



Ontario Catholic School
Trustees' Association

94th ANNUAL GENERAL MEETING & CONFERENCE



CATHOLIC EDUCATION IN ONTARIO: **FULFILLING** — THE — **PROMISE**

Sheraton Fallsview Hotel
5875 Falls Avenue, Niagara Falls, ON L2G 3K7

Co-Hosted by Region 11:
Brant Haldimand Norfolk Catholic District School Board
Hamilton-Wentworth Catholic District School Board
Niagara Catholic District School Board

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Dates to Remember

January 12, 2024 12:00 pm (EST)	Deadline for OCSTA Awards nominations. - <i>Trustee Award of Merit</i> - <i>Student Trustee Alumnus Award</i>
February 9, 2024 12:00 pm (EST)	Deadline for receipt of Annual General Meeting Resolutions from Boards.
March 15, 2024	Deadline for Early Bird registration. Full payment must be received in the OCSTA office by this date in order to receive the discounted rate. No exceptions.
March 22, 2024	Cancellation deadline for full refund of registration fees. See “Cancellations” for more information regarding refunds.
April 5, 2024	Deadline for booking rooms at the Sheraton Fallsview Hotel within the OCSTA block. See “Hotel Reservations and Room Rates” for information regarding fees and cancellation penalties.
April 13, 2024	Cancellation deadline for full refund of purchased Breakfast Ticket(s), Annual Dinner Ticket(s) and Companion Program Registration.
April 12, 2024 9:00 am (EDT)	Deadline for Nominations: OCSTA President, Vice-President and Representative to the CCSTA Board of Directors
May 1, 2024 8:40 am (EDT)	Deadline for receipt of Proxy Forms at the OCSTA office.
May 3, 2024 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 15, 2024)

\$785.35 (\$695.00 + \$90.35 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 15, 2024)

\$858.80 (\$760.00 + \$98.80 HST)

Student Trustee Fee

Same as above

Breakfast Package

\$67.80 (\$60.00 + \$7.80 HST) – includes Friday and Saturday breakfast

Additional Annual Dinner Ticket

\$107.35 (\$95.00 + \$12.35 HST) – includes gratuities

Companion Program

\$214.70 (\$190.00 + \$24.70 HST) – see Companion Program Flyer (page 5) for details

Offsite Reception – Thursday, May 2, 2024

Ravine Vineyard Estate Winery

1366 York Road, St Davids, ON L0S 1P0

Sponsored by BLG

\$20.00 non-refundable donation – 100% of proceeds will support the Toonies for Tuition Endowment Fund

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 only the business session portion of the AGM. However, meals are not provided and individuals must register before **April 19, 2024**. 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
- 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 22, 2024 – full refund

March 23 to April 3, 2024 – 75% of the registration fee will be refunded.

April 4 to April 13, 2024 – 50% of the registration fee will be refunded.

After April 13, 2024 – no refund, under any circumstances will be issued – substitutions are welcomed.

Breakfast Ticket, Additional Annual Dinner Ticket and Companion Program Registration:

A full refund for breakfast tickets, annual dinner tickets and companion program registration will be issued for cancellations received by **April 13, 2024**. 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 Fallsview Hotel has set aside a block of rooms for delegates and guests attending the OCSTA 2024 AGM & Conference, starting at the discounted rate of \$169.00/night + applicable taxes for Cityview and Gardenvue Rooms, and \$199.00/night + applicable taxes for Fallsview rooms. 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 5, 2024 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 1-905-374-4445
(refer to the "OCSTA AGM").

IMPORTANT HOTEL POLICIES:

- All individual reservations must be guaranteed with a one-night's room and tax by credit card at the time of booking.
- If guests do not arrive, a penalty will be charged of one-night's room rate plus applicable taxes.
- Guests will be responsible for all charges associated with their room.
- Individual cancellations will be accepted without penalty up to 7 days prior to arrival. Thereafter, one night's room and taxes will be applied.
- Check-in: 4:00 pm / Check out: 11:00 am

Parking

A reduced rate of \$10.00/night will be applied to all overnight guests booked within the group block. A parking rate of \$29.00/night is offered to guests not staying overnight.

Prices are subject to change without notice.

Meals & Receptions

Our Conference provides wonderful opportunities to meet other trustees and colleagues from across the province.

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:

May 2

- **Offsite Reception**
Food Stations

May 3

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

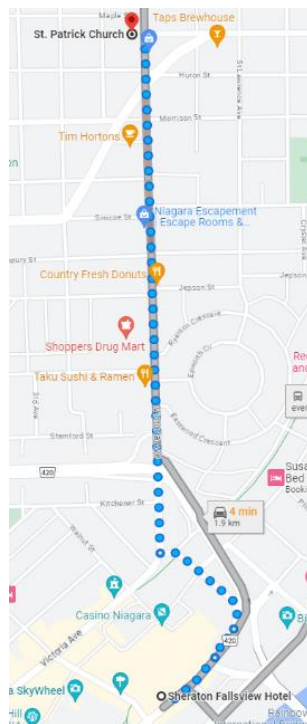
May 4

- **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, May 3, at 5:00 pm, at St. Patrick Church, located at 4673 Victoria Avenue, Niagara Falls, L2E 4B8. Transportation will be available.



Business Sessions

Nominations

Nominations are open for the following positions:

- [OCSTA President](#)
- [OCSTA Vice President](#)
- [OCSTA Representative to the CCSTA Board of Directors](#)

Please click the links above for the nomination forms. Additional forms may be reproduced locally as required. The deadline date for nominations is **9:00 a.m. (EST) on April 12, 2024.**

A list of all nominations received in the OCSTA office by April 12, 2024 will be distributed to all member boards by the deadline date of **April 17, 2024.**

If however no nominations are received by the deadline date 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, February 9, 2024.**

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:

- a. is in writing in the appropriate form set out herein;
- b. has been completed in all respects;
- c. has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- d. 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
- e. 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), May 1, 2024.**

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 12, 2024, 12:00 pm EST.**

Student Trustee Alumnus Award

Click [here](#) to link to the memo and nomination form. Deadline: **January 12, 2024, 12:00 pm EST.**

COMPANION PROGRAM

FRIDAY, MAY 3, 2024

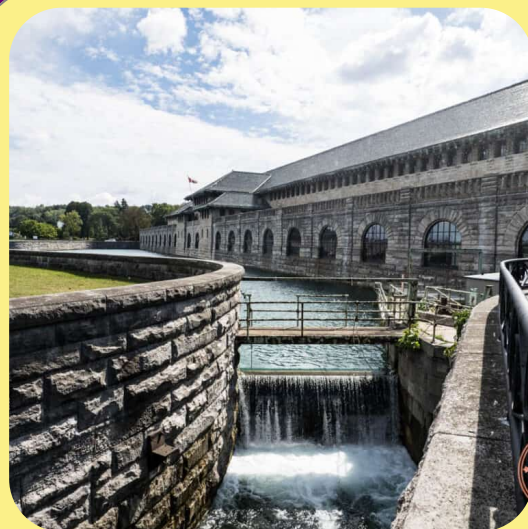
Welcome to the Niagara Region!

Every year, millions of people from around the world travel to Niagara to experience the region's unique charm, historic sites, world-class wineries and natural beauty.

Come and experience a taste of what the Niagara Region has to offer.

PROGRAM ITINERARY

- | | |
|---------|---|
| 9:30am | Meet in the lobby of the Sheraton Fallsview Hotel and board bus |
| 10:00am | Guided Tour of Niagara Parks Power Station |
| 12:00pm | Delicious 3-Course Lunch at Casa Mia Ristorante - menu includes oven baked bruschetta, chef's salad, choice entree (salmon, chicken parmigiana or pasta duet), tiramisu dessert |
| 1:00pm | Board bus |
| 1:15pm | Colaneri Estate Winery Tour & Tasting - learn about the history of the winery, enjoy a tour of the cellar and wine tasting |
| 2:45pm | Free time in Niagara-on-the-Lake for exploring/shopping |
| 3:30pm | Board bus for return to hotel |
| 4:00pm | Arrive at Sheraton Fallsview Hotel |



Cost per person:
\$190.00 + \$24.70 HST (\$214.70)
Limited spots are available!
[Register here](#) via the AGM &
Conference Registration form.

Deadline for confirmation of
participation and payment:
April 13, 2024