



Ontario Catholic School
Trustees' Association

95th ANNUAL GENERAL MEETING & CONFERENCE

MAY 1-3, 2025



**Hilton Toronto/Markham Suites
8500 Warden Avenue, North York, ON L6G 1A5**

Co-Hosted by:

York Catholic District School Board

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Dates to Remember

<p>January 10, 2025 12:00 pm (EST)</p>	<p>Deadline for OCSTA Awards nominations.</p> <ul style="list-style-type: none"> - <i>Trustee Award of Merit</i> - <i>Student Trustee Alumni Award</i>
<p>February 7, 2025 12:00 pm (EST)</p>	<p>Deadline for receipt of Annual General Meeting Resolutions from Boards.</p>
<p>March 14, 2025</p>	<p>Deadline for Early Bird registration. Full payment must be received in the OCSTA office by this date in order to receive the discounted rate.</p>
<p>March 21, 2025</p>	<p>Cancellation deadline for full refund of registration fees. See "Cancellations" for more information regarding refunds.</p>
<p>April 3, 2025 9:00 am (EDT)</p>	<p>Deadline for Nominations: OCSTA Directors in Regions 1, 2, 3, 4, 5, 9, 10 & 11</p>
<p>April 8, 2025</p>	<p>Deadline for booking rooms at the Hilton Toronto/Markham Suites Hotel within the OCSTA block. See "Hotel Reservations and Room Rates" for information regarding fees and cancellation penalties.</p>
<p>April 12, 2025</p>	<p>Cancellation deadline for full refund of purchased Breakfast Ticket(s) and Annual Dinner Ticket(s).</p>
<p>April 16, 2025</p>	<p>Distribution of Final Nominations Report</p>
<p>April 30, 2025 8:40 am (EDT)</p>	<p>Deadline for receipt of Proxy Forms</p>
<p>May 2, 2025 9:00 am (EDT)</p>	<p>All proxy badges must be collected from the OCSTA Registration Desk. Proxies not collected by the deadline will be deemed invalid.</p>

Delegate Registration Information

Conference Registration Fees

Early Bird Fee (until March 14, 2025)

\$785.35 (\$695.00 + \$90.35 HST)

Full payment must be received in the OCSTA office by the Early Bird Fee date (March 14, 2025) in order to receive the discounted rate.

Regular Fee (after March 14, 2025)

\$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*

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.

If not paying by EFT, please make cheques payable to:

OCSTA

1510 - 2 Sheppard Avenue East

Toronto, ON M2N 5Y7

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 17, 2025**. There is no reduction in fees for partial attendance.

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 21, 2025 – full refund

March 22 to April 2, 2025 – 75% of the registration fee will be refunded.

April 3 to April 12, 2025 – 50% of the registration fee will be refunded.

After April 12, 2025 – no refund, under any circumstances will be issued. Substitutions are welcomed.

Breakfast Ticket and Additional Annual Dinner Ticket

A full refund for breakfast tickets and annual dinner tickets will be issued for cancellations received by **April 12, 2025**. After that date, no refunds will be issued, but substitutions are welcomed.

All cancellations must be submitted in writing to Paulina Daniel at pdaniel@ocsta.on.ca.

Hotel & Meals

Hotel Reservations and Room Rates

Hilton Toronto/Markham Suites
8500 Warden Avenue, Markham, ON L6G 1A5

The Hilton Toronto/Markham Suites has set aside a block of rooms for delegates and guests attending the OCSTA 2025 AGM & Conference, starting at the discounted rate of \$195.00/night + applicable taxes.

Please note that hotel rooms may be reserved for Conference registrants ONLY. To secure the OCSTA discounted rate, **rooms must be booked by April 8, 2025, 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 1-905-470-8500
(refer to the "OCSTA AGM 2025").

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.
- Guests will be responsible for all charges associated with their room.
- Any reservation which fails to materialize (No Show) and has not been cancelled a minimum of 48 hours prior to arrival will be charged one night's room and tax.
- Check-in: 3:00 pm / Check out: 11:00 am (subject to change without notice).
- Early Departure Fee: If a guest checks out prior to the checkout date, the Hotel will add an early checkout fee to that guest's individual account (currently \$75.00).

Parking

Complimentary overnight parking for 1 vehicle per room is provided.

A parking rate of \$15.00/day 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 1

- **Evening Reception**
Food Stations

May 2

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

May 3

- **Breakfast**

If you have any special dietary needs, please indicate such on the registration form.

Eucharistic Celebration

Mass will be celebrated on Friday, May 2, at 5:30 pm:

St. Justin Martyr Parish
3898 Highway No.7 East
Unionville, Ontario
L3R 1L3

Transportation will be available.



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. (EDT) on April 3, 2025**.

A list of all nominations received in the OCSTA office by April 3, 2025, will be distributed to all member boards by **April 16, 2025**.

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 7, 2025**.

Proxy Votes

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.

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 (EDT), April 30, 2025**.

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 10, 2025, 12:00 pm EST**.

Student Trustee Alumni Award

Click [here](#) to link to the memo and nomination form.
Deadline: **January 10, 2025, 12:00 pm EST**.

EXPERIENCE

Unionville/Markham

DISCOVER THE UNIQUE FLAVOURS & EXPERIENCES THIS REGION HAS TO OFFER



Angus Glen Golf Club

- [Angus Glen Golf Club](#)



Valley Art Gallery

- [Varley Art Gallery](#)



Flato Markham Theatre

- [Flato Markham Theatre](#)



Go Place Spa

- [Go Place Spa](#)



Markville Mall

- [Markville Mall](#)



Vaughan Mills

- [Vaughan Mills](#)



Catholic Education
PILGRIMS OF HOPE



Ontario Catholic School
Trustees' Association