



Ontario Catholic School
Trustees' Association

93rd ANNUAL GENERAL MEETING & CONFERENCE



JOURNEYING
TOGETHER IN FAITH

OCSTA ANNUAL GENERAL MEETING & CONFERENCE

APRIL 27 - 29, 2023

Sheraton Centre Toronto Hotel
123 Queen Street West, Toronto, ON M5H 2M9

Co-Hosted by the Durham Catholic District School Board

Table of Contents

Dates to Remember	1
Delegate Registration Information.....	2
Hotel and Meals	3
Eucharistic Celebration	3
Business Sessions	4
Award Nominations	4
Spousal Activities	5

Dates to Remember	
January 9, 2023 12:00 pm (EST)	Deadline for <i>Trustee Award of Merit</i> nominations.
January 9, 2023 12:00 pm (EST)	Deadline for <i>Student Trustee Alumnus Award</i> nominations.
January 31, 2023 12:00 pm (EST)	Deadline for receipt of Annual General Meeting Resolutions from Boards.
March 10 2023	Deadline for Early Bird registration discount. Full payment must be received in the OCSTA office by this date in order to receive the discounted rate. No exceptions.
March 17, 2023	Cancellation deadline for full refund of registration fees. See “Cancellations” for more information regarding refunds.
April 4, 2023	Deadline for booking rooms at the Sheraton Centre Toronto Hotel within the discounted OCSTA block. See “Hotel Reservations and Room Rates” for information regarding fees and cancellation penalties.
April 8, 2023	Cancellation deadline for full refund of purchased Breakfast Ticket and Annual Dinner Ticket(s).
April 3, 2021 9:00 am (EDT)	Deadline for Nominations: OCSTA Regional Director – Regions 1, 2, 3, 4, 5, 9, 10, 11
April 26, 2023 8:40 am (EDT)	Deadline for receipt of Proxy Forms at the OCSTA office.
April 28, 2023 9:00 am (EDT)	All proxy badges must be collected from the OCSTA Registration Desk. Proxies not collected by the deadline will be deemed invalid.

Delegate Registration Information

Conference Registration Fees

Early Bird Fee (until March 10, 2023)

\$762.75 (\$675.00 + \$87.75 HST)

Full payment must be received in the OCSTA office by this date in order to receive the discounted rate. No exceptions. Please allow sufficient time for your payment to be processed by your accounting department and delivered to OCSTA.

Regular Fee (after March 10, 2023)

\$836.20 (\$740.00 + \$96.20 HST)

Student Trustee Fee

Same as above

Breakfast Package

\$57.50 (\$50.00 + \$7.50 HST) – *includes Friday and Saturday breakfast*

Note: This offer will be reviewed yearly based on space availability.

Additional Annual Dinner Ticket

\$101.70 (\$90.00 + \$11.70 HST) – *includes gratuities*

Delegate registration fees include admission to all sessions, receptions and meals, including breakfasts, lunch and the Annual Dinner.

Registration

REGISTER NOW



A separate registration will have to be completed for each delegate attending.

Please make cheques payable to:

OCSTA

1804 – 20 Eglinton Avenue West

Box 2064

Toronto, ON M4R 1K8

Note: There is no cost for attending the business session only. However, meals are not provided and individuals must register before **April 17, 2023**. Requests for a reduction in fees for partial attendance will not be accepted.

Business Sessions consist of:

- Nominations report (if required)
- President's address
- Introduction of and address by candidates (if required)
- Presentation of Audited Financial Statements
- Resolutions session(s)
- Report of the returning officer re: election(s) (if required)

Name Badges

Name badges are required for admission to all AGM & Conference functions. Delegates are asked to wear their name badges at all times.

Conference Package

The conference kit will be distributed to delegates at the event and will contain:

- Resolutions package
- Copy of auditor's report
- Other material as appropriate.

Cancellations

Registration Fees:

Up to March 17, 2023 – full refund

March 18 to March 24, 2023 – 75% of the registration fee will be refunded.

March 25 to April 8, 2023 – 50% of the registration fee will be refunded.

After April 8, 2023 – no refund, under any circumstances will be issued – substitutions are welcomed.

Breakfast Ticket and Additional Annual Dinner Ticket:

A full refund will be issued for cancellations received by **April 8, 2023**. After that date, no refunds will be issued, but substitutions are welcomed.

All cancellations must be submitted in writing to Marie Palombi at mpalombi@ocsta.on.ca.

Hotel & Meals

Hotel Reservations and Room Rates

The Sheraton Centre Toronto Hotel has set aside a block of rooms for delegates and guests attending the OCSTA 2023 AGM & Conference, starting at the discounted rate of \$249.00/night + applicable taxes for a Standard Room. If anyone wishes to extend their time in the area, the above nightly rates will also apply to pre- and post-event dates and will be based on availability.

Please note that hotel rooms may be reserved for Seminar registrants ONLY. To secure the OCSTA discounted rate, **rooms must be booked by April 4, 2023 and only after delegates have registered for the event.** After this date, the rate will be provided on the basis of availability.

Once registered, please click the booking icon below



or call toll free 1-888-627-7175
(refer to the "OCSTA AGM & Conference room block").

IMPORTANT HOTEL POLICIES:

- A valid credit card is required to guarantee individual reservations.
- Guests will be responsible for all charges associated with their room.
- Cancellations must be made at least 72 hours prior to arrival. Thereafter, one night's room and taxes will be applied.
- Check-in: 3:00 pm, Check out: 12:00pm.

Parking

Valet parking spots are available on a first come/first serve basis, at a negotiated reduced rate of \$50.00+taxes per day. There is no self park option at the hotel.

Self parking is available at the City Hall parking lot at a rate of \$26.00+taxes per day. Guests can walk directly from the parking garage to the hotel via the underground PATH system. All other information regarding this parking can be found here: [City Hall Parking](#).

Prices are subject to change without notice.

Meals & Receptions

Our Conference receptions provide wonderful opportunities to meet other trustees and colleagues from across the province. There will be three receptions held during the conference.

The registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference.

The following is a summary of the receptions and meals planned for OCSTA's AGM & Conference:

April 27

- **Meet & Greet**
Heavy hors d'oeuvres, cash bar

April 28

- **Delegate Breakfast**
- **Delegate Lunch**
- **Annual Dinner Reception**
- **Annual Dinner**

April 29

- **Delegate Breakfast**

If you have any special dietary needs (not preferences), please indicate such on the registration form.

Eucharistic Celebration

Mass will be celebrated on Friday, April 28, at 5:00 pm, and will take place at the hotel.



Business Sessions

Nominations

Nominations are open for the following positions:

- [OCSTA Regional Director](#)
 - Regions 1, 2, 3, 4, 5, 9, 10, 11

Please click the link above for the nomination form. Additional forms may be reproduced locally as required. The deadline date for nominations is **9:00 a.m. (EST) on April 3, 2022**.

A list of all nominations received in the OCSTA office by **April 3, 2022** will be distributed to all member boards no later than **April 6, 2023**.

If however no nominations are received by the deadline at the Corporation Head office, nominations shall remain open until, but not later than, two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first business session at the Annual Meeting.

Voters' List

All trustees are deemed to be Trustee Members of the Association and are eligible to vote.

Your AGM & Conference badge must be worn at all times as it identifies your eligibility to vote.

Resolutions

The resolutions process provides member boards with the opportunity to bring important issues that have provincial implications to the attention of all trustees in the province. Guidelines for preparing resolutions are available [here](#). The deadline date for receipt of resolutions in the OCSTA office is **12:00 pm EST, January 31, 2023**.

Generally, voting at business sessions will be by a show of hands. Delegates carrying proxies must have, and show, a valid proxy badge. In the event that a recorded vote is needed, ballots will be distributed.

Proxy Votes

Trustee Members who cannot attend the Annual Meeting may appoint a proxy to vote on their behalf. We have outlined below some rules governing the appointment of proxies.

NOTE: No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

- is in writing in the appropriate form set out herein;
- has been completed in all respects;
- has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- has been delivered to the Head Office of the Corporation no later than 48 hours, excluding Saturdays and Holidays, before the meeting of the Members is scheduled to commence; and
- the individual has registered as proxy with the Registration Desk no later than 9:00 am on the day the meeting of the Members is to commence.

A proxy form is available [here](#). Additional forms may be reproduced locally as required.

The deadline date for receipt of Proxy Forms in the OCSTA office is **8:40 am (EST), April 26, 2023**.

Should you have any questions, please contact Connie Araujo-De Melo at cdemelo@ocsta.on.ca or call the OCSTA office at 416-932-9460.

Award Nominations

Trustee Award of Merit

Click [here](#) to link to the memo and nomination form.
Deadline: **January 9, 2023, 12:00 pm EST**.

Student Trustee Alumnus Award

Click [here](#) to link to the memo and nomination form.
Deadline: **January 9, 2023, 12:00 pm EST**.

Spousal Activities



We look forward to welcoming all delegates and spouses to downtown Toronto for OCSTA's 93rd AGM & Conference!

To assist you in planning some entertaining and enjoyable activities, we'd like to suggest the following website, which is published by Tourism Toronto and regularly updated:

<https://www.seetorontonow.com/>