



*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, SEPTEMBER 13, 2022
6:30 P.M.**



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

A. ROUTINE MATTERS

1. Opening Prayer – Trustee Sicoli -
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 June 14, 2022 A5
6. Consent Agenda Items -
 - 6.1 2022-2023 Parents Reaching Out (PRO) Grants A6.1
 - 6.2 Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2021-2022 A6.2
 - 6.3 Capital Projects Progress Report Update A6.3

B. PRESENTATIONS

1. Introduction of New Student Trustee -

C. GOVERNANCE POLICIES

1. Governance Policies for Recommendation to the Board -
 - 1.1 Disconnect From Work Policy (NEW) C1.1
2. Governance Policies Prior to Vetting -
 - 2.1 Privacy Policy (600.6) C2.1
 - 2.2 Records and Information Management Policy (600.2) C2.2
3. Governance Policy Review Schedule C3

D. COMMITTEE AND STAFF REPORTS

1. Director of Education and Senior Staff Introduction to the 2022-2023 School Year D1
2. Niagara Compliance Audit Committee Report D2

- 3. Monthly Updates
 - 3.1 Student Senate Update -
 - 3.2 Senior Staff Good News Update -

E. INFORMATION

- 1. Trustee Information
 - 1.1 OCSTA 2022 Fall Regional Meeting – September 27, 2022 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
SEPTEMBER 13, 2022**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF JUNE 14, 2022**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 14, 2022, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, JUNE 14, 2022

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, DATE 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 Moody.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Huibers

2. Roll Call

Vice-Chair Moody noted that Trustee Sicoli was asked to be excused.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera	✓			
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli				✓
Paul Turner	✓			
Student Trustees				
Sydney Yott	✓			
Steffen Zylstra	✓			

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; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

3. **Approval of the Agenda**

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 14, 2022, 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 May 10, 2022**

Moved by Trustee Prince

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 10, 2022, as presented.

CARRIED

6. **Consent Agenda Items**

Trustee Prince requested Item A6.2 be held. This item was moved to Committee and Staff Reports Section C of the agenda.

6.1 **Research Collaborations in the Niagara Catholic District School Board 2021-2022**

Presented for information.

6.2 **Larkin Estate Admission Awards 2022-2023**

Moved to section C7

6.3 **Extended Overnight Field Trip, Excursion and Exchange Committee**

Presented for information.

6.4 **Staff Development Department Professional Development Opportunities**

Presented for information.

6.5 **Capital Projects Progress Report Update**

Presented for information.

Moved by Trustee Prince

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

1. New Student Trustee and Co-Chair – Student Senate 2022-2023/2023-2024 Introduction

Director Cipriano welcomed back Steffen Zylstra of Saint Michael Catholic High School and introduced Charlotte Johnstone of Saint Paul Catholic High School as the Student Trustees for the 2022-2023/2023-2024 school years. Director Cipriano provided background on and welcomed Charlotte as Niagara Catholic District School Board's 2022-2023/2023-2024 Student Trustee.

C. COMMITTEE AND STAFF REPORTS

1. Request to Name the Field at Notre Dame College School – The Lacavera Field

Kim Kinney, Superintendent of Education presented the Request to Name the Field at Notre Dame College School – The Lacavera Field.

Superintendent Kinney and Director Cipriano answered questions of Trustees.

Moved by Trustee Huibers

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approved the Request to Name the field at Notre Dame College School – the Lacavera Field, as presented.

CARRIED

2. Greenlane Catholic Elementary School Project Update: Forming of an Ad Hoc Attendance Area Review Committee

Clark Euale, Controller of Facilities Services introduced Alexandria Pasquini-Smith, Administrator of Planning and Properties and presented the Greenlane Catholic Elementary School Project Update: Forming of an Ad Hoc Attendance Area Review Committee.

Controller Euale answered questions of Trustees.

3. Our Lady of the Holy Rosary Catholic Elementary School Project Update

Controller Euale provided an update on Our Lady of the Holy Rosary Catholic Elementary School Project and introduced Alexandria Pasquini-Smith, Administrator of Planning and Properties.

4. Niagara Catholic Theological Theme for 2022-2026

Director Cipriano provided background information on the Niagara Catholic Theological Theme and introduced Krista Olivieri, Board Chaplaincy Leader.

Ms. Olivieri presented the Niagara Catholic Theological Theme for 2022-2026.

Ms. Olivieri answered questions of Trustees.

5. Original Estimates for the 2022-2023 Annual Budget

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Original Estimates for the 2022-2023 Annual Budget.

Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Prince

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the 2022-2023 Original Estimates, as presented.

CARRIED

6. Monthly Updates

6.1 Student Trustees' Update

Sydney Yott, and Steffen Zylstra, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

6.2 Senior Staff Good News Update

Senior Staff highlights included:

Director Cipriano

- A successful and emotional graduation was held for students at the Pope Francis Centre, Saint Kateri Tekakwitha Secondary School, Soaring Eagles Elementary School and LINK to College Program.

Superintendent Kinney & Jeff Maxwell

- Niagara Catholic has received LIFT funding from the Ministry for a combined coaching and robotics project for both staff and students. The project was successfully in engaging junior and primary students to learn coding, problem solving and to work as a team.

Superintendent Forsyth-Sells

- St. Nicholas Catholic Elementary School received a \$500.00 grant from the Learning for a Sustainable Future Program and initiated a recycling program with organic kitchen catchers and bins on wheels. A portion of this funding was also used to clean up and plant flowering bushes in the courtyard.
- Our Lady of Fatima Catholic Elementary School held a multi-cultural day to honour and celebrate student diversity.
- There were approximately 700 submissions for the Faith and Mental Health Week Contest from Niagara Catholic students.

Associate Superintendent Zaroda

- Niagara Catholic will have 50 high school students arriving from Bangkok in October for 3 weeks.
- For the 2022-2023 school year the international program is moving forward with many new partnerships with many new students arriving from Spain and they anticipate a busy year with many international students attending Niagara Catholic.

7. Consent Agenda Item A6.2 Larkin Estate Admission Awards 2022-2023

Trustee Prince acknowledged the Larkin Estate Admission Award recipients.

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$4,950.00 for Larkin Estate Admission Awards for eligible students, as presented.

CARRIED

D. INFORMATION

1. **Trustee Information**

Nil

E. OTHER BUSINESS

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

Nil

F. BUSINESS IN CAMERA

Moved by Trustee Prince

THAT the Committee of the Whole move into the In Camera Session.

CARRIED

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:27 p.m. and reconvened at 8:48 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Prince

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of June 14, 2022.

CARRIED

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Prince

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on May 10, 2022, as presented.

CARRIED (Item F1)

H. ADJOURNMENT

Moved by Trustee Prince

THAT the June 14, 2022 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 8:49 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 14, 2022.**

Approved on **September 13, 2022.**

Daniel Moody
Vice-Chair of the Board

Camillo Cipriano
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
SEPTEMBER 13, 2022**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE
BOARD
DISCONNECT FROM WORK POLICY (NEW)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Disconnect From Work Policy (NEW), as presented.

Prepared by: Pat Rocca, Superintendent of Education/Human Resources
Presented by: Pat Rocca, Superintendent of Education/Human Resources
Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: September 13, 2022



Niagara Catholic District School Board

DISCONNECT FROM WORK POLICY

STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No

Adopted Date:

Latest Reviewed/Revised Date:

All employees of the Niagara Catholic District School Board (the “Board”) have the responsibility of contributing to the success of the organization in fulfilling its Mission, Vision and Values for students and the families it serves. To this end, the Board is committed to both employee and organizational health by creating and maintaining a supportive and healthy workplace for all employees.

The purpose of this policy is to provide a framework to support the right of employees to disconnect from work by significantly reducing the practice of work-related meetings and communications after-hours, including emails, telephone calls, video calls or the sending or reviewing of other messages.

The Board recognizes the contributions of all employees and encourages employee health and wellness by fostering a work environment that maintains a healthy work-life balance, including the ability to disconnect from work outside of normal working hours, as stipulated in Ontario Bill 27, *Working for Workers Act*, 2021 and the *Employment Standards Act*, 2000.

This policy applies to all employees of the Board.

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

References:

- [*Working for Workers Act 2021 SO 2021 c. 35 – Bill 27*](#)
- [*Employment Standards Act*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Ontario Human Rights Code*](#)
- [*Workplace Safety and Insurance Act*](#)
- [*Employee Assistance Program \(EAP\)*](#)
- [*Education Act and Regulations*](#)
- ***Niagara Catholic District School Board Policies/Procedures/Documents***
 - [*Equity and Inclusive Education Policy \(100.10\)*](#)
 - [*Employee Code of Conduct and Ethics Policy \(201.17\)*](#)
 - [*Employee Workplace Harassment Policy \(201.7\)*](#)
 - [*Accessibility Standards Policy \(800.8\)*](#)
 - [*Collective Agreements*](#)
 - [*Terms and Conditions*](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
SEPTEMBER 13, 2022**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING
PRIVACY POLICY (600.6)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
John Forte, Privacy and Risk Advisor

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
John Forte, Privacy and Risk Advisor

Date: September 13, 2022



Niagara Catholic District School Board

PRIVACY POLICY

STATEMENT OF GOVERNANCE POLICY

600 – Business Services

Policy No. 600.6

Adopted Date: June 20, 2017

Latest Reviewed/Revised Date: Nil

In keeping with ~~its~~ the Mission, Vision and Values, ~~of~~ the Niagara Catholic District School Board ~~the~~ Niagara Catholic District School Board (Board) is committed to the protection of personal information under ~~its~~ the custody and/or control in compliance with its statutory duties and responsibilities. Procedures used in the collection, use, disclosure and retention of personal information comply with the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFPIA)* the *Personal Health Information Protection Act* and ~~of the Board~~ along with the right of privacy with respect to personal information that is collected, used, disclosed, and retained in the school system. The Board is in compliance with all ~~other~~ applicable provisions in federal, provincial and municipal legislation regarding the security and confidentiality of personal information.

All Board employees are responsible for and shall make a reasonable effort to protect personal information in their custody. ~~In the event of a privacy breach or suspected breach, employees will~~ or under their control, and to immediately notify their Supervisor and follow the steps documented ~~contain a privacy breach~~ through a prompt, reasonable and coordinated effort as outlined in the Privacy Breach ~~Procedure~~ Protocol.

The Board designates the Director of Education as the head of Privacy for the purposes of MFIPPA and this policy. The Director of Education will delegate duties under MFIPPA to a role in the Board accountable for Privacy and Freedom of Information.

The Director of Education will issue [*Administrative Operational Procedures*](#) in support of this policy.

References

- [*Education Act and Regulations \(R.S.O. 1990 c.E.2\)*](#)
- [*Immunization of School Pupils Act*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)*](#)
- [*Ontario Student Record Guideline, 2000*](#)
- [*Personal Health Information Protection Act \(PHIPA\)*](#)
- [*Privacy and Information Management PIM Toolkit*](#)
- [*The Personal Information and Protection of Electronic Documents Act \(PIPEDA\)*](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [*Educational Field Trips \(400.2\) AOP*](#)
 - [*Electronic Communications Systems \(Employees\) Policy \(201.12\)*](#)
 - [*Electronic Communications Systems \(Students\) Policy \(301.5\) AOP*](#)
 - [*Ontario Student Record \(OSR\) \(301.7\) AOP*](#)
 - [*Records and Information Management Policy \(600.2\)*](#)
 - [*Video Security Surveillance \(701.3\) AOP*](#)
 - [*Freedom of Information Request Procedure*](#)
 - [*Privacy Breach Procedure*](#)

Adopted Date:	June 20, 2017
Revision History:	Nil

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
SEPTEMBER 13, 2022**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING
RECORDS AND INFORMATION MANAGEMENT POLICY
(600.2)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
John Forte, Privacy and Risk Advisor

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
John Forte, Privacy and Risk Advisor

Date: September 13, 2022



Niagara Catholic District School Board

RECORDS AND INFORMATION MANAGEMENT POLICY

STATEMENT OF GOVERNANCE POLICY

600 – Business Services

Policy No 600.2

Adopted Date: March 31, 1998

Latest Reviewed/Revised Date: February 27, 2018

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to instituting and maintaining a comprehensive Records and Information Management Program for records **Program. Records** and information that are accurate, authentic, reliable, trustworthy, support accountability, and ~~are able to~~ serve as evidence **of daily school board operations**. Records and information shall be safely and securely maintained for as long as required by legislation and in accordance with the Records and Information Management Program.

The objective of the Records and Information Management Program is to support efficient and effective program and service delivery; to foster informed decision making; to facilitate accountability, transparency and collaboration; and to preserve and ensure access to records and information in accordance with the laws of Canada and Ontario. ~~and for the benefit of present and future generations.~~

The Records and Information Management Program applies to all records within the custody **and** or ~~under~~ the control of the **Niagara Catholic District School Board regardless of medium or characteristics**. ~~This program addresses all aspects of the Board's operations and all records made or received in the day-to-day operations of the school and the Board, regardless of the medium in which those records are stored and maintained.~~

All Board employees: ~~are responsible for maintaining records in their custody in compliance with the Administrative Operational Procedures and the Niagara Catholic Classification System and Retention Schedule.~~

- ~~• Are responsible for creating and maintaining accurate records as required for their assigned duties, and in compliance with relevant Board policies and procedures.~~
- ~~• Are responsible for ensuring appropriate security measures are applied to protect records from damage, loss, theft or inappropriate disclosure.~~
- ~~• Will use the Board's Records and Information Management Classification & Retention System as the basis for their filing systems to manage their records.~~
- ~~• Who are Terminated or changing positions with the Board will leave all records for their successors.~~
- ~~• Must not destroy records, or permit their removal, from the control of the Board except in accordance with the Board's Records and Information Management Classification & Retention System.~~

~~All records, regardless of physical form or characteristics, are the property of the Board and subject to its control.~~

The Director of Education will issue [*Administrative Operational Procedures*](#) in support of this policy.

References

- [Education Act and Regulations \(R.S.O. 1990 c.E.2\)](#)
- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
- [Ontario Student Record Guideline, 2000](#)
- [Personal Health Information Protection Act \(PHIPA\)](#)
- [Privacy and Information Management PIM Toolkit](#)
- [FIPPA and MFIPPA: Bill 8 — The Recordkeeping Amendments](#)
- **Niagara Catholic District School Board Policies/Procedures/Documents**
 - [Assessment, Evaluation and Reporting \(301.10\) AOP](#)
 - [Electronic Communications Systems \(Employees\) Policy \(201.12\)](#)
 - [Electronic Communications Systems \(Students\) \(301.5\) AOP](#)
 - [Ontario Student Record \(301.7\) AOP](#)
 - [Privacy Policy \(600.6\)](#)
 - [Privacy Breach Procedure](#)
 - [Freedom of Information Request Procedure Personal Information Bank](#)
 - ~~[Records and Information Management Classification & Retention System](#)~~
 - [Niagara Catholic Classification System and Retention Schedule](#)

Adopted Date:	March 31, 1998
Revision History:	May 24, 2011 February 27, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
SEPTEMBER 13, 2022**

PUBLIC SESSION

TOPIC: POLICY REVIEW SCHEDULE

The Policy Review
Schedule is presented for information.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: September 13, 2022



GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2022 - JUNE 2023

Updated: Updated: September 13, 2022

SORTED BY COMMITTEE OF THE WHOLE MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting
				After Vetting
NEW	NEW	NEW	Right to Disconnect	September 2022
2017	2017	600.6	Privacy	September 2022
1998	2018	600.2	Records and Information Management	September 2022
1998	2020	201.2	Retirement & Service Recognition Celebration	October 2022
2007	2020	800.4	Volunteer Recognition	October 2022
1998	2016	701.2	Pupil Accommodation Review	October 2022
1998	2018	100.4	Student Trustees	November 2022
2017	2017	600.6	Privacy	November 2022
1998	2018	600.2	Records and Information Management	November 2022
2012	2018	701.5	Bottled Water	December 2022
1998	2016	701.2	Pupil Accommodation Review	December 2022
2011	2018	400.6	Environmental Stewardship	January 2023
1998	2018	100.4	Student Trustees	January 2023
2006	2018	201.12	Electronic Communications Systems (Employees)	February 2023
2012	2018	701.5	Bottled Water	February 2023
2012	2018	201.17	Employee Code of Conduct & Ethics	March 2023
2004	2018	100.7	Niagara Catholic Education Award of Distinction	March 2023
2011	2018	400.6	Environmental Stewardship	March 2023
2002	2022	201.7	Employee Workplace Harassment *	April 2023
2002	2022	201.11	Employee Workplace Violence *	April 2023
2002	2022	201.6	Occupational Health & Safety *	April 2023
2006	2018	201.12	Electronic Communications Systems (Employees)	April 2023
2012	2018	201.17	Employee Code of Conduct & Ethics	May 2023
2004	2018	100.7	Niagara Catholic Education Award of Distinction	May 2023
2002	2022	201.7	Employee Workplace Harassment *	June 2023
2002	2022	201.11	Employee Workplace Violence *	June 2023
2002	2022	201.6	Occupational Health & Safety *	June 2023

* Ministry of Labour Compliance Annual Review

SORTED BY BOARD MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	BOARD MEETING DATE
				NEW
2017	2017	600.6	Privacy	November 2022
1998	2018	600.2	Records and Information Management	November 2022
1998	2016	701.2	Pupil Accommodation Review	December 2022
1998	2018	100.4	Student Trustees	January 2023
2012	2018	701.5	Bottled Water	February 2023
2011	2018	400.6	Environmental Stewardship	March 2023
2006	2018	201.12	Electronic Communications Systems (Employees)	April 2023
2012	2018	201.17	Employee Code of Conduct & Ethics	May 2023
2004	2018	100.7	Niagara Catholic Education Award of Distinction	May 2023
2002	2022	201.7	Employee Workplace Harassment *	June 2023
2002	2022	201.11	Employee Workplace Violence *	June 2023
2002	2022	201.6	Occupational Health & Safety *	June 2023

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 13, 2022**

PUBLIC SESSION

**TITLE: DIRECTOR OF EDUCATION AND SENIOR STAFF
INTRODUCTION TO THE 2022-2023 SCHOOL YEAR**

The report on the Director of Education and Senior Staff Introduction to the 2022-2023 School Year is presented for information.

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

Presented by: Senior Administrative Council

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

Date: September 13, 2022



**REPORT TO THE COMMITTEE OF THE WHOLE
SEPTEMBER 13, 2022**

**DIRECTOR OF EDUCATION AND SENIOR STAFF INTRODUCTION TO
THE 2022-2023 SCHOOL YEAR**

BACKGROUND INFORMATION

Annually, at the first Committee of the Whole Meeting to begin a new school year, the Director of Education and Senior Staff present a visual report as an introduction to the 2022-2023 school year for the information of Trustees.

The report on the Director of Education and Senior Staff Introduction to the 2022-2023 School Year is presented for information.

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

Presented by: Senior Administrative Council

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

Date: September 13, 2022

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 13, 2022**

PUBLIC SESSION

TITLE: NIAGARA COMPLIANCE AUDIT COMMITTEE REPORT

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board continues as a joint participant in the Niagara Compliance Audit Committee;

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval the Terms of Reference, as established (*Appendix 1*);

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board that the Secretary of the Board be delegated the authority to appoint members to the Niagara Compliance Audit Committee.

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

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

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

Date: September 13, 2022



REPORT TO THE COMMITTEE OF THE WHOLE SEPTEMBER 13, 2022

NIAGARA COMPLIANCE AUDIT COMMITTEE REPORT

BACKGROUND INFORMATION

Niagara Compliance Audit Committee

Compliance Audit Committees are required under the *Municipal Elections Act, 1996* (MEA) for all local boards including Catholic school boards, to consider applications from eligible electors requesting audits of candidates, contributors, and registered third party campaign finances in relation to the 2022 Municipal Election, and any by-elections during the 2022-2026 term pursuant to the MEA. As it states:

Compliance Audit Committee (Municipal Elections Act)

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Committees may be required to appoint auditors and determine if legal proceedings are required as a result of the auditors' reports or reports from the clerk of the municipality. The powers and functions of the Committee are set out in Section 88 of the MEA and are in place to ensure that the provisions pertaining to campaign finances have not been contravened and to follow the necessary steps to ensure compliance. Below is an excerpt from the MEA:

Compliance Audit Committee (Municipal Elections Act)

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and **shall not include:**

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established;
or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Appendix 1 – Niagara Compliance Audit Committee Terms of Reference

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board continues as a joint participant in the Niagara Compliance Audit Committee;

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval the Terms of Reference, as established (*Appendix 1*);

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board that the Secretary of the Board be delegated the authority to appoint members to the Niagara Compliance Audit Committee.

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

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

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

Date: September 13, 2022

Terms of Reference for Niagara Compliance Audit Committee

1. Authority

1. Sections 88.33 and 88.35 of the *Municipal Elections Act, 1996 (Act)* provides that an elector who is entitled to vote in an election and believes on reasonable grounds that a candidate or a registered third party has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the candidate's or registered third party's campaign finances, even if the candidate has not filed a financial statement.
2. Sections 88.34 and 88.36 of the *Act* requires the clerk to review the contributions reported on the financial statements submitted by a candidate or registered third party and report any contraventions of any of the contribution limits to the compliance audit committee.
3. Section 88.37 of the *Act* requires the council or local board, to establish a compliance audit committee before October 1st in an election year for the purposes of Sections 88.33 to 88.36 of the *Act* relative to a possible contravention of the election campaign finance rules.

2. Establishment of Committee

1. A Joint Compliance Audit Committee is established with the potential participants as set out below, and shall be named the "Niagara Compliance Audit Committee" ("Committee"):

Local Area Municipalities": Town of Fort Erie, Town of Grimsby, Town of Lincoln, City of Niagara Falls, Town of Niagara on the Lake, Town of Pelham, City of Port Colborne, City of St. Catharines, City of Thorold, Township of Wainfleet, City of Welland and Township of West Lincoln

"Region": Regional Municipality of Niagara

"School Boards": District School Board of Niagara and Niagara Catholic District School Board.

2. The potential participants as set out in Section 1 above, shall each determine its participation in the Committee, the results of which shall form the "Joint Participants."
3. The Committee is a statutory committee.

3. References

1. The following municipal terms shall have a corresponding meaning for School Boards: municipality/board, Council/Board, Clerk/Secretary, responding municipality/responding board. Reference to Councils/Boards and Clerks shall be deemed to include those of the Joint Participants.
2. Responding municipality means the municipality/board responsible for the office, with the Region responsible for the offices of Regional Chair and Regional Councillors, municipalities

responsible for the office of Mayor and Councillors/Aldermen and School Boards responsible for the office of trustees.

3. The local area municipalities shall receive the compliance audit applications on behalf of the Region and School Boards who will then immediately provide same to the Region or School Board to commence the compliance audit proceedings.

4. Term

1. The term of the Committee shall be concurrent with the term of Council. The term of appointment of the Committee members shall be December 1 of the regular election year to November 14 of the next regular election year, including any by-elections, or until such time as the applicable Committee has disposed of any remaining matters in accordance with the *Act*.

5. Duration

1. The Committee shall be established before October 1st in an election year.
2. The establishment of the Committee and terms of reference shall continue as set out herein from Council term to Council term unless determined otherwise by Council. However, the appointment of the members to the Committee shall be approved by each Council or delegated authority prior to October 1st in each election year.

6. Mandate

1. The mandate of the Committee is to hear and determine all applications filed in accordance with Sections 88.33 to 88.36 of the *Act* pursuant to the procedures established by the Clerks under the *Act*.
2. The powers and functions of the Committee as set out in Sections 88.33 to 88.36 of the *Act* include:
 - (a) within 30 days of receipt of a compliance audit application from an elector, review and decide whether it should be granted or rejected;
 - (b) if the application is granted, appoint an auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the election campaign finances;
 - (c) receive the auditor's report;
 - (d) within 30 days of receipt of the auditor's report, consider the report and if the report concludes the candidate or registered third party appears to have contravened a provision of the *Act* relating to election campaign finances, decide whether legal proceedings against the candidate or registered third party for the apparent contravention shall be commenced, and
 - (e) within 30 days after receipt of a report from any participating municipality's Clerk of any apparent over-contributions to candidates or registered third parties, the Committee shall consider the Clerk's report and decide whether legal proceedings against the contributor should be commenced.

7. Composition

1. The Committee shall be composed of a minimum of three (3) and a maximum of seven (7) members with membership drawn from the following stakeholder groups:
 - (a) accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
 - (b) college or university professors with expertise in political science or local government administration;
 - (c) legal profession with experience in municipal law, municipal election law or administrative law;
 - (d) professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals, and
 - (e) other individuals with knowledge of the campaign finance rules of the Act.
2. The Committee shall not include,
 - (a) employees or officers of the Joint Participants;
 - (b) members of the Council or Board of the Joint Participants;
 - (c) any persons who are candidates in the election for which the Committee is established;
 - (d) any person who is or intends to volunteer or seek employment to assist any candidate or registered third party in the election for which the Committee is established, or
 - (e) any person who is a registered third party in any local area municipality.
3. When an application has been filed under Section 88.33 of the Act, only three (3) of the seven (7) members of the Committee shall comprise the Committee for the purposes of reviewing and considering the application.
4. The Clerk of the responding municipality shall determine the selection of the three (3) sitting members of the Committee from the pool of members based on availability.

8. Member Selection and Appointment

1. At a minimum, the recruitment of committee members shall be advertised in a local newspaper having general circulation and on the websites of the Joint Participants. Other recruitment measures may be initiated by the Clerks.
2. All persons interested in serving on the Committee shall complete an application form prescribed by the Clerks setting out their qualifications and experience.
3. A Nomination Committee consisting of a majority of the Clerks or designates, shall review the applications and submit a joint short list of candidates to the Councils/Boards, or Clerk as the delegated authority, for appointment approval.
4. In the event a vacancy occurs during the term, the municipality may rely on the remaining members to compose a Committee of three (3) members.

9. Selection Criteria

1. Without limiting the foregoing, members shall be selected on the basis of the following:
 - (a) demonstrated knowledge and understanding of municipal election campaign finance rules;
 - (b) proven analytical and decision-making skills;
 - (c) experience working on a committee, administrative tribunal, task force or similar setting;
 - (d) availability and willingness to attend meetings;
 - (e) excellent oral and written communication skills.

10. Chair of Committee

1. The Committee members shall select a Chair from amongst its three (3) sitting members at its first meeting.

11. Secretary to Committee

1. The Clerk of the responding municipality shall act as Secretary to the Committee.

12. Compensation

1. Members of the Committee shall receive a retention honorarium of \$300.00 including mileage, for attendance at a training session the costs of which shall be shared equally amongst the Joint Participants.
2. Members shall receive an honorarium of \$200.00 per meeting, plus mileage, at the rate of the responding municipality.

13. Costs and Funding

1. The responding municipality shall fund and pay all costs associated with the Committee, including the retention of an auditor and any costs incurred as a result of a decision of the Committee being challenged to the Ontario Superior Court of Justice.
2. The Joint Participants shall equally share in the costs associated with advertising and training.

14. Auditor

1. The Area Clerks shall issue a joint RFP for auditor services and the Committee shall appoint an auditor.

15. Meetings

1. The Committee shall conduct its meetings in public but may deliberate in private.

2. The responding municipality's website shall be used to communicate meeting notices, agendas, minutes and decisions.
3. The Committee shall conduct its meetings in accordance with the responding municipality's Council Rules of Procedure By-law and the *Statutory Powers Procedures Act*, with modifications as deemed necessary.

16. Conflicts

1. Committee members shall comply with the *Municipal Conflict of Interest Act* and shall disclose a pecuniary interest to the Secretary in advance of any meeting, where possible or absent him/herself from meetings for the duration of the consideration of the application, discussion and voting with respect to the matter.
2. In the event a member discloses a pecuniary interest to the application in advance of the meeting, the Clerk of the responding municipality shall select another member to replace him/her on the Committee.
3. To avoid possible conflict of interest, an auditor or accountant appointed to the Committee must agree, in writing, not to undertake the audits or preparation of the financial statements of any candidate or registered third party seeking election to the Councils/Boards. Failure to adhere to this requirement shall result in the individual being removed from the Committee.
4. All Committee members shall agree, in writing, they will not work or volunteer for, or contribute to, any candidate or registered third party in any capacity in an election to the Councils/Boards. If upon being made aware that a member has participated or contributed to a campaign or registered third party, the Clerks or designates, by majority vote, shall remove the member from the roster or recommend to the Councils/Boards, or the delegated authority, to rescind the appointment to the Committee.

17. Practices and Procedures

1. The Clerk shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under the *Act* to implement the Committee's decisions.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
SEPTEMBER 13, 2022**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA 2022 FALL REGIONAL MEETING – SEPTEMBER 27,
2022**



Ontario Catholic School Trustees' Association

June 23, 2022

MEMORANDUM

TO: Trustees, Student Trustees & Directors of Education

FROM: Nick Milanetti, Executive Director

SUBJECT: 2022 Fall Regional Meetings Registration

OCSTA's Fall Regional Meetings are scheduled as follows:

<p style="text-align: center;"><u>WEST</u> Monday, September 19 9:30 a.m. – 2:30 p.m. Hosted by: London DCSB Location: Monsignor Feeney Boardroom 5200 Wellington Road South London, ON N6E 3X8</p>	<p style="text-align: center;"><u>EAST</u> Thursday, September 22 9:30 a.m. – 2:30 p.m. Hosted by: CDSB of Eastern Ontario Location: Room 027 – Greg McNally Boardroom 2755 Highway 43 Kemptville, ON K0G 1J0</p>
<p style="text-align: center;"><u>CENTRAL</u> Tuesday, September 27 9:30 a.m. – 2:30 p.m. Hosted by: Dufferin-Peel CDSB Location: Room 301 40 Matheson Boulevard West Mississauga, ON L5R 1C5</p>	<p style="text-align: center;"><u>NORTH WEST</u> Thursday, September 29 9:30 a.m. – 2:30 p.m. Hosted by: Thunder Bay CDSB Location: Boardroom 459 Victoria Ave. W. Thunder Bay, ON P7C 0A4</p>
<p><u>NORTH EAST</u> Saturday, October 1 8:30 a.m. – 1:00 p.m. (virtual – no fee) Hosted by: Huron-Superior CDSB <i>Registration is required. A zoom link will be provided to those registered closer to the meeting date.</i></p>	

OCSTA's Regional Meetings provide an opportunity for regional networking and discussion while ensuring that OCSTA Directors and staff are informed about current local priorities and perspectives.

QUESTIONS FOR GROUP DISCUSSION

Boards are asked to review the following questions in advance of the meeting and email written responses to cdemelo@ocsta.on.ca one week prior to the meeting. Please be prepared to have the Chair or designate deliver the responses at the meeting.

1. Please indicate your board's status with respect to reserves and identify key concerns on this matter.
2. Please share questions relevant to the current bargaining process.
3. Please highlight points of celebration / successes / achievements at your board to be delivered at the meeting by the Chair or designate.

REGISTRATION

Meetings are open to trustees, student trustees and senior board personnel (both academic and finance). The registration fee is \$135.60 and \$96.05 for student trustees (includes HST).

Please click on the following Links to register:

September 19 - [WEST Regional Meeting](#)

September 22 - [EAST Regional Meeting](#)

September 27 - [CENTRAL Regional Meeting](#)

September 29 - [NORTH WEST Regional Meeting](#)

October 1 - [NORTH EAST Regional Meeting](#)

Deadline for refunds due to cancellation is 2 weeks prior to each meeting. After that date, no refunds will be issued, under any circumstances – substitutions are welcomed.

ACCOMMODATION

If your delegates require overnight accommodation, please make your reservations directly with the hotel as soon as possible.

West – September 19

[Four Points by Sheraton](#) (4.2 km from Board office)
1150 Wellington Rd, London, ON N6E 1M3
(519) 681-0600

[Hampton Inn by Hilton](#) (3.9 km from Board office)
840 Exeter Rd, London, ON N6E 1L5
(519) 649-6500

[Best Western Plus Lamplighter Inn & Conference Centre](#) (6.9 km from Board office)
591 Wellington Rd, London, ON N6C 4R3
(519) 681-7151

East – September 22

[Rob Thompson Hotels](#) (4 minutes from Board Office)
48 King St. West, Brockville, ON K6V 3P6 1(844)578-3837
<https://www.robthompsonhotels.ca/>

The Baldachin Inn (17 minutes from Board Office)
111 St. Lawrence Street, Merrickville, ON K0G 1N0 (343)925-0229
<http://www.baldachin.com/>

1840 Guest House – Bed & Breakfast (17 minutes from Board Office)
223 Main Street West, Merrickville, ON K0G 1N0 (613)269-3025
<https://www.1840guesthouse.com/>

Central – September 27

Hyatt Place Toronto/Mississauga Centre
5787 Hurontario St., Mississauga, ON L4Z 2H7 (289)815-1234
[Modern Hotel near Toronto Airport | Hyatt Place Toronto / Mississauga Centre](#)

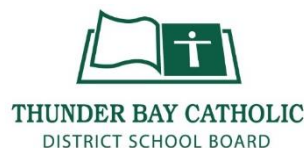
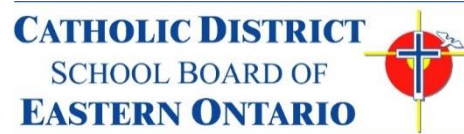
Hilton Garden Inn Toronto/Mississauga
100 Trader's Blvd. East, Mississauga, ON L4Z 2H7 1(905)890-9110
[Hilton Garden Inn Toronto Mississauga, Ontario Airport Hotels](#)

North West – September 29

Valhalla Hotel & Conference Centre
1 Valhalla Inn Road, Thunder Bay, ON P7E 6J1 900-964-1121 or 807-577-1121
[Valhalla Hotel & Conference Centre - True Northern Hospitality](#)

Hampton Inn and Suites
760 Arthur St. West, Thunder Bay, ON P7E 5R9 (807)577-5000
[Hampton Inn and Suites Thunder Bay, Ontario Hotel \(hilton.com\)](#)

OCSTA extends gratitude to the Trustees and Staff of the Catholic District School Boards hosting our 2022 Regional Meetings:



Attachments: Program, Regions Chart



AGENDA

9:30AM	REGISTRATION
10:00AM	WELCOME <i>Patrick J. Daly, President, OCSTA</i>
	GATHERING PRAYER <i>Chair, Host Board</i>
	LAND ACKNOWLEDGEMENT <i>OCSTA Director (from the Host Region)</i>
	PRESIDENT'S REPORT
11:00AM	ADULT FAITH FORMATION PRESENTATION <i>Anne O'Brien, Director of Catholic Education, OCSTA</i>
11:45AM	LUNCH, INFORMAL DISCUSSION & NETWORKING
12:30PM	UPDATE REGARDING CENTRAL COLLECTIVE BARGAINING <i>Patrick J. Daly, President, OCSTA</i>
1:00PM	QUESTIONS FOR GROUP DISCUSSIONS <ol style="list-style-type: none">1. <i>Please indicate your board's status with respect to reserves and identify key concerns on this matter.</i>2. <i>Please share questions relevant to the current bargaining process.</i>3. <i>Please highlight points of celebration / successes / achievements at your board to be delivered at the meeting by the Chair or designate.</i>
2:15PM	GROUP REFLECTION
2:30PM	ADJOURNMENT



Ontario Catholic School
Trustees' Association

OCSTA REGIONS

AREA	BOARDS/OCSTA REGION #
West	Bruce-Grey (4) Huron-Perth (4) London (5) Waterloo (4) Wellington (4) St. Clair (5) Windsor/Essex (5)
East	Algonquin & Lakeshore (10) Eastern Ontario (10) Peterborough-Victoria-Northumberland & Clarington (9) Ottawa (12) Renfrew (10) Simcoe-Muskoka (9)
North East	Huron-Superior (1) Nipissing-Parry Sound (1) Northeastern (1) Sudbury (1)
Central	Brant-Haldimand Norfolk (11) Dufferin-Peel (7) Durham (9) Halton (13) Hamilton-Wentworth (11) Niagara (11) Toronto (6) York (8)
North West	Kenora (2) Northwest (2) Superior North (2) Thunder Bay (2)