cleary instead as it is closer.
- i. Families asked the Board to review those who are designated bussers, who do not use bus transportation, and allow them to stay at St. Elizabeth.

3. Mental Health and Well-being
 - a. General concerns were raised about mental health and well-being, particularly following the pandemic.
 - b. The mental stress of a changing environment, being away from friends within the community as well as concerns on the effect of special needs students who do not cope well with change were raised.
 - c. Loss of leadership opportunities for Grade 8 students in Option A was raised.
 - d. Negative side effects of Grade 8 students being placed in a secondary school environment too early and potentially being exposed to mature situations they may not be prepared for was raised.
 - e. Option A allows for a slow transition into highschool as students would be more familiar with the grounds, some parents argued.
 - f. Some parents asked the Board to consider an intermediate move to St. Stephen which would see Grade 7 & 8 students relocate, also allowing more St. Elizabeth administration presence which could have a positive impact on students and staff.
4. Destination School Concerns
 - a. Concerns were raised around the growth of Courtice and the eventual overpopulation of St. Mother Teresa.
 - b. Parents raised safety concerns about parking and traffic congestion at St. Mother Teresa.
5. General Enrolment/Boundary
 - a. Schools should be verifying addresses of students more regularly to ensure students are within the St. Elizabeth boundary.
 - b. The Board should review policies around non-Catholic enrolment.
 - c. Suggestions that the Board “cap” or “freeze” enrolment, perhaps only allowing JKs to register.
 - d. Grandfather in all students who have attended St. Elizabeth since JK and are within boundary.
 - e. Shift the southern boundary of St. Elizabeth, moving those students to Holy Family instead, then consider Holy Trinity as a feeder school to alleviate future pressure at St. Stephen.
6. Dissatisfaction of City planning
 - a. Several parents expressed concern and dissatisfaction with the ongoing housing developments being built in Bowmanville and the lack of infrastructure.
 - b. Families expressed a desire to expedite a new school build.
 - c. Parents urged the Board to maintain the status quo until a new school is built.

We have received close to 150 email responses from parents.

BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: ☐ In Camera

☒ Open

Presented for: ☒ Information

☐ Approval

Meeting Date: March 20, 2023

Presented by: Sean Heuchert, Superintendent of Business & Finance

Submitted by: Staff

Subject: Recording Meetings of the Board

Recommended Action(s): None

Background:

Subsequent to a Notice of Motion brought forth to Committee of the Whole, staff was asked to investigate the feasibility and impact of recording Meetings of the Board and to survey Ontario Catholic District School Boards to assess the prevalence of this practice at other Ontario Catholic District School Boards. The guiding questions for the staff investigation were:

1. How many average views does our open sessions get using our current format?
2. How many clicks on our website does our board and committee agendas get on average?
3. How many clicks on our website does our board and committee minutes get on average?
4. What additional costs (example: additional hardware) and/or hours of work would it take to implement and maintain?
5. Have we as a board ever received a request from a parent or staff member to implement this in the last couple of years?
6. How many Catholic Boards currently do this? What is their process? What views do they get in the first week?

Staff has completed this investigation and this report is a summary of staff findings provided for information to the Board of Trustees.

Findings of the Staff Investigation:

1. We currently publicize a Google Meet link as part of the agenda package for most public meetings of the Board. We have one member of the media, a local print reporter for the Peterborough Examiner, who regularly attends the Board Meeting and Committee of the Whole Meeting. We do not typically have external attendees at meetings other than the Board Meeting with the exception of the June Committee of the Whole meeting where the budget is discussed. The number of external attendees for the last five Board meetings are below:

- January 24, 2023 - 6
- December 20, 2022 - 1
- November 22, 2022 - 0
- October 25, 2022 - 1
- September 27, 2022 - 5

2. Data for Agenda downloads is only available for the period of Dec 24th 2022 to February 27th. The table below reflects the number of meetings held during that period and the number of downloads for agendas. Please note that while attendees receive emailed/Drive copies of agendas some of these counts capture internal users - it is not possible to discern the internal/external split from our logs.

Meeting	No. of Meetings	No. of Downloads
Board Meeting	2	137
Committee of the Whole	2	15
Special Education Advisory	2	10
Policy Development	1	12
Accessibility for All	1	6
Faith and Equity	1	2

3. Data for Minutes downloads is also only available for the period of Dec 24th 2022 to February 27th. The table below reflects the number of meetings for which minutes were posted during that period and the number of downloads for minutes.

Meeting	No. of Meetings	No. of Downloads
Board Meeting	2	24
Committee of the Whole	2	6
Special Education Advisory	2	2

Policy Development	1	0
Accessibility for All	1	3
Faith and Equity	1	0

4. The Board invested in meeting room video conference hardware prior to and during the pandemic. We also currently have the ability to record Google Meet meetings under our existing software license. This equipment and software could be leveraged to record meetings. If we are to make these meeting recordings public, staff recommend that an IT Support person be assigned to ensure the hardware is working properly and the recording is capturing the meeting effectively. The cost of this support would be \$165.43 for a 3 hour meeting. Posting of the meeting recording could be done by the committee resource person (with IT assistance) at minimal extra cost. Replacement of the videoconference systems will cost approximately \$1200 (per system).

Editing of the recordings is an additional undertaking that significantly increases the cost and complexity of recording meetings. It also could be interpreted by interested parties as undermining the notion of transparency and accountability sought from recording the meetings. Should the Board elect to proceed with recording meetings, staff does not recommend that those recordings be edited.

5. The Board underwent extensive consultations with all our interested parties, both internally and externally as part of our recent Strategic Plan review. There was not any mention of recording meetings, nor any mention of concern about access to the meetings of our various Board committees. There have been two requests for recordings of our Board Meeting in the last 24 months. Staff who resource our other committee meetings have not received any requests for recordings in the last 24 months.

6. Data on the practice of recording Board meetings at other Catholic District School Boards is attached as Appendix A to this report. Where available, the view count has been provided.

Additional Note Regarding Privacy Considerations:

- Notice of recording - in person, remote, guests (handling of attendees who do not consent)
- Consider what the Official record of the meeting will be when recorded
- Classification and Retention for Recordings - needs to be agreed upon and operationalized

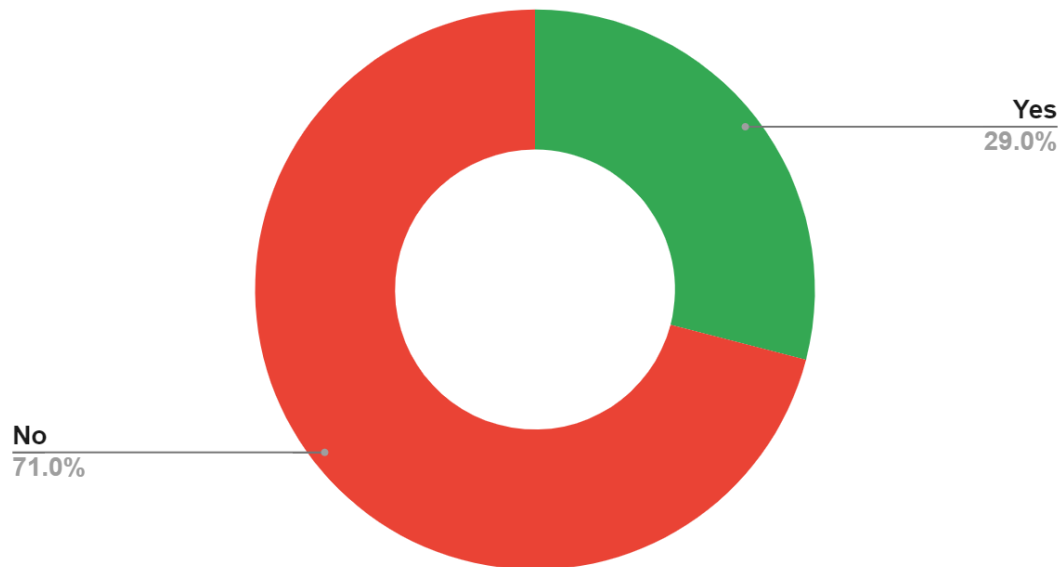
Appendix A

Catholic District School Board	We record our Board Meetings and make them available to the public	We record our other Board Committees and make them available to the public	Board Enrolment	Average # of Views Board Meeting	View %
Algonquin and Lakeshore CDSB	No	No	11,650	N/A	N/A
Brant Haldimand Norfolk CDSB	No	No	10,690	N/A	N/A
Bruce-Grey CDSB	No	No	4,585	N/A	N/A
CDSB of Eastern Ontario	Yes	No	13,140	N/A	N/A
Conseil des écoles catholiques du Centre-Est	Yes	Yes	25,640	180	0.70%
Conseil scolaire catholique de district des Grandes Rivières	No	No	5,560	N/A	N/A
Conseil scolaire catholique Franco-Nord	No	No	2,580	N/A	N/A
Conseil Scolaire de District Catholique des Aurores Boréales	No	No	815	N/A	N/A
Dufferin-Peel CDSB	Yes	Yes	76,570	100	0.13%
Durham CDSB	Yes	No	21,555	125	0.58%
Halton CDSB	Yes	Some	36,680	180	0.49%
Hamilton-Wentworth CDSB	Yes	Yes	29,885	35	0.12%
Huron-Perth CDSB	No	No	4,615	N/A	N/A
Huron-Superior CDSB	No	No	4,420	N/A	N/A
Kenora CDSB	No	No	1,285	N/A	N/A

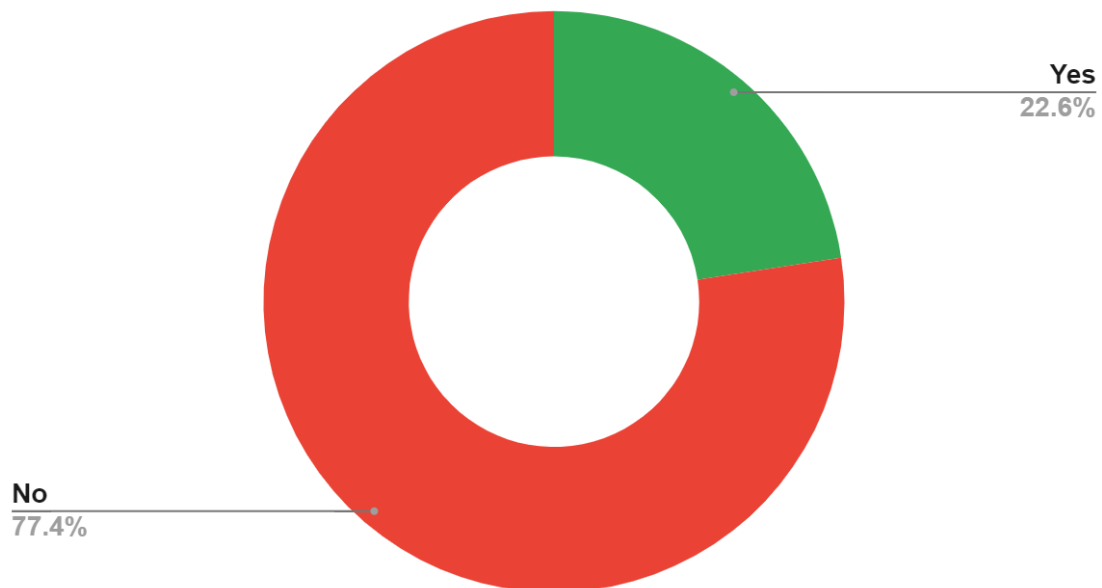
Catholic District School Board	We record our Board Meetings and make them available to the public	We record our other Board Committees and make them available to the public	Board Enrolment	Average # of Views Board Meeting	View %
London District CSB	No	No	21,630	N/A	N/A
Niagara CDSB	Yes	Yes	20,425	N/A	N/A
Nipissing-Parry Sound CDSB	No	No	2,760	N/A	N/A
Northeastern CDSB	No	No	2,200	N/A	N/A
Northwest CDSB	No	No	1,255	N/A	N/A
Renfrew County CDSB	No	No	4,785	N/A	N/A
Simcoe Muskoka CDSB	No	No	22,125	N/A	N/A
St Clair CDSB	No	No	8,740	N/A	N/A
Sudbury CDSB	No	No	6,270	N/A	N/A
Superior North CDSB	No	No	655	N/A	N/A
Thunder Bay CDSB	No	No	7,300	N/A	N/A
Toronto CDSB	Yes	Some	88,160	N/A	N/A
Waterloo CDSB	No	No	24,070	N/A	N/A
Wellington CDSB	No	No	8,140	N/A	N/A
Windsor-Essex CDSB	No	No	20,815	N/A	N/A
York CDSB	Yes	Yes	51,665	270	0.52%

Appendix B

% of Catholic School Boards who record Board Meeting



% of Catholic Boards who record Committee meetings



Additional Feedback:

- Limitations to record only some meetings due to staff time. It requires 2 to 4 IT staff per meeting to manage the equipment and associated technology in the boardroom.
- Liability concerns amongst the trustees for recorded meetings as some conversations or comments have been made public that should have been kept private.
- Some boards will live stream Board meetings, however not record them.

Motion to Strengthen Transparency and Foster Inclusiveness in Board Meetings

Whereas, the Roman Catholic Church upholds the principles of transparency, accountability, and inclusiveness, and the Board of Trustees is responsible for upholding these principals in its decision making and operations; and

Whereas, the Ontario Education Act and the Freedom of Information and Protection of Privacy Act provide guidance on government transparency and the Trustee Code of Conduct sets expectations for ethics and integrity; and

Whereas, promoting diversity, equity, and inclusion is crucial to creating a positive learning environment for all students, as outlined in the Ontario Human Rights Code; and

Whereas, the Board of Trustees has a strategic goal to expand technology and maximize resources, as well as to promote open communication, accountability, innovation, community involvement, and ethical decision-making.

Therefore, be it resolved that the Board of Trustees shall record and make publicly available all board meetings, in accordance with the Ontario Education Act and the Freedom of Information and Privacy Act, and in keeping with Roman Catholic Doctrine and the Trustee Code of Conduct

The recordings of these meetings will serve to demonstrate the Board's commitment to transparency and adherence to Roman Catholic Doctrine, promoting accountability and trust among all stakeholders, while also showcasing its dedication to promoting diversity, equity, and inclusion required by the Ontario Human Rights Code. Additionally, video recordings of meetings are a valuable resource for people with special needs, as they can be accessed at any time, from any location, and can be replayed as many times as needed for greater accessibility and understanding. The Board of Trustees will implement procedures to redact any confidential or sensitive information prior to making the recordings available to the public, in accordance with the freedom of Information and Protection of Privacy Act.

By implementing this motion, the Board of Trustees satisfies a strategic goal to expand technology and maximize resources. The use of technology to record and make meetings available to the public is an efficient and cost-effective way to ensure transparency, while also promoting accountability and trust amongst stakeholders.

Supporting Documents:

Ontario Education Act:

Part VI - Boards (ss. 169. 1-218.4)

Access to Meetings and Records: 207. (1)

Open meetings of boards

207 (1) Subject to subsections (2) and (2.1), the meetings of a board and the meetings of a committee of the board, including a committee of the whole board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct. R.S.O. 1990, c. E.2, s. 207 (1); 2014, c. 13, Sched. 9, s. 19 (1).

Duties and Powers: 169. (1)

Board responsibility for student achievement and effective stewardship of resources

169.1 (1) Every board shall, (a) promote student achievement and well-being; (a.1) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;

Duties of boards

170 (1) Every board shall, 4. fix the times and places for the meetings of the board and the mode of calling and conducting them, and ensure that a full and correct account of the proceedings thereat is kept; R.S.O. 1990, c. E.2, s. 170 (1), par. 4.

PVNCCDSB Board By-Laws (June 2022):

Part III - Trustees

Committee Meetings - Open to the Public: 3.19.

3.19. Committee Meetings - Meetings of Committees, except in-camera sessions, shall be open to the public and news media and no person shall be excluded except for improper conduct. The Committees retain the right to hold in-camera sessions when dealing with the security of the property of the Board; the disclosure of intimate, personal, or financial information 26 in respect of a Trustee or a member of a Committee, an employee or prospective employee of the Board, or a pupil or his or her parent or guardian; the acquisition or disposal of a school site; decisions in

respect of negotiations with employees of the Board; or litigation affecting the Board. (Section 207(1) and (2) Education Act) Committee meetings shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the Board. (Section 207(2.1) Education Act)

Part IV- Meetings of the Board

Publicity of Board Meetings 4.9.

4.9. Meetings of the Board, except in-camera sessions, shall be open to the public and news media and no person shall be excluded except for improper conduct. The Board retains the right to hold in-camera sessions when dealing with the security of the property of the Board; the disclosure of intimate, personal, or financial information in respect of a Trustee or a committee member, an employee or prospective employee of the Board, or a pupil or his or her parent or guardian; the acquisition or disposal of a school site; decisions in respect of negotiations with employees of the Board; or litigation affecting the Board. (Section 207(1) and (2) Education Act) Board meetings shall be closed to the public when the subject-matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the Board. (Section 207(2.1) Education Act)

Trustee Code of Conduct:

The Board of Trustees:

-Commits itself to an open and transparent governance model, and to respect the distinctive role of the Board, its individual trustee members and staff of the PVNCCDSB.