

MINUTES

Regular Board Meeting

**Tuesday, April 29, 2025, 7:00 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Luz del Rosario	Chair
	Thomas Thomas	Vice-Chair
	Paula Dametto-Giovannozzi	Trustee
	Darryl D'Souza	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Stefano Pascucci	Trustee
	Anisha Thomas	Trustee
	Herman Vilorio	Trustee
	Shawn Xaviour	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Jia Sharma	Student Trustee
	Raheem White	Student Trustee
Regrets:	Brea Corbet	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Max Vecchiarino	Associate Director, Instructional Services
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Equity and Indigenous Education
	Peter Cusumano	Superintendent, Family of Schools
	Brian Diogo	Superintendent, Family of Schools
	Scott Keys	Superintendent, Financial Services
	Ivana MacIsaac	Chief Information Officer
	Richard Moriah	Acting Superintendent, Planning and Operations
	Carmel Murphy	Superintendent, Program and Learning Services
	Laura Odo	Superintendent, Policy, Strategy, Research, Safe Schools
	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Drago Radic	Superintendent, Family of Schools
	Adrian Scigliano	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Viviana Varano	Superintendent, Family of Schools
	Kevin Wendling	Assistant Superintendent: Math Lead
	Margaret Beck	Counsel
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
	Christiane Kyte	General Manager, Clinical Services and Special Education
	Carrie Salemi	General Manager, Finance
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance

Chair Luz del Rosario called the meeting to order at 7:00 p.m.

2. Opening Prayer

Chair Luz del Rosario asked the assembly to pray for the repose of the Holy Father Pope Francis and for the victims and their families of the Lapu-Lapu festival tragedy in Vancouver.

Trustee Darryl D'Souza led the Opening Prayer and Trustees Bruno Iannicca, Anisha Thomas and Stefano Pascucci led the Prayer of Petitions for Catholic Education Week May 4 to 9.

3. Land Acknowledgment

The Chair recognized that the Land Acknowledgment was a video recording made by Rhaya Clyne, an Indigenous graduate of Dufferin-Peel Catholic District School Board (DPCDSB).

4. National Anthem

The Chair acknowledged and thanked Martina Ortiz-Luis, Kibwe Thomas and Sole Power Productions for permission to use their recorded version of the national anthem.

5. Approval of Agenda

Motion 1404 (25-04-29)

Moved by Shawn Xaviour

Seconded by Stefano Pascucci

THAT THE AGENDA BE APPROVED.

CARRIED

6. Declaration of Interest – Nil

7. Approval of the Minutes of the Regular Board Meeting, March 25, 2025

Motion 1405 (25-04-29)

Moved by Mario Pascucci

Seconded by Darryl D'Souza

THAT THE MINUTES OF THE REGULAR BOARD MEETING, MARCH 25, 2025, BE APPROVED.

CARRIED

- a. Business Arising from the Minutes - Attached.

B. Pastor's Remarks: Video Presentation by Monsignor Shiels - Easter

The Chair asked Director Mazzorato to pass on our sincere gratitude to Monsignor Shiels for his thoughtful reflection and Easter Prayer.

C. Awards and Presentations

1. Peel Regional Police launch of Youth Engagement Strategy (YES) - Participant Immanuel Shine, St. Joseph Catholic Secondary School

Director Mazzorato paid tribute to Immanuel Shine, a Grade 12 student at St. Joseph Catholic Secondary School (CSS). During the past four years, Immanuel has been on the school's Honour Roll, achieving an overall average of 80% and higher. He is enrolled in the Specialist High Skills Major Program in Business Studies.

Immanuel has been a member of the school's Robotics Team, the Model UN Team, and the Debate Team. In the community, Immanuel has volunteered 278 hours over the past four years, working with children in his parish and with the City of Mississauga.

He has recently been accepted into the Bachelor of Business Administration Program at Wilfred Laurier University.

Immanuel recently spoke at the Peel Regional Police Youth Engagement Launch and his compelling personal story was videotaped and posted online. We watched the short video and following the video, Immanuel was presented with an award. Photos were taken with the Board of Trustees, Immanuel and his school Principal, Rosina Ariganello.

D. Delegations - Nil

E. Reports from Trustees for Receipt

1. Regular Reports

a. Ontario Catholic School Trustees' Association Report

Trustee Shawn Xaviour was pleased to present on behalf of all trustees a video *A Precious Gift: Celebrating Publicly Funded Catholic Education in Ontario*. The video is a joint project of OCSTA, OECTA and Assembly of Catholic Bishops of Ontario (ACBO). It is posted on the OCSTA website at [A Precious Gift](#).

Please feel free to share this video with your local Catholic Schools Councils and at Catholic Education Week events in your communities.

b. Student Voice Report

During our Senate meeting in March, we held a joint meeting with our Student Senate and Mental Health & Well-Being Champions. This was a meeting that all student leaders were looking forward to and was a remarkable success. We began with a beautiful liturgy, received an essential and informative presentation on Well-Being resources and then focused on student collaboration. With Well-Being week coming up in mid-May, we decided to emphasize holistic health this year. Student leaders got into separate groups and worked collaboratively on a video or finding resources for a slide deck, which will eventually be shared with elementary and secondary schools. Overall, it was a productive meeting, and we look forward to all participating during the upcoming *Well-Being Week*.

Lots of exciting news to share! Student participation in Health Occupations Students (HOSA) Canada, for future health professionals, is on the rise with more students getting involved and showing a genuine interest in health sciences.

Pocock's Cheerleading team crushed it - taking 1st place at the Ontario Cup and landing 2nd at OFSAA! The Pocock Jazz Ensemble also took home the Championship

Title in the OFSAA Performance Cheer Jazz dance category. Overall, we are seeing more students getting involved in OFSAA, and it is fantastic to see school spirit and participation growing across the board.

In the spirit of celebrating Catholic education and its rich diversity, many of our secondary schools are hosting multicultural days or festivals throughout May, which coincides with Catholic Education Week. Subsequently, some students have expressed concerns about the restrictive nature of the recently amended flag policy. There is ongoing confusion about how this policy affects dress codes for multicultural events or the display of flags during these celebrations.

- c. Good News Report - Attached.

Trustee Thomas Thomas

Mississauga Ward 5

Anaka Park + Ascension of Our Lord Catholic Secondary School - Sports Field

A very exciting day! Today, there was a ground breaking ceremony for the Anaka Park + Ascension of Our Lord CSS Sports Field. This is a collaborative effort between DPCDSB and the City of Mississauga. Many city officials were on site for the ceremony, including Mayor Carolyn Parrish and the local MPPs. Trustee Thomas Thomas attended along with Chair of the Board Luz del Rosario, Associate Director Del Bianco, Superintendent Diogo, and General Manager Campbell. Special appreciation to Acting Superintendent Moriah and the Plant team for their ongoing work and dedication to this much anticipated project. We are hoping that the Sports Field will be ready for September 2025.

Trustee Luz del Rosario passed the chair to Trustee Thomas Thomas

Trustee Luz del Rosario

Mississauga Ward 6 & 11

Dufferin Peel celebrated its 10th Annual Games Development Competition hosted in partnership with Sheridan College at their Mississauga campus on April 24. Two levels of competition occurred with our computer science students: Stream 1 for *Experienced Gamers* or students with more advanced computer studies and programming skills who developed games featuring a time travel theme, and Stream 2 for students *New to Video Game* programming. We were delighted by the number of female students who participated in this year's competition and were among over 200 students participating – about a third of all participants were female students.

Congratulations to Stream 1 students who curated their own games with St. Joan of Arc CSS teams placing 1st and 2nd followed by St. Joseph CSS in 3rd and Champion earning 4th and 5th. In Stream 2 *New to Video Game*, St. Edmund Champion CSS took home 1st for their programming, followed by St. Joseph CSS and Loyola CSS.

Sheridan's Faculty of Applied Science and Technology describes the event in the following way: "This event is more than a competition—it's a celebration of student potential, a platform for future-ready skills, and a testament to the power of education-industry partnerships."

DPCDSB is proud of the staff and students who made this possible, especially Ms. Lesia Skira, department head of Computer Studies at Loyola CSS, and the Technology Team in the Program department.

Trustee Luz del Rosario resumed the chair.

F. Updates/Information/Reports from Committees for Receipt

1. Receipt of the Minutes of the Administration and Finance Committee Meeting, February 4, 2025
2. Receipt of the Minutes of the Board By-Law/Policies Review Committee Meeting, January 21, 2025
3. Toronto and Region Conservation Authority (TRCA) - 2025 Survey of Teachers
4. TRCA and National Science and Education Committee (NSEC) Meeting Summary, March 17, 2025
5. Receipt of the Minutes of the Special Education Advisory Committee Meeting, March 19, 2025
6. Receipt of the Minutes of the Central Committee for Catholic School Councils Meeting, March 6, 2025
7. Receipt of the Minutes of the Peel Safe and Active Routes to Schools (PSARTS) Committee Meeting, January 21, 2025

G. Updates/Information/Reports from Administration for Receipt

Director Mazzorato paid tribute to five administrators that are retiring.

1. Retirement - A. Bomben, Principal

Adriano Bomben has been a fervent Catholic leader who has dedicated over 30 years to DPCDSB. Throughout Adriano's tenure, his unwavering commitment to education, passion for fostering a nurturing learning environment, and dedication to the well-being of students and staff have left an indelible mark on several school communities. Under Adriano's guidance, many schools have not only achieved academic excellence but have become environments for growth, compassion, and inclusiveness.

Adriano's career with Dufferin-Peel began in 1994 as a secondary teacher at Philip Pocock CSS. He then served as a teacher at St. Francis Xavier CSS, and St. Joan of Arc CSS. In 2008 Adriano worked as a vice-principal at St. Joseph CSS, and St. Edmund Campion CSS. Adriano then went on to serve as principal at St. Joseph CSS, St. Thomas Aquinas CSS, and most recently, St. Joan of Arc CSS

Beyond administrative duties, Adriano has created an environment where every student and staff member feels valued, heard, and encouraged to reach their fullest potential. His commitment to fostering a sense of community, rooted in faith and shared values, has created a lasting legacy that will continue to shape the character of many school communities.

The impact of Adriano's leadership extends far beyond the walls of our classrooms, touching the lives of students, parents/guardians, and colleagues alike.

As Adriano embarks on a well-deserved retirement, we extend our deepest thanks and heartfelt appreciation for his enduring contributions to education. May this new chapter be filled with joy, relaxation, and the fulfillment of all the dreams and aspirations of retirement. We are forever grateful for the positive impact Adriano has had at Dufferin-Peel.

Trustee Luz del Rosario passed the chair to Trustee Thomas Thomas.

1. Trustee Herman Vioria: He was also a student of DPCDSB. Congratulations, my best wishes to Adriano.
2. Trustee Luz del Rosario: We worked together when he was a vice-principal and then principal at St. Joseph CSS. I would like to thank him for all his work and dedication.

Trustee Luz del Rosario resumed the chair.

2. Retirement - C. Cini, Principal

We would like to congratulate Carl Cini as he begins his retirement after 30 years of service to Dufferin-Peel and Catholic Education.

Carl began his teaching career in 1995 at Loyola CSS. He then moving to St. Joseph CSS and St. Edmund Campion CSS as Department Head. Carl answered the call to leadership in 2008 and was promoted to vice-principal at Our Lady of Mount Carmel CSS and continued in that role at John Cabot CSS and St. Joan of Arc CSS. Carl then gladly embraced the position of principal at St. Joan of Arc CSS followed by Iona CSS.

Carl created an environment where every student and staff member felt valued, heard, and encouraged to reach their fullest potential. His commitment to fostering a sense of community, rooted in faith and shared values, has created a lasting legacy that will continue to shape the character of the school communities he has led.

As Carl embarks on a well-deserved retirement, we extend our deepest thanks and heartfelt appreciation for his contributions to Dufferin-Peel.

1. Trustee Herman Vioria: Carl and I have crossed paths many times. I met him first as a student at St. Thomas Aquinas CSS when I was a teacher and then we met when he got his first job at Loyola CSS, and now as a trustee I am collaborating with him at Iona CSS where he is the principal. Congratulations Carl - well done.

3. Retirement - G. Scanlon, Principal

Gwen has been a fervent Catholic leader, and mentor, who has dedicated an incredible 37.5 years to the DPCDSB. Throughout Gwen's tenure, her dedication and commitment to education, passion for fostering a nurturing learning environment, and commitment to the well-being of students and staff have left an indelible mark on several school communities.

She was a teacher both at Notre Dame CSS and St. Martin CSS. Her administrative career began as vice-principal at St. Francis Xavier CSS. She was a vice-principal at John Cabot CSS, Loyola CSS and St. Augustine CSS before becoming a principal at St. Hilary Catholic Elementary school in 2020.

The impact of Gwen's leadership extends far beyond the walls of our classrooms, touching the lives of students and their families, and colleagues.

We extend our heartfelt appreciation for Gwen's enduring contributions to education. May this new chapter be filled with joy and relaxation. We are grateful to Gwen for all the hard work, dedication and commitment to Catholic education at DPCDSB.

4. Retirement - M. McCallen, Principal

After 22 years of service to Dufferin-Peel, Mark McCallen, principal of St. Monica CES is retiring. Mark's career in Dufferin-Peel began in 2003 and includes roles as an elementary and secondary teacher, vice-principal, and principal. He started as an elementary teacher at San Lorenzo Ruiz CES, teaching various grades.

In 2012, he transitioned to the secondary panel allowing him to follow his passion as a music teacher at St. Roch CSS. He became vice-principal at St. Andre Bessette CES in 2022, and in 2023, he was appointed Principal of St. Monica CES. Mark's career is marked by his commitment to student success and well-being, advocating for all students and demonstrating a deep understanding for the needs of staff and families. His leadership, characterized by care, compassion, and elevated expectations, has made him an exemplary Catholic servant.

Mark will be missed. We wish him all the best in his retirement.

5. Retirement - N. Resendes, Principal

After 30 years in education, we would like to congratulate Norma Resendes on her retirement. She has served the Dufferin Peel community in her roles as teacher and special assignment teacher for 16 years. Norma then answered the call to leadership and has been an administrator for the past 14 years. Norma served as vice-principal at St. Catherine of Siena CES and then as a Principal at two schools - St. Patrick CES and St. Mark CES.

Norma is grateful for the countless students, teachers, and colleagues who have been a part of her journey. From her beginnings as a classroom teacher to her years leading schools, she feels deeply fortunate to witness the profound impact Catholic Education has on individuals, families, and communities. Every school she has had the privilege to serve, has shaped her as an educator and person – and she is grateful.

As Norma embarks on a well-deserved retirement, we extend our deepest thanks and heartfelt appreciation for her contributions to Dufferin-Peel. May this new chapter be filled with joy, relaxation, and the fulfillment of all her dreams and aspirations.

H. Updates/Information/Reports from Administration Requiring Action

1. Motions Recommended by the Board By-Law/Policies Review Committee, April 22, 2025

Motion 1406 (25-04-29)

Moved by Bruno Iannicca

Seconded by Stefano Pascucci

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT THE *PROCEDURAL BY-LAW* AS AMENDED.

CARRIED

Motion 1407 (25-04-29)

Moved by Thomas Thomas

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-0013 RESEARCH STUDIES IN DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD (DPCDSB)* AS AMENDED.

CARRIED

Motion 1408 (25-04-29)

Moved by Herman Vioria

Seconded by Anisha Thomas

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-2000 ADMISSIONS* AS AMENDED.

CARRIED

Motion 1409 (25-04-29)

Moved by Shawn Xaviour

Seconded by Paula Dametto-Giovannozzi

THAT THE BOARD OF TRUSTEES APPROVE THE RESCISSION OF *P-4008 SCHOOL CLOSURE/EARLY DISMISSAL*.

CARRIED

Motion 1410 (25-04-29)

Moved by Bruno Iannicca

Seconded by Mario Pascucci

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-4006 STUDENT SAFE ARRIVAL AND EARLY DISMISSAL* AS AMENDED.

CARRIED

Motion 1411 (25-04-29)

Moved by Thomas Thomas

Seconded by Paula Dametto-Giovannozzi

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-5004 ACCEPTABLE NETWORK USE AND SECURITY* AS AMENDED.

CARRIED

Motion 1412 (25-04-29)

Moved by Anisha Thomas

Seconded by Bruno Iannicca

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-6003 COMMUNITY PLANNING AND PARTNERSHIPS* AS AMENDED.

CARRIED

Motion 1413 (25-04-29)

Moved by Stefano Pascucci

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT *POLICY P-7001 FINANCIAL ACTIVITIES* AS AMENDED.

CARRIED

2. Naming of Mount Pleasant #2 Catholic Elementary School

Superintendent Odo summarized the report.

1. Trustee Darryl D'Souza: Requested to put a motion on the floor to call the new school St. Ruth Catholic Elementary School.

2. Trustee Stefano Pascucci noted that St. Ruth has not been canonized.

Director Mazzorato: Not all saints are canonized.

3. Trustee Bruno Iannicca: Has the school community been involved with the process of naming this school and aware of both names put forth? Has the trustee communicated with the community regarding the naming of the school?

Trustee Darryl D'Souza: Acknowledged they have been involved and informed through the process.

Voting: 1 absent, 1 abstain, 9 in favour

Motion 1414 (25-04-29)

Moved by Darryl D'Souza

Seconded by Thomas Thomas

MOTION TO NAME MOUNT PLEASANT # 2 - ST. RUTH CATHOLIC ELEMENTARY SCHOOL, BE APPROVED.

CARRIED UNANIMOUSLY

3. Revised Policy P-8006 Access to Dufferin-Peel Catholic District School Board (DPCDSB) Properties

Counsel Beck summarized the report.

1. Trustee Stefano Pascucci: When will trustees be advised that there is a visitor attending a school i.e., Mayor or MPP?

Counsel Beck: You will be notified whenever a visitor is expected at your school(s).

2. Trustee Mario Pascucci: Who is responsible to advise trustees?

Director Mazzorato: The principal will communicate to the trustees.

Motion 1415 (25-04-29)

Moved by Darryl D'Souza

Seconded by Mario Pascucci

THAT THE BOARD OF TRUSTEES APPROVE REVISIONS TO *P-8006 ACCESS TO DPCDSB PROPERTIES*, AS AMENDED.

CARRIED

I. Additional Business - Nil

1. Notices of Motion

J. Questions Asked by Trustees

1. Trustee Bruno Iannicca: Can staff advise the status of the raffle pilot?

Counsel Beck: I am optimistic that we will have information to share in the coming weeks. I am in the process of reviewing the forms from the schools before the determining body receives them to ensure that all information is provided. The form requires information on what the fundraising is for, and what the cost is for the item/project. The turnaround time is said to be a few weeks.

2. Trustee Bruno Iannicca: Can staff update the list of the schools that are applying for the raffle/lottery license and provide the details of the process including the projected fundraising and breakdown, which may include fees paid to the municipality.

Counsel Beck: We will provide in Issues & Events.

3. Trustee Mario Pascucci: Can staff advise where and when can we expect to have Pastoral Plans?

Director Mazzorato: Pastoral Plans are posted on school websites and can be accessed at any time. Currently we are working on a template which will be used moving forward.

4. Trustee Mario Pascucci: We have talked about the state of the washrooms at recent meetings and the concern continues to be raised at Catholic School Council meetings, has an audit been done of the washrooms?

Associate Director Del Bianco: We hope to have the report available in the May 9 Issues and Events.

5. Trustee Mario Pascucci: Can staff verify if CSC should hold In Camera meetings?

Director Mazzorato: On our monthly webcast we can remind administrators that there is no reason for CSC to hold In Camera meetings and we will add that item to upcoming CSC in-servicing.

6. Trustee Stefano Pascucci: Over the winter some properties have been damaged during snow removal. Who is responsible for the damage?

Acting Superintendent Moriah: The snow removal companies are aware that they need to repair any damage they caused.

7. Trustee Stefano Pascucci: Can staff provide status of any programs running regarding tree planting? In the past we spoke of using secondary greenhouses to start saplings.

Associate Director Del Bianco: There is no update to provide. We will review provincial and federal tree planting opportunities and provide an update in Issues & Events.

K. Declared Interest Items – Nil

L. In Camera Meeting of the Committee of the Whole

Motion 1416 (25-04-29)

Moved by Darryl D'Souza

Seconded by Herman Vilorio

THAT THE COMMITTEE OF THE WHOLE MOVE INTO A CLOSED MEETING AS DISCUSSIONS WILL INVOLVE THE DISCLOSURE OF INTIMATE, PERSONAL OR FINANCIAL INFORMATION IN RESPECT OF A MEMBER OF THE BOARD OR COMMITTEE, OR AN EMPLOYEE.

CARRIED

M. Report from the In Camera Meeting of the Committee of the Whole

The Committee of the Whole Received In Camera Board Minutes from March 25, 2025, and received In Camera Minutes from the Administration and Finance Committee Meeting, February 4, 2025, and Financial Information.

Motion 1417 (25-04-29)

Moved by Thomas Thomas

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE THAT THE PROPOSED AREA IDENTIFIED AS THE EASEMENT AT ST. PIO OF PIETRELCINA CES IS NOT REQUIRED FOR ITS PURPOSES AND THAT, IN ACCORDANCE WITH ONTARIO REGULATION 374/23, IT BE GRANTED TO THE REGION OF PEEL.

CARRIED

N. Future Meetings

May 27, 2025

June 17, 2025

O. Adjournment

Motion 1418 (25-04-29)

Moved by Herman Vilorio

Seconded by Shawn Xaviour

THAT THE MEETING BE ADJOURNED AT 9:30 P.M.

CARRIED



J.	Questions Asked by Trustees	
Q 2	Trustee Bruno Iannicca: Can staff update the list of the schools that are applying for the raffle/lottery license and provide the details of the process including the projected fundraising and breakdown, which may include fees paid to the Municipality.	Please see Appendix 1 as provided in the Issues & Events on May 2, 2025.
Q 4	Trustee Mario Pascucci: We have talked about the state of the washrooms at recent meetings and the concern continues to be raised at Catholic School Council meetings, has an audit been done of the washrooms?	Information was provided in the May 9, 2025 Issues & Events.
Q 7	Trustee Stefano Pascucci: Can staff provide status of any programs running regarding tree planting? In the past we spoke of using secondary greenhouses to start saplings.	Ongoing Review

Appendix 1

Applying for Lottery Licenses for Fundraising Purposes (Public)

Legal Services asked each Family of Schools' Superintendent to provide the name of a school in their Family that is interested in applying for a lottery license as part of a pilot project. While more than one school was interested in a couple of Families, five schools in total were put forward for participation in the pilot project.

The purpose of the pilot project, which is being supported by Legal Services, is to determine if the process is reasonable enough for schools to apply for licenses to enable them to host lotteries/raffle events for fundraising purposes. The following schools are participating in the pilot project: St. John the Baptist CES, Our Lady of Peace CES, St. Jude CES, t. Clare CES, and St. Marcellinus CSS.

Trustees requested a summary of the steps required to obtain a lottery license. The following information was provided in *Issues & Events*, Volume 21, No. 5 (March 7-11, 2022). It has been modified as shown in RED to provide additional information:

While the Alcohol & Gaming Commission of Ontario ("AGCO") and local municipalities each issue lottery licenses, most schools will apply for a lottery license from their local municipality due to the type of lottery and monetary amount associated with it.

Note that the maximum that a city can charge for the license fee for a raffle is 3% of the total prize value. The rest of the proceeds are for the school to use for their intended purpose. The school/Board does not pay taxes on the proceeds.

Below, the City of Mississauga is used as an example to show the general steps required to be taken to obtain a lottery license. The City of Mississauga charges 3% of the total prize value.

Application for a lottery license from the City of Mississauga is a **3-part process** as outlined here: <https://www.mississauga.ca/services-and-programs/business/licences-and-permits/lottery-licence/>

This applies to **each individual DPCDSB school**. *Unfortunately, there is not a blanket license/eligibility approval available to the Board.*

For each school involved, the following needs to occur:

1. *Before applying for a lottery license, each school must submit an application to determine whether they are eligible to apply for a lottery license. Counsel Beck is currently completing these applications*

in consultation with the Principals. It involves the summary of the lottery event and use of proceeds and several supporting documents.

- a) Applications can be from the school or Parent Council, with the blessing/oversight of the Principal
 - b) The info in the form must be filled *out on behalf of the school* (not Board information)
 - c) There are modifications to this Eligibility Application used when school/parent councils are applying:
 - i Instead of providing “Letters Patent”, the school is asked to provide the Council’s Constitution and By-Laws
 - ii Instead of “corporate financials”, the school is asked to provide financials and budgets for the school/council (i.e. demonstrating how the fundraising funds would be specifically used/applied)
 - d) Fundraising cannot be used for anything that the Board would already be obligated to supply a school
 - i However - if, for example, the Board supplies each school with 50 computers, but the school is fundraising for 10 more, the school needs to include an explanation of why the computers are needed and for what purposes they will be used, etc.
 - e) A letter from the Board confirming that the Board has no objections to the method of fundraising (i.e. gambling) **must be included.**
2. Once the Eligibility Application is approved, the school must open a lottery trust account (this is a new, separate bank account)
3. Once 1 and 2 are complete, the school can *then* apply for the *specific* event lottery license (e.g. raffle, bingo)
- a) Regular reports must be provided to the City regarding the status of the trust account, documenting expenditures and demonstrating how the proceeds from the approved event are allotted/spent *as previously approved by the City.*
 - b) The overall eligibility approval for the school is valid for several years (subject to ongoing review by the City to ensure continued eligibility status). However, a school needs to re-apply for a specific event license (step 3) for EACH new fundraising event they hold.