

**MEMORANDUM TO:** Directors of Education  
Secretary Treasurers and Supervisory Officers of School Authorities  
Supervisory Officers of Provincial Schools  
Consortium Centre Jules-Léger

**FROM:** Julia Danos  
Executive lead, Education Reopening Secretariat

Yael Ginsler, Assistant Deputy Minister  
Student Achievement Division

**DATE:** November 10, 2021

**SUBJECT:** Ontario School Year Calendar 2022-2023

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The purpose of this memorandum is to provide you with information to support the development of your 2022-23 school year calendars.

Ontario Regulation 304 “School Year Calendar, Professional Activity Days” under the Education Act outlines the requirements for school boards in preparing and submitting school year calendars to the ministry. Please note the following:

- The regular school year calendar shall provide for a school year that commences on or after September 1 and ends on or before June 30.
- The minimum number of school days required in a school year calendar is 194. Of those, school boards must dedicate three (3) Professional Activity (PA) days to provincial education priorities.
- Boards may designate up to four (4) additional PA days per school year. Any school days not designated as professional activity days are to be designated as instructional days.
- Each school year calendar must be accompanied by a general outline of the activities to be conducted on PA days.
- A board may designate up to ten instructional days as examination days.

As always, in order to accommodate local needs, a board may request permission of the minister to use a modified school year calendar for a school (or schools) within its jurisdiction that is organized differently from the criteria outlined in Regulation 304. The request must be submitted along with a report that describes the process leading to the decision to use the modified calendar.

The report shall include:

- A letter signed by the Director of Education.
- A copy of the board's resolution approving the modified calendar.
- Documentation indicating that constituent stakeholders have been consulted and are aware of the proposed modifications (constituent stakeholders include parents, school councils, parent involvement committee, local branch affiliates of teachers' federations, unions, ratepayers, other members of the community and coterminous and neighbouring boards).

**N.B.** Prior to their boards' approval of the school year calendar, coterminous school boards participating in student transportation consortia are encouraged to discuss and consider the alignment of PA days to leverage opportunities for efficiency.

### **Submission deadlines for regular and modified calendars**

As per the recent amendments to O. Reg. 304, the deadline for submission of regular and modified school year calendars is **March 1, 2022**.

- a) Regular calendars will be reviewed immediately after March 1 and in the order that they are received. Once calendars have been reviewed, boards will receive written confirmation from the regional office.
- b) Approval of modified calendars will be provided on or before April 15, 2022. If a modified calendar is not approved, the board must submit a regular calendar on or before May 1, 2022. Once calendars have been approved, boards will receive written confirmation from the regional office.

Also, please note that boards will also receive an automated notice through the School Year Calendar Application which will remove the '*Pending Ministry review*' message on reviewed or approved calendars.

### **Mandatory Professional Activity (PA) Days and provincial education priorities**

Professional activities for the three mandatory PA days must focus on teachers' professional learning and align with provincial education priorities established by the Minister. These priorities are the criteria that determine the focus and scope of the professional activities for the three mandatory PA days.

For the 2022-23 school year, additional information will be sent to boards at a later date to confirm the topics that school boards must address during the three mandatory PA days. Additional considerations and resources to assist in planning for PA days will also be provided to boards.

As part of the recent amendments to O. Reg. 304, boards are required to submit an outline of their PA day activities on or before **August 15, 2022**. The PA day descriptions will be reviewed by regional offices who may be in contact with boards where necessary. Following this, boards will receive a written confirmation from the regional office which will confirm completion of the 2022-2023 school year calendar process.

### **October 24, 2022 municipal election**

Municipal elections will be held in Ontario on Monday October 24, 2022. Section 45 of the [Municipal Elections Act](#) requires that school boards receiving a clerk's request, at least 14 days before voting day, must provide, free of any charge, a space for use as a voting place. Boards are advised to consider scheduling a PA day to coincide with the date of the 2022 municipal election when submitting their school year calendar, in collaboration with coterminous boards and municipal clerks.

### **Ontario School Year Calendar Application**

School year calendar submissions, supporting documents, and PA day descriptions are submitted through the Ontario School Year Calendar (OSYC) application which is available at <https://edcs.tcu.gov.on.ca/pr/collection>. An updated user guide is available by clicking on the HELP tab within the application.

New users requiring a user ID and password to gain access to the OSYC application are advised to contact their board local user authority for assistance. Otherwise, no further follow-up is required for individuals who had previous access to the OSYC application.

If you require further information about the Ontario school year calendar or any of the above, please contact XXXX at the XXXX Regional Office at XXX-XXX-XXXX or toll-free at 1-800-XXXXXX, or by email at [XXXX.XXXX@ontario.ca](mailto:XXXX.XXXX@ontario.ca).

Sincerely,

*Original signed by*

Julia Danos

Attachments

*Original signed by*

Yael Ginsler