



*We are a Christ-centered Catholic faith community  
that celebrates diversity and fosters spiritual growth,  
inspiring all to reach their full potential in mind, body and spirit.*

*AGENDA AND MATERIAL*

## COMMITTEE OF THE WHOLE MEETING

**TUESDAY, OCTOBER 10, 2023  
6:30 P.M.**



*PUBLIC ACCESS LIVE STREAM LINK*  
<https://niagaracatholic.ca/meetings-livestream/>

*FATHER KENNETH BURNS, C.S.C. BOARD ROOM CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*

### A. ROUTINE MATTERS

1. Opening Prayer – Trustee Burkholder -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of September 12, 2023 A5
6. Consent Agenda Items -
  - 6.1 Annual Reports for Catholic School Councils & NCPIC 2022-2023 A6.1
  - 6.2 The Ministry's Advisory Council on Special Education Community Collaboration Form A6.2
  - 6.3 Extended Overnight Field Trip, Exchange and Excursion Committee A6.3
  - 6.4 Staff Development Department Professional Development Opportunities A6.4
  - 6.5 Capital Projects Progress Report Update A6.5

### B. PRESENTATIONS

### C. GOVERNANCE POLICIES

1. Governance Policies for Recommendation to the Board -
  - 1.1 Board By-Laws Policy (100.1) C1.1
  - 1.2 Trustee Electronic Meetings (Board and Committees) Policy (100.8) C1.2
2. Governance Policies Prior to Vetting -
  - 2.1 Safe Schools Policy (302.6) C2.1
  - 2.2 Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6) C2.2
  - 2.3 Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4) C2.3
3. Governance Policy Review Schedule C3

### D. COMMITTEE AND STAFF REPORTS

1. Draft Letters to Minister Lecce D1
2. Draft Letter to Bishop Bergie and Fr. Paul MacNeil D2

- |  |    |
|--|----|
| 3. Capital Priorities Submission 2023-2024 | D3 |
| 4. Monthly Updates                         |    |
| 4.1 Student Senate Update                  | -  |
| 4.2 Senior Staff Good News Update          | -  |

## **E. INFORMATION**

- |  |      |
|--|------|
| 1. Trustee Information   |      |
| 1.1 OCSTA 2024 Catholic Trustees Seminar – January 19-20, 2024 | E1.1 |

## **F. OTHER BUSINESS**

- |   |   |
|---|---|
| 1. General Discussion to Plan for Future Action | - |
|---|---|

## **G. BUSINESS IN CAMERA**

## **H. REPORT ON THE IN CAMERA SESSION**

## **I. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 10, 2023**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OF SEPTEMBER 12, 2023**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 12, 2023, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, SEPTEMBER 12, 2023

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, September 12, 2023 in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 6:30 p.m. by Vice-Chair Burkholder.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Di Lorenzo.

2. Roll Call

Vice-Chair Burkholder noted that Trustees Benoit asked to be excused.

Trustee	Present	Present Electronically	Absent	Excused
Natalia Benoit			✓	
Joseph Bruzzese	✓			
Rhianon Burkholder	✓			
Danny Di Lorenzo	✓			
Larry Huibers	✓			
Doug Joyner	✓			
Jim Marino	✓			
Paul Turner	✓			
<b>Student Trustees</b>				
Charlotte Johnstone	✓			
Emilio Geremia	✓			

The following staff were in attendance:

**Camillo Cipriano**, Director of Education; **Lee Ann Forsyth-Sells, Kimberly Kinney, Gino Pizzoferrato, Pat Rocca**, Superintendents of Education; **Domenic Massi, Joseph Zaroda**, Associate Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Clark Euale**, Controller of Facilities Services; **Julia Tiessen**, Executive Officer of Human Resources; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

**3. Approval of the Agenda**

Moved by Trustee Marino

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of September 12, 2023, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

No Declaration of Conflict of Interest was declared with any items on the Agenda.

**5. Approval of Minutes of the Committee of the Whole Meeting of June 6, 2023**

Moved by Trustee Joyner

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 6, 2023, as presented.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Staff Development Department Professional Development Opportunities**

Presented for information.

**6.2 Capital Projects Progress Report Update**

Presented for information.

Moved by Trustee Di Lorenzo

**THAT** the Committee of the Whole adopt consent agenda items.

**CARRIED**

**B. PRESENTATIONS**

**C. GOVERNANCE POLICIES**

**1. Governance Policies for Recommendation to the Board**

**2. Governance Policies Prior to Vetting**

**2.1. Community Use of Facilities Policy (800.2)**

Clark Euale, Controller of Facilities Services, presented the Community Use of Facilities Policy (800.2).

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Community Use of Facilities Policy (800.2), be vetted from September 13, 2023 to November 1, 2023 with a recommended deadline for presentation to the Committee of the Whole in November, for consideration to the Board in November.

### **2.2. Admission of Elementary and Secondary Students Policy (301.1)**

Domenic Massi, Associate Superintendent of Education, presented the Admission of Elementary and Secondary Students Policy (301.1).

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Admission of Elementary and Secondary Students Policy (301.1), be vetted September 13, 2023 to November 1, 2023 with a recommended deadline for presentation to the Committee of the Whole in November, for consideration to the Board in November.

### **3. Governance Policy Review Schedule**

Director Cipriano presented the Governance Policy Review Schedule.

## **D. COMMITTEE AND STAFF REPORTS**

### **1. Director of Education and Senior Staff Introduction to the 2023-2024 School Year**

Director Cipriano and Senior Staff presented the Introduction to the 2023-2024 School Year report for Trustee information.

Director Cipriano and members of Senior Staff answered questions of Trustees.

### **2. Monthly Updates**

#### **2.1 Student Trustees' Update**

Charlotte Johnstone, and Emilio Geremia, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

#### **2.2 Senior Staff Good News Update**

Senior Staff highlights included:

##### **Superintendent Rocca**

- Niagara Catholic has partnered up with the Fort Erie Native Friendship Centre to organize a Unity Walk to begin a sign of unity and commitment to Truth and Reconciliation.

A brief video was shared highlighting the first week of school.

Discussion took place regarding the safety of students and crossing guards following an incident in St. Catharines with a crossing guard.

## **E. INFORMATION**

### **1. Trustee Information**

#### **1.1 OCSTA 2023 Fall Regional Meeting – September 18, 2023**

Vice-Chair Burkholder highlighted the OCSTA 2023 Fall Regional Meeting.

Trustees were asked to confirm their attendance with Anna Pisano.

Trustee Marino highlighted the Annual Golf Tournament and noted that Golf registration is full, however, there is still room for the dinner.

Trustee Turner highlighted the Notre Dame College School 75<sup>th</sup> Reunion taking place on Saturday, September 30, 2023 and Sunday, September 31, 2023.

## **F. OTHER BUSINESS**

### **1. General Discussion to Plan for Future Action**

Nil

## **G. BUSINESS IN CAMERA**

## **H. REPORT ON THE IN-CAMERA SESSION**

## **I. ADJOURNMENT**

Moved by Trustee Joyner

**THAT** the September 12, 2023 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 9:18 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **September 12, 2023.**

Approved on **October 10, 2023.**

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Rhianon Burkholder  
Vice-Chair of the Board

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Camillo Cipriano  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 10, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE  
BOARD  
BOARD BY-LAWS POLICY (100.1)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1), as presented.

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Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: October 10, 2023



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**BOARD BY-LAWS**

Pursuant to the provisions of the *Education Act* and its Regulations, the By-Laws of the Niagara Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.

The By-Laws of the Niagara Catholic District School Board shall be approved by the Board and reviewed bi-annually as directed by the Board or recommended by the Director of Education/Secretary-Treasurer.

Definitions used in these By-Laws and not otherwise defined in the text shall have the meanings set out in the attached Definitions Schedule.

**BOARD ORGANIZATION**

The administrative organization of Niagara Catholic District School Board shall be subject to periodic review to ensure that it is designed to meet the needs of the school system.

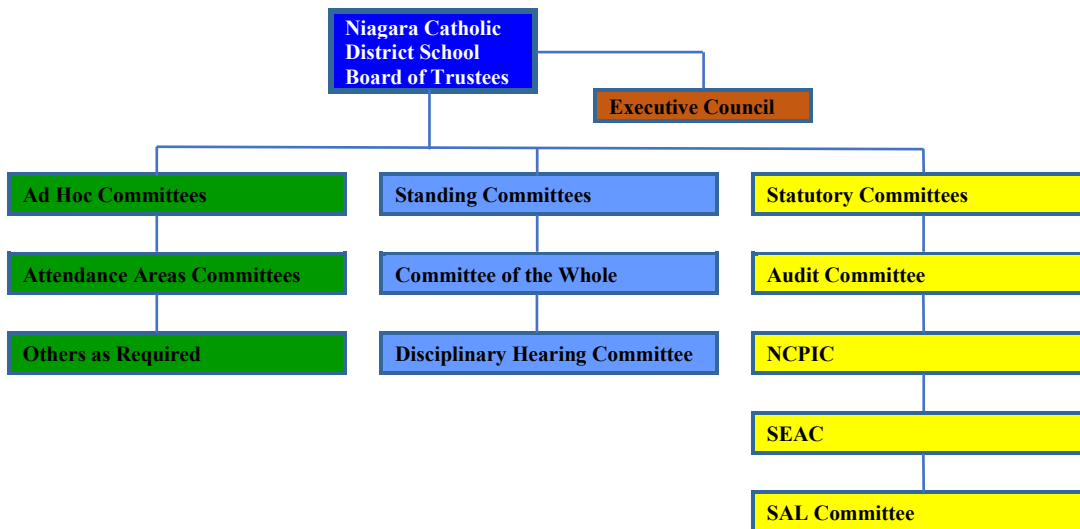
**1. NAME AND JURISDICTION OF THE BOARD**

The name of the Board shall be “Niagara Catholic District School Board” and it shall have jurisdiction as is provided by the *Education Act* and Regulations.

**2. MISSION STATEMENT**

”We are a Christ-centred Catholic faith community that celebrates diversity and fosters spiritual growth, inspiring all to reach their full potential in mind, body and spirit.”

**3. ORGANIZATION CHART**



## 4. STRUCTURE OF THE BOARD

The Structure of the Board, its Sections and its Committees will be set up according to the Organization Chart in Section 3 and the following description.

### i. **Board of Trustees**

The Board shall be composed of all eight (8) Trustees and the two (2) Student Trustees and shall perform duties in accordance with the *Education Act* and its Regulations, Board By-Laws and Governance Policies.

### ii. **Executive Council**

The Executive Council shall be composed of the Chair of the Board, the Vice-Chair of the Board and the Director of Education/Secretary-Treasurer. It shall review and assist with the preparation of the agendas for Committee of the Whole and Board meetings.

### iii. **Committees**

The Board is required by the *Education Act* to have the following Statutory Committees:

- Audit Committee
- Niagara Catholic Parent Involvement Committee (NCPIC)
- Special Education Advisory Committee (SEAC)
- Supervised Alternative Learning Committee (SAL)

In addition the Board has the following standing committees:

- Committee of the Whole
- Disciplinary Hearing Committee

The Board may also put in place other committees as required from time to time.

### iv. **Terms of Reference**

#### **Audit Committee**

The Audit Committee is a statutory Committee of the Board established annually. The composition and role of the Audit Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 361/10 – *Audit Committee*.

The Audit Committee assists the Board in fulfilling its duties related to financial governance and oversight. The duties of the Audit Committee fall under the following key areas: the financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors and the Board's compliance with its obligations under legislation.

The Audit Committee shall meet at least three (3) times in each fiscal year, plus Ad Hoc meetings as the Chair considers advisable and shall be governed in accordance with section 11 of O. Reg 361/10. At the first meeting of the Audit Committee in each fiscal year, the members of the committee shall elect the Chair of the committee for the fiscal year of the Board from among the members appointed to the committee. If at any meeting of the Audit Committee the Chair is not present, the members present may elect a Chair for that meeting.

The Committee is made up of three (3) trustees and two (2) who are not members of the Board, all as approved by the Chair, Vice-Chair and the Director of Education.

## **Niagara Catholic Parent Involvement Committee (NCPIC)**

The Niagara Catholic Parent Involvement Committee is a statutory Committee of the Board established annually, but prior to November 15<sup>th</sup> of the school year and before the first meeting of the committee in the school year. The composition and role of the Parent Involvement Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 612/00 - *School Councils And Parent Involvement Committees*.

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. The NCPIC provides information and advice on parent engagement to the Board; communicates with and supports Catholic School Councils of the Board; and undertakes activities to help parents of pupils of the Board support their children's learning at home and at school.

The NCPIC is comprised of the number of parent members the Board determines appropriate; the Director of Education/Designate; two (2) members of the Board appointed by the Board and the number of community representatives, specified in the By-Laws of the NCPIC. Subject to the By-Laws of the NCPIC, the Board may appoint one (1) elementary principal, one (1) secondary principal, one (1) elementary teacher other than a principal or vice-principal, one (1) secondary teacher other than a principal or vice-principal and one (1) person employed by the Board, other than a principal, vice-principal or teacher.

The NCPIC shall meet at least four (4) times in each school year and shall be governed in accordance with s. 40 of O. Reg 612/00.

## **Special Education Advisory Committee (SEAC)**

The Special Education Advisory Committee is a statutory Committee of the Board established annually. The Special Education Advisory Committee will be responsible to the Board for examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services. The composition and role of the Special Education Advisory Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 464/97, *Special Education Advisory Committees*.

## **Supervised Alternative Learning (SAL)**

The Supervised Alternative Learning for Excused Pupils Committee is a statutory Committee of the Board established annually. The composition and role of the Supervised Alternative Learning for Excused Pupils Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 374/10 - *Supervised Alternative Learning And Other Excusals From Attendance At School*.

# **5. OFFICERS OF THE BOARD**

The Officers of the Board shall consist of the Chair, the Vice-Chair of the Board who are elected trustees, and the Director of Education/Secretary-Treasurer, who is the Chief Executive Officer. They shall have such duties as are assigned to them by the *Education Act* and its Regulations, Board By-Laws and Governance Policies.

## 6. DUTIES OF BOARD OFFICIALS

### i. Trustees of the Board

In accordance with the *Education Act* and its Regulations, trustees, in addition to other duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies, are required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *Education Act*, the Regulations and the guidelines issued under the Act, Board By-Laws and Board Governance Policies;
- (c) attend and participate in meetings of the Board, including meetings of Board committees of which they are members;
- (d) consult with parents, students and supporters of the Board on the Boards Multi-Year Strategic Plan;
- (e) bring concerns of parents, students and supporters of the Board to the attention of the Board;
- (e) uphold the implementation of any Board resolution after it is passed by the Board;
- (f) entrust the day to day management of the Board to its staff through the Director of Education;
- (g) promote student achievement and well-being;
- (h) ensure effective stewardship of the Board's resources;
- (i) develop, monitor and evaluate the effectiveness of Governance Policies;
- (j) develop and annually review the Board Multi-Year Strategic plan;
- (k) comply with the Board Code of Conduct Policy as addressed in Section 21 of these By-Laws.

### ii. Chair of the Board

In accordance with the *Education Act* and its Regulations, the Chair of the Board, in addition to other duties under the *Education Act* and its Regulations, Boards By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) preside over meetings of the Board;
- (c) conduct the meetings in accordance with the Boards procedures and practices for the conduct of Board meetings;
- (d) establish agendas for Committee of the Whole and Board Meetings, in consultation with the Director of Education or the Supervisory Officer acting as the Boards Director of Education;
- (e) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (f) with the Director of Education, act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (g) convey the decisions of the Board to the Director of Education or the Supervisory Officer acting as the Director of Education;
- (h) provide leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan;
- (i) provide leadership to the Board in maintaining the Board's focus on the Boards Mission, Vision and Values;
- (j) serve as an Ad Hoc member of any Board committee;
- (k) be an official signing officer of the Board;
- (l) assume such other responsibilities as may be specified by the Board; and
- (m) perform such duties as are related to their position as a trustee.

ii. **Vice-Chair of the Board**

In accordance with the *Education Act* and its Regulations, the Vice-Chair of the Board, in addition to other duties under the *Education Act* and its Regulations, Boards By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) act in place of the Board Chair when absent and fulfill the duties of the Chair of the Board
- (c) chair Committee of the Whole and Board Meetings;
- (d) perform such duties as determined by the Board or by the Chair;
- (e) perform such duties as are related to their position as a trustee; and
- (f) be an official signing officer of the Board and shall assume all responsibilities and duties of the Chair in the event that the Chair is absent or incapacitated for a period exceeding forty-eight (48) hours.

iii. **Director of Education – Chief Executive Officer**

The Director of Education is the Chief Education Officer and the Chief Executive Officer (CEO) of the Board. The Chief Executive Officer of a Board shall ensure that Board staff comply with the duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies established by the Board and shall develop and maintain an effective organization and programs required to implement the *Education Act* and its Regulations, Board By-Laws, Governance Policies and Administrative Operational Procedures.

In accordance with the *Education Act* and its Regulations, the Director of Education, in addition to other duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) oversee the day to day management of the Board through Board staff;
- (c) annually review with the Board the Multi-Year Strategic Plan;
- (d) ensure that the Multi-Year Strategic Plan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving the priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement;
- (e) implement and monitor the implementation of the Multi-Year Strategic Plan; and other reports as required as CEO of the Board or as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (f) report periodically to the Board on the implementation of the Multi-Year Strategic Plan and other reports as required as CEO of the Board and as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (g) act as Secretary to the Board;
- (h) immediately upon discovery, bring to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*; and
- (i) advise the Deputy Minister of Education if the Board does not respond in a satisfactory manner to an act or omission brought to its attention under clause (h).

iv. **Board Officers**

The duties of Board Officers shall be as outlined in the *Education Act* and its Regulations and in the job description and Terms and Conditions approved by the Board from time to time.

## 7. INAUGURAL MEETING OF THE BOARD

- i. The Board shall hold its Inaugural Meeting not later than seven days after the day on which the term of office of the board commences on such date and at such time and place as the Board determines and, failing such determination, at 8 p.m. at the head office of the Board on the first Wednesday following the commencement of the term of office. Notwithstanding the foregoing, on the petition of a majority of the members of a newly elected or appointed Board, the appropriate supervisory officer may provide for calling the first meeting of the Board at some other time and date.
- ii. The Agenda for the Inaugural Meeting of the Board will be:

### A. ROUTINE MATTERS

1. Meeting Called to Order – (*Director of Education or Designate*)
2. Land Acknowledgement
3. Opening Prayer (*Bishop of St. Catharines or Designate*)
4. Roll Call
5. Declaration of Conflict of Interest
6. Returns of Election – (*Director of Education*)
7. Declaration of Office and Oath of Allegiance (*Director of Education or Designate*)
8. Election of Chair and Vice-Chair
9. Chair’s Remarks
10. Vice-Chair’s Remarks
11. Appointment of Board Auditors
12. Board Committees

### B. MOMENT OF SILENT REFLECTION

### C. ADJOURNMENT

- iii. At the Inaugural Meeting following a municipal election, the Director of Education shall read the returns of the election to the Board as certified to them by the municipal clerks and may request that a Judge attend the Inaugural Meeting to take the Declaration and the Oath of Allegiance as set out in the *Education Act*.
- iv. At the Inaugural Meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Director of Education/Secretary-Treasurer of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.
- v. **Election of Chair & Vice-Chair**
  - (a) The members shall elect one of themselves to be Chair at the Inaugural Meeting and at the first meeting after a vacancy occurs in the office of Chair.
  - (b) The Director of Education shall name the scrutineers appointed for the election of the Chair and Vice-Chair.
  - (c) The election of the Chair shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1)

person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

- (d) The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (v (c) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.
- (e) Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

## **8. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD**

- i. Excluding the Inaugural Meeting of the Board, annually, the first Tuesday of December will be designated as the Annual Organizational Meeting unless otherwise determined by the Board.
- ii. At such meeting, at the appointed time, the Director of Education who is the Chief Executive Officer (CEO) or in their absence a person designated by a two-thirds (2/3) majority of the trustees present at the meeting shall preside until the election of the Chair.
- ii. **The Agenda for the Annual Organizational Meeting of the Board will be:**

### **A. ROUTINE MATTERS**

1. Meeting Called to Order (*Director of Education or Designate*)
2. Land Acknowledgement
3. Opening Prayer and Comments (*Bishop of St. Catharines or Designate*)
4. Roll Call
5. Approval of Agenda
6. Declaration of Conflict of Interest
7. Election Procedures
8. Election of Chair
9. Election of Vice-Chair
10. Chair's Remarks
11. Vice-Chair's Remarks

### **B. COMMITTEE AND STAFF REPORTS**

1. Board Committees

### **C. MOMENT OF SILENT REFLECTION FOR LIFE**

### **D. ADJOURNMENT**

#### **iii. Election of Chair & Vice-Chair**

- (a) The members shall elect one of themselves to be Chair at the Annual Organizational Meeting.
- (b) The Director of Education/CEO shall name the scrutineers appointed for the election of the Chair and Vice-Chair.

- (c) The election of the Chair shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.
- (d) The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (iii. (c) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.
- (e) Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

## 9. REGULAR MEETINGS OF THE COMMITTEE OF THE WHOLE AND BOARD

### **i. Schedule of Meetings**

All regular Committee of the Whole and Board Meetings will be communicated publicly before the start of the school year. With some exceptions, ~~Regular~~ regular meetings of the Committee of the Whole shall be held on the second Tuesday of the month, except July and August when there shall be no meetings. With some exceptions, ~~t~~The Board Meeting shall be held on the fourth Tuesday of the month, except July and August when there shall be no meetings, unless otherwise decided by the Board or the Director of Education, in consultation with the Chair of the Board. In the event of a change to the posted schedule of meetings, the change will be publicly communicated through the Board's communication process.

### **ii. Agenda Distribution**

A copy of the agenda for regular meetings of the Committee of the Whole and the Board shall be transmitted electronically to Trustees and to Senior Administrative Council through the Director of Education/Secretary-Treasurer of the Board at least two (2) clear days, including Saturday and Sunday, before the time of the meeting.

To the extent possible, agendas with background material will be posted on the Board's website the day before the regular scheduled meetings.

Hard copies of the agenda will also be available for the public in attendance at meetings. Portions of the agenda dealing with In-Camera items shall be distributed only to Board members and if applicable to Supervisory Officers.

### **iii. Physical Presence**

The Chair or designate, the Vice-Chair or designate and the Director of Education/Secretary to the Board or designate must be physically present at all public (open) and in-camera (closed) sessions of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

The Chair or designate, the Director of Education or designate and at least one (1) other Trustee

must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board Meeting in the Board Room or at a site otherwise determined by the Board. ~~Effective November 15, 2022 the Chair or designate~~ **All Trustees** must be physically present for at least ~~half of the~~ **three (3) public (open)** meetings of the Board for any 12 month period beginning November 15~~th.~~ ~~and The Board may also provide that~~ **require** the chair or designate ~~must to~~ be physically present for a greater proportion of meetings.

~~The foregoing is only applicable as of November 15, 2022.~~

**iv. Amendment of Agenda**

The agenda may be amended at the opening of the meeting with the consent of the majority of the trustees present at the meeting.

**v. Trustee Absences and Attendances at Meetings**

Trustees are expected to attend all Board meetings and all meetings of Board committees of which they are members, either physically or through electronic means. A member of the Board who participates in a meeting through electronic means in compliance with. Reg 463/97 – *Electronic Meetings and Meeting Attendance*, is considered to be present at the meeting. (Reference Board Policy: 100.8 – Electronic Meetings Board and Committees)

A trustee who is unable to attend a scheduled Board meeting must request that the Board excuse them at that Board meeting, by so requesting through the Director of Education/Secretary-Treasurer of the Board. Trustees excused from a Board meeting will be marked as excused in the official minutes of the Board.

A trustee, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a Board meeting for the remainder of the meeting, will have the time of departure noted in the official minutes of the Board.

Trustees who are not excused from attendance at a Committee of the Board or a Board meeting or fail to notify the Director of Education/Secretary-Treasurer of the Board or designate if unable to attend a Committee of the Board or Board meeting will be marked as absent in the official minutes of the Committee of the Board or Board meeting.

Subject to any exemptions identified in O. Reg 463/97, a trustee must be physically present in the meeting room of the Board for at least three regular meetings of the Board during each 12-month period ~~beginning November 15, 2022.~~ A trustee will lose his or her seat for being absent for three (3) consecutive meetings of the Board, including special meetings of the Board, without being authorized as entered in the minutes.

Trustees are required to notify the Director of Education/Secretary-Treasurer of the Board if unable to attend a Committee of the Whole or a Board meeting.

**vi. Closing Hour of Meeting**

The Board and all its committees shall not remain in session later than 9:30 p.m. unless a time is otherwise determined by a 2/3 majority of the trustees present at the time such determination is made.

**vii. Presiding Officer**

In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the Director of Education/Secretary-Treasurer of the Board shall call the meeting to order and if there is quorum the Director of Education/Secretary-Treasurer shall

request that the trustees present at the meeting appoint a Chair for the meeting by a vote of the trustees present at the meeting. In the case of an equality of votes at the election of a Chair, the candidates shall draw lots to fill the position of Chair.

In the absence of the Vice-Chair, the Chair will select the Vice-Chair to preside with the Chair.

In the absence of the Director of Education/Secretary-Treasurer from any meeting, the Chair or other member presiding may appoint any member or other person to act as secretary for that meeting.

## 10. SPECIAL MEETINGS OF THE BOARD

Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chair or the Director of Education, on the call of the Chair, or at the request of the Director of Education. The trustees shall be given a twenty-four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Boards By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.

## 11. ELECTRONIC MEETINGS OF THE BOARD

The Chair or designate, the Director of Education or designate and at least one (1) other trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board ~~Meeting~~ in the Board Room or at a site otherwise determined by the Board for at least ~~half~~ **three (3) public (open) meetings** of the meetings for any 12 month ~~period beginning November 15, 2022~~ and may provide that the Chair or designate must be physically present for a greater proportion of meetings.

At the request of a trustee or student trustee **to join any meeting electronically**, the Board shall provide the appropriate technology to ensure that two way communication is available for trustee participation in the meeting. A written request **to join electronically** shall be made to the Director of Education a minimum of forty-eight (48) hours (excluding weekends or holidays **and Special Board meetings**) prior to the date of the meeting. **At the discretion of the Chair, failure to notify the Director within the minimum timeframe may result in the Trustee being marked as an unexcused absence.**

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the Board who participates in the full Committee of the Whole meeting, Board meeting or Committee meeting through electronic means shall be deemed to be present at the said meeting for the purposes of every *Act* and shall be recorded as being in attendance, electronically, in the minutes of the meeting. (Reference Board Policy: 100.8 – Electronic Meetings (Board and Committees).

A trustee or student trustee will be entitled to vote on any matter on which they are eligible to vote.

## 12. QUORUM

- i. At all meetings of the Board, the presence of a majority of all trustees constituting the Board shall be necessary to form a quorum.
- ii. At meetings of all Committees of the Board the presence of a majority of all trustees constituting the committee shall be necessary to form a quorum.

- iii. Trustee attendance at Board and Committee meetings and notification of absence is dealt with under Trustee Absence and Attendance at Meetings within these By-Laws (Section 9 Sub v).
- iv. Where required, alternates to Board Committees will be determined at the time of selection to Board Committees, recorded in the minutes and posted on the Board Committee Membership Form. Alternates have all rights and privileges as the appointed trustee.
- v. Only Board approved alternates may represent the Board on Board Committees and participate on Board committees.
- vi. Unless there is a quorum present within thirty (30) minutes after the time appointed for the start of the meeting, the Director of Education/Secretary-Treasurer of the Board or Chair of the Board Committee shall record the names of those present, the time of adjournment, and the Board and its Committees shall stand adjourned.
- vii. Board appointed ex-officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote.

### 13. RIGHT OF THE PRESIDING OFFICER TO VOTE

The presiding officer, except where he or she is the Chief Executive Officer and is not a trustee, may vote only once with the other members of the Board upon all motions, and any motion on which there is an equality of votes is lost. The presiding officer shall be recorded as voting yea, nay or abstaining on a recorded vote.

### 14. ACCESS TO MEETING

- i. The meetings of the Board, and meetings of committees of the Board, including the Committee of the Whole, shall be held on regular meeting dates, and shall be open to the public, except when the subject matter under consideration involves:
  - (a) the security of the property of the Board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the Board;
  - (e) litigation or possible litigation affecting the Board; or
  - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- ii. ~~To the extent possible all~~ All public meetings will be live streamed, ~~recorded~~ and accessible to the public ~~during the meeting~~. All in-camera meetings ~~will~~ may also be recorded but not accessible to the public unless challenged by the Ombudsman.
- iii. The presiding officer shall expel or exclude from any meeting any person(s) who is demonstrating improper conduct at the meeting.

### 15. ACCESS TO RECORDS

Any person may, at all reasonable hours, at the head office of the Board (Catholic Education Centre, 427 Rice Road, Welland, Ontario), inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request of any person and upon the

payment to the Board at the rate in compliance with legislation or at such lower rate as the Board may fix, the Director of Education/Secretary-Treasurer of the Board shall furnish copies of them or extracts therefrom certified under their hand in accordance with the *Freedom of Information and Protection of Privacy Act* and all relevant legislation and regulations.

## 16. DELEGATIONS

- i.
  - (a) Any Niagara Catholic School supporter (a “Delegation”) may request to address or ask questions of the Board.
  - (b) The Delegation or individual must provide the request in writing to the Director of Education or the Chair of the Board, at least 6 (six) **business** days prior to the next regular meeting of the Board at which the Delegation may be heard.
  - (c) The decision to allow the Delegation rests with Executive Council.
  - (d) The request shall contain the topic to be discussed or questions to be asked and the identity of the Spokesperson(s).
  - (e) Copies of the complete presentation shall be shared with the Board or Committee at the same time that the agenda is distributed.
  - (f) In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.
  - (g) Following the presentation by the Delegation, questions of clarification only will be allowed by the Chair.
  - (h) A Delegation’s presentation will be limited to ten (10) minutes with a ten (10) minute question period following. Amendments as to the length of time and the number of delegations are at the discretion of the Chair.
  - (i) In Camera rules shall apply to Delegations of an In Camera nature.
  - (j) The person or persons wishing to address the Board, Section or Committee shall be notified of the date, time and location of the meeting at which the presentation may be made.
  - (k) Delegations will upon notification have these regulations shared with them prior to their presentation.
- ii. Notwithstanding the above, the Board retains discretion to decide all matters concerning Delegations. Decisions however, will not be discussed nor decided at the meeting at which the presentation is made.

## 17. OPEN QUESTION PERIOD

The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night’s public agenda ~~or any previous agendas~~, and the Board to answer.

- i. Questions shall be submitted in writing to the Chair or Director of Education/Secretary-Treasurer to the Board prior to ~~the commencement of the Open Question Period and if possible prior to the beginning~~ **12:00 p.m. on the day** of the Board meeting, ~~along with~~. **The submission must include** the name, address and telephone number of the questioner.
- ii. The Director of Education or designate will validate that the individual submitting the question is a member of the Catholic school supporting public through the Municipal Property Assessment Corporation.
- iii. The Chair will determine the validity of the questions.

- iv. The Open Question Period will last a maximum of fifteen (15) minutes. The Chair will attempt to provide a response or direct the question to another trustee or to the Director of Education. If no immediate response can be provided, a verbal response will be communicated by the Board to the questioner at the earliest possible date, through the Director of Education as Secretary to the Board. Copies of any written responses to question will be added to the minutes of the subsequent regular Board meeting.

## **18. ORDER OF BUSINESS**

### **THE ORDER OF BUSINESS FOR THE COMMITTEE OF THE WHOLE SHALL BE AS FOLLOWS:**

- A. Routine Matters**
  - 1. Opening Prayer
  - 2. Roll Call
  - 2. Approval of Agenda
  - 4. Declaration of Conflict of Interest
  - 5. Approval of Minutes of Board Meeting
  - 6. Consent Agenda Items
- B. Presentations**
- C. Governance Policies**
- D. Committee and Staff Reports**
- E. Information**
- F. Other Business**
- G. Business In-Camera**
- H. Report on the In Camera Session**
- I. Adjournment**

### **THE ORDER OF BUSINESS FOR BOARD MEETINGS SHALL BE AS FOLLOWS:**

- A. Routine Matters**
  - 1. Land Acknowledgement
  - 2. Opening Prayer
  - 3. Roll Call
  - 4. Approval of Agenda
  - 5. Declaration of Conflict of Interest
  - 6. Approval of Minutes of Board Meeting
  - 7. Consent Agenda Items
- B. Delegations**
- C. Presentations**
- D. Committee and Staff Reports**
- E. Trustee Items, Open Question Period & Other Business**

- F. **Notices of Motion**
- G. **Business In Camera**
- H. **Report on the In Camera Session**
- I. **Future Meetings and Events**
- J. **Moment of Silent Reflection for Life**
- K. **Adjournment**

## 19. COMMITTEE MEETINGS

- i. Only members of a committee are required to attend that committee's meeting. All members of the Board shall receive notice, agenda, and minutes of all committee meetings. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only appointed trustees of the committee shall have voting power.
- ii. In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a trustee to have the recommendations dealt with item by item or as a whole.
- iii. Committee reports shall be considered public documents, except the reports and minutes presented to the In-Camera session.
- iv. In accordance with the *Education Act*, In-Camera agenda items and minutes may only involve:
  - (a) the security of the property of the Board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the Board;
  - (e) litigation or potential litigation affecting the Board; or
  - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- v. All committees shall be established by Board resolution. The Chair, in consultation with the Vice-Chair, shall, by the Board meeting following the meeting at which a committee is established, appoint members to Board committees, excluding the Committee of the Whole, which is made up of all trustees.

(a) **Committee of the Whole**

All trustees and the Director of Education/Secretary-Treasurer are members of this committee. The Vice-Chair of the Board chairs the Committee of the Whole meeting. In the absence of the Vice-Chair, the Chair shall preside. In the absence of both the Chair and the Vice-Chair, trustees present at the meeting shall appoint a Chair for the meeting by a two-thirds (2/3) majority of the trustees present. The Chair will select the Vice-Chair to preside with the Chair.

Regular meetings of the Committee of the Whole shall be held on the second (2<sup>nd</sup>) Tuesday of the month (except July and August) unless otherwise decided by the Board.

As a standing item of the Committee of the Whole, the committee members shall consider the areas in which policy formation and/or review is desirable. (Reference Board Policy

100.5, The Establishment and Cyclical Review of Policies).

(b) **Ad-Hoc Committees**

The Board may establish Ad-Hoc committees as required. The establishing motion shall indicate the specific mandate of the committee, the membership of the committee, and the due date of the final report. All Ad-Hoc committees shall require a new Board motion at the yearly organizational meeting of the Board. The Chair of the Ad-Hoc committees shall be elected at the first meeting of the committee by the members of the committee held after the Annual Organizational Meeting of the Board.

- vi. Meetings of a committee shall be called by the Chair of the committee. If the Chair of a committee neglects to call meetings, it is the duty of the committee to meet on the call of any two (2) of its members. All meetings shall be called or cancelled through the Office of the Director of Education. In the absence of the Chair, providing there is a quorum, the members will elect an interim Chair.
- vii. The Chair of the Board shall be an ex-officio member of all committees of the Board. Ex-Officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote (By-Laws Section 12 Sub vii). The Chair may delegate some of the ex-officio duties to the Vice-Chair of the Board.

## 20. RULES OF ORDER

- i. Any of these By-Laws may be temporarily suspended by a vote of three-quarters (3/4) of the members present at a duly constituted Board meeting. The By-Laws shall not be repealed, altered, or amended without a minimum of one (1) month's previous notice in writing having been given to the Committee of the Whole or the Board of the intended alteration or amendment.
- ii. Temporary suspension of any of these By-Laws shall be active for a specified period not to exceed two (2) months in any one (1) calendar year.
- iii. Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.
- iv. The Chair or other presiding officer shall preserve order and decorum and decide upon all questions of order.
- v. In the absence of the Chair and Vice-Chair for any cause, the Board may, from the members present, appoint a presiding officer who, during such absence, shall have the powers of the Chair of the Board.
- vi. The Chair may participate in any debate or discussion from their position as Chair. Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, they shall call upon the Vice-Chair or in their absence one (1) of the members to fill their place until they resume it. The right of the Chair to vote is outlined in Section 13 of these By-Laws.
- vii. Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will attempt to allow each person wishing to speak the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the penultimate

speaker.

viii. No member shall speak for more than a total of fifteen (15) minutes or more than three (3) times (not to exceed five (5) minutes each time) on the same question without the permission of the Chair of the Board.

viii-ix. Any decisions of the chair can be appealed as per Roberts Rules

## 21. MOTIONS AND DEBATE

In all cases not provided for by these By-Laws, the rule and practice of the most recent edition of “Robert’s Rules of Order” shall govern so far as applicable.

- i. All motions shall be recorded in the minutes of the meeting in which it is presented and discussed and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any future discussion on the motion, before the vote.
- ii. When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- iii. Any trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- iv. A member, prior to speaking to any question or motion, shall address the Chair. The member shall confine remarks to the question at hand.
- v. When two (2) or more members wish to speak at the same time, the Chair shall name the member who is to speak.
- vi. No member shall be interrupted while speaking, except in a case where the member is called to order by a member for a transgression of rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chair.
- vii. Where a member wishes to make a point of order or to seek clarification he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- viii. When the question under consideration contains two (2) or more distinct propositions, any particular proposition upon the request of any member, shall be considered and voted upon separately.
- ix. If it is desired to defer action on a question until a particular time, the proper motion to make is “to postpone it to that time”. This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- x. Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.
- xi. In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.

- xii. The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.
- xiii. If a trustee does not put new motions or amendments in writing for the Chair, the motion, as stated by the Chair and recorded by the secretary, shall be the motion.

(a) **Amendment(s) to Motion**

An amendment may be in any of the following forms:

- (i) to “add” or “insert” certain words or paragraphs;
- (ii) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- (iii) to “strike out certain words and insert others,” which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- (iv) to “substitute” another resolution or paragraph on the same subject for the one pending;
- (v) to “divide the question” into two (2) or more questions as the mover specifies, so as to get a separate vote on any particular point or points;
- (vi) if an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

(b) **Notice of Motion**

A member of the Board must give notice of motion in writing so that it appears on the agenda of the meeting at which the notice of motion is presented, if they wish to:

- (i) repeal or make permanent amendment to any of the Board By-Laws;
- (ii) recommend an action which has not been considered and recommended to the Board by a committee of the Board;
- (iii) consider a matter by the Board without reference to a committee.

(c) **Regulations - Notice of Motion**

- A Notice of Motion shall not be discussed or seconded at the meeting at which it is initially presented.
- Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a proposed Board motion / resolution, a trustee must second it.
- The number of Notices of Motion which are presented as proposed Board motions / resolutions at any single meeting shall be limited in number at the discretion of the Chair.
- Notices of Motion which are not presented for discussion as proposed motions / resolutions at the meeting, shall be presented at the next regular meeting.
- Notices of Motion which require reports, or information, shall be presented to the Board without any written reports by the Director of Education. The Director of Education or Delegate, may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- The Director of Education or Delegate may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

(d) **Reconsideration of a Motion**

- An adopted motion can be re-visited, provided that it (or the parts that the Board wishes to change or cancel) was not acted upon.
- Adopted Motion: An adopted motion that was not acted upon can be brought back for consideration at the same meeting, by majority vote. The motion to reconsider must be made by a trustee who voted in favor of the motion. If the motion to reconsider is adopted, the motion to which it applies is re-opened for debate and a new vote.
- Defeated Motion: A defeated motion can be brought back for consideration at the same meeting if the trustees, by a majority vote, agree to do so. Only a member who voted against the motion may make the motion to reconsider in this case.

## 22. VOTING

### (a) Voting by ballot for the Election of the Chair and Vice-Chair of the Board

- Voting by ballot will only take place for the election of the Chair and Vice-Chair of the Board.
- The Director of Education should appoint two (2) or more persons to conduct the vote by distributing, collecting and counting the ballots. Following the voting by ballots, the Director of Education will announce the vote publicly. The Chair will move to destroy the ballots.
- Trustees electronically attending the Inaugural or Annual Organizational Meeting of the Board may cast their vote by communicating their decision electronically through a private communication link with the Board solicitor (or designate) as determined by the Board solicitor. The Board solicitor (or designate) shall be present physically at the meeting and will cast the communicated decision of the trustee by ballot with the other ballots casted by trustees present at the Board meeting. Trustee(s) joining electronically for the Inaugural or Annual Organizational Meeting of the Board and requesting to cast their vote electronically are to provide the Director of Education, Secretary to the Board 48 hours of advanced notice to make the necessary arrangements with the Board Solicitor or designate.

### (b) Recorded Vote

Each member's vote shall not be recorded upon any motion unless requested by a member before the Chair calls upon the members to vote upon the question. Provided a request is made in the manner herein before mentioned, the names of those who vote in favour of the question, those who vote in opposition and those who abstain, shall be entered upon the minutes. Any member may request that their individual vote be recorded either before or after the Chair calls the question.

## 23. CONFLICT OF INTEREST

Any Conflict of Interest shall be declared and dealt with in accordance with the *Municipal Conflict of Interest Act*, these By-Laws and the Code of Conduct Policy.

## 24. CODE OF CONDUCT

All Trustees are required to be in full compliance with the Code of Conduct Policy as approved by

the Board. The Board approved Code of Conduct Policy for Trustees is in compliance with the *Education Act*.

*Code of Conduct is addressed in the Niagara Catholic District School Board Trustee Code of Conduct Policy (100.12).*

## DEFINITIONS SCHEDULE

For this By-Law and all other By-Laws of the Board unless the context otherwise requires: Words

importing gender shall include all genders;

A reference to a statute, refers to that statute, and any regulations or rules issued thereunder, as amended, supplemented or replaced from time to time;

**“Annual Organizational Meeting”** means the meeting at which the Chair of the Board and the Vice-Chair of the Board are elected and members of committees are appointed in each year other than a year in which an inaugural meeting is held;

**“Board”** for the By-Laws means the Board of Trustees of the Niagara Catholic District School Board and, where the context requires, means the NCDSB;

**“Committee”** includes any committee or subcommittee of the Board established under this By-Law;

**“Committee of the Whole”** for the purposes of this By-Law references in the Act to a Committee of the Whole or of the whole board are to situations when the trustees meet as a body but not as the Board. All trustees are members of the Committee of the Whole as described in more detail in section 17(v);

**“Director of Education”** means the Director of Education, who is also the Chief Executive Officer of the Niagara Catholic District School Board as well as the Secretary-Treasurer;

**“Education Act”** and **“Act”** means the Education Act, R.S.O. 1990, c.E.2, and includes, where the context requires, the Regulations enacted thereunder;

**“Inaugural Meeting”** means the meeting at which the Chair of the Board and the Vice-Chair of the Board are elected and members of Committees are appointed in the year after a municipal election;

**“Meeting”** includes a meeting of the Board and a meeting of a Committee;

**“Multi-Year Strategic Plan”** means the plan developed by the Board in accordance with Article 2.1.6;

**“Municipal Elections Act”** means the *Municipal Elections Act*, 1996, S.O. 1996, c.32 and includes, where the context requires, the Regulations enacted thereunder;

**“NCDSB”** means the Niagara Catholic District School Board;

**“Policies”** means the governance policies put in place by the Board from time to time;

**“Roll Call”** means taking attendance by the Chair of the meeting by way of calling out the names of the Trustees;

“**Statutory Committee**” means any committee that, by law, the Niagara Catholic District School Board is required to establish;

“**Student Trustee**” means a secondary school student, elected by a student body, to represent the interest of students in the last two (2) years of the intermediate division and students in the senior division of the Niagara Catholic District School Board;

“**Trustee**” means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*;

<b>Adopted Date:</b>	<b>December 18, 1997</b>
<b>Revision History:</b>	<b>June 26, 2001</b> <b>May 28, 2002</b> <b>November 26, 2002</b> <b>December 20, 2005</b> <b>April 24, 2007</b> <b>October 26, 2010</b> <b>June 21, 2016</b> <b>May 25, 2021</b> <b>June 22, 2022</b>

Policy Name	Respondent	Comments
Board By-Laws Policy (100.1)	NCPIC	No feedback received

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 10, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE  
BOARD  
TRUSTEE ELECTRONIC MEETINGS (BOARD AND  
COMMITTEES) POLICY (100.8)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Trustee Electronic Meetings (Board and Committees) Policy (100.8), as presented.

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Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: October 10, 2023



Niagara Catholic District School Board  
**TRUSTEE ELECTRONIC MEETINGS POLICY**  
**(Board and Committees)**

STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.8

Adopted Date: October 25, 2005

Latest Reviewed/Revised Date: February 25, 2020

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to conducting its business in an atmosphere of accountability, openness and transparency and to ensure that all Trustees have every opportunity to participate in the meetings of the Board of Trustees and its Committees of the Board.

In accordance with Board By-Laws, the Board recognizes that there may be occasions when Trustees, including Student Trustees, are unable to be physically present for a meeting of the Board and/or its Committees. To ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees, the Board is committed to ensuring participation of Trustees in meetings, upon request, through electronic means.

At the request of any Trustee or Student Trustee, the Board shall provide access to a Board technology platform which will provide two-way communication to the meeting. A written request to join a meeting electronically shall be made to the Director of Education Secretary/Treasurer a minimum of 48 hours (excluding weekends or holidays and **Special Board meetings**) prior to the date of the meeting.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the Board of Trustees, who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of every Act and shall be recorded as being in attendance, electronically, in the minutes of the meeting.

The Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this Policy.

### References

- [Education Act \(s.208.1; s. 229 \(a\)\)](#)
- [Ontario Regulation 463/97 amended to 268/06](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
  - [Board By-Laws Policy \(100.1\)](#)
  - [Trustee Code of Conduct Policy \(100.12\)](#)

Adopted Date:	October 25, 2005
Revision History:	May 27, 2014 February 25, 2020

Policy Name	Respondent	Comments
Trustee Electronic Meetings (Board and Committees) Policy (100.8)	NCPIC	No feedback received

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 10, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING  
SAFE SCHOOLS POLICY (302.6)**

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Prepared by: Domenic Massi, Associate Superintendent of Education  
Presented by: Domenic Massi, Associate Superintendent of Education  
Date: October 10, 2023



Niagara Catholic District School Board  
**SAFE AND ACCEPTING SCHOOLS POLICY**  
 STATEMENT OF GOVERNANCE POLICY

300 – Schools/Students

Policy No 302.6

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: May 28, 2019

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to fostering caring, safe, **equitable**, inclusive and accepting learning and teaching environments for all students, staff, parents/guardians and community members involved in Board and school programs, events and activities. **A whole school approach to creating a positive environment for learning and working requires a shared commitment amongst all stakeholders in a school. To maintain and improve student success and achievement, we must ensure that students continue to feel safe, nurtured, welcomed, respected and included.**

~~If the Niagara Catholic District School Board enters into an agreement with another person, organization or entity, other than a board, with respect to the use of a school property or building operated by the Board, the Board will require that the person, organization or entity will uphold Board Policies, Administrative Operational Procedures, Protocols and the standards that are consistent with the provincial, Board, and local Codes of Conduct.~~

**This shall be achieved by establishing and maintaining high expectations for behaviour, while offering programs that emphasizes early, ongoing, and proactive practices and supports. Appropriate programs and supports include, but are not limited to:**

- **promoting healthy relationships and well-being,**
- **responsive and inclusive learning culture and environments,**
- **mentorship programs,**
- **equity and inclusive education,**
- **culturally responsive pedagogy,**
- **student leadership,**
- **bullying prevention and intervention,**
- **conflict prevention and intervention,**
- **restorative mindset and practices,**
- **character development and education,**
- **counselling, and**
- **the inclusion of social emotional learning in the curriculum**

The Niagara Catholic District School Board has established **Governance** Policies and Administrative Operational Procedures linked to this Safe and Accepting Schools Policy, which foster increased respect, responsibility and civility in compliance with current legislation. The Board will provide professional development for staff to support prevention of inappropriate student behavior and strategies for promoting positive school climate.

Therefore, the Niagara Catholic Safe and Accepting Schools Policy and Administrative Operational Procedures will:

- create schools that are caring, safe, inclusive and accepting of all students, staff, parents/guardians; and members of the school community by implementing Board Policies and Administrative Operational Procedures;
- provide students with a caring, safe, inclusive and accepting learning and teaching environment;

- promote a positive school climate in all schools and prevent inappropriate behaviour, including but not limited to, bullying, **discrimination, harassment, violence** and sexual assault; ~~gender-based violence and incidents based on homophobia;~~
- **endeavour to be responsive to the diversity, cultural and individualized needs of students;**
- address, report, and respond to inappropriate student behaviour in accordance with Board Policies and Administrative Operational Procedures and promote early prevention, intervention and supports;
- provide support to students who are impacted by the inappropriate behaviour of other students; and
- establish progressive disciplinary approaches that promote positive behaviour with measures that include appropriate consequences and supports for students to address inappropriate behaviour.

The Director of Education will ensure the implementation of Policies and Administrative Operational Procedures linked to the Safe and Accepting Schools Policy.

### **References**

- [\*Accepting Schools Act\*](#)
- [\*Accessibility for Ontarians with Disabilities Act 2005\*](#)
- [\*Caring and Safe Schools in Ontario\*](#)
- [\*Child & Family Services Review Board\*](#)
- [\*Child, Youth and Family Services Act 2017\*](#)
- [\*Education Act and Regulations\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Ontario Catholic School Graduation Expectations\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education\*](#)
- [\*Policy/Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct-Issued October 17, 2018\*](#)
- [\*Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018\*](#)
- [\*Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018\*](#)
- [\*Provincial Code of Conduct\*](#)
- [\*Regulation 472/07: Behaviour, Discipline and Safety of Pupils\*](#)
- [\*Smoke-Free Ontario Act 2017\*](#)
- [\*Niagara Catholic District School Board Policies/Procedures and Documents\*](#)
  - [\*Access to Board Premises \(302.6.3\) AOP\*](#)
  - [\*Accessibility Standards Policy \(800.8\)\*](#)
  - [\*Bullying Prevention and Intervention Policy \(302.6.8\)\*](#)
  - [\*Catholic School Councils \(800.1\) AOP\*](#)
  - [\*Code of Conduct Policy \(302.6.2\)\*](#)
  - [\*Complaint Resolution Policy \(800.3\)\*](#)
  - [\*Criminal Background Check \(302.6.7\) AOP\*](#)
  - [\*Dress Code – Secondary Uniform Policy \(302.6.6\)\*](#)
  - [\*Elementary Standardized Dress Code Policy \(302.6.10\)\*](#)
  - [\*Electronic Communications System \(Students\) \(301.5\) AOP\*](#)
  - [\*Equity and Inclusive Education Policy \(100.10\)\*](#)
  - [\*Niagara Catholic Parent Involvement Committee Policy \(800.7\)\*](#)
  - [\*Ontario Student Record \(301.7\) AOP\*](#)
  - [\*Opening or Closing Exercises \(302.6.1\) AOP\*](#)
  - [\*Progressive Student Discipline \(302.6.9\) AOP\*](#)
  - [\*Privacy Policy \(600.6\)\*](#)
  - [\*Records and Information Management Policy \(600.2\)\*](#)

- [\*Safe Physical Intervention with Students \(301.8\) AOP\*](#)
- [\*Student Suspension \(302.6.4\) AOP\*](#)
- [\*Student Expulsion Policy \(302.6.5\)\*](#)
- [\*Student Transportation Policy \(500.2\)\*](#)
- [\*Volunteering in Catholic Schools \(800.9\) AOP\*](#)
- [\*Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program\*](#)
- [\*Protocol between the Niagara Regional Police Service and the Niagara Catholic District School Board\*](#)
- [\*Protocol between Niagara Catholic District School Board and Family and Children's Services Niagara\*](#)

<b>Adopted Date:</b>	<b>June 26, 2001</b>
<b>Revision History:</b>	<b>May 28, 2002</b>
	<b>February 1, 2008</b>
	<b>June 17, 2008</b>
	<b>February 26, 2013</b>
	<b>May 28, 2019</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 10, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING  
DRESS CODE – SECONDARY UNIFORM – SAFE SCHOOLS  
POLICY (302.6.6)**

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Prepared by: Domenic Massi, Associate Superintendent of Education  
Presented by: Domenic Massi, Associate Superintendent of Education  
Date: October 10, 2023



Niagara Catholic District School Board

**DRESS CODE – SECONDARY UNIFORM POLICY  
(Safe Schools)**

STATEMENT OF GOVERNANCE POLICY

300 – Schools/Students

Policy No 302.6.6

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: November 24, 2020

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and in accordance with the dress code requirements of the *Safe Schools Act*, all secondary schools within the Niagara Catholic District School Board will implement a secondary uniform that creates a unified sense of belonging for all students from Grades 9 to 12.

This Policy acknowledges a respect for self and others by supporting each student to actively and equitably participate fully in the Catholic learning environment through the creation of safe, inclusive and accepting school climates.

The secondary uniform promotes Catholic school identity, instills pride and spirit and supports the commitment of students to be visible Catholic role models of the Gospel Values and the Ontario Catholic School Graduate Expectations in our Catholic school communities.

All Niagara Catholic secondary school uniforms as defined in the Administrative Operational Procedures must be purchased through Board uniform suppliers in compliance with the Niagara Catholic Purchasing and Supply Chain Management Policy.

This Policy has been developed in compliance with the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Education Statutes and Regulations of Ontario*. For the purpose of this Policy, the term secondary school uniform aligns with the *Education Statutes and Regulations of Ontario* term dress code.

The Director of Education will issue *Administrative Operational Procedures* for the implementation of this policy.

**References**

- [\*Canadian Charter of Rights and Freedoms\*](#)
- [\*Education Statutes and Regulations of Ontario - Regulation 298 S.23 \(1\) \(f\)\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Safe Schools Act, 2007. Education Act S. 301 \(1\) \(3\), 302 \(3\) \(5\)\*](#)
- [\*Ontario Catholic School Graduate Expectations\*](#)
- *Niagara Catholic District School Board Policies/Procedures*
  - [\*Elementary Standardized Dress Code Policy \(302.6.10\)\*](#)
  - [\*Purchasing / Supply Chain Management Policy \(600.1\)\*](#)
  - [\*Religious Accommodation Policy \(100.10.1\)\*](#)
  - [\*Fundraising \(301.4\) AOP\*](#)

<b>Adopted Date:</b>	<b>June 26, 2001</b>
<b>Revision History:</b>	<b>May 28, 2002</b> <b>June 12, 2012</b> <b>February 23, 2016</b> <b>November 24, 2020</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 10, 2023**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING  
CORPORATE CARDS, PURCHASING CARDS AND PETTY  
CASH POLICY (600.4)**

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Date: October 10, 2023



Niagara Catholic District School Board  
**CORPORATE CARDS, PURCHASING CARDS  
AND PETTY CASH POLICY**  
STATEMENT OF GOVERNANCE POLICY

600 – Business Services

Policy No 600.4

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: May 28, 2019

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board ~~and~~, the Purchasing/~~Supply Chain Management~~ of Goods and Services Policy (600.1) and ~~the related~~ Administrative Operational Procedures, ~~the Board~~ recognizes that the purchase and payment of low value goods and services can be expedited through the use of Corporate Cards, Purchasing Cards and Petty Cash.

The Niagara Catholic District School Board authorizes the ~~Director of Education~~ Superintendent of Business and Financial Services ~~or designate~~ to ~~provide~~ approve the issuance of Corporate Cards, Purchasing Cards and Petty Cash to users, as well as to establish single transaction and monthly purchase credit limits. ~~to appropriate employees in order to fulfill their duties.~~

The Director of Education will issue the Administrative Operational Procedures for the implementation of this policy.

**References**

- [Broader Public Sector Accountability Act \(BPSAA\), 2010](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
  - [Employee Code of Conduct and Ethics Policy \(201.17\)](#)
  - [Purchasing/Supply Chain Management Policy \(600.1\)](#)

Adopted Date:

March 27, 2007

Revision History:

December 17, 2013

May 28, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 10, 2023**

*PUBLIC SESSION*

**TOPIC: POLICY REVIEW SCHEDULE**

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The Policy Review  
Schedule is presented for information.

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Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: October 10, 2023



# GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2023 - JUNE 2024

Updated: September 2023

SORTED BY COMMITTEE OF THE WHOLE MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting	After Vetting
1997	2023	100.1	Board By-Laws ***	June 2023	October 2023
2005	2020	100.8	Trustee Electronic Meetings (Board and Committees)	June 2023	October 2023
1998	2019	800.2	Community Use of Facilities	September 2023	November 2023
1998	2019	301.1	Admission of Elementary & Secondary Students	September 2023	November 2023
2001	2020	302.6.6	Dress Code - Secondary Uniform - Safe Schools	October 2023	January 2024
2001	2019	302.6	Safe and Accepting Schools	October 2023	January 2024
2007	2019	600.4	Corporate Cards, Purchasing Cards and Petty Cash	October 2023	January 2024
2007	2019	201.14	Employee Hospitality	November 2023	February 2024
2007	2019	500.2	Student Transportation	November 2023	February 2024
1998	2020	301.3	Attendance Area	January 2024	March 2024
2001	2020	302.6.2	Code of Conduct	January 2024	March 2024
2012	2020	302.6.10	Elementary Standardized Dress Code - Safe Schools	February 2024	April 2024
2007	2020	100.9	Advocacy Expenditures	February 2024	April 2024
1998	2020	600.1	Purchasing/Supply Chain Management	March 2024	May 2024
2002	2023	201.7	Employee Workplace Harassment *	March 2024	May 2024
2002	2023	201.11	Employee Workplace Violence *	March 2024	May 2024
2002	2023	201.6	Occupational Health & Safety *	March 2024	May 2024
2010	2020	100.10	Equity and Inclusive Education	April 2024	June 2024
2011	2020	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	April 2024	June 2024
2013	2020	203.4	Leadership Pathways	April 2024	June 2024

\* Ministry of Labour Compliance Annual Review

SORTED BY BOARD MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	BOARD MEETING DATE
1997	2023	100.1	Board By-Laws ***	October 2023
2005	2020	100.8	Trustee Electronic Meetings (Board and Committees)	October 2023
1998	2019	800.2	Community Use of Facilities	November 2023
1998	2019	301.1	Admission of Elementary & Secondary Students	November 2023
2001	2020	302.6.6	Dress Code - Secondary Uniform - Safe Schools	January 2024
2001	2019	302.6	Safe and Accepting Schools	January 2024
2007	2019	600.4	Corporate Cards, Purchasing Cards and Petty Cash	January 2024
2007	2019	201.14	Employee Hospitality	February 2024
2007	2019	500.2	Student Transportation	February 2024
1998	2020	301.3	Attendance Area	March 2024
2001	2020	302.6.2	Code of Conduct	March 2024
2012	2020	302.6.10	Elementary Standardized Dress Code - Safe Schools	April 2024
2007	2020	100.9	Advocacy Expenditures	April 2024
1998	2020	600.1	Purchasing/Supply Chain Management	May 2024
2002	2023	201.7	Employee Workplace Harassment *	May 2024
2002	2023	201.11	Employee Workplace Violence *	May 2024
2002	2023	201.6	Occupational Health & Safety *	May 2024
2010	2020	100.10	Equity and Inclusive Education	June 2024
2011	2020	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	June 2024
2013	2020	203.4	Leadership Pathways	June 2024

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 10, 2023**

*PUBLIC SESSION*

**TOPIC: DRAFT LETTERS TO MINISTER LECCE**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Draft Letters addressed to Minister Lecce, as presented.



**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

The Honourable Stephen Lecce,  
Minister of Education,  
5th Floor, 438 University Avenue,  
Toronto, Ontario  
M5G 2K8

October 24, 2023

Dear Minister Lecce,

The Niagara Catholic District School Board commends the outstanding work of the Toronto Youth Cabinet for its efforts to improve the lives of students not only in Toronto, but throughout Ontario.

We share the Cabinet's very serious concerns about the impact rising prices have had on food insecurity. Today, students and families who might never have experienced hunger at home or school now find themselves in need. It is truly a crisis in all of our communities and one that needs to be addressed at every level possible.

As we are all aware, students are at their best when their brains are fuelled with good food. Local organizations providing breakfast programs to students to wonderful grassroots work. But given the situation affecting millions of households in Ontario, it is time for intervention at a higher level.

To that end, the Niagara Catholic District School Board wholeheartedly endorses the Toronto Youth Cabinet's call for a universal breakfast and lunch program in schools across Ontario, to ensure no child has to try to learn when they are hungry.

We urge the provincial government to please find a way to support this initiative to benefit children and their families.

Sincerely,

Danny Di Lorenzo  
Chair of the Board



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

The Honourable Stephen Lecce,  
Minister of Education,  
5th Floor, 438 University Avenue,  
Toronto, Ontario,  
M5G 2K8

October 24, 2023

Dear Minister Lecce,

The Niagara Catholic District School Board recognizes the valuable work of the Toronto Youth Cabinet to improve the lives of children and youth not only in Toronto, but across Ontario.

As we are all aware, the COVID-19 pandemic led to a significant increase in students reaching out for mental health support at school and within the community. We know there is a backlog of students waiting for help and support. These students are not names or numbers on a list; they are children and youth in our province living with various levels of mental health challenges.

Educators today do much more than simply teach students. They are often the first to notice when something seems wrong with a child or adolescent, and may be a trusted adult a student goes to when there is a concern for their own mental health or that of a friend.

We recognize that the Ministry has provided additional support to students through the new Grade 7 and 8 Health and Physical Education curriculum, which has been implemented across our board. However, this curriculum requires direct support through additional mental health care services available to students in our schools.

Earlier this year, the Toronto Youth Council called upon the provincial government to do more to improve students' access to mental health services. Niagara Catholic urges you to do more to fill the gaps in mental health support for elementary and secondary students in Ontario, particularly as we emerge from the COVID-19 pandemic. Our students need to be able to access support at school in a timely fashion, whether they are social workers or other mental health staff.

We also believe that a student-first approach to mental health and well-being, including allowing students to take designated "mental health days" without prejudice or penalty, is key to addressing the stigma and shame some students living with anxiety, depression, or another mental illness feel. This is a very simple and very human approach to supporting students which costs the government nothing but adds lasting goodwill.

Cont'd.../2

Finally, we support the Toronto Youth Cabinet’s call for the Ministry to recognize the importance of school-based, culturally appropriate mental health screening, data collection, and reporting on mental health supports and services available in schools to the community.

We have a shared responsibility to do all that we can to ensure students are fully supported while in school, so that they grow into confident adults. Please consider enacting the steps recommended above for the well-being of all Ontario students.

Sincerely,



Danny Di Lorenzo  
Chair of the Board

DRAFT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 10, 2023**

***PUBLIC SESSION***

**TOPIC: DRAFT LETTER TO BISHOP BERGIE AND FR. PAUL  
MACNEIL**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Draft Letter addressed to Bishop Bergie and Fr. Paul MacNeil, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

Bishop Bergie  
St. Catharines Diocese Centre  
3400 Merrittville Hwy,  
Thorold, ON L2V 4Y6

October 24, 2023

Dear Bishop Bergie,

It is with regret that we find ourselves addressing this letter to you.

On September 22, we learned of a post on St. Denis Catholic Church's Facebook page, encouraging families to eschew publicly funded Catholic education in favour of enrolling their children in a private Catholic school.

The text of the post reads:

*The Sisters of the Sacred Heart have started another school year, (sic) and have increased their enrolment by 50% from last year. If you are a parent and trying to decide where to send your children, I would HIGHLY recommend their private school. Trust me, it will be the best investment you have ever made!*

It is our understanding that the St. Denis parish Facebook page is maintained by Fr. Stephen Bruzzese.

For clarity, we recognize and respect that parents have choice in where to send their children to school. Private schools are certainly an option for those who can afford it, and we take no issue with the Sisters of the Sacred Heart opening their school.

However, we believe that it is the obligation of priests serving schools within Niagara Catholic to publicly support our schools as the first choice for parents seeking an English-Catholic education for their children.

Digital evangelization is a formidable medium and we understand that there are priests within the diocese who use this tool very effectively to communicate with parishioners. Much like the Diocese of St. Catharines' Facebook page, which provides timely information to the Catholic community, we are confident that the majority of parish priests share information online in a responsible, respectful way.

Cont'd.../2

Such was not the case with the St. Denis post, which caused harm within the school communities entrusted to its care, and to the Niagara Catholic community as a whole. It reflected a disregard for the excellent schools within St. Denis parish, including St. Denis and St. James Catholic elementary schools and Saint Francis Catholic Secondary School. Finally, it tarnished the legacy of outstanding Catholic education these schools and all Niagara Catholic have provided to generations of students and continue to provide to students today.

We are disappointed that Father Bruzzese did not consider the influence of his words, and the dispiriting impact they would have on the school communities he serves.

As the Honourary Chair of the Niagara Catholic District School Board, a past member of the board's FACE Committee, a regular presence at our school celebrations, and a long-time friend to Niagara Catholic, we know you are aware of the ongoing threat to Catholic education by those who seek a singular, secular school board system in our province.

We know that you share our concerns about what could happen if the long-entrenched right to a publicly funded Catholic education was stripped from Catholic students.

We have worked together for many years to showcase the excellence in publicly funded Catholic education at Niagara Catholic and in publicly funded Catholic school boards across Ontario, and to ensure that right remains enshrined in law. While we do not always align on issues, we always work toward the common goal of supporting and promoting publicly funded Catholic education for Catholic families here in Niagara and provincewide.

A post such as the one published by St. Denis emboldens those who seek to remove funding for Catholic education and diminishes our value to the community.

On behalf of the Niagara Catholic District School Board and the Niagara Catholic Board of Trustees, we call on you and Fr. Paul MacNeil, Vicar for Education, to remind priests of their moral imperative to support Niagara Catholic schools and to continue to work with us, pray for us, and support us in our mission to support our students and staff in mind, body, and spirit as we do for you and our local clergy.

Sincerely,



Danny Di Lorenzo  
Chair of the Board

c. Fr. Paul MacNeil, Vicar for Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
OCTOBER 10, 2023**

***PUBLIC SESSION***

**TITLE: CAPITAL PRIORITIES PROGRAM SUBMISSIONS 2023-2024**

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The Capital Priorities Program Submissions 2023-2024 report is presented for information.

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Prepared by: Clark Euale, Controller of Facilities Services  
Alexsandria, Pasquini-Smith, Administrator of Planning & Properties

Presented by: Clark Euale, Controller of Facilities Services  
Alexsandria, Pasquini-Smith, Administrator of Planning & Properties

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: October 10, 2023



## **REPORT TO THE COMMITTEE OF THE WHOLE OCTOBER 10, 2023**

### **CAPITAL PRIORITIES PROGRAM SUBMISSIONS 2023-2024**

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#### **BACKGROUND INFORMATION**

On August 14, 2023, the Ministry of Education announced the launch of the 2023-24 Capital Priorities Program and requested that school boards provide their Capital Priorities submissions with associated business cases by October 20, 2023.

The Capital Priorities Program provides school boards with the opportunity to identify and address their most urgent pupil accommodation needs including accommodation pressures, replacing schools in poor condition, supporting past consolidation decisions, and creating new licensed childcare spaces that are associated with a Capital Priority project. Projects associated with consolidations that do not have a completed Pupil Accommodation Review will not be considered.

The 2023-24 Capital Priorities Program is significantly different from previous years as the Ministry has stated that projects are expected to be shovel-ready and should include a completion date with clear and detailed milestones and deliverables. Additionally, School Boards are required to provide the Ministry with detailed information on longer-term growth needs; this information must conform with growth targets from the Region and local municipalities. The 2023-24 Capital Priorities Program does not have a limit on the number of submissions that a Board is permitted to submit, however, due to the change in submission requirements, there is a significant cost that the Boards have to assume in order to get project submissions shovel-ready.

The Niagara Catholic Long Term Accommodation Plan 2016-2021(LTAP) provided the historical, current, and future enrolment information to guide the board, municipalities, and the public and potential partners on the long-term accommodations within the system. Based on the enrolment information and demographics, the LTAP outlines potential short, medium and long term strategies to address accommodation issues through Attendance Area Reviews, Pupil Accommodation Reviews, relocation of programs such as French Immersion, and expanding community partnerships to maximize utilization and guide future capital priority submissions.

Guided by the LTAP, updated demographic data and supported by the purchase of appropriate school sites through Education Development Charges, the following projects will be submitted for the 2023-24 Capital Priorities Program:

<b>Priority</b>	<b>School</b>	<b>Need</b>	<b>Project Description</b>
1	Niagara Falls Elementary School	Accommodation Pressures	New 363 pupil place school
2	Blessed Trinity Catholic Secondary School	Accommodation Pressures	8-classroom permanent addition resulting in 184 pupil places
3	Saint Michael's Catholic Secondary School	Accommodation Pressures	8-classroom permanent addition resulting in 184 pupil places

The Capital Priorities Program Submissions 2023-2024 report is presented for information.

Prepared by: Clark Euale, Controller of Facilities Services  
 Alexandria, Pasquini-Smith, Administrator of Planning & Properties

Presented by: Clark Euale, Controller of Facilities Services  
 Alexandria, Pasquini-Smith, Administrator of Planning & Properties

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: October 10, 2023

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
MEETING DATE**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA 2024 CATHOLIC TRUSTEES SEMINAR  
JANUARY 19-20, 2024**

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Ontario Catholic School  
Trustees' Association



CATHOLIC SCHOOL TRUSTEES:  
**STEWARDS**  
OF THE  
**PROMISE**

## 2024 Catholic Trustees Seminar

October 2, 2023

**MEMO TO:** Trustees, Directors of Education, and Student Trustees  
— All Catholic District School Boards

**CC:** OCSTA Directors and Staff  
Board Secretaries and Administrative Assistants

**FROM:** Margaret Binns, Director of Administrative Services

**RE:** **OCSTA Catholic Trustees Seminar – January 19 & 20, 2024**

**LOCATION:** Delta Hotels by Marriott Toronto Airport & Conference Centre

**Attachment:** Preliminary Program

### 2024 Catholic Trustees Seminar

We are pleased to invite Trustees, Directors of Education, and Student Trustees of Ontario Catholic District School Boards to attend OCSTA's 2024 Catholic Trustees Seminar, which will be held on Friday, January 19<sup>th</sup> and Saturday, January 20<sup>th</sup> at the Delta Hotels by Marriott Toronto Airport, 655 Dixon Road, Toronto.

Seminar highlights include:

- keynote presentation on the **distinctive advocacy and communication role of Catholic School Trustees** presented by **Neil MacCarthy**, Director of Public Relations and Communications, Archdiocese of Toronto;
- special presentation on the **distinctive roles and experiences on the path to Truth and Reconciliation**, presented by Former Chief of the Cowessess First Nation, **Cadmus Delorme**;
- focused workshop examining the **K-12 implications of Artificial Intelligence** (e.g. Chat GPT)
- other workshops addressing topical matters for Catholic School Trustees today.

Please see below for further details and registration link.

# Catholic Trustees Seminar – Registration and Hotel Reservations

## REGISTRATION

*In order to efficiently process all registrations in a timely manner, kindly register no later than December 8, 2023.*

**Early Bird Rate** (until December 8, 2023)  
\$480.25 (\$425.00 + \$55.25 HST)

**Regular Rate** (after December 8, 2023)  
\$536.75 (\$475.00 + \$61.75 HST)

**Student Trustee Fee**  
(same as above)

**Additional Dinner Ticket**  
\$96.05 (\$85.00 + \$11.05 HST)

The registration fee includes meals and admission to all sessions.

Non-registrants attending Friday night's dinner must purchase a dinner ticket.



## CANCELLATION POLICY

### **Registration Fees:**

- **Until December 15, 2023** – full refund
- **December 16 to 29, 2023** – 50% of the registration fee will be refunded.
- **After December 29, 2023** – no refund, under any circumstances, will be issued. Substitutions are welcomed.

### **Additional Dinner Ticket:**

A full refund will be issued for cancellations received by **January 5, 2024**. No refunds, under any circumstances, will be issued after that date. Substitutions are welcomed.

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

## HOTEL RESERVATIONS

### **Room Rates:**

The Delta Hotels by Marriott Toronto Airport has set aside a block of rooms for delegates and guests starting at the discounted rate of **\$169.00/night + applicable taxes and fees.**

### **Room Reservation Procedure:**

To secure the OCSTA discounted rate, **rooms must be booked by December 30, 2023 and only after delegates have registered for the event.** After this date the rate will be provided on the basis of availability.

To book hotel rooms *for Seminar registrants only*, please click the booking icon below:



or call 1-800-721-7033  
416-244-1711  
(group name "OCSTA").

### **Parking:**

Parking is at a special discounted rate of \$15.00/day.

Please contact Marie Palombi at [mpalombi@ocsta.on.ca](mailto:mpalombi@ocsta.on.ca) if you have any questions.

Visit [www.ocsta.on.ca](http://www.ocsta.on.ca) for up-to-date information.



Ontario Catholic School  
Trustees' Association



CATHOLIC SCHOOL TRUSTEES:  
**STEWARDS**  
OF THE  
**PROMISE**

## 2024 CATHOLIC TRUSTEES SEMINAR

### Preliminary Program

THURSDAY, JANUARY 18	
5:30pm – 6:30pm International ABC Foyer	Registration
FRIDAY, JANUARY 19	
7:30am International A	Breakfast/Registration
8:30am International A	Welcome & Opening Prayer  Presentation of OCSTA Short Video Awards – Catholic Elementary Schools
9:00am International A	Keynote Address – Advocacy & Communication Considerations for Catholic Trustees <i>Neil MacCarthy, Director of Public Relations, Archdiocese of Toronto</i>
10:00am International A	Presentation of OCSTA Short Video Awards – Catholic Secondary Schools  President's Report and Q&A <i>Patrick J. Daly, President, OCSTA</i>
10:45am International A	Break
11:00am International A	Plenary – TBC
12:00pm International A	Lunch
1:00pm	Concurrent Workshops
New York Room	1. "Artificial Intelligence – K-12 Implications" <i>Tom D'Amico, Director of Education, Ottawa CSB</i>
Paris Room	2. "Examining Practices for Effective Board Meetings" TBC
Mississauga A	3. "Current Social Media Strategies for Catholic Trustees" TBC

FRIDAY, JANUARY 19 (CONT'D)	
Mississauga C	4. "Presentation Skills Workshop for Catholic Trustees" TBC
London Room	5. Student Trustees Workshop (not repeated) TBC
2:15pm	Concurrent Workshops – repeat
3:30pm International A	Ministry of Education Update <i>The Honourable Stephen Lecce, Minister of Education (TBC)</i>
4:00pm	Meeting Adjourned
5:30pm International ABC Foyer	Reception (Cash Bar)
6:00pm International ABC	Dinner
SATURDAY, JANUARY 20	
7:30am International ABC Foyer	Breakfast
8:30am International A	Eucharistic Celebration (including debut of 2024 Catholic Education Week song) <i>Fr. Jim Mockler, OCSTA Chaplain</i>
9:30am International A	"What We Inherited and the Roles We Shall Play Together to Ensure Truth and Reconciliation" <i>Cadmus Delorme, Former Chief of the Cowessess First Nation</i>
11:00am International BC	Closing Remarks & Adjournment