



Ontario Catholic School  
Trustees' Association

# OCSTA 82<sup>nd</sup> Annual General Meeting & Conference

April 26 to 28, 2012

**Catholic  
Education:  
Walking in  
the Light of  
Christ**

**Location:**  
**Four Points by Sheraton Hotel**  
**285 King St. E.**  
**Kingston, ON**



Photo: Wayne Hiebert, for the City of Kingston

## **Featured Speakers Include:**

*Rev. James T. Mulligan, C.S.C, Assistant General of the worldwide Holy Cross Fathers*  
*The Most Reverend Douglas Crosby, OMI, Diocese of Hamilton*

**Co-hosted by**



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## Dates to Remember

Deadline Date	Action
<b>January 6, 2012</b> <b>12:00 p.m. (EST)</b>	Deadline for Trustee Award of Merit nominations.
<b>January 27, 2012</b>	Deadline for Resolutions from Boards.
<b>March 9, 2012</b>	Deadline for full refund of registration fees.
<b>March 9, 2012</b>	Deadline for 'Early Bird' registration discount (full payment must be received in the OCSTA office by this date). No exceptions.
<b>Four Points by Sheraton</b> <b>Deadline Date: April 4, 2012</b>  <b>Holiday Inn – Kingston</b> <b>Waterfront</b> <b>Deadline Date: April 1, 2012</b>  <b>Radisson Hotel Kingston</b> <b>Harbourfront</b> <b>Deadline Date: April 2, 2012</b>	Hotel rooms held in the OCSTA block at the Four Points by Sheraton, the Holiday Inn – Kingston Waterfront and the Radisson Hotel Kingston Harbourfront will be released to the public.
<b>March 30, 2012</b> <b>10:00 a.m. (EST)</b>	Deadline for nominations for: <ul style="list-style-type: none"> <li>• OCSTA President</li> <li>• OCSTA Vice President</li> <li>• OCSTA Representative to the CCSTA Board of Directors</li> </ul> If however, no nominations for the position of OCSTA President, Vice President and OCSTA Representative to the CCSTA Board of Directors are received at the Corporation Head Office within the time so limited, 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 plenary session at the Annual Meeting.
<b>March 23, 2012</b>	Deadline for full refund of Spousal/Guest Program or Annual Dinner Ticket cancellation.
<b>April 25, 2012</b> <b>10:00 a.m. (EST)</b>	Deadline for receipt of Proxy Forms in OCSTA office.
<b>April 27, 2012</b> <b>10:00 a.m.</b>	All proxy badges must be obtained from staff at the OCSTA Registration Desk. Proxies not collected by <b>the deadline</b> will be deemed invalid.

# Delegate Registration Information

## Conference Registration Fees

**Early Bird Fee** (until March 9, 2012)  
\$665.57 (\$589.00 + \$76.57 HST)

**Regular Fee** (after March 9, 2012)  
\$733.37 (\$649.00 + \$84.37 HST)

**Student Trustee Fee**  
\$395.50 (\$350.00 + \$45.50 HST)

**Spousal/Guest Program Fee**  
\$175.15 (\$155.00 + \$20.15 HST)  
*Please see page 7 for detailed information.*

**Spousal/Guest Dinner Ticket Only**  
\$73.45 (\$65.00 + \$8.45 HST).  
*Please see page 7 for detailed information.*

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

## Registration

Please register on-line – <http://www.ocsta.on.ca/2012-AGMRegistrationForm.aspx>.

Submit payment to:  
Attn: Jane Ponte  
OCSTA  
1804 – 20 Eglinton Avenue West  
P.O. Box 2064  
Toronto, ON M4R 1K8

**Please make cheques payable to OCSTA.**

**Note:** There is no cost for attending business sessions only. However, individuals must register before **April 13, 2012**, so that identification badges may be prepared. Requests for a reduction in fees for partial attendance will not be accepted.

## 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 Kits

Conference kits contain information about the conference and business sessions and will be distributed to delegates as they register. The kit will include:

- Conference program
- Resolutions package
- List of delegates
- Copy of auditor's report
- Other material as appropriate.

## Cancellations

### Registration Fees:

**Prior to March 9, 2012** – full refund

**March 9 to 22, 2012** – 25% of the registration fee will be charged.

**March 23 to April 6, 2012** – 50% of the registration fee will be charged.

**After April 6, 2012** – no refund, under any circumstances will be issued – substitutions are welcomed.

### Spousal/Guest Program or Dinner Ticket:

A full refund will be issued for cancellations received by **March 23, 2012**. No refunds will be issued after that date – substitutions are welcomed.

All cancellations must be submitted to Jane Ponte by email at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca) or fax at 416-932-9459.

# Hotel Registration

## Room Rates

Room blocks have been set aside at the following hotels:

Four Points by Sheraton  
Room Rate: \$139.00 + applicable taxes (single or double occupancy)  
Telephone: 613-544-4434  
Online Reservations: [Four Points by Sheraton](#)  
Deadline Date: April 4, 2012

Holiday Inn – Kingston Waterfront (*a 5 minute walk to the Four Points by Sheraton*)  
Room Rate: \$129.00 + applicable taxes (single or double occupancy)  
Telephone: 1-877-660-8550  
Online Reservations: [Holiday Inn](#)  
Deadline Date: April 1, 2012

Radisson Hotel Kingston Harbourfront  
Room Rate: \$139.00 + applicable taxes (single or double occupancy)  
Telephone: 1-877-548-6726 / 613-549-8100  
Online Reservations: [Radisson Hotel Kingston Harbourfront](#)  
CODE: OCST  
Deadline Date: April 2, 2012

Be sure to identify yourself as an OCSTA delegate when booking to secure the group discount rate.

### **IMPORTANT NOTES:**

**Early Departure Fee:** An early departure fee of one night's stay will be charged to the guest's individual account. To avoid this fee guests **must** advise hotel at or before check-in of any change in the scheduled length of stay.

**Cancellation Policy:** If rooms are cancelled after the release date, a one night room charge will apply.

# Meals and Receptions

April 26 to April 28

Following is a summary of the receptions and meals planned for OCSTA's 82<sup>nd</sup> AGM & Conference. Meeting session details will be included in the official Conference program.

## Receptions

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

### **April 26**

**Meet & Greet:** 4 p.m. to 5:30 p.m.

**Opening Reception:** 8:30 p.m. *immediately following the Keynote Presentation.*

### **April 28**

**Annual Dinner Reception:** 6:30 p.m.

## Meals

The registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference (Friday night's Dinner Cruise is extra).

### **April 27**

**Breakfast:** 7:30 a.m.

**Delegate Luncheon:** 12:15 p.m.

**Dinner Cruise Option:** \$79.10 per person (includes Gratuities & HST). See page 8 for details

### **April 28**

**Breakfast:** 7:30 a.m.

**Delegate Luncheon:** 12:15 p.m.

**Annual Dinner:** 7:30 p.m.

**If you have any Special Dietary needs (not preferences), please contact Margaret Binns, OCSTA Office Administrator, at 416-932-9460 ext. 228, no later than April 20, 2012.**

# Eucharistic Celebration

The Eucharistic Celebration will be held on Saturday, April 28<sup>th</sup> at 5:00 p.m. at St. Mary's Cathedral, 279 Johnson Street, Kingston, Ontario.

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## Elections

### Nominations

Nominations are open for the following:

- **OCSTA President**
- **OCSTA Vice President**
- **OCSTA Representative to the CCSTA Board of Directors**

A nomination form is attached and additional forms may be reproduced locally as required. The deadline date for nominations is **10:00 a.m. (EST) on March 30, 2012.**

A list of all nominations received in the OCSTA office by **March 30, 2012** will be distributed to all member boards no later than **April 2, 2012.**

If however, no nominations for the positions of OCSTA President, Vice President and OCSTA Representative to the CCSTA Board of Directors are received at the Corporation Head Office within the time so limited, 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 plenary session at the Annual Meeting.

### Voters' List

All trustees are deemed to be Trustee Members of the Association and are eligible to vote. A list of Trustee Members in each Region, based on existing records, will be emailed separately to all boards. Boards will be asked to verify the information and advise OCSTA of any changes.

### 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 **10:00 a.m.** on the day the meeting of the Members is to commence.

A proxy form is included in this package. Additional forms may be reproduced locally as required.

The deadline date for receipt of Proxy Forms in the OCSTA office is **10:00 a.m. (EST) April 25, 2012.**

# Plenaries, Workshops and Business Sessions

## Plenaries and Workshops

Details of plenaries and workshops will be included in the official conference program which will be provided in the fall.

## 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. The deadline date for receipt of resolutions in the OCSTA office is **January 27, 2012**.

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.

## Business Sessions consist of:

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

Times and details of all sessions will be included in the official conference program.

**Note:** There is no cost for attending business sessions only. However, meals are not provided and individuals must register before **April 13, 2012**, so that identification badges may be prepared.



# Transportation to Kingston

It is not only easy to get to Kingston it's easy to get around while you're there. Kingston is conveniently located just off Highway 401 at the centre of the hub between Ottawa, Montreal, Toronto and Syracuse. Kingston is nestled beside Lake Ontario, the St. Lawrence River and the historic Rideau Canal, which makes traveling to Kingston not only easy, but a pleasant adventure.

Once in Kingston, choose from the reliable public transportation services, ferries, historic tours or rent a vehicle to explore at your own pace.

## **Car:**

**Arriving via Highway 401 Eastbound:** Take the Sir John A Macdonald Blvd. exit (#615) and travel south for approximately 6km (4 miles). Turn left onto King St. and follow the banks of Lake Ontario. At the intersection of King St. and West St. turn right and follow West St. to the left, as it becomes Ontario St. Kingston's City Hall is located on the corner of Ontario St. and Brock St.

**Arriving via Highway 401 Westbound:** Take the Highway 15 exit (#623) and continue south for approximately 5km (3 miles) until you reach Highway 2. At Highway 2 turn right, passing Fort Henry (on your left) and the Royal Military College of Canada, and crossing over the LaSalle Causeway. After crossing the LaSalle Causeway, continue on as Highway 2 turns into Ontario St. and seek our Kingston's City Hall, located at the corner of Ontario St. and Brock St.

## **Rail:**

VIA Rail provides business and leisure travelers with convenient rail service to and from the City of Kingston with 22 departures and arrivals daily. Kingston's station offers connections to and from major city centres such as Montreal, Ottawa and Toronto. For a listing of fares and schedules, please visit the VIA Rail website at <http://www.viarail.ca> or call 1-888-VIA-RAIL.

Coming Soon – the Bike Train is a new sustainable transportation and tourism initiative introducing bike racks onboard select passenger rail trains to destinations across Ontario. For more information visit [www.biketrain.ca](http://www.biketrain.ca).

## **Bus:**

Coach Canada / Trentway-Wager Bus Lines operates 25 daily departures and arrivals at the City of Kingston terminal, to and from major city centres such as Toronto, Cornwall and Peterborough. For more information on bus schedules and fares please call 613-547-4916 or visit <http://www.coachcanada.com>.

## **Air:**

With 9 daily commercial departures and arrivals to and from Toronto's Pearson International Airport, Norman Rogers Airport (YGK) is Kingston's link to all global destinations. For more information on the flights servicing the Kingston region via Air Ontario, or Voyageur Airlines, please consult your local travel agent or visit City of Kingston, Ontario Canada – Kingston Airport (Norman Rogers Airport).

For more information or further travel directions, please contact the Visitor Information Centre by phone at 613-548-4415 or toll-free at 1-888-855-4555 or by email to [tioinfo@kingstoncanada.com](mailto:tioinfo@kingstoncanada.com).

# 2012 OCSTA AGM & CONFERENCE

## Spousal Program Information

OCSTA is pleased to offer spouses/guests of delegates, in conjunction with the 2012 Annual General Meeting & Conference the following two options.

### **Option 1: Spousal Program**

The cost for the Spousal Program is \$175.15 (\$155.00 + \$20.15 HST). This includes a full day tour (see details below) and the Annual Dinner Ticket.

### **Option 2: Annual Dinner Ticket Only**

The cost for the Annual Dinner Ticket only is \$73.45 (\$65.00 + \$8.45 HST).

### **Please Note:**

Spousal Program activities will be offered subject to availability, based on group size minimum/maximum requirements.

### **Cancellations:**

The deadline date for full refund of the Spousal Program or Annual Dinner Ticket, due to cancellation, is **March 23, 2012**. No refund, under any circumstances will be provided after this date.

Notice of cancellation must be submitted in writing to Jane Ponte either by e-mail [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca) or by fax to 416-932-9459.

### **Full Day Tour**

Friday, April 27, 2012 – 8:30 a.m. to 4:00 p.m.

**Group Size: Minimum – 15, Maximum – 27**

Enjoy a wonderful day tour along Prince Edward County's wine and culinary tour route! Featuring wineries, fine dining establishments and unique specialty products. Join us on this wonderful day tour as we meander along the TASTE Trail and discover the beauty of Prince Edward County – bring your taste for adventure with you!

Travel down the Loyalist Parkway along Lake Ontario to the **Glenora Ferry** that will take you to Prince Edward County. The Ferry will make a stop at the Lake on the Mountain where you can enjoy the spectacular view from this awesome vantage point before continuing on the way to the **Village of Bloomfield** where you will have time to stroll and shop at the quaint stores.

Then it is on to **The Waring House** for lunch. The Waring House has a long-standing reputation for exceptional cuisine and unique County flavours and vintages. You will enjoy a delightful lunch beginning with salad, followed by a light chicken dish and finishing with dessert, tea or coffee.

Following a scenic drive through the **Casa Dea** vineyard, you will arrive at two impressive chalet-style buildings set against mature forests. Winemaker, Paul Battilana, a trained Sommelier, brings his worldly knowledge to Casa Dea Winery and expertly oversees the planting, pruning and production of Prince Edward County wines. A tour and tasting will delight you here!

Then it's on to **The Grange of Prince Edward Estate Winery** where you will enjoy a tour and tasting. The father/daughter team of Bob and Caroline Granger has poured their passion for viticulture and their love of Prince Edward County into what is undoubtedly one of the grand wineries in the region. With 50 acres of vineyards, a pastoral setting and a dramatic tasting room/barn, The Grange of Prince Edward Estate Winery is the Loyalist version of a French wine estate - complete with rich textures, historical outbuildings and old-world ambiance.

**NOTE: The Spousal Program requires a minimum of 15 participants and will be subject to cancellation if that minimum is not reached by the deadline date of March 23, 2012.**

# Friday Night Dinner Cruise Option

## **Kingston 1000 Islands Cruises**

**\$79.10 per person** (includes Gratuities & HST)

Friday, April 27, 2012 – Departure Time: 6:30 p.m.

**Group Size: Minimum – 100; Maximum – 250**

**Your host, The Algonquin & Lakeshore Catholic District School Board** is pleased to offer conference guests an evening dinner cruise of Kingston's magnificent waterfront and islands. This 3-hour cruise is an enjoyable way to see the sites of historic Kingston and the surrounding islands and national parks. Buffet dinner is included. Cash bar is available.

### **Cancellations:**

The deadline date for full refund of the Friday Night Dinner Cruise Option, due to cancellation, is **March 23, 2012**. No refund, under any circumstances will be provided after this date.

Notice of cancellation must be submitted in writing to Jane Ponte either by e-mail [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca) or by fax to 416-932-9459.

***NOTE: the dinner Cruise requires a minimum of 100 participants and will be subject to cancellation if that minimum is not reached by the deadline date of March 23, 2012.***