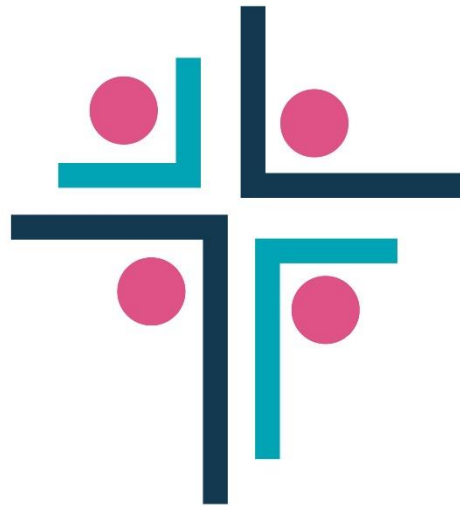




Ontario Catholic School  
Trustees' Association



# COMMUNITIES OF FAITH & RESILIENCE

92<sup>ND</sup> ANNUAL GENERAL MEETING & CONFERENCE

APRIL 21 - 23, 2022

Fairmont Château Laurier  
1 Rideau Street, Ottawa, ON K1N 8S7

*Co-Hosted by the Ottawa Catholic 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 10, 2022 12:00 pm (EST)	Deadline for <i>Trustee Award of Merit</i> nominations.
January 10, 2022 12:00 pm (EST)	Deadline for <i>Student Trustee Alumnus Award</i> nominations.
January 28, 2022 12:00 pm (EST)	Deadline for receipt of Annual General Meeting Resolutions from Boards.
March 25, 2022	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.
April 1, 2022	Cancellation deadline for full refund of registration fees. See "Cancellations" for more information regarding refunds.
March 30, 2022	Deadline for booking rooms at the Hotel Fairmont Château Laurier within the discounted OCSTA block. See "Hotel Reservations and Room Rates" for information regarding fees and cancellation penalties.
April 15, 2022	Cancellation deadline for full refund of purchased Spousal Breakfast Ticket and Annual Dinner Ticket(s).
March 30, 2022 9:00 am (EST)	Deadline for Nominations: OCSTA President, Vice-President and Representative to the CCSTA Board of Directors
April 20, 2022 8:40 am (EST)	Deadline for receipt of Proxy Forms. Must be sent via email to Connie Araujo-De Melo at <a href="mailto:cdemelo@ocsta.on.ca">cdemelo@ocsta.on.ca</a>
April 22, 2022 9:00 am (EST)	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 25, 2022)

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

**Full payment must be received in the OCSTA office by March 4, 2022 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 25, 2022)

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

**Student Trustee Fee**

Same as above

**Spousal Breakfast Package**

\$56.50 (\$50.00 + \$6.50 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 breakfast, lunch and the Annual Dinner.

### Registration

For on-line registration, please click [here](#). *A separate registration will have to be completed for each delegate.*

**Please make cheques payable to:**

**OCSTA**

**Attention: Marie Palombi**

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 11, 2022**. Requests for a reduction in fees for partial attendance will not be accepted.

**Business Session consists 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 package 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 April 1, 2022** – full refund

**April 2 to April 8, 2022** – 75% of the registration fee will be refunded.

**April 9 to April 15, 2022**– 50% of the registration fee will be refunded.

**After April 15, 2022** – no refund, under any circumstances will be issued – substitutions are welcomed.

**Spousal Breakfast Ticket and Additional Annual Dinner Ticket:**

A full refund will be issued for cancellations received by **April 15, 2022**. After that date, no refunds will be issued, however substitutions are welcomed.

All cancellations must be submitted in writing to Marie Palombi at [mpalombi@ocsta.on.ca](mailto:mpalombi@ocsta.on.ca).

### COVID-19 PROTOCOL

**Please be reminded that the Government of Ontario, in consultation with the Chief Medical Officer of Health currently requires that individuals be fully vaccinated and provide proof of their vaccination status, along with government issued picture ID (ie: Driver's License) in order to access the venue.**

## Hotel & Meals

### Hotel Reservations and Room Rates

#### Fairmont Château Laurier

The Fairmont Château Laurier has set aside a block of rooms for delegates and guests attending the OCSTA 2022 AGM & Conference, starting at the discounted rate of \$289.00/night + applicable taxes. For those wishing to extend their stay, the above nightly rates will also apply to pre- and post-event dates and will be based on availability.

Once delegates have registered for the event, if required, please make room reservations directly with the hotel by clicking [here](#) or call 1-800-441-1414.

The deadline date for room reservations is **March 30, 2022**. After this date the discounted rate will be provided based on availability.

#### IMPORTANT HOTEL POLICIES:

- Cancellations must be made at least 72 hours prior to arrival. Late cancellations will be charged at the quoted group rate and no shows will be charged for 1 night at the quoted group rate.
- Check in: 4:00 pm, Check out: 12:00 pm.
- A valid credit card is required to guarantee individual reservations.
- Guests will be responsible for all charges associated with their room.
- **Parking at Château Laurier:** Valet parking is available at a rate of \$50/day + applicable taxes for registered guests (prices subject to change without notice). Additional alternate parking is available within walking distance for registered and non-registered guests.

### Meals & Receptions

Our Conference receptions provide 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 21**

- **Meet & Greet**  
*Hors d'oeuvres, cash bar*

#### **April 22**

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

#### **April 23**

- **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 22, at 5:00pm at Notre-Dame Cathedral Basilica, located at 385 Sussex Drive, Ottawa, ON K1N 1J9 – a few short blocks from the Fairmont Château Laurier. The Cathedral is within walking distance, however, 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 nomination forms. Additional forms may be reproduced locally as required. The deadline date for nominations is **9:00 a.m. (EST) on March 30, 2022.**

A list of all nominations received in the OCSTA office by March 30, 2022 will be distributed to all member boards no later than **April 4, 2022.**

If however, no nominations for the positions of OCSTA President, Vice President or for the Representative to the CCSTA Board of Directors are received by the deadline, nominations shall remain open until 7:00 am on Friday, April 22, 2022.

### 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 28, 2022.**

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 General 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 by email to Connie Araujo-De Melo is **8:40 am (EST), April 20, 2022.**

Should you have any questions, please contact Connie Araujo-De Melo at [cdemelo@ocsta.on.ca](mailto: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, 2022, 12:00 pm EST.

### Student Trustee Alumni Award

Click [here](#) to link to the memo and nomination form. Deadline: January 10, 2022, 12:00 pm EST.

## Spousal Activities



We look forward to welcoming all delegates and spouses to downtown Ottawa for OCSTA's 92<sup>nd</sup> AGM & Conference!

To assist you in planning some entertaining and enjoyable activities, please click on the following link:

<https://www.ocsta.on.ca/ocsta/wp-content/uploads/2021/11/Spousal-Activity-Guide-OCSTA-AGM-2022.pdf>