



Board Meeting Agenda

CEC Boardroom & [Virtual Meeting](#) | December 13, 2022 | 7:00 pm

Regular Board Meeting Agenda

December 13, 2022 | 7:00 pm

CEC Boardroom & [Virtual Meeting](#)

- A. Call to Order | [Land Acknowledgement](#) (S. Sivapalan, Student Trustee)
- B. Prayer | Special Intentions and/or Saint Feast Days | [National Anthem](#)
- C. Delegations
- D. Public Session
- E. Approval of Agenda
- F. School | Student | Department Profile
 - 1. Memo from Associate Director of Education
Re: [Student Trustees' Mid-Year Presentation to the Board](#)
- G. Declaration of Conflict of Interest
- H. Confirmation of Minutes
 - 1. Regular Board Meeting - [November 29, 2022](#)
- I. Unfinished Business from Previous Meetings
- J. Trustee Motions
- K. Presentation and Consideration of Committee Reports
 - 1. Committee of the Whole Board - December 13, 2022
- L. Presentation and Consideration of Staff or Trustee Reports
 - 1. Memo from Superintendent Continuing & Community Education
Re: [Continuing & Community Education Home Based Business Entrepreneurial Program](#)
 - 2. Memo from Superintendent Leading and Learning
Re: [Indigenous Education Updates](#)
 - 3. Memo from Superintendent Superintendent Leading and Learning
Re: [Preparing and Celebrating Advent](#)
 - 4. Memo from Superintendent of Planning & Facilities
Re: [New Barrhaven South Elementary School-Temporary Accommodation Plan](#)
 - 5. Memo from Superintendent of Planning & Facilities
Re: [Annual Energy Management Report 2021-22](#)

- M. New Business
- N. Notice of Motions
- O. Confirmation of [Action Report](#)
- P. Enquiries
- Q. Administrative Announcements
- R. Adjournment

Information Items:

- [Delegation & Public Session Presentation Guidelines](#)
- [Frequently Used Acronyms](#)
- [Board of Trustee Contact Information](#)
- [Procedural By-Laws](#)



Re: Student Trustees' Mid-Year Presentation to the Board

To: Mark D. Mullan, Chairperson, and Members of the Board of Trustees

From: Mary Donaghy, Associate Director of Education

Date: December 7, 2022

Our Student Trustees have had the opportunity to attend in-person central committee meetings to provide student voice and perspective, and also co-chaired the first of four Student Senate meetings.

At the December 13, 2022 Board of Trustees meeting, Sia Srivastava and Sharu Sivapalan will be pleased to present the first of two reports and share with us some of the highlights of their experiences so far in their role as Student Trustees.

[Student Trustees' Mid-Year Presentation](#)

Recommendation:

THAT the memo from the Associate Director of Education, dated December 7, 2022, entitled Student Trustees' Mid-Year Presentation to the Board, be received.

Mary Donaghy
Associate Director of Education

MD:cm
Ref: Regular Board Meeting, December 13, 2022

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Re: Continuing & Community Education, Home Based Business Entrepreneurial Program
To: Mark D. Mullan, Chairperson, and Members of the Board of Trustees
From: Ben Vallati, Superintendent, Continuing & Community Education
Date: Dec 7th, 2022

We are pleased to welcome Jane Duchscher, Executive Director of the Ottawa Community Loan Fund and Marianne Kaye, Manager of Continuing & Community Education to present the Language Instruction for Newcomers to Canada (LINC) program, "Home Based Business for Women Entrepreneurs". Bridget Akinmadelo, a program participant, will share some of her experiences with the Board of Trustees. The program is federally funded by Immigration, Refugees and Citizenship Canada (IRCC). This is a unique partnership and program delivery model which began during the pandemic and exemplifies our strategic commitments of Be Community, Be Well, Be Innovative.

[OCLF Slide Presentation](#)

RECOMMENDATION:

THAT the memorandum from the Superintendent of Continuing and Community Education dated Dec. 6th, 2022 entitled "Continuing and Community Education, Home Based Business Entrepreneurial Program" be received.

BV/nb
Ref: Regular Board Meeting December 13th, 2022

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Re: Indigenous Education Updates

To: Mark D. Mullan, Chairperson, and
Members of the Board of Trustees

From: Tim Slack, Superintendent Leading & Learning Department

Date: December 7, 2022

I am happy to have Alanna Trines, Coordinator of Indigenous Education in Leading and Learning here with me today to share some updates on Indigenous Education.

[Indigenous Education Updates](#)

RECOMMENDATION:

THAT the Memorandum from the Superintendent of Leading and Learning, dated December 7, 2022, entitled “Indigenous Education Updates” be received.

We will be happy to answer any questions you might have.

Thank you,

Tim Slack, Superintendent
TS/kl

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Re: Preparing and Celebrating Advent

To: Mark D. Mullan, Chairperson, and
Members of the Board of Trustees

From: Tim Slack, Superintendent Leading & Learning Department

Date: December 7, 2022

I am pleased to be joined by Mark Siolek, Coordinator of Religious & Family Life Education in Leading and Learning who will share some highlights on preparing and celebrating Advent.

[Preparing and Celebrating Advent](#)

RECOMMENDATION:

THAT the Memorandum from the Superintendent of Leading and Learning, dated December 7, 2022, entitled “Preparing and Celebrating Advent” be received.

We will be happy to answer any questions you might have.

Thank you,

Tim Slack, Superintendent
TS/kl

Ref: Regular Board Meeting December 13, 2022

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Re: New Barrhaven South Elementary School - Temporary Accommodation Plan
To: Mark D. Mullan, Chairperson, and Members of the Board of Trustees
From: Miro Vala, Superintendent of Planning & Facilities
Date: December 7, 2022

The purpose of this report is to inform Trustees regarding a delay in the planned opening date of the New Barrhaven South Elementary School, and provide a recommended temporary plan for the interim accommodation of students.

In October 2020 we received notice from the Ministry of Education that capital funding had been approved for the construction of a 507-pupil place new elementary school to serve students residing in the Barrhaven South portion of South Nepean.

A local consultation process to set the new school's attendance boundary and opening grade structure took place between February and June of 2022. The attendance boundary generally includes the northern portion of the community located west of the existing Greenbank Road ([see Appendix 1](#)), and the opening grade structure was set as JK to 6. The two existing elementary schools immediately impacted are St. Benedict ES and St. Cecilia ES.

At that time, the New Barrhaven South Elementary School was planned to be opened for September 2023.

Unfortunately, that opening date is no longer possible. We have been informed that delays in the delivery of steel joists into the spring of next year will serve to delay completion of the new school to December 2023.

The revised opening date for the New Barrhaven South Elementary School is now January 2024.

Complicating matters further is the significant growth that is taking place in Barrhaven South, in particular within areas located west of Greenbank Road and currently served by St. Benedict ES.

Enrolment at St. Benedict ES increased by 217 students for this year; from 699 in October 2021 to 916 for October 2022. The school requires the use of all 16 portable classrooms on site. This number of portables is impacting the availability of play areas for students, and increasing pressures on common areas of the school building.

Status quo enrolment at St. Benedict ES for September 2023 is projected to be approximately 1,050 students. This level of enrolment would result in a need for up to 21 portables on site, which is not possible.

The Proposed Plan

Given the above, we were tasked with preparing a plan for the temporary accommodation of New Barrhaven South Elementary School students for the four-month period from September to December 2023.

We proposed that the new school be formed for September 2023 with a full complement of staff (Principal, Office Administrator, and Caretaker) and students (assigned to classes and teachers).

We also proposed that new school students be accommodated at either St. Benedict ES or St. Cecilia ES (depending on grade level) in advance of the opening of the new school in January 2024, as follows:

- i) Kindergarten (JK and SK) and Grade 4 to 6 students for September 2023 who reside within the new school attendance boundary would be temporarily accommodated at St. Benedict ES; and
- ii) Grade 1 to 3 students for September 2023 who reside within the new school attendance boundary would be temporarily accommodated at St. Cecilia ES.

New Barrhaven South Elementary School students and staff at both sites would relocate from their respective schools to the new building located at 135 Main Halyard Lane in January 2024, with individual classes remaining intact (students and teachers moving to the new school together).

Although this plan would result in some students having to relocate from St. Benedict ES to St. Cecilia ES, and vice versa, for September 2023, it would serve to keep new school students and families accommodated within the local community.

The plan would result in some families having children accommodated in both schools for the four-month period. Students would be accommodated within existing on-site infrastructure. No additional portable classrooms would be required at either school.

This proposed plan was sent to all parents at St. Benedict ES and St. Cecilia ES on November 11, 2022.

A copy of the communication, including projected enrolment and estimated homeroom classes under the proposed plan, is attached as [Appendix 2](#).

Other Scenarios Considered

In preparing the proposed plan, staff also looked at a variety of other accommodation scenarios.

We examined whether it was feasible to keep everyone in place for the 2023-24 school year, and transition students to the new school for September 2024. Unfortunately, this would not be possible given the significant enrolment pressures projected for St. Benedict ES.

In order to open the new school for September 2024 instead of January, students would have to be relocated from St. Benedict ES in order to provide classroom accommodation. This arrangement would also last the entire school year, despite having a new school building available mid-year to relieve pressures.

We also looked at a mid-year opening for the new school with a JK to 3 and Grade 4 to 6 temporary accommodation split. Doing this would necessitate the need for additional portables on the St Benedict ES site, a situation that we would prefer to avoid.

We also reviewed whether we could form the new school for September 2023 and accommodate it at a single site before moving to the new building in January 2024. Given the size of the projected enrolment, the new school would need to be accommodated in a building located a significant distance away from the Barrhaven South Community.

Feedback Received Regarding the Proposed Plan

The communication that went out to parents of both schools also included an invitation to attend a local meeting.

A Public Meeting was convened in order to inform parents of the delay in the opening date for the new school, provide information respecting the proposed plan, and to receive feedback from those who were directly impacted.

The meeting was held in the gymnasium at St. Cecilia ES on the evening of November 23, 2022, and was attended by an estimated 30 parents.

We also received input from an additional 22 parents through a GoogleForm survey, or by email.

Comments received and concerns expressed during the consultation process included the following:

- i) a number of requests were received to permit new school grade 6 students to remain at their existing schools for the entire 2023-2024 school year, prior to transitioning to St. Joseph High School for grade 7;
- ii) concerns were raised regarding the challenges of having children in two different schools for the four-month period between September and December 2023;
- iii) requests were made to have all new school students remain in place for the entire 2023-2024 school year, and transition to the new school for September 2024;
- iv) questions were asked regarding whether the new school could be formed, not by grade level, but by current school of attendance, so that students could remain in existing schools prior to being relocated to the new school in January 2024;
- v) concerns were expressed regarding the mental health impact that any additional movement would have on students who have been through the impact of the COVID-19 pandemic; and
- vi) a suggestion was made to form a plan that would relocate only new students to the system.

Recommended Revision to the Proposed Plan

Staff recognize that a mid-year new school opening is a unique and challenging circumstance for students and families.

In particular, however, we understand that it will be more disruptive to those grade 6 students who will transition to a high school the following year. These students would spend only six months at the new school.

The opening grade structure of the New Barrhaven South Elementary School was set as JK to 6 (a full complement of grades) in a Board decision made in June 2022. At that time, the scheduled opening date for the new school was September 2023, and grade 6 students would have been able to spend the entire school year there.

In order to account for the additional disruption that a mid-year opening will have on these students, we are recommending that the proposed plan be revised so that the New Barrhaven South Elementary School opens with a JK to 5 grade structure. This would ensure that all new school grade 6 students will remain in place at St. Benedict ES and St. Cecilia ES respectively, for the entire 2023-2024 school year.

New Barrhaven South ES grade 6 students who are new registrations would be directed to attend either St. Benedict ES or St. Cecilia ES for the 2023-2024 school year, based on place of residence and 2022-2023 attendance boundaries.

This recommended revision to the proposed plan would result in an estimated need for one additional portable at St. Cecilia ES ([see Appendix 3](#)). St. Benedict ES would not require additional portables.

The new school's enrolment would be reduced by 82 grade 6 students upon opening in January 2024, and would add a grade for the following school year to reach its full JK to 6 structure.

Final Recommendations

Staff are recommending that the plan for the temporary accommodation of New Barrhaven South Elementary School students contained in Appendix 3 be approved. This plan includes a revision to the proposed plan that would open the new school in January 2024 with a JK to 5 grade structure.

Unfortunately, the delay in the opening date of the New Barrhaven South Elementary School, combined with the rapid increase in enrolment growth at St. Benedict ES for this year, has placed us in a position where we cannot accommodate the number of students projected. Some student movement and disruption will be required to take place.

While recognizing the challenges involved for impacted students and families, we feel that the recommended plan is the best possible outcome for all involved under the circumstances.

The plan will serve to keep families accommodated within the Barrhaven South Community, and in local schools. It will also transition students to the new school building, and reduce enrolment pressures at existing sites, as soon as possible.

Transition Planning for New Barrhaven South ES Students

The Ottawa Student Transportation Authority (OSTA) will establish walk zones and bus routes for New Barrhaven South ES as part of its annual planning process. In this case, transportation eligibility for new school students for September 2023 will be based on St. Benedict ES and St. Cecilia ES, and for January 2024, the building at 135 Main Halyard Lane.

We have reached out to OSTA to inquire about the possibility that school start times could be temporarily revised to introduce a 15 or 20 minute interval. Both schools currently have 9.15 a.m. start times.

We will also work with Early Learning Services staff to ensure that the Extended Day Programs at both St. Benedict ES and St. Cecilia ES can accommodate the interim placement of students.

With regard to the formation of the new school, classroom teachers, administrators, and special education resources will be assigned during the spring staffing process.

A School Council for the New Barrhaven South Elementary School will be formed during the early part of the fall.

Central staff connections for mental wellness, social work, speech pathology, and other resources will be attached to the new school and its students and families.

Transition-related activities during the four-month period between September and December 2023 will take place. These activities will include social justice and fundraising initiatives, field trips to the new school building once it is available for occupancy, and both separate and connected events organized between the new school and the temporary host school.

Intramural and extracurricular activities, parent information sessions, CSPA events, and parent-teacher conferences for the new school will also be organized.

Ian Baxter, Manager of Planning and Construction, will join me for the presentation at the Board Meeting on December 13, 2022 to provide further information.

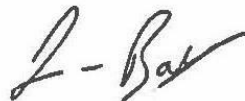
RECOMMENDATIONS:

That the memorandum from the Superintendent of Planning & Facilities dated December 7, 2022, entitled “New Barrhaven South Elementary School - Temporary Accommodation Plan” be received; and

That the plan for the temporary accommodation of New Barrhaven South ES students in advance of the opening of the building at 135 Main Halyard Lane be approved, as outlined therein.



Miro Vala
Superintendent of Planning & Facilities



Ian Baxter
Manager of Planning & Construction

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Re: Annual Energy Management Report - 2021-22

To: Mark D. Mullan, Chairperson, and Members of the Board of Trustees

From: Miro Vala, Superintendent of Planning & Facilities

Date: December 7, 2022

The purpose of this report is to provide the Board of Trustees with our annual report on energy management and conservation achievements.

Our Energy Management Plan continues to be successful and is thriving as a result of behavioral and operational practices within our schools. The Energy Management Plan has benefited from investments into facility renewal which incorporate new energy efficient technologies into their design. As a result of these best practices and initiatives, we now consume 35% less electricity and 21% less natural gas annually, compared to our baseline year of 2003-2004.

Through our conservation program, we have been able to avoid \$3.6M in utility costs this past year and nearly \$50.4M in electricity and natural gas costs over the past 17 year period. This impressive total cost avoidance was achieved despite increases in electricity prices of 205%, and new school construction and portable acquisitions that increased floor space by 13.4% during that time period.

The benefits from reducing fossil fuel and electrical consumption translates into reduced greenhouse gas emissions, and helps to offset the negative impact of climate change. As a result of the Board's Energy Management Plan, the reduction of CO₂ gas emissions can be compared to the equivalent of eliminating the carbon footprint of nearly 13,500 cars on the road.

The 2021-22 school year weather consisted of a moderate heating season with 5.6% additional heating degree days when compared to a normal year. An average summer contributed to a regular cooling demand which was reflected by an increase of 1% additional cooling degree days. In addition to these increased heating and cooling demands, the Board added seven new portable classrooms to its inventory, as well as the addition of air conditioning to 225 existing portable classrooms. As a result of these changes and a return to normal school operations, electricity consumption increased by 9.2%, however, electrical rates were reduced as a result of market commodity price reductions last year which had a net effect of saving \$213,536. Natural gas consumption increased by 5.5% at a cost of \$80,776 and water consumption increased by 2.93% at a cost of \$33,787.

On an additional positive note, the Board continues to benefit from revenue related to the solar installations at St. Mother Teresa, St Patrick's HS, St. Gabriel and St. Dominic. This year, solar power generated \$143,546 in revenue.

Continued investments into green energy technologies form part of our future plans at the OCSB. As new elementary schools are designed and built, there is a continued focus on targeting schools to achieve lower energy footprints and strive to work towards net-zero energy usage. The new school designs have infrastructure ready to receive solar photovoltaic systems through upgraded roof structures and having tie-in provisions into the main electrical service. Realizing that electric vehicles will be the future of the automotive industry, provisions to install electric car charging stations at our schools are taken into consideration as new siteworks are done in our parking lots.

2022/23 Energy Management Targets

As success accumulates, the achievement of energy targets will continue to rely largely on sustaining operational and behavioral practices, and on innovative capital improvement projects, such as LED lighting retrofits and HVAC upgrades. As we continue to build new schools and add the extra costs to operate more facilities, it is becoming increasingly difficult to achieve significant operational savings. Our target this year is for a decrease of 350,000 kW/h in electricity consumption (\$59,500) due to 11 LED retrofit projects and a 150,000 M³ increase in natural gas consumption (\$46,150) largely due to an increase in square footage and increased run times for ventilation equipment related to Covid19 measures.

Green Energy Act and Awards

Ontario Regulation 397/11 under the *Green Energy Act 2009* requires public agencies—municipalities, municipal service boards, school boards, universities, colleges and hospitals—to report on their **energy consumption and greenhouse gas (GHG)** emissions annually as of 2013 and to develop and implement energy **Conservation and Demand Management (CDM)** plans as of 2014.

The [Sustainable Schools](#) program is recognized by the Ministry of Education, ranking all 72 school boards based on electricity and natural gas potential savings. The Annual Energy Consumption and Greenhouse Gas Emissions Report has ranked the OCSB in the top five performing boards in the province since 2016, three times as the top ranked board. For the recent reporting period, we were ranked #3 in the province which was announced in June 2022.

The Conservation and Demand Management (CDM) plan 2013-14 through 2017-18 was successful in achieving 75% of our Cumulative Energy Intensity Conservation Goal - Weather Normalized. The CDM plan for 2018-19 to 2023-24 has a cumulative energy intensity conservation goal of 26% reduction. For example, achieving a 26% reduction in energy intensity over 5 years may seem daunting but saving 5% in the first year, 6% in the second year etc. may appear more manageable and realistic and will allow for annual tracking towards meeting the overall target.

Our ability to implement the strategies proposed in our five year Energy Management Plan relies on continued renewal funding expected for each of the five years covered by our plan.

These provincially required reports are posted to our internet and intranet sites in compliance with the regulations.

Energy Incentives

The Save on Energy Retrofit program provides Participant Incentives to upgrade Facilities with measures to reduce electricity consumption. The retrofit program is offered, administered and centrally delivered by the Independent Electricity System Operator (the “IESO”) and its service provider(s) under the 2021-24 Conservation and Demand Management (“CDM”) Framework. Along with that, Enbridge Gas offers an Incentives and Conservation Program to offset the cost of upgrading to energy-efficient equipment, such as boilers, make-up air units, demand control ventilation, heat and energy recovery ventilators (HRV, ERV).

- FY 2021-22 - 13 applications worth (estimated) \$87,680
- FY 2022-23 - 27 applications to date worth (estimated) \$376,709

The significantly higher number of applications in FY2022 is due to a large number of LED retrofits (15 applications are LED retrofit only). The Ottawa Catholic School Board has submitted the highest number of application requests at 142 (since 2009) of all provincial school board applications.

Sustainability

There are numerous factors listed below that either increase or limit our ability to achieve the forecasted Conservation Goal. To maintain current utility expenditures for electricity, natural gas and water we have managed to strategically decrease our consumption every year.

COVID-19 Additional Ventilation requirements

With added health and safety measures mandated by the provincial government, the 2022-23 school year will have significant demands placed on extended operations of our HVAC and ventilation systems. The OCSB now has over 2600 portable HEPA machines in operation daily with an expected operational cost of \$70,000. With the additional equipment run times, the addition of mechanical ventilation equipment to Assumption Catholic Elementary School and Prince of Peace Catholic Elementary School and added outdoor air requirements, it is expected that the coming year will again have substantial increased energy usage to meet those demands.

Before and After School Programs

These programs were implemented to support the introduction of FDK spaces. However, Before and After School Programs require a facility's HVAC system to operate for an extended period of time on a daily basis, which increases overall energy intensity.

Community Use of Schools

The Ministry of Education introduced funding to all school boards so they can make school space more affordable for use after hours. Under normal circumstances, school space is available to not-for-profit community groups at reduced rates, outside of regular school hours. As a result of this funding, the use of spaces in schools, typically gymnasiums and learning commons, increased to maximum utilization. The use of these spaces during non-school hours requires a facility's HVAC system to operate for an extended period of time on a daily basis, which increases overall energy intensity.

Air Conditioning

Our schools have historically experienced increased summer use due to camps and Extended Day programs expanding in popularity. The Planning and Facilities department has been implementing a cooling centre strategy in locations with limited air conditioning by upgrading gymnasiums and Learning Commons with air conditioning. These installations significantly increase a facility's energy consumption. Furthermore, we are planning to install air conditioning into our remaining 80 portable classrooms that currently do not have air conditioning.

Compliance with current Ontario Building Code (OBC)

When renovations or an addition is built onto an existing school, in-place equipment such as HVAC systems, lighting etc., may be required to meet current OBC standards which results in increased energy consumption.

For example, under the OBC buildings constructed today have increased ventilation requirements meaning more outside air is brought into a facility. As a result, HVAC systems need to work longer to either heat or cool the outdoor air to bring it to the same temperature as the standardized indoor temperature for the building.

Our challenge will be to fine-tune our energy management practices while using renewal grants to improve building systems and the building envelope. We continue to aggressively retrofit or upgrade interior and exterior lights with LED technology at various schools and continue with our ongoing boiler replacement program.

With 21 certified schools in the EcoSchools program students and staff are continuing to develop the knowledge and skills they need to be environmentally active and responsible citizens and to apply their knowledge and skills cooperatively to effect long-term change. With the limitations on recycling due to cohort restrictions ending and school occupancy returning to normal, it is expected that the number of program participants will increase during the current school year. Schools continue to be encouraged to do as much as possible to achieve conservation goals.

Conclusion

The success of our Energy Management Plan is attributable to the collective effort of all staff and students across the Board and the fostering of an energy conservation culture to achieve a common goal in a collegial and collaborative manner. Our faith communities help encourage the culture shift that supports planet-friendly behaviour to ensure a sustainable future. Our energy management plan and related initiatives make a substantial contribution to Be Community and Be Innovative. We are proud to be a provincial leader in energy management and conservation.

RECOMMENDATION:

THAT the Memorandum from the Superintendent of Planning and Facilities dated December 7, 2022, entitled “Annual Energy Management Report - 2021-22,” be received;



Miro Vala
Superintendent of Planning & Facilities

Ref: Regular Board Meeting December 13, 2022

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