



REGULAR BOARD MEETING AGENDA

February 15, 2022

Microsoft TEAMS & EDUCATION CENTRE 7:00 P.M.

To maintain Health & Safety measures, please be advised that visitor seating will be limited & available on a first come, first served basis. Doors open at 6:55 pm & will be locked at 7:15 pm to maintain the health, safety & security of all attendees. All visitors must show proof of double vaccination (with identification) and wear a mask, at all times.

A. PROCEDURAL ITEMS

- I. Roll call
- II. Land Acknowledgement: Read by: Russell Reid
- III. Approval of Agenda
- IV. Conflict of Interest

V. Education Topic and/or Delegation

	Superintendent
1. Aviation & Aerospace Update – Transport Canada PSTAR Exam Guests: Jennifer Macintosh, Joe Luxton, Doug Snedden & Students: James Carricato, Noah Ficociello, Fischer Lane, Shannon Lee, Matti Michaud, Damion Mincone.	M.B.

VI. System Information

	Superintendent
1. 2020-2021 Annual Health & Safety Report, Guest Chris Alfano	J.S.M.
2. Distribution of Policy 2.09 Electronic Meetings	L.R.
3. Update on School Year Calendar Consultation	M.B.

VII. Minutes from Previous Meetings

Minutes to be Approved by the Board:

1. Regular Board Meeting Minutes from 2022 01 18
2. Committee of the Whole Meeting Minutes from 2022 02 01

Minutes to be Received by the Board:

1. S.E.A.C. Meeting Minutes from 2022 01 11

VIII. Student Trustees' Report

IX. Reports from Committee Chairs, O.P.S.B.A.



REGULAR BOARD MEETING AGENDA
February 15, 2022
Microsoft TEAMS & EDUCATION CENTRE 7:00 P.M.

B. ACTION ITEMS	
	Superintendent
1. Receipt of the 2020-2021 Annual JHSC Annual Report	J.S.M.
2. Approval of School Year Calendar of 2022-2023	M.B.
3. Budget Development Process for 2022-2023	J.S.M.
4. Approval of Policies 4.06 Participation in Provincial & Federal Elections & 4.10 Flowers or Memorial Donations	J.S.M.
5. Approval of Election By-Law – to Adopt “Vote by Mail” Procedures	J.S.M.
C. INFORMATION ITEMS	
FUTURE MEETINGS AND LOCATIONS	
2022 03 08 5:30 p.m. 7:00 p.m.	Committee of the Whole Board Meeting – H.E. Crowder Board Room Closed Open



ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING

CLOSED SESSION

2022 01 18

5:30 p.m.

MICROSOFT TEAMS

The Regular Board Meeting was called to order by Chair Sarlo.

- A. (I) Attendance as per attached schedule.

(Resolution #001-2022)

On motion of Trustees Marie Murphy-Foran and Sheryl Evans it was approved:

That the Board move into Closed Session at 5:30 p.m.

(Resolution #002-2022)

On motion of Trustees Marie Murphy-Foran and Susan Myers it was approved:

D. **Action Items**

Action Item D.1 as per Closed Session item No.1, dated December 7, 2021, the Board accepted the recommendation presented in the Director's Report to the Board of 2021 12 07 and moved into Open Session as item B.1, **Resolution #008-2022:**

(Resolution #003-2022)

On motion of Susan Myers and Sheila Nyman it was approved:

That the Board adjourn Closed Session at 7:03 p.m.

Chair 

Secretary 



ALGOMA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING – CLOSED SESSION

Date of Meeting: Tuesday, January 18, 2022

Time of Meeting: 5:30 p.m.

Location: **EDUCATION CENTRE & MICROSOFT TEAMS**

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
<u>Trustees</u>				
Greg Bowman	Pres.			
Sandra Edwards	Pres.			
Sheryl Evans	Pres.			
Elaine Johnston	Pres.			
Marie Murphy-Foran	Pres.			
Susan Myers	Pres.			
Sheila Nyman	Pres.			
Brent Rankin	Pres.			
Russell Reid	Pres.			
Jennifer Sarlo	Pres.			
Susan Thayer	Pres.			
<u>Admin.Council</u>				
L. Reece	Pres.			
J. Santa Maria	Pres.			
B. Vallee	Pres.			
J. Maurice	Pres.			
M. Bell	Pres.			
F. Palumbo	Pres.			
<u>Others</u>				
L. Aceti	Abs.			


Chair or Trustee Designate



**ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING**

**MINUTES
OPEN SESSION**

2022 01 18

7:00 p.m.

MICROSOFT TEAMS

The Regular Board Meeting was called to order by Chair Sarlo.

- A. (I) Attendance as per attached schedule.

(Resolution #004-2022)

On motion of Trustees Greg Bowman and Susan Thayer it was approved:

That the Board move into Open Session at 7:11 p.m.

- A. (III) **Approval of Agenda**

(Resolution #005-2022)

On motion of Trustees Marie Murphy-Foran and Susan Myers it was approved:

That the Agenda dated 2022 01 18 be approved as distributed.

- A. (V) **Education Topic and/or Delegation**

1. Update on MathUP
Guests: Teacher Elaine Beckerson (recorded), Vice-Principal Jennifer Gordon,
System Administrator Linda Kirby M.B.
-

- A. (VI) **System Information**

1. Director's Annual Report L.R.
2. Distribution of Policies: Policy # 4.06 Participation in Federal or Provincial J.S.M.
Elections and Policy # 4.10 Flowers for Bereavement
3. 2022-2023 School Year Calendar Consultations M.B.
4. Update on Learning 2022 Supts.

(Resolution #006-2022)

On motion of Trustees Sheryl Evans and Sheila Nyman it was approved:

A. (VII) Approval of Minutes from Previous Meetings

Minutes to be Approved by the Board.

1. Regular Board Meeting Minutes of 2021 11 30
2. Organizational Board Meeting Minutes of 2021 12 07

(VII) Minutes to be Received by the Board.

1. S.E.A.C. Meeting Minutes of 2021 10 26.
 2. S.E.A.C. Meeting Minutes of 2021 11 30.
-

A. Reports from Committee Chairs, OPSBA Items

(VIII) Student Trustees' Reports

(IX) Reports from Committee Chairs, O.P.S.B.A.

(Resolution #007-2022)

On the motion of Trustees Elaine Johnston and Susan Myers it was approved:

B.1 COMPLETION OF THE ANNUAL REPORT OF THE DIRECTOR OF EDUCATION

1.3.0 Proposed Resolution

- 1.3.1 That the Board acknowledge completion of and approval for posting, the Annual Report of the Director of Education for 2021 as required by the Ministry of Education, and as contained in the Director's Report to the Board of 2022 01 18.
-

C. INFORMATION ITEMS

- | | |
|--|--------|
| 1. Committee Appointments for 2022 | J.S. |
| 2. Property & Liability Insurance Renewals for 2022 & OSBIE Refund Statement | J.S.M. |
| 3. Q.1 ADSB Quarterly Report 1 | J.S.M. |
| 4. Kindergarten Registration | M.B. |

FUTURE MEETINGS AND LOCATIONS

2022 02 01	Committee of the Whole Board Meeting - Board Room & Virtual
5:30 p.m.	Closed

(Resolution #009-2022)

On the motion of Trustees Susan Thayer and Russell Reid it was approved:

That the Board more to adjourn Public Meeting at 9.07 p.m.

Chair 

Secretary 



ALGOMA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING – OPEN SESSION

Date of Meeting: **Tuesday, January 18, 2022**

Time of Meeting: **7:00 p.m.**

Location: **EDUCATION CENTRE & MICROSOFT TEAMS**

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
<u>Trustees</u>				
Greg Bowman	Pres.			
Sandra Edwards	Pres.			
Sheryl Evans	Pres.			
Elaine Johnston	Pres.			
Marie Murphy-Foran	Pres.			
Susan Myers	Pres.			
Sheila Nyman	Pres.			
Brent Rankin	Pres.			
Russell Reid	Pres.			
Jennifer Sarlo	Pres.			
Susan Thayer	Pres.			
<u>Student Trustees</u>				
Shail Giroux	Pres.			
Annika Morrison	Pres.			
Manook Wilson	Abs.			
<u>Admin. Council</u>				
L. Reece	Pres.			
J. Santa Maria	Pres.			
B. Vallee	Pres.			
J. Maurice	Pres.			
M. Bell	Pres.			
F. Palumbo	Pres.			
<u>Others</u>				
F. Walsh	Pres.			
L. Aceti	Pres.			
<u>Media</u>				
B. Kelly	Pres.			
D. Taylor	Pres.			

S. Star
Soot today

Brent Rankin
Chair or Trustee Designate



**ALGOMA DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
CLOSED SESSION**

2022 02 01

**5:30 p.m. MICROSOFT TEAMS & EDUCATION
CENTRE**

Meeting was called to order by Chair Sarlo.

A. (I) Attendance as per attached schedule.

(Resolution #009-2022)

On motion of Trustees Sheryl Evans and Susan Thayer it was approved:

That the Board move into Closed Session at 5:31 p.m.

(Resolution #010-2022)

On motion of Trustees Sheila Nyman and Susan Thayer it was approved:

That the Closed Session of the meeting of the Board adjourn at 6.46 p.m.

Chair

Secretary



ALGOMA DISTRICT SCHOOL BOARD

COMMITTEE OF THE WHOLE BOARD MEETING – CLOSED

Date of Meeting: Tuesday, February 1, 2022

Time of Meeting: 5:30 p.m.

Location: EDUCATION CENTRE & MICROSOFT TEAMS

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
<u>Trustees</u>				
Greg Bowman	Pres.			
Sandra Edwards	Absent			
Sheryl Evans	Pres.			
Elaine Johnston	Pres.			
Marie Murphy-Foran	Pres.			
Susan Myers	Pres.			
Sheila Nyman	Pres.			
Brent Rankin	Pres.			
Russell Reid	Pres.			
Jennifer Sarlo	Pres.			
Susan Thayer	Pres.			
<u>Admin. Council</u>				
L. Reece	Pres.			
J. Santa Maria	Pres.			
B. Vallee	Pres.			
J. Maurice	Pres.			
M. Bell	Pres.			
F. Palumbo	Pres.			
<u>Others</u>				
L. Aceti	Abs.			


Chair or Trustee Designate



**ALGOMA DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE (S.E.A.C.)**

MINUTES OF MEETING
January 11, 2022
Via MS Teams
12:00 Start Time

Present: L. Lambert (Algoma Public Health - Infant Child Development Program), S. Kitts (North Shore Tribal Council), P. Mick (Member-At-Large), Amanda Gauthier (Thrive Child Development Centre)

Trustees: S. Evans

Staff: B. Vallee (Superintendent), C. Phillips (Recording Secretary), K. Viita (System Administrator),

Regrets: M. Barbeau (Community Living Algoma), R. Reid (Trustee)

Guests: Amy Lawson- Specialist Teacher of the Blind/Low-Vision
Sherri Appleton- Teacher of the Blind/Low-Vision

Meeting called to order at 12:00 p.m. With the approval of Chair Mick, Superintendent Vallee to facilitate the remainder of the Teams meeting.

1 Round Table - Introduction of members, staff, and guests.

2. Approval of Agenda and Minutes (November 30, 2021)

- Agenda approval. Moved by. S. Kitts. Seconded by L. Lambert. All in favour.
- Approval of Minutes. Moved by L. Lambert. Seconded by S. Kitts. All in favour.

3. Correspondence:

Halton DSB SEAC: Letter in support of updates to the *Immunization of Pupils Act* to include vaccination against COVID-19

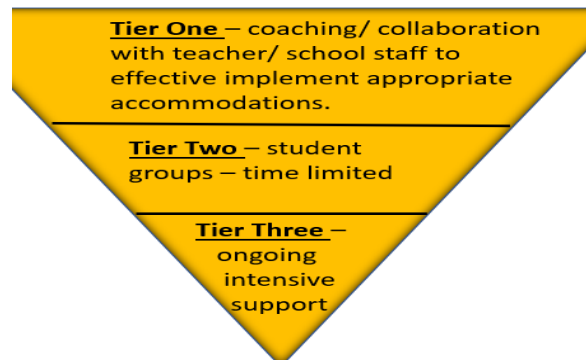
Halton DSB SEAC: Letter in support of including Attention Deficit Hyperactivity Disorder (ADHD) as a category of Identification.

Halton DSB SEAC, WRDSB SEAC: Letter in support of Bill 172 legislation regarding Fetal Alcohol Syndrome Disorder (FASD).

ADSB SEAC Draft Letter of Support: A draft letter in support of Bill 172 has been prepared on behalf of our SEAC committee for review. The letter was approved and will be sent following the meeting.

4. Presentation/Discussion: Services for Students with Blind/Low-Vision Needs (A. Lawson/S. Appleton)

- Ministry of Education defines the Blind/Low Vision exceptionality as “a *condition of partial or total impairment of sight or vision that even with correction affects educational performance adversely*”.
- ADSB Teachers of the Blind / Low-Vision support students who may present with
 - Blindness
 - Deaf/Blindness
 - Multiple Exceptionalities
 - Low-Vision (acuties 20/70 or poorer in the better-seeing eye)
 - Cortical Vision Impairment
 - Binocular Vision Difficulties (using both eyes together)
- Programing is based on data collection including medical, psychological, and educational reports, and/or functional vision assessments
- Functional Vision Assessments provide an assessment of how the student can use vision in the school environment. This includes looking at near-vision, print size, distance, visual perception, colour vision, light sensitivity, and visual fields.
- Accommodations and programming are provided based on a tiered service model:



- We know that most children develop knowledge and understanding of concepts and skills incidentally (e.g. by watching peers, by watching parents). However, students with blind or low vision needs have fewer opportunities to develop knowledge and skills incidentally and must be explicitly taught these concepts. Programming generally focuses on nine categories:
 - *Assistive Technology*
 - High-tech options such as adapted tools or magnifiers for computer, switches, mobile devices.
 - Low-Tech options such as dome or bar magnifiers, specialized paper, brailers
 - *Career Education*
 - Providing opportunities for students to transition to adult life by developing employability skills

- *Compensatory Skills*
 - Developing the skills necessary for accessing the Ontario curriculum including concept development, communication, organization skills and audio materials
- *Independent Living Skills*
 - Increasing independence by teaching tasks and functions performed in daily life (e.g. personal hygiene, brushing hair, brushing teeth, food preparation, eating skills).
- *Orientation and Mobility*
 - Students learn about themselves and their environments, body awareness, and travel within the school and community to increase safety and independence.
- *Recreation and Leisure*
 - Providing opportunities to explore, experience, and choose physical and leisure activities focusing on the development of life-long skills.
- *Self-Determination*
 - Developing skills to promote choice-making, decision-making, problem-solving, and personal advocacy
- *Sensory efficiency*
 - Instruction in the efficient use of vision, hearing, touch, smell, and taste.
- *Social Interaction Skills*
 - Increasing awareness of body language, gestures, facial expressions, and personal space.
 - Learning about Interpersonal relationships, self-control, and human sexuality.

Comments/Questions:

- S. Kits inquired about when consultation visits from W. Ross MacDonald (Provincial School for the Blind) that have been on hold due to COVID-19 restrictions will resume. S. Appleton responded that W. Ross MacDonald is about 18 months behind, but we have not received any specific information about when they will resume visits. S. Kitts also queried the number of students in our Board that are totally blind. B. Vallee responded that we have twelve students identified in this category and provided a breakdown of the student profiles. A number of students that are formally identified with Multiple Exceptionalities also have vision needs that require supports and services from our team.

Development Process for 2022 Special Education Plan (B. Vallee)

- B. Vallee presented an overview of our annual process for reviewing and updating the ADSB Special Education Plan. A copy of the process has been provided to all SEAC members.
- We generally survey families between January and March. The special education department develops a draft plan with proposed changes in March and April, with review by SEAC in April and May. Following SEAC input, a final draft is presented for trustees at the June Board Meeting for final approval. Our process must be completed, with a copy of the plan uploaded to our website by July 30, 2022.

5. Member Organization Updates

P. Mick (Member at large)

- Nothing to report.

L. Lambert (APH Infant Child Development Program)

- At APH, the focus is very much on COVID-19.
- Autism clinic which will be taking place the first two weeks of February.
- The beginning of the transition process for our students entering school next year is quickly approaching. Information has been provided to K. Viita and meetings begin on January 17, 2022.

S. Kitts (North Shore Tribal Council)

- Most staff are working from home until January 26, 2022.

A Gauthier (Thrive)

- Many staff are now working from home and most therapy is taking place virtually.
- Excited that ABA, SLP, OT services will be starting on-site again soon.
- Approval has been received regarding Thrive's proposal for the Entry to School program, which will be a component of the Ontario Autism Program. This will be a half-day program of six months duration to help support the transition to school.

M. Barbeau (Community Living Algoma) – provided via email

- CLA staff is currently working from home
- *Together We're Better* Contest- Show us through a photo collage, story or even a poem why we are better together when students who have an intellectual/developmental disability are included in your classroom or virtual class. Deadline is February 4, 2022

6. Report from the Board (Trustees)

- Our November 30th Board meeting included an update on the Elliot Lake Intermediate School (Gr. 7&8) program, Blind River project for new school, and the proposal for the development of an updated tech wing, including the partnership with the Mike Holmes group, that is slated to take place at White Pines.
- Updated Audit statements and Capital Project review were completed.
- Policies continue to be reviewed as part of the regular cycle.
- Organizational meeting took place in early December. Jennifer Sarlo and Brent Rankin will continue to act as Chair and Vice-Chair for the upcoming year.

7. Report from Administration (B. Vallee & K. Viita)

- **Remote/In-Person Learning:** After extending the holiday for students for two days from January 3rd to January 5th, the province has announced that from January 5th through the 14th, all schools across Ontario will be closed, with remote learning provided for students. However, all boards have also been directed by the Ministry to provide on-site programming options for students that presenting with complex special education needs that are unable to benefit from remote learning remotely. Accordingly, we continue to operate self-contained programs (e.g Community Education, Rockhaven, Structured Learning Classrooms and Practical Learning Classrooms). Individual school sites are also offering on-site programming for students that present with an appropriate

learning profile. Approximately 85 students are participating in in-person learning at this point.

- **Kindergarten Transitions:** Now that 2022 is upon us, our Kindergarten Transition process begins anew. Our initial round of meetings is scheduled for the week of January 17th. K Viita will be meeting with families and community partners over the course of the week. Thus far we have approximately 55 transition meetings scheduled.
- **Ongoing SERT Professional Development:** We continue to meet with our SERT group on a bi-weekly basis to discuss matters of interest and provide professional development in a timely manner. However, we have only had one SERT meeting since our last meeting in November, with a focus on referrals for psychological-educational assessments. We were also pleased to welcome some of our partners from Thrive to provide us with information on their new referral form and intake process. We will begin our cycle of bi-weekly meetings again on Friday, January 14th.
- **Formal Assessments:** Over the month of December, school teams completed and submitted new referrals for psychological-educational assessments, speech-language assessments. We are in the process of building our schedule, although this is a bit up in the air with the new stay-at-home order and the availability of our psychometrists.
- **February 4th PD Day (Educational Assistants):** Our next PD Day is quickly approaching. The Special Education Department will be providing professional learning for our Educational Assistants. EAs will rotate through five workshops, presented virtually, on the following topics: Executive Functioning, Supporting Students during Unstructured Times, Language Development, Visual Supports, and Mental Health.
- **New Special Education Team Members:** We are pleased to announce the addition of three new staff to our special education team. Jessica Nicholson, Jenna Carlucci, and Mikaela Caputo will be joining our team as Communicative Disorders Assistants.
- **Behaviour Management Systems (BMS) Training for Noon Hour Assistants.** Our Noon Hour Assistants are being provided with the opportunity to participate in BMS training during the week of January 11th to 14th. Two training sessions of six hours each are required for staff to get the BMS certificate.

Questions arising from Report from Admin:

S. Evans asked about the proposed return to in-person learning next week and information being shared with parents. B. Vallee responded that our past few days have been focused on having everything in place for remote learning/in-person for high needs students, so the senior Admin team will be working on some of those issues during the remainder of the week. Our plan is to communicate information to parents as soon as possible.

8. Next SEAC meeting is scheduled for February 8, 2022. An updated SEAC meeting schedule has been provided for members and will be uploaded to the website.

9. Motion to adjourn: Moved by. S. Evans. Seconded by S. Kitts.

Meeting adjourned at 1:00p.m.

SECTION 2: BYLAWS/TRUSTEES/COMMITTEES

Policy 2.09: Electronic Meetings (Attending Meetings via Technology)

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

[Education Act, R.S.O. \(1990\)](#)

[Regulation 463/97: Electronic Meetings](#)

Approved by Board Resolution #85-1998 04 28

Approved by Board Resolution #054-2011 04 05

Approved by Board Resolution #109-2017 11 28

It is the policy of the Algoma District School Board that:

1. At the request of any board member or student representative, the Board shall provide the member or representative with electronic means for participating in one or more meetings of the board or of a committee of the board, including a committee of the whole board. [Reference: [Reg. 463/97 Sec. 3\(1\)](#)]
2. The electronic means required by Paragraph 1 above shall permit the member or representative to hear and be heard by all other participants in the meeting.
3. The electronic means shall be provided in such a way as to comply with the rules governing conflict of interest of members.
4. Pupil representatives and ratepayers who are participating through electronic means will not participate in any proceedings of the board or committee of the board, including a Committee of the Whole Board that are closed to the public in accordance with the Act.
5. Subject to any conditions or limitations provided for under the [Education Act](#) or under [Regulation 463/97](#), a member of the board who participates in a meeting through electronic means in accordance with [Regulation 463/97](#) shall be deemed to be present at the meeting for the purposes of every act.

6. The Algoma District School Board requires that at every meeting of the board or of a committee of the whole board the following persons be physically present in the meeting room of the board:
 - The Chair of the Board or his or her designate.
 - At least one additional member of the board.
 - The Director of Education of the Board or his or her designate.

The Algoma District School Board further requires that, at every meeting of a committee of the board, except a committee of the whole board, the following persons shall be physically present in the meeting room of the committee:

- The Chair of the Committee or his or her designate.
 - The Director of Education of the Board or his or her designate.
7. Despite paragraph 1 of this policy, the Board may refuse to provide a member with electronic means of participation in a meeting of the Board, a meeting of the Committee of the Whole Board or a meeting of any committee of the Board, where to do so is necessary to ensure compliance with the physical attendance in the meeting room section of this policy [Section 5(3), [Regulation 463/97](#)].
 8. The meeting room of the board or of a committee of the Board, as the case may be, shall be open to permit physical attendance by members of the public at every meeting of the board or of the committee of the board (Section 6(1), [Regulation 463/97](#)) except for those sections of said meetings which are closed to the public in accordance with the Act.

SECTION 2: BYLAWS/TRUSTEES/COMMITTEES

Policy 2.09: Electronic Meetings (Attending Meetings via Technology)

Supporting Policies

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Other Resources

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Approved by Board Resolution #85-1998 04 28

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1. At the request of any board member or student representative, the Board shall provide the member or representative with electronic means for participating in one or more meetings of the board or of a committee of the board, including a committee of the whole board. [Reference: [Reg. 463/97 Sec. 3\(1\)](#)]
2. The electronic means required by Paragraph 1 above shall permit the member or representative to hear and be heard by all other participants in the meeting.
3. The electronic means shall be provided in such a way as to comply with the rules governing conflict of interest of members. **To maintain confidentiality, members joining a closed meeting via electronic means (i.e. teleconference, videoconference) shall ensure they are in a private room/area such that they cannot be seen or heard by other persons who are not part of the meeting. The recording of a closed meeting, by any means, is strictly prohibited.**

4. Pupil representatives and ratepayers who are participating through electronic means will not participate in any proceedings of the board or committee of the board, including a Committee of the Whole Board, that are closed to the public in accordance with the Act.
5. Subject to any conditions or limitations provided for under the [Education Act](#) or under [Regulation 463/97](#), a member of the board who participates in a meeting through electronic means in accordance with [Regulation 463/97](#) shall be deemed to be present at the meeting for the purposes of every act.
6. The Algoma District School Board requires that at every meeting of the board or of a committee of the whole board the following persons be physically present in the meeting room of the board:
 - The Chair of the Board or his or her designate.
 - At least one additional member of the board.
 - The Director of Education of the Board or his or her delegate.

The Algoma District School Board further requires that, at every meeting of a committee of the board, except a committee of the whole board, the following persons shall be physically present in the meeting room of the committee:

- The Chair of the Committee or his or her delegate.
 - The Director of Education of the Board or his or her delegate.
7. Despite paragraph 1 of this policy, the Board may refuse to provide a member with electronic means of participation in a meeting of the Board, a meeting of the Committee of the Whole Board or a meeting of any committee of the Board, where to do so is necessary to ensure compliance with the physical attendance in the meeting room section of this policy [Section 5(3), [Regulation 463/97](#)].
 8. The meeting room of the board or of a committee of the Board, as the case may be, shall be open to permit physical attendance by members of the public at every meeting of the board or of the committee of the board (Section 6(1), [Regulation 463/97](#)) except for those sections of said meetings which are closed to the public in accordance with the Act.



B. 1 Director's Report to the Board

Date: 2022 02 15

Subject: **JOINT HEALTH AND SAFETY ANNUAL REPORT: 2020-2021**

1.1.0 Background

1.1.1 The terms of reference for the Algoma District School Board's Joint Health and Safety Committee call for the presentation of an Annual Report to the Board of Trustees.

1.2.0 Information

1.2.1 The Annual Report of the Joint Health and Safety Committee for the Algoma District School Board is attached. (See attachment B.1 #1)

1.3.0 Recommendation

1.3.1 It is recommended that the Board receive the 2020-21 Annual Report of the Joint Health and Safety Committee and express its appreciation to the committee members for their work this past year on behalf of all Board employees.

1.4.0 Proposed Resolution

1.4.1 That the Board receive the 2020-21 Annual Report of the Joint Health and Safety Committee and express its appreciation to the committee members for their work this past year on behalf of all Board employees.



JOINT HEALTH AND SAFETY COMMITTEE

ANNUAL REPORT

2020 - 2021

JOINT HEALTH & SAFETY COMMITTEE

2020-2021 ANNUAL REPORT

The report provides a written summary of the Committee's activities during the 2020 - 2021 school year.

This report is submitted to the Board in accordance with the Terms of Reference for the Structure and Function of the Algoma District School Board's Joint Health and Safety Committee, Section 9.

HEALTH & SAFETY POLICY STATEMENT

The Algoma District School Board is committed to provide and maintain a healthy and safe working and learning environment for all employees, students, volunteers and visitors. To support the commitment, both the Board and its employees are responsible jointly to implement and maintain a Joint Health and Safety Committee directed at promoting health and safety and preventing incidents involving occupational injuries and illnesses.

The Trustees, Director and Superintendents are responsible for the provision of information, education and training, equipment and resources to support the Internal Responsibility System.

Managers, Principals and Supervisors are accountable for the safety of workers within their area of jurisdiction for compliance with statutory and Board requirements.

Employees, students, volunteers and visitors are all required to be knowledgeable about and to comply with the provisions of the Occupational Health and Safety Act and its Regulations, as well as Board policies, procedures and guidelines associated with Health and Safety. Additionally, all employees, students, volunteers and visitors have an obligation to report unsafe conditions to the site supervisor.

Contractors and subcontractors performing work at any Board facility shall, as part of their contracts, agree to comply with all relevant workplace Health and Safety Regulations/procedures/guidelines and to meet or exceed the Board's Health and Safety requirements.

All parties are expected to consider health and safety in every activity. A commitment to health and safety must form an essential and integral part of all Board activities.

A review of the above policy was conducted in co-operation with the Board to comply with Section 25 (2) (j) of the Occupational Health and Safety Act requiring an annual review of the written health and safety policy.

COMMITTEE MEMBERS AND ALTERNATES

At year-end, the members of the Algoma District School Board's Joint Health and Safety Committee for 2020-2021 are listed as follows:

MEMBER	REPRESENTING
Christy Lyons	OSSTF Occasional Teachers
Kim Bartlett	OSSTF Support
Sherry Berube	CUPE
Michael Galipeau	CUPE
Ryan Finnemore	CUPE
Ian Gauld	Management
Randy Sherman	Management
Jana Rizzo	ECE
Nicole Clouthier	ETFO
Shelly Predum	ETFO
Kerri Whent	ETFO
Patti Bernath	ETFO – North
Lisa McLean	OSSTF Support
Monica Dvora-Tong	OSSTF Teacher
Steve Pavlik	OSSTF Teachers
Jason Kennedy	Elementary Administrator
Joe Santa Maria	Management
Dan Swystun	Non-Union

The alternate members of the committee were:

MEMBER	REPRESENTING
Al Turcotte	Management
Dave Steele	Management
Mona Kingshott	Management
Justin Dimma	CUPE
Kerri Simm	ETFO
Connie Nykyforak	Non – Union Workers

The Co-Chair of the Committee at year-end was Steve Pavlik (Workers) and Jason Kennedy (Management). Chris Alfano (Health and Safety Officer) served as a resource to the Committee.

2020-2021 ACTIVITIES

During the past school year, the Joint Health & Safety Committee addressed the following:

- **Health and Safety Orientation/ Ministry of Labour Training – Regulation 297**
- **Workplace Hazardous Material Information System (WHMIS 2015)**
- **Slips, Trips and Falls**
- **Workplace Inspections**
- **Health and Safety Communications**
- **Reporting Forms/Online Reporting**
- **First Aid**
- **Asbestos Management**
- **Ministry of Labour Orders/Recommendations**
- **Lockdown/Hold and Secure Protocol**
- **Automated External Defibrillators (AED)**
- **Future Objectives**
- **Indoor Air Quality**
- **Sound level Testing**
- **COVID-19 Training**

Details for some of the above discussion items are as follows:

HEALTH AND SAFETY ORIENTATION

In addition to the legislated requirements of Workplace Violence, WHMIS 2015 training, Integrated Accessibility Standards Requirement and Health and Safety Orientation, the “new hire orientation training” now includes Ministry of Labour Training – Regulation 297 and Asbestos Awareness.

The Ministry of Labour Training – Regulation 297 is a mandated training requirement for all individuals employed within Ontario. The module was provided by the Ministry of Labour and is an interactive PowerPoint presentation.

The Asbestos Awareness Training includes a ten-minute PowerPoint presentation compiled by the Health & Safety Department and Senior Administration. The training includes types of asbestos, health risks associated with asbestos, areas in the schools where asbestos could be located and precautions to take if a possible asbestos exposure exists.

In total, 162 new hires received Health and Safety Orientation Training for the 2020-2021 school year. The Committee recommends that professional activity time continue to be set aside annually for health and safety education for selected staff.

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)

The Board has reassessed its WHMIS training process during the 2020-2021 school year, as Canada has started to adopt the Global Harmonized System (GHS). This is a Regulated International information system pertaining to workplace materials.

The Health and Safety Officer co-ordinates the development and delivery of the education sessions, updating of Material Safety Data Sheets inventories and labeling of controlled products. The Health and Safety Office coordinates the task of ensuring that all Material Safety Data Sheet binders in all of the Board's workplaces are current and compliant. In addition to hard copy binders at all ADSB sites, the Board also has electronic copies available to all sites through MSDS Online.

ADSB has selected Groundswell Technology as their new electronic WHMIS 2015 training system provider. The WHMIS 2015 system provider is an online based training system that will track the completion rate of each user and will test each user upon completion of the training.

WORKPLACE INSPECTIONS

The Joint Health & Safety Committee works closely with and serves as a resource to the Workplace Health & Safety Committees at each building.

The Joint Health & Safety Committee is subdivided into Action Teams composed of one management member and worker member. Each Action Team is responsible for one of the eight Families of Workplaces. The Joint Health & Safety Committee inspects (54) buildings and properties including ADSB occupied work or classroom areas in co-op locations, off site classrooms, and social service agency's facilities.

The Health and Safety Office maintains a permanent record of Joint Health & Safety Committee and Workplace Health & Safety Committee inspections. A number of reports can be generated to keep track of the types of hazards and outstanding concerns.

All inspections are reviewed by the Joint Health & Safety Committee and any serious or potentially serious hazards identified during inspections are discussed during Committee meetings. Appropriate recommendations are made as determined by the Committee.

The Workplace Committees are commended for their commitment to the monthly inspection procedures. The Health and Safety Office audits the inspection forms received. Any incomplete reports are sent back to the specific workplaces for additional information before being reviewed by the Joint Committee. In addition, there is an administrative notification procedure to ensure each workplace performs their monthly inspection.

The Joint Health and Safety Committee reviews the need for Workplace Inspection education sessions for Workplace Health & Safety Committee members on an annual basis.

A monthly summary of the number of workplace inspections conducted during the 2020 – 2021 school year is outlined below:

MONTH

September	37
October	42
November	41
December	38
January	37
February	41
March	37
April	28
May	23
June	7
July	0
<u>August</u>	<u>0</u>
 <i>TOTAL</i>	 332

HEALTH AND SAFETY COMMUNICATIONS

Short advisory notices such as Safety Releases and Safety Talks are issued by the Health and Safety Office to heighten the safety awareness of all staff or in selected general departments.

Safety Releases / Safety Talks issued during the 2020 – 2021 school year covered the following topics:

- Roles and Responsibilities
- Incident/Accident Reporting
- Winter Slip and Fall Prevention
- Auto Basics for Winter Driving
- Scent Sensitivity
- Personal Protective Equipment
- Classroom Safety

ACCIDENT REPORTS

A summary of all accidents is presented at each regular meeting of the Joint Health and Safety Committee. By noting accident trends, the Committee makes suggestions and/or recommendations to reduce the number of accidents, heighten worker awareness and work towards elimination of similar accidents.

Outlined below is a summary of ADSB's Workplace Safety & Insurance Board (WSIB) statistics as provided by School Board's Cooperative Inc. (SBCI). The summary also includes the performance of all peer group Cooperative member boards:

Year	Total Number of Lost Time and Health Care Claims	Total Claim Frequency (Claims per 100 Staff)	Peer Group Frequency (Claims per 100 Staff)
16-17	81	6.44	4.17
17-18	62	4.89	4.48
18-19	52	3.92	4.40
19-20	24	1.85	3.09
20-21	33	2.53	2.42

The following table illustrates claims by Worker Group as a percentage of the total number of claims.

	2019-2020	2020-2021
Custodial / Plant	9% (2)	27% (9)
Educational Assistants	43% (9)	42% (13)
Elementary Teachers	9% (2)	19% (6)
Secondary Teachers	16% (3)	6% (2)
Early Childhood Educators	0% (0)	0% (0)
Other	23% (5)	9% (3)

The following table illustrates lost time claims as a percentage of the total number of claims. It also provides a comparison with the average percentage of lost time claims incurred by peer group SBCI member boards.

Year	Lost Time % of Total Claims	Peer Group Lost Time % Average	% Difference from Average
16-17	42%	50%	8% lower
17-18	56%	48%	8% Higher
18-19	52%	57%	5% Lower
19-20	57%	62%	5% lower
20-21	51%	56%	5% lower

The following table reflects the average number of days that ADSB employees were absent from work and in receipt of WSIB benefits in a stated year for accidents in that year.

Year	Ave. Duration (days)	Peer Group Average Duration (days)
16-17	7.8	15.7
17-18	12.94	17.61
18-19	9.6	19.4
19-20	6.5	24.7
20-21	11.1	20.7

WORKPLACE VIOLENCE AND HARASSMENT REPORTS

A summary of all workplace violence incidents is presented at each regular meeting of the Joint Health and Safety Committee. The following table represents workplace violence incidents by worker group that were reported during the 2020-2021 school year:

Group	Workplace Violence Incidents Reported
Care Staff / Maintenance	6
Support Staff	365
Elementary Teachers	175
Secondary Teachers	61
Clerical	15
Non Union Workers	19
TOTAL	451

The ADSB has also created a “reporting forms training video” for staff to use as a resource to refresh the process of filling out reporting forms. This video is being used on a consistent basis throughout the board. The ADSB has also focused on student support plan training and the importance of identifying triggers, steps to take in a hazardous situation and communication between colleagues.

FIRST AID

Due to the COVID-19 pandemic we were unable to perform normal training for staff in First Aid. This training has commenced again in 2021-2022.

ASBESTOS MANAGEMENT

The Asbestos Management process has been updated by Pinchin Ltd., who was contracted by ADSB to review each ADSB site in detail during the 2014-2015 school year and updated each inventory using the requirements of Regulation 278/05 of the Occupational Health and Safety Act. As per the request for proposal, Pinchin has created and supplied a report for each school with the updated asbestos inventories. These reports were distributed to each site during the 2017-2018 school year and ADSB has now completed a standardized/consistent document in each school.

The current Annual Asbestos Inspection process is completed by Tulloch Engineering to review reports and update our inventory. Any damaged asbestos containing material is repaired as outlined by the procedures in our Health and Safety Manual. Specialized procedures have been developed for workplaces that have sprayed on asbestos above suspended ceilings.

MINISTRY OF LABOUR ORDERS / RECOMMENDATIONS

During the 2020 –2021 school year the Algoma District School Board received one Ministry of Labour order pertaining to training and instruction for all staff regarding safe ladder handling. The Board has since satisfied the order.

LOCKDOWN/HOLD AND SECURE PROTOCOL

Lockdown/Hold and Secure procedures are visited on a continuous basis with each site implementing 2 drills per school year. The Lockdown/Hold and Secure PowerPoint is included in the New Hire Orientation so that all ADSB employees are aware of the elements of the Lockdown/Hold and Secure procedure. The JHSC continues to discuss Lockdown/Hold and Secure procedures to address any issues that may arise.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Health and Safety Department continues to train employees on the use of Automated External Defibrillators (AED). Each unit at each site is inspected to make sure that the AED is always in working order. The Health and Safety Department is responsible for ordering new batteries and pads when they expire. We have been very fortunate to obtain funding for these units and have purchased other units and accessories ourselves. Our AED's have only been used on one occasion, which resulted in saving a life. We have a combined total of 40 AED units.

COVID-19

The Health and Safety Department continues to work collaboratively with schools and the Joint Health and Safety Committee in keeping staff and students safe during the COVID-19 pandemic. The Board is proactive in training current and new staff on all items related to the COVID-19 protocol, restrictions, and mandates. Communication has been paramount from the Director of Education's office to the schools/departments when new information arises. The Board has a direct link to local and provincial public health organizations in order to generate new mandates, training initiatives or protocols.

FUTURE OBJECTIVES

The Committee will continue to promote a healthy and safe working environment for all Board workers. To meet this objective, the Committee proposes to examine the following areas and make appropriate recommendations:

- 1) To continue our program of communication and education sessions to heighten the general safety awareness of all workers and their responsibilities under the Occupational Health and Safety Act.
- 2) To continue our program to support/train the Workplace Health and Safety Committees in workplace inspections.
- 3) To actively encourage employees to fill out health & safety documentation and ask questions if there is clarification required.
- 4) To secure time during professional activity days as required for health and safety education for all employee groups.
- 5) To encourage each workplace to become familiar with and reference the Board Online Reporting System.
- 6) To continue our program of communication and education sessions with respect to Workplace Violence.
- 7) To continue to promote and train on best practices for COVID-19 safety.
- 8) To continue to promote best practices when performing tasks associated with hazards.
- 9) To keep track of employee development maintenance and have employees re-certify for training when their training has expired.



B.2 Director's Report To The Board

Date: 2022 02 15

Subject: **SCHOOL YEAR CALENDAR 2022-2023**

2.1.0 Background

2.1.1 Regulation 304, *School Year Calendar Professional Activity Days* requires that each school Board prepare, adopt and submit to the Regional Manager of Education on or before the first day of May, the School Year Calendar to be followed in its jurisdiction for the following year. School Year Calendars, which are different from Section 2 of Regulation 304 (360/06), must be submitted as a modified calendar for the approval of the Minister by March 1, 2021.

2.2.0 Information

2.2.1 A consultation process was undertaken that provided opportunity for school communities to provide input on the calendar option being presented for 2022-2023. Opportunity for feedback was given to the following groups: administrators, teaching staff, union presidents, non-teaching staff, occasional staff, parents, school council chairs and students.

The Board also followed a collaborative process with the three other District School Boards with whom we need to coordinate calendars. Using the feedback from the ADSB consultation, the Board administration has worked through a consensus exercise to come up with a calendar for Board approval.

2.2.2 As per Ontario Regulation 364/15, school boards designate three PA days and have the authority to designate up to an additional four per school year for a maximum number of seven PA days. The proposed calendar for 2022-2023 includes a 194 day school year comprised of 187 instructional days and 7 PA days. On the secondary calendar, there are 10 scheduled examination days (Attachment B.2 #1- Elementary Calendar & B.2 #2- Secondary Calendar).

B.2 Director's Report To The Board

Date: 2022 02 15

Subject: **SCHOOL YEAR CALENDAR 2022-2023**

2.2.0 Information – continued

2.2.3 Calendar Dates

- Staff begin on Thursday, September 1, 2022 (PA Day) prior to Labour Day.
- Students begin classes on Tuesday, September 6, 2022.
- The Christmas holiday schedule is set from Monday, December 19, 2022 to January 2, 2023 inclusive.
- March Break is scheduled from Monday, March 13, 2023 to Friday, March 17, 2023.
- The last day of classes for staff and students is June 30, 2023.

2.2.4 Professional Activity Days

- | | |
|----------------------|---|
| ▪ September 1, 2022 | Professional Activity Day |
| ▪ September 23, 2022 | Professional Activity Day |
| ▪ October 24, 2022 | Professional Activity Day |
| ▪ November 18, 2022 | Professional Activity Day |
| ▪ February 3, 2023 | P* - Assessment (Elementary Report Card Prep) |
| ▪ May 19, 2023 | Professional Activity Day |
| ▪ June 9, 2023 | P* - Assessment (Elementary Report Card Prep) |

2.2.5 Three PA Days will be devoted to provincial education priorities as outlined by the Ministry of Education.

2.3.0 Recommendation

2.3.1 It is recommended that the Board, subject to the approval of the three coterminous Boards, approve the School Year Calendar for the 2022-2023 school year as contained in the Director's Report of 2022 02 15.

2.4.0 Proposed Resolution

2.4.1 That the Board, subject to the approval of the three coterminous Boards, approve the School Year Calendar for the 2022-2023 school year, as contained in the Director's Report of 2022 02 15.

School Year Calendar 2022 - 2023

Legend ▶ **H** - Statutory Holiday **E** - Scheduled Examination Day **P** - Professional Activity Day **B** - Board Designated Holiday  Half Day

ELEMENTARY

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2022				1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
September 2022	18	2	0				1 P	2 B	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23 P	26	27	28	29	30
October 2022	19	1	0	3	4	5	6	7 H	10 H	11	12	13	14	17	18	19	20	21	24 P	25	26	27	28	31				
November 2022	21	1	0		1	2	3	4	7	8	9	10	11	14	15	16	17	18 P	21	22	23	24	25	28	29	30		
December 2022	12	0	0				1	2	5	6	7	8	9	12	13	14	15	16	19 B	20 B	21 B	22 B	23 B	26 H	27 B	28 B	29 B	30 B
January 2023	21	0	0	2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
February 2023	18	1	0			1	2	3 P	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28			
March 2023	18	0	0			1	3	3	6	7	8	9	10	13 B	14 B	15 B	16 B	17 B	20	21	22	23	24	27	28	29	30	31
April 2023	18		0	3	4	5	6	7 H	10 H	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
May 2023	21	1	0	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19 P	22 H	23	24	25	26	29	30	31		
June 2023	21	1	0				1	2	5	6	7	8	9 P	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
July 2022	0	0	0	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
TOTAL	187	7		Note: The 2022-2023 calendar provides for 195 possible school days between September 1, 2022 and June 30, 2023. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																								

School Year Calendar 2022 - 2023

Legend ▶ **H** - Statutory Holiday **E** - Scheduled Examination Day **P** - Professional Activity Day **B** - Board Designated Holiday  Half Day

SECONDARY

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2022				1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
September 2022	18	2	0				1 P	2 B	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23 P	26	27	28	29	30
October 2022	19	1	0	3	4	5	6	7	10 H	11	12	13	14	17	18	19	20	21	24 P	25	26	27	28	31				
November 2022	21	1	0		1	2	3	4	7	8	9	10	11	14	15	16	17	18 P	21	22	23	24	25	28	29	30		
December 2022	12	0	0				1	2	5	6	7	8	9	12	13	14	15	16	19 B	20 B	21 B	22 B	23 B	26 H	27 B	28 B	29 B	30 B
January 2023	18	0	3	2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27 E	30 E	31 E			
February 2023	16	1	2			1 E	2 E	3 P	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28			
March 2023	18	0	0			1	3	3	6	7	8	9	10	13 B	14 B	15 B	16 B	17 B	20	21	22	23	24	27	28	29	30	31
April 2023	18	1	0	3	4	5	6	7 H	10 H	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
May 2023	21	1	0	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19 P	22 H	23	24	25	26	29	30	31		
June 2023	16	1	5				1	2	5	6	7	8	9 P	12	13	14	15	16	19	20	21	22	23	26 E	27 E	28 E	29 E	30 E
July 2022	0	0	0	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
TOTAL	177	7	10	Note: The 2022-2023 calendar provides for 195 possible school days between September 1, 2022 and June 30, 2023. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																								

B. 3 DIRECTOR'S REPORT TO THE BOARD

DATE: 2022 02 15

SUBJECT: BUDGET DEVELOPMENT PROCESS FOR 2022-2023

3.1.0 Background & Information

3.1.1 In the 2021-2022 budget, approved by trustees on 2021 06 15 expenditures totaling \$169,202,981 were approved in conjunction with offsetting grants, revenues, or transfer from reserves. The Board has commenced its budget process for 2022-2023. We are awaiting the Grant for Student Needs detail and related software tools from the Ministry of Education.

3.1.2 With a budget of \$169 million, the process for budget preparation and the number of variables/assumptions is necessarily complex. We have taken this opportunity, before financial figures are available, to provide an update on the budget preparation process as shown in detail on Attachment B.3 #1.

3.1.3 The grants and revenues depend heavily on the Grants for Student Needs as approved by the Ministry of Education. In addition, the Board receives First Nation tuition fees, community use fees/funding, education taxes from municipalities and unorganized areas, special project funding, etc.

The Grants for Student Needs recognizes enveloping requirements for special education, facility renewal and school condition improvement. Accountability and transparency provisions are also typically tied to overall funding and various special purpose grants.

3.1.4 Our budget review process requires reviews by all levels of supervision to ensure support and agreement. Administrative Council reviews the organization summary of all budget submissions, on an ongoing basis as updates occur. Administrative Council recognizes that a balanced budget is required by the Ministry.



B. 3 DIRECTOR'S REPORT TO THE BOARD

DATE: 2022 02 15

SUBJECT: BUDGET DEVELOPMENT PROCESS FOR 2022-2023

Background and Information (Cont'd)

3.1.5 The Operations & Budget Committee will provide updates to the Board on an ongoing basis for Trustee feedback. The Operations and Budget Committee will submit the final budget to the Board of Trustees with their recommendations and comments.

3.1.6 The Board of Trustees will pass or reject the budget resolution included in a Director's Report to the Board.

3.2.0 Recommendation

3.2.1 It is recommended that the Board approve the budget process for 2022-2023 as described in the Director's Report to the Board of 2022 02 15.

3.3.0 Proposed Resolution

3.3.1 That the Board approve the budget process for 2022-2023 as described in the Director's Report to the Board of 2022 02 15.

ALGOMA DISTRICT SCHOOL BOARD
Budget Development Process
2022-2023 Budget

March to June 2022 steps in process:

Our budget review process requires reviews by supervisors of subordinates' submissions to ensure support and agreement. Administrative Council would review the organization summary of all budget submissions and deal, as appropriate, with the submissions provided by various departments with the view that a balanced budget is required by the Ministry.

In the 2021-2022 budget, approved by trustees on 2021 06 15, expenditures totalling \$169,202,981 were approved in conjunction with offsetting grants, revenues or transfers from reserves. The Board has commenced its budget process for 2022-2023. We are waiting for the Grant for Student Needs detail and related software tools from the Ministry of Education.

With a budget of \$169 million the process for budget preparation and the number of variables/assumptions is complex. We have taken this opportunity, before financial figures are available, to update the trustees on the budget preparation process as described below:

- 1) Review draft budget figures. Admin Council will review the budget at each update in order to recommend alternatives in balancing the budget for Operations & Budget Committee consideration. Run draft budget figures which recognize:
 - a) 2021-2022 level of programs and services
 - b) 2021-2022 version of the Grants for Student Needs
 - c) 2022-2023 Projected enrolment
 - d) Known cost increases
 - e) Ensure that departments look at possible areas of efficiencies to reduce costs or eliminate duplication of budgeted items
- 2) Send out Budget documentation to each responsibility area in order to:
 - a) Update expenditure budgets
 - b) Input the budgeted expenditures from each area into the budget package to establish a first pass at the budget
 - c) Analyze any new or discontinued initiatives
 - d) Analyze any increases or decreases
- 3) The Operations & Budget Committee will provide updates to the Board on an ongoing basis for Trustee feedback.

ALGOMA DISTRICT SCHOOL BOARD
Budget Development Process
2022-2023 Budget

March to June 2022 steps in process (Cont'd):

- 4) Staffing for elementary and secondary programs will be finalized in April by Board resolution:
 - a) Elementary teacher staffing per elementary organization (subject to Ministry Framework Agreement) submitted at this Board meeting which has a caveat that final approval is dependent on budget.
 - b) Secondary teacher staffing per secondary organization (subject to Ministry Framework Agreement) submitted at this Board meeting which has a caveat that final approval is dependent on budget.
 - c) Education Assistant and SERT staffing per recommendations from Special Education Department.
 - d) Secretarial staffing per algorithms tied to the funding formula and input from Administrative Council.
 - e) Noon hour assistant staffing based on input from principals and physical school configuration.
 - f) Maintenance staffing per Plant Department and input from Administrative Council.
 - g) Custodial staff per parameters in 'cleaning model' and Plant Department input.
- 5) Build staffing and bargaining unit contractual agreements into the budgeted expenditures, wage rates per Board bargaining unit contractual agreements and/or past Board resolutions.
- 6) Recognize in budgets the following:
 - a) Finance, Human Resource, Plant and Information Technology staffing per the relevant manager.
 - b) School budgets for supplies, materials, etc. are based on formulas tied to student numbers and location.
 - c) Energy consumption based on historical usage or revised if new equipment is present for savings.
 - d) Energy inflationary rates based on input from Plant Department, Finance Department and consortium feedback.
 - e) Benefit rates per our carrier and Benefit Consultant (Until Benefit transitions are complete).
 - f) Administrative and maintenance supplies, professional fees in each area, retirement gratuities are based on historical figures with adjustment for expectations in the budget year.
 - g) Transportation cost-based agreements with providers. Adjustments based on enrolment figures and any approved route changes as managed by the Consortium.
 - h) Special project costs based on parameters in individual funding agreements, i.e. MISA, LBS, etc.

ALGOMA DISTRICT SCHOOL BOARD
Budget Development Process
2022-2023 Budget

March to June 2022 steps in process (Cont'd):

- 6)
 - i) Insurance cost per OSBIE premium notices and projections by Executive Superintendent of Business & Operations
 - j) Lease expenditures per agreements (i.e. computers)
 - k) Staff retirement numbers projected in consultation with respective areas
 - l) Any other items that arise not mentioned above
- 7) Perform cost analysis on different areas as requested or identified with significant change from expectations.
- 8) The grants and revenues depend heavily on the Grants for Student Needs as provided by the Ministry of Education in detail. In addition, the Board receives First Nations tuition fees, community use fees/funding, special project funding, miscellaneous revenue, etc.
- 9) Receive from the Ministry of Education in April, the Grant for Student Needs Regulations and web based software package in order to perform revenue calculations.
- 10) The Grants for Student Needs recognizes enveloping requirements around special education, facility renewal and school condition improvement funding. Accountability and transparency provisions are also tied to overall funding increases and various special purpose grants.
- 11) Re-run the budget expenditures and analyze the revised draft budget figures. Discuss alternatives available to balance the budget.
- 12) Review budget with the Operations & Budget Committee in preparation for Board presentation keeping in mind a standardized reporting structure.
- 13) Run different scenarios and include any updates to retirement information previously estimated.
- 14) Receive input/direction from the whole Board.
- 15) Operations & Budget Committee reviews final recommendations from Administrative Council to balance the budget.
- 16) Operations & Budget Committee brings forth the proposed Budget to the Board for discussion, review and further direction.
- 17) Receive approval from the Board on the proposed budget.
- 18) Original estimated budget submitted to the Ministry of Education according to usual deadline of June 30th.
- 19) The Board of Trustees will pass or reject the budget resolution included in a Director's Report to the Board.



B. 4 Director's Report to The Board

Date: 2022 02 15

Subject: **APPROVAL OF POLICIES**

4.1.0 Background

4.1.1 As part of our policy review process, the following policies have been reviewed by trustees, administrative council and appropriate Board personnel and are attached as items:

- 4.06 Participation in Federal or Provincial Elections
- 4.10 Flowers for Bereavement

4.2.0 Information

4.2.1 The following changes are being recommended:

Policy #	Section	Revision
4.06	4	Corrected wording
4.10	4	- Policy Name: Added "or Memorial Donation" - Added "Bereavement – Flowers and Financial Contributions Procedure" under Supporting Procedures - Removed "Bereavement – Flowers and Financial Contributions Guideline" from Supporting Protocols and Guidelines
		- Rationale: - Substituted "guidelines" for "procedure" and updated wording.
		- Policy Statement: - Added "memorial donation" and removed "financial contribution" - Added breakdown of who is eligible - Corrected title to "Executive Superintendent of Business and Operations" - Added "The appropriate department to contact is the BAS department within the Finance Department".

B.4 Director's Report to The Board

Date: 2022 02 15

Subject: **APPROVAL OF POLICIES**

4.3.0 Recommendations

4.3.1 It is recommended as part of the regular review process, that the Board approve the following policies:

4.3.1 a	4.06	Participation in Federal or Provincial Elections
4.3.1 b	4.10	Flowers for Bereavement

as outlined in the Director's Report of 2022 02 15.

4.4.0 Proposed Resolution

4.4.1 That the Board approve, as part of the regular review process, the following policies:

4.4.1 a	4.06	Participation in Federal or Provincial Elections
4.4.1 b	4.10	Flowers for Bereavement

as outlined in the Director's Report of 2022 02 15.

SECTION 4: HUMAN RESOURCES MANAGEMENT

Policy 4.06: Participation in Federal or Provincial Elections

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

[Education Act](#)

[Ontario Human Rights Act](#)

[Employment Standards Act](#)

[Municipal Freedoms of Information Protection for Privacy Act](#)

Approved by Board Resolution #154-1998 06 23

Revision Approved by Board #213-2012 03 27

Revision Approved by Board #067-2017 06 20

If an employee is seeking the nomination as a candidate for either a Federal or a Provincial election, the employee is to so advise the Board of this intention to seek the nomination and to clarify with the Board his/her intentions regarding continuing employment. Any appropriate Collective Agreement or Employment Contract terms and conditions will be followed.

SECTION 4: HUMAN RESOURCES MANAGEMENT

Policy 4.06: Participation in Federal or Provincial Elections

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

[Education Act](#)

[Ontario Human Rights Act](#)

[Employment Standards Act](#)

[Municipal Freedoms of Information Protection for Privacy Act](#)

Approved by Board Resolution #154-1998 06 23

Revision Approved by Board #213-2012 03 27

Revision Approved by Board #067-2017 06 20

~~An If an~~ employee who is seeking ~~the~~ nomination as a candidate for either a Federal or a Provincial election, ~~the employee~~ is to so advise the Board of ~~their~~this intention to seek the nomination and to clarify ~~for~~with the Board, ~~their~~his/her intentions ~~with regards to~~regarding continuing employment. Any appropriate Collective Agreement or Employment Contract terms and conditions will be followed.

SECTION 4: HUMAN RESOURCES MANAGEMENT

Policy 4.10: Flowers for Bereavement

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

[Bereavement - Flowers and Financial Contributions Guideline](#)

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #39-1999 02 23

Approved by Board Resolution #213-2012 03 27

Revision Approved by Board #068-2017 06 20

RATIONALE:

Algoma District School Board recognizes the need to express sympathy during the time of bereavement. It is also recognized that appropriate guidelines are required to ensure that when memorial recognition is considered it is done in a consistent manner throughout the Board.

POLICY STATEMENT:

It is the policy of the Algoma District School Board to send on behalf of the Board a floral tribute or financial contribution in memory of the deceased to a charitable or research association upon the death of an immediate family member.

An immediate family member is a:

- Spouse/partner, father, mother, child of a current Board Employee or Trustee
- Others can be named at the discretion of the Director of Education

The Superintendent of Business shall coordinate and determine the dollar value from time to time, as necessary.

SECTION 4: HUMAN RESOURCES MANAGEMENT

Policy 4.10: Flowers ~~or Memorial Donations~~ for Bereavement

Supporting Policies

Supporting Procedures

Bereavement - Flowers and Financial Contributions Procedure

Supporting Protocols and Guidelines

Bereavement – Flowers and Financial Contributions Guideline

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #39-1999 02 23

Approved by Board Resolution #213-2012 03 27

Revision Approved by Board #068-2017 06 20

RATIONALE:

Algoma District School Board recognizes the need to express sympathy during the time of bereavement. It is also recognized that an appropriate procedure guidelines ~~is~~ are required to ensure that when memorial recognition is considered it is done in a consistent manner throughout the Board.

POLICY STATEMENT:

It is the policy of the Algoma District School Board to send on behalf of the Board, a floral tribute or memorial donation ~~financial contribution~~ in memory of the deceased to a charitable or research association upon the death of the following: an immediate family member.

An immediate family member is a:

- A Trustee of the Board
- An employee of the Board
- An immediate family member of an employee or trustee of the Board. An immediate family member is a spouse/partner, father, mother, child of an employee or trustee of the Board
- Student enrolled in Algoma District School Board schools
- ~~Spouse/partner, father, mother, child of a current Board Employee or Trustee~~
- Others can be named at the discretion of the Director of Education

The Executive Superintendent of Business and Operations shall coordinate and determine the dollar value from time to time, as necessary. The appropriate department to contact is the BAS department within the Finance Department.

DRAFT



B. 5 DIRECTOR'S REPORT TO THE BOARD

DATE: 2022 02 15

SUBJECT: Election By-Law – To Adopt “Vote By Mail” Procedures

5.1.0 Background and Information

5.1.1 The Algoma District School Board conducts the election of Trustees for all school boards within the unorganized areas (Areas without Municipal Organization). Co-terminus School Boards have bought service from ADSB to conduct their portion of the election in past elections.

5.1.2 The Ontario Municipal Elections Act Section 42 states that the council of a local municipality may pass a by-law to authorize:

“electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote.”

The 2014-3 Bylaw (See Attachment B.5 #2) had been passed for the first time stating the following:

“Vote by Mail, as an alternative voting method is hereby authorized for the Municipal election to be held in 2014 and in subsequent years.”

5.1.3 Staff has determined that the alternative voting method, designed by “DATAFIX”, may result in a greater level of participation than traditional methods and may be a more efficient and effective process.

5.1.4 The procedural guide has been developed based on Legislation and review of the “vote by mail” experience in other Northern Boards (See Attachment B.5 #3).

5.2.0 Recommendation

5.2.1 It is recommended that the Algoma District School Board continue the use of “vote by mail” as an alternative voting method for the election of Trustees in the unorganized areas (Areas without Municipal Organization) as per attached By-Law #2022-2 (See Attachment B.5 #1).

5.3.0 Proposed Resolution

5.3.1 That the Algoma District School Board continue the use of “vote by mail” as an alternative voting method for the election of Trustees in the unorganized areas (Areas without Municipal Organization) as per attached By-Law #2022-2 (See Attachment B.5 #1).

BY-LAW NO. 2022-2

A BY-LAW TO AUTHORIZE VOTING BY MAIL FOR THE 2022 ELECTION OF TRUSTEES IN THE ALGOMA DISTRICT SCHOOL BOARD JURISDICTIONAL AREAS WITHOUT MUNICIPAL ORGANIZATION AND THE ENTERING INTO OF AN AGREEMENT WITH DATAFIX TO PROVIDE VOTE BY MAIL.

WHEREAS Section 42 of the Municipal Elections Act, S.O. 1996 provides that a municipal council may pass a by-law authorizing an alternative voting method;

And Whereas the Trustees of the Algoma District School Board deems it appropriate and in the public interest to conduct the 2022 Municipal Election using a vote by mail method and to contract with DataFix to provide election services;

NOW THEREFORE the Trustees of Algoma District School Board hereby enact as follows:

1. Following the original 2014-3 Bylaw (See attachment B.5 #2) passed by the Board which authorized the use of “Vote by Mail” procedures for 2014 and subsequent elections, “Vote by Mail” as an alternative voting method is hereby authorized for the Municipal Election to be held in 2022 and in subsequent elections.

ENACTED AND MADE AS OF THE 15th day of February, 2022.

Jennifer Sarlo, Chair

Lucia Reece, Director

Read three times and approved at the regular meeting of the Board on February 15, 2022.

BY-LAW NO. 2014-3

A BY-LAW TO AUTHORIZE VOTING BY MAIL FOR THE 2014 ELECTION OF TRUSTEES IN THE ALGOMA DISTRICT SCHOOL BOARD JURISDICTIONAL AREAS WITHOUT MUNICIPAL ORGANIZATION AND THE ENTERING INTO OF AN AGREEMENT WITH DATAFIX TO PROVIDE VOTE BY MAIL.

WHEREAS Section 42 of the Municipal Elections Act, S.O. 1996 provides that a municipal council may pass a by-law authorizing an alternative voting method;

And Whereas the Trustees of the Algoma District School Board deems it appropriate and in the public interest to conduct the 2014 Municipal Election using a vote by mail method and to contract with DataFix to provide election services;

NOW THEREFORE the Trustees of Algoma District School Board hereby enact as follows:

1. The "Vote by Mail" as an alternative voting method is hereby authorized for the Municipal Election to be held in 2014 and in subsequent elections.

ENACTED AND MADE AS OF THE 27nd day of May, 2014.



Jennifer Sarlo, Chair



Lucia Reece, Director

Read three times and approved at the regular meeting of the Board on May 27, 2014.



ALGOMA DISTRICT SCHOOL BOARD

2022 Vote by Mail Procedure

in Territories Without Municipal Organization in Algoma

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Algoma District School Board
Vote by Mail Procedure
in Territories Without Municipal Organization in Algoma

1 Definitions

- 1.1 *Act* – means the *Municipal Elections Act, 1996*, as amended.
- 1.2 *Ballot* – means the paper used by an elector to mark their vote or vote(s) for the office of school board trustee and (if applicable) in accordance with section 41 of the Act.
- 1.3 *Ballot Box* – means an apparatus in which marked ballots are received and transferred from the Ballot Return Station to a secured vault and to the Ballot Counting Centre.
- 1.4 *Ballot Return Station* – means the location in which a drop box is located for the collection of return Vote by Mail envelopes.
- 1.5 *Candidate* – means a person who has been nominated under section 33 of the *Municipal Elections Act, 1996*.
- 1.6 *Close of Voting* – means the end of voting hours as prescribed in the Act which states that voting locations shall remain open until 8:00 p.m. on Voting Day. In accordance with the Act, an elector within the voting location at the close of voting is entitled to cast their ballot.
- 1.7 *Election Period* – means the period beginning when the Vote by Mail kits, ballots, and supplies are delivered to Algoma District School Board or the location specified by its delegated representative under the Act and ends on Voting Day. For the purposes of the 2022 Municipal Election, this period will be from July 2022 to October 24, 2022.
- 1.8 *Elector* – means a person who is entitled to be an elector if they reside in the Algoma District or is the owner or tenant of land, or the spouse of the such owner or tenant; is a Canadian citizen; is at least 18 years old; and is not prohibited from voting under the Act or otherwise by law as specified in section 17 of the Act.
- 1.9 *Returning Officer* – means the Director of Education and Secretary of the Algoma District School Board and/or their appointed representative Returning Officer pursuant to the *Municipal Elections Act, 1996*.
- 1.10 *Scrutineer* – means an individual, appointed in writing by a certified Candidate, to represent them during the voting process.
- 1.11 *Vote by Mail Kit* – means the package forwarded to the elector consisting of the following items:
- Voter Instruction Sheet
 - Ballot (composite if applicable)
 - Ballot Secrecy Envelope
 - Voter Declaration Form

Algoma District School Board
Vote by Mail Procedure
in Territories Without Municipal Organization in Algoma

- Outer Return Envelope (yellow) with prepaid postage
 - Any other necessary material as the Returning Officer determines
- 1.12 *Vote by Mail Period* – means the time period in which special Vote by Mail Ballots may be acted upon by Election Officials and Voters. For the 2022 Municipal Election, this time period is Saturday, October 1, 2022 – Monday, October 24, 2022 until 8:00 p.m.
- 1.13 *Voting Day* – means the day on which the final vote is to be taken in an election. For the purposes of the 2022 Municipal Election, this day is Monday, October 24, 2022.

2 Election Personnel

- 2.1 The Secretary of the School Board is responsible to conduct elections of members of the board. The *Municipal Elections Act* applies as if they were the Clerk of a municipality, the board were the council of a local municipality, and the locality were the geographic area of a local municipality. The Clerk is to establish the procedures and rules as authorized and approved in accordance to the *Municipal Elections Act*, and to interpret the procedures and rules except as varied by a Court.
- 2.2 The Clerk may appoint in writing a Returning Officer and such other officials as required to assist in the administration, management, security and control of the election process, including but not limited to revising the Voters List, management and control of the Vote by Mail election system, security of the election, counting of ballots, tabulating results, issuance of notices, and printing of materials.
- 2.3 Written appointments and delegation of duties of Deputy Returning Officers (DROs) and election officials shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the *Municipal Elections Act, 1996*.

3 Notices

- 3.1 Notice of Revision of the Voters List is to be published and posted before the date specified by the Returning Officer. The revision period is from September 1, 2022 to the close of voting on Voting Day, Monday, October 24, 2022 at 8:00 p.m.
- 3.2 Notice of Nomination is to be published and posted before Nomination Day. Nomination period will be consistent with municipal elections (May 2, 2022 until August 19, 2022 at 2 p.m.

4 Ballot Return Station

- 4.1 A Ballot Return Station shall be established by the Clerk or Returning Officer and shall be open as follows:

Monday to Friday from 8:30 a.m. to 4:30 p.m. until Friday, October 19, 2022
Closed Thanksgiving Monday, October 11, 2022
Monday, October 24, 2022 only – 10 a.m. to 8 p.m.

5 Revision of Voters List Procedure

- 5.1 The period for revisions to the Voters list is from September 1, 2022 until the close of voting on October 24, 2022. An elector, upon application in writing on the appropriate form established by the Clerk, may have their name added, removed or their information added or amended on the Voters List.
- 5.2 Applications to remove another person's name from the Voters List must be made in writing on the appropriate form established by the Clerk.
- 5.3 Revisions to the Voters List will be conducted at the Clerk's Office during regular office hours (Monday to Friday, 8:30 a.m. to 4:30 p.m. except as varied in paragraph 3.1) or electronically through www.voterlookup.ca
- 5.4 Electors added to the Voters List up to September 12, 2022 will receive their Vote by Mail Kit by mail from DataFix.
- 5.5 Electors added to the Voters List from September 12, 2022 to October 24, 2022 may pick up their Vote by Mail Kit beginning October 3, 2022 until October 24, 2022 at 8:00 p.m. at the Ballot Return Station.
- 5.6 Electors added to the Voters List from September 1, 2022 to the close of voting on October 24, 2022 will be provided with a Vote by Mail Kit. Electors will have the option of returning the ballot via mail or delivering their ballot to the Ballot Return Station by leaving the Ballot Secrecy Envelope with the Returning Officer or designate.

6 Vote by Mail Procedure

- 6.1 Algoma District School Board or its official appointed representative in conjunction with DataFix will provide the Vote by Mail Kit to every person who qualifies to be an elector up to the close of voting on October 24, 2022 at 8:00 p.m.
- 6.2 The Vote by Mail Kit shall consist of:
 - Voter Instruction Sheet
 - Ballot (Composite if applicable)
 - Ballot Secrecy Envelope
 - Voter Declaration Form
 - Outer Return Envelope (yellow) with prepaid postage
 - Such other material as the Clerk may determine
- 6.3 The Returning Officer, during the week of October 3, 2022, shall cause to be mailed to every elector who had qualified to be on the Voters List by September 12, 2022, a Vote by Mail Kit to the elector's address as shown on the Voters List.
- 6.4 If a qualified elector does not receive a Vote by Mail Kit or if the Vote by Mail Kit is lost or destroyed, a new Vote by Mail Kit may be issued by attending at the Ballot Return Station after October 11, 2022. The Returning Officer will confirm that the

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elector is qualified and will have the elector or agent sign a statement and a new Vote by Mail Kit will be issued. It shall be noted on the Voters List that the elector/agent was issued a new Vote by Mail Kit.

6.5 Upon receipt of the Vote by Mail Kit, the elector shall:

- complete the ballot
- place the ballot in the white Ballot Secrecy Envelope and seal the envelope
- sign the Voter Declaration Form
- place the Voter Declaration Form along with the sealed Ballot Secrecy Envelope, in the yellow prepaid business reply Election Return Envelope
- seal the yellow envelope.

6.6 If an elector requires assistance in voting, they may make their mark (i.e. an "X") on the signature line and have a witness sign in the signature area of the Voter Declaration Form.

6.7 The yellow prepaid business reply Election Return Envelope may be mailed or delivered to the Ballot Return Station. Envelopes mailed in Canada are prepaid.

6.8 The final day to deposit the Election Return Envelope in the mail to ensure delivery to the Clerk is October 11, 2022 by 4:00 pm. Following this date, electors are encouraged to deposit their Return Voting Envelope at the Ballot Return Station on or before Monday, October 24, 2022 by 8:00 pm.

6.9 Election Return Envelopes deposited at the Ballot Return Station until October 24, 2022 by 8:00 p.m. will be considered as having been mailed.

6.10 Any Election Return Envelope containing more than one Voter Declaration Form or more than one Inner Ballot Secrecy Envelope shall be treated in the following manner:

6.10.1 Envelopes containing equal numbers of Ballot Secrecy Envelopes to Voter Declarations will be COUNTED

6.10.2 Envelopes containing more Ballot Secrecy Envelopes to Voter Declaration Forms or more Voter Declaration Forms to Ballot Secrecy Envelopes will be REJECTED.

6.11 Each day as Election Return Envelopes are received, either by mail or at the Ballot Return Station, the Returning Officer will remove the sealed Inner Ballot Secrecy Envelope and Voter Declaration Form and update the Voters List by striking through the name of the elector and assigning a number beside the elector's name on both the Voters List and the elector's Declaration Form.

6.12 A master Voters List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued Vote by Mail Kits will be maintained by the Returning Officer. Candidates and

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Scrutineers may inspect this list at any time during regular office working hours and on October 24, 2022 up to 8:00 p.m.

- 6.13 If, upon opening the yellow Election Return Envelope, the Ballot Secrecy Envelope has not been sealed, the Returning Officer or designate may seal the envelope without examining the ballot.
- 6.14 The sealed inner Ballot Secrecy Envelopes will be sorted according to ward and/or locality in bundles of twenty-five (25) and placed in a secure location under the control of the Returning Officer. On October 24, 2022, the sealed Ballot Secrecy Envelopes will be transported to the Counting Centre, as designated by the Returning Officer.
- 6.15 Ballots received by the Returning Officer after 8:00 p.m. on Voting Day shall not be counted, but shall be date stamped and retained for the statutory document retention period.

7 Rejection of Ballots

- 7.1 In addition to rejecting cast ballots for violations of the *Municipal Elections Act* the following conditions will also cause a ballot to be considered rejected if:
- 7.1.1 Upon opening the Election Return Envelope there is no Voter Declaration Form.
 - 7.1.2 Upon opening the Election Return Envelope the Voter Declaration Form is not signed.
 - 7.1.3 Upon opening the Election Return Envelope there is a different number of Ballot Secrecy Envelopes to Voter Declaration Forms.
 - 7.1.4 There are identifiable marks on the sealed Ballot Secrecy Envelope.
 - 7.1.5 Upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains more than one ballot.
- 7.2 In addition to rejecting cast ballots for violations of the *Municipal Elections Act, 1996* the following condition will cause a Ballot to be considered “Used but Unmarked” if, upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains a ballot which has not been marked.

8 Counting Procedures

- 8.1 A meeting room will be established as the Ballot Counting Centre. Only the Secretary of the Board, Returning Officer, Assistant Returning Officers, Deputy Returning Officers, appointed Election Officials, certified Candidates and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre.
- 8.2 The doors to the Ballot Counting Centre will be locked at 8:00 p.m. on October 24, 2022 and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Ballot Counting Centre after 8:00 p.m. will not be permitted to return.

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- 8.3 The Ballot Counting Centre will be designated as a "non-smoking area".
- 8.4 Scrutineers will be provided with an area for their use away from the Counting Stations. Cell phones or other equipment will not be permitted in the Ballot Counting Centre other than for Election Officials. Scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by an Election Official.
- 8.5 No campaign material will be allowed within the Ballot Counting Centre.
- 8.6 Prior to 8:00 p.m. on October 24, 2022, the secured sealed Ballot Secrecy Envelopes received by the Returning Officer or designate will be delivered to the Ballot Counting Centre. Sealed Ballot Secrecy Envelopes received at the Ballot Return Station after the initial ballot transfer and prior to the close of voting on October 24, 2022, will be delivered to the Ballot Counting Centre immediately after the close of voting. Scrutineers will be allowed to view the sealing of the ballot boxes prior to this transfer.
- 8.7 After 8:00 p.m. on October 24, 2022, the sealed ballot boxes will be opened. Inside each ballot box will be the Ballot Secrecy Envelopes. The Ballot Secrecy Envelopes will be opened, the ballots counted, and the statement of results taken. Ballot Secrecy Envelopes will already have been sorted according to ward and/or school board. Ballot Secrecy Envelopes will already have been grouped into bundles of twenty-five (25) and delivered to the appropriate Deputy Returning Officer and Election Official for counting of the ballots. Ballot Secrecy Envelopes will be opened in the bundles of twenty-five (25) at each counting station. Once all bundles are opened at each counting station all ballots will be counted.
- 8.8 In the event that a ballot is accidentally cut when the sealed Ballot Secrecy Envelope is opened, the Election Official shall repair the ballot and attach a notice advising that the Election Official caused the damage to the ballot.
- 8.9 Any part of any ballot rejected shall not invalidate the remainder of the ballot, except if there are identifying marks, in which case the entire ballot shall be rejected.
- 8.10 All UNUSED ballots will be placed in the envelope provided with the Ballot Box. The numbers of USED envelopes will be noted on the envelope.
- 8.11 All REJECTED, CANCELLED, and DECLINED ballots will be placed in the envelope provided with the ballot box. The number of REJECTED, CANCELLED, and DECLINED ballots will be noted on the envelope.
- 8.12 After the completion of the count of each counting station, a Statement of Results for that ward/school board shall be completed, signed by the Deputy Returning Officer and Election Official and if desired, initialled by any Scrutineer present for the count.

8.13 The original Statement of Results will be provided to the Election Official for tabulation. The duplicate Statement of Results will remain affixed to the ballots and stored by ward/school board in a secure place under the control of the Returning Officer.

8.14 Once all ballots have been counted, the ballots will be secured, the ballot boxes sealed and returned to the Returning Officer for secure storage.

9 Tabulation of Results

9.1 Tabulation of results for each elected position will be calculated and posted as the information is received from the Ballot Counting Centre.

9.2 The initial results will be unofficial.

9.3 As the duplicate copy of the Statement of Results from each bundle of votes counted is recorded, these results will be entered and once certified by the Returning Officer, will be the official results.

10 Security of the Ballot Prior to Voting

10.1 Ballots will be printed under the supervision of DataFix and the number of ballots printed will be forwarded to the Returning Officer.

10.2 DataFix will mail a ballot to each person identified on the Revised Voters List as of September 12, 2022 and the number of ballots used will be forwarded to the Returning Officer.

10.3 In addition to the ballots mailed, the Returning Officer will receive approximately 5 ballots for each ward/school board. Once received, the ballots will be counted and the numbers recorded.

10.4 The number of ballots distributed by the Returning Officer to eligible electors after October 1, 2022 will be recorded.

10.5 If the Returning Officer runs out of ballots printed by DataFix, as many ballots as deemed necessary may be photocopied. The Returning Officer shall initial the back of such ballots. The number of ballots copied and initialled will be recorded.

11 Security of the Ballot During and After the Vote

11.1 Upon receiving the prepaid yellow Election Return Envelope by mail or from the Ballot Return Station, the yellow envelope will be opened. An Election Official will verify an equal amount of signed Declaration Forms to the number of sealed Ballot Secrecy Envelopes. Upon verification, the sealed Ballot Secrecy Envelope will be stored in ballot boxes labelled by ward/locality. The number of Ballot Secrecy Envelopes entered into the container each day will be recorded and bundles into packages of twenty-five (25).

11.2 At the end of each day the Returning Officer or designate shall affix a seal to each

of the labelled ballot boxes, initial the seal and place the sealed drop boxes in the designated vault. Each morning the Returning Officer or designate shall retrieve the drop boxes, inspect the seals to ensure they are intact, and in the presence of another Election Official, break the seals to access the slots for use during the day. A separate ballot box shall be maintained on Voting Day at the Ballot Return Station from 10:00 a.m. to 8:00 pm. After 8:00 p.m. on Voting Day, the Voting Day box shall be sealed and initialled by the Returning Officer or designate and delivered to the Ballot Counting Centre. At the close of voting at 8:00 p.m. the ballot boxes maintained at the Ballot Return Station during Voting Day shall be opened and counted.

- 11.3 The ballot boxes, once sealed, will be transported to the Ballot Counting Centre. The ballot boxes shall be opened, the Ballot Secrecy Envelopes shall be opened, and the ballots shall be counted.
- 11.4 After the count, each bundle of ballots and the duplicate original Statement of Results will be placed back into the ballot box. When the vote is complete, the ballot boxes will be sealed and initialled by the Returning Officer or designate prior to transfer to a secure place under the control of the Returning Officer.

12 Form of Ballot

- 12.1 The form of ballot may be a composite ballot.

13 Scrutineers

- 13.1 Each Candidate may appoint, in writing, Scrutineers to be present during the voting, which may take place at the Ballot Return Station and during the counting of ballots at the Ballot Counting Centre. At the Ballot Counting Centre, a Scrutineer representing a candidate may be present at each counting table and at the ballot opening table to oversee the count, upon submission of their written appointment. Only one Scrutineer per candidate may be present at one time at each of the tables.
- 13.2 All Scrutineers must comply with the procedures set out on their Appointment Form.

14 Emergencies

- 14.1 In the event of any condition of an emergency or any circumstances that will undermine the integrity of the election, the Returning Officer has the discretion to declare an emergency and make any arrangements they deem necessary for the conduct of the election.

15 Amendments to this Document

- 15.1 The Returning Officer at any time has the right to amend this document to facilitate the vote, count, and tabulation of the votes and security. The Returning Officer's ruling on any interpretation of this document is final.