



*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 9, 2025  
6:30 P.M.**



[PUBLIC ACCESS LIVE STREAM LINK](#)

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

### A. ROUTINE MATTERS

1. Opening Prayer – Trustee Bruzzese -
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 10, 2025 A5
6. Consent Agenda Items -
  - 6.1 2025-2026 Parents Reaching Out (PRO) Grants A6.1
  - 6.2 Staff Development Department Professional Development Opportunities A6.2
  - 6.3 Capital Projects Progress Report Update A6.3
  - 6.4 In-Camera Agenda Item G1 -

### B. PRESENTATIONS

### C. COMMITTEE AND STAFF REPORTS

1. Director of Education and Senior Staff Introduction to the 2025-2026 School Year C1
2. Summer School/Continuing Education C2
3. St. Luke Catholic Elementary School Project ID: 50-068 C3
4. Principal and Vice Principal Selection Process C4
5. Monthly Updates -
  - 5.1 Student Senate Update -
  - 5.2 Senior Staff Good News Update -

## **D. GOVERNANCE POLICIES**

- |     |   |      |
|-----|---|------|
| 1.  | Governance Policies for Recommendation to the Board                       | -    |
| 1.1 | Naming of a Board Facility, Designate Area or Chapel Policy (100.15)      | D1.1 |
| 2.  | Governance Policies Prior to Vetting                                      | -    |
| 2.1 | Board By-Laws Policy (100.1)  | D2.1 |
| 2.2 | Trustee Electronic Meetings (Board and Committees) Policy and AOP (100.8) | D2.2 |
| 3.  | Governance Policy Review Schedule   | D3   |

## **E. INFORMATION**

- |     |   |      |
|-----|---|------|
| 1.  | Trustee Information   |      |
| 1.1 | 2025 OCSTA Fall Regional Meeting – September 24, 2025   | E1.1 |
| 1.2 | OCSTA Membership Fees and Face Levy and Interim Invoice for Core Education Funding for Central Bargaining | E1.2 |

## **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 9, 2025**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OF JUNE 10, 2025**

---

**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 10, 2025 as presented.



# MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, JUNE 10, 2025

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, June 10, 2025 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 Bruzzese.

### 2. Roll Call

Vice-Chair Burkholder noted that all Trustees and Student Trustees were in attendance.

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>				
Emilio Geremia	✓			
Taylor Sexton	✓			

The following staff were in attendance:

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

**3. Approval of the Agenda**

Moved by Trustee Huibers

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 10, 2025, as amended.

**Item B1 Deferred to June Board Meeting**

**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 13, 2025**

Moved by Trustee Marino

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 13, 2025, as presented.

**CARRIED**

**6. Consent Agenda Items**

Trustee Marino requested Item A6.1 be held. This item was moved to Committee and Staff Reports Section C of the agenda.

**6.1 Capital Projects Progress Report Update**

Moved to Section C3

**6.2 In Camera Items G1**

Moved by Trustee Bruzzese

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

**CARRIED**

**B. PRESENTATIONS**

**1. New Student Trustee and Co-Chair – Student Senate 2025-2026/2026-2027**

Deferred to June Board meeting.

**2. Elementary ERT Resource Support Model**

Gino Pizzoferrato, Superintendent of Education presented the Elementary ERT Resource Support Model for Trustee Information.

Superintendent Pizzoferrato answered questions of Trustees.

## **C. COMMITTEE AND STAFF REPORTS**

### **1. Math Achievement Action Plan 2024-2025 Final Report**

Kim Kinney, Superintendent of Education presented the Math Achievement Action Plan Final Report for 2024-2025.

Moved by Trustee Marino

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board continue to endorse the Niagara Catholic District School Board Math Achievement Action Plan 2024-2025.

**CARRIED**

### **2. 2025-2026 Original Estimates**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Original Estimates for the Annual Budget for 2025-2026.

Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Bruzzese

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the report on the 2025-2026 Original Estimates, as presented.

**CARRIED**

### **3. Consent Agenda Item A6.1 - Capital Projects Progress Report Update**

Superintendent Vetrone answered questions of Trustees.

### **4. Monthly Updates**

#### **4.1 Student Trustees' Update**

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

#### **4.2 Senior Staff Good News Update**

Senior Staff highlights included:

##### **Superintendent Pizzoferrato**

- Principals and ERT's were invited to share good news during EA allocation meetings for the fall, and the responses were overwhelmingly positive. One highlight was a student-created newsletter from the Secondary Special Education classroom at Saint Michael Catholic High School, supported by a grade 12 student and staff, with a third edition planned for June.
- A new Special Olympics event was held at Our Lady of Mount Carmel Elementary School, sparked by a conversation among the principal, vice-principal, and EAs. Plans are already underway to grow the event across all school families next year, supported by the accessibility and planning committees.

**Superintendent Zaroda**

- Students at Lakeshore Catholic are making a real impact in their community. Mr. Natale's construction class partnered with St. John Bosco Church, Father Peter, and the Catholic Women's League to design and build a community donation box. Now installed at the church, the box offers canned goods, books, and hygiene products for anyone in need. This hands-on project not only developed practical skills but also strengthened ties with local parishes and supported the wider community.

**Superintendent Rocca**

- On May 15th, all Grade 11 NBE English classes took part in a unique learning experience exploring Canadian filmmaking through an Indigenous lens. Students viewed seven short films, participated in a thought-provoking Q&A, and had the opportunity to hear from award-winning Cree-Métis filmmaker Asia Youngman, who shared her journey and insights on Indigenous storytelling and authentic representation in film.
- On May 30th, 20 self-identified Indigenous secondary students visited Willowbank School of Restoration for an immersive, hands-on learning experience. Organized by Niagara Catholic's Specialist High Skills Major team and Indigenous Education Team, students toured the historic site, used traditional tools in a restoration workshop, and connected over lunch with an Indigenous tradesperson who shared career insights in the skilled trades.

## **D. GOVERNANCE POLICIES**

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

#### **1.1. Occupational Health and Safety Policy (201.6)**

Julia Tiessen, Executive Officer of Human Resources Services noted that no feedback was received from the vetting process for the Occupational Health and Safety Policy (201.6).

Following discussion, the Committee of the Whole recommended the following additional amendments:

- No amendment

Moved by Trustee Marino

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Occupational Health and Safety Policy (201.6), as presented.

**APPROVED**

#### **1.2. Employee Workplace Harassment Policy (201.7)**

Executive Officer Tiessen noted that no feedback was received from the vetting process for the Employee Workplace Harassment Policy (201.7).

Following discussion, the Committee of the Whole recommended the following additional amendments:

- No amendment

Moved by Trustee Di Lorenzo

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented.

**APPROVED**

**1.3. Employee Workplace Violence Policy (201.11)**

Executive Officer Tiessen noted that no feedback was received from the vetting process for the Employee Workplace Violence Policy (201.11).

Following discussion, the Committee of the Whole recommended the following additional amendments:

- No amendment

Moved by Trustee Joyner

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented/amended.

**APPROVED**

**2. Governance Policies Prior to Vetting**

**2.1. Naming of a Board Facility, Designate Area or Chapel Policy (100.15)**

Director Cipriano, presented the Naming of a Board Facility, Designate Area or Chapel Policy (100.15).

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Naming of a Board Facility, Designate Area or Chapel Policy (100.15), be vetted from June 11, 2025 to August 27, 2025 with a recommended deadline for presentation to the Committee of the Whole in September, for consideration to the Board in September.

**3. Governance Policy Review Schedule**

**E. INFORMATION**

**1. Trustee Information**

Trustee Bruzzese highlighted the 86<sup>th</sup> Ontario Association of Parents and Catholic Education conference



## **F. OTHER BUSINESS**

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

- 1.1 Director Cipriano reminded Trustees of the upcoming Graduations and the Retirement and Service Recognition Celebration being held on Thursday.

## **G. BUSINESS IN CAMERA**

Moved by Trustee Marino

**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 8:21 p.m. and reconvened at 8:34 p.m.

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

Moved by Trustee Marino

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of June 10, 2025.

**CARRIED**

## **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Bruzzese

**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 13, 2025, as presented.

**CARRIED (Item G1)**

Staffing moves were provided and a DPA Committee item was discussed.

## **I. ADJOURNMENT**

Moved by Trustee Huibers

**THAT** the June 10, 2025 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 8:35 p.m.

---

---

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 10, 2025.**

Approved on **September 9, 2025.**

---

Rhianon Burkholder  
Vice-Chair of the Board

---

Camillo Cipriano  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
SEPTEMBER 9, 2025**

***PUBLIC SESSION***

**TITLE: DIRECTOR OF EDUCATION AND SENIOR STAFF  
INTRODUCTION TO THE 2025-2026 SCHOOL YEAR**

---

The report on the Director of Education and Senior Staff Introduction to the 2025-2026  
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 9, 2025



## **REPORT TO THE COMMITTEE OF THE WHOLE SEPTEMBER 9, 2025**

### **DIRECTOR OF EDUCATION AND SENIOR STAFF INTRODUCTION TO THE 2025-2026 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 2025-2026 school year for the information of Trustees.

<p>The report on the Director of Education and Senior Staff Introduction to the 2025-2026 School Year is presented for information.</p>
---

---

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 9, 2025

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
SEPTEMBER 9, 2025**

***PUBLIC SESSION***

**TITLE: CONTINUING EDUCATION/SUMMER SCHOOL**

---

Continuing Education/Summer School report is presented for information.

---

Prepared by: Pat Rocca, Superintendent of Education  
Presented by: Pat Rocca, Superintendent of Education  
Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: September 9, 2025



## **REPORT TO THE COMMITTEE OF THE WHOLE SEPTEMBER 9, 2025**

### **CONTINUING EDUCATION/SUMMER SCHOOL**

---

---

#### **BACKGROUND INFORMATION**

Each year, the Niagara Catholic Continuing Education Department proudly offers a variety of Summer Learning programs designed to support and enrich the educational journey of our students. These programs provide meaningful opportunities for learners to advance academically, explore new areas of interest, and reinforce key skills that contribute to their overall success. Whether students are seeking to earn credits, strengthen foundational knowledge, or engage in experiential learning, our summer offerings are tailored to meet diverse needs and aspirations.

This evening, we are pleased to welcome two distinguished leaders who played integral roles in the success of our Summer Learning programs:

Marla Rapattoni, Principal of Continuing Education, whose leadership and vision continue to shape the direction and quality of our programming.

Tara Vinc, who served as Principal at each of our summer learning sites, ensuring smooth operations and a supportive learning environment for all participants.

Together, Marla and Tara will provide an overview of the programs offered this summer, highlighting the learning experiences, student engagement, and outcomes achieved across our sites. Their presentation will offer valuable insights into the impact of summer learning and the continued commitment of Niagara Catholic to fostering lifelong learning.

We thank all staff, students, and families who contributed to another successful summer, and we look forward to sharing the achievements and stories from this year's programs.

Continuing Education/ Summer School report is presented for information.

---

---

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

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

Date: Tuesday, September 9, 2025

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
SEPTEMBER 9, 2025**

***PUBLIC SESSION***

**TITLE: ST. LUKE CATHOLIC ELEMENTARY SCHOOL PROJECT  
ID: 50-068**

---

The St. Luke Catholic Elementary School Project report is presented for information.

---

Prepared by: Giancarlo Vetrone, Superintendent of Business and Financial Services  
Tunde Labbancz, Administrator Design and Construction

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

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

Date: September 9, 2025



## **REPORT TO THE COMMITTEE OF THE WHOLE SEPTEMBER 9, 2025**

### **ST. LUKE CATHOLIC ELEMENTARY SCHOOL PROJECT ID: 50-068**

---

#### **BACKGROUND INFORMATION**

On May 24, 2016, the Niagara Catholic District School Board formally approved its Long Term Accommodation Plan for 2016-2021, identifying key strategies to address accommodation challenges across the district. Among these, the Board recommended the development of a new elementary school to support the expanding student population within the Blessed Trinity Catholic Secondary School Family of Schools.

In pursuit of this objective, the Board completed the acquisition of 5.53 acres on Greenlane Road in the Town of Lincoln, with the transaction finalized on September 24, 2021. Board staff subsequently prepared and submitted a funding application under the 2021-2022 Capital Priorities Grant program. On November 23, 2021, the Ministry of Education approved a capital allocation of \$10,108,084 for the construction of a new facility designed to accommodate 421 students, with project completion anticipated by the 2024-2025 academic year.

Recognizing the importance of early childhood education, the Board submitted a supplemental request in November 2022 to include a three-room childcare centre within the new school. The Ministry of Education met this with approval on April 6, 2023, awarding \$2,014,523 in funding for a centre featuring dedicated spaces for preschool, infant, and toddler care, collectively providing forty-nine licensed childcare places.

An architect was engaged to develop preliminary designs in accordance with ministry specifications, while an independent cost consultant assessed the financial requirements based on pre-tender Class A costs estimate. The initial assessment identified a significant discrepancy between projected costs and approved funding levels. Accordingly, the Board submitted a formal request for additional financial resources to the Ministry of Education, resulting in a revised total project budget of \$24,437,148.

Following a comprehensive review and collaboration with our Administrator of Design and Construction in early 2025, the Ministry announced the revised funding and endorsed this increased funding allocation on July 30, 2025.

The establishment of a new elementary school in the Town of Lincoln will yield extensive benefits for the local community. The state-of-the-art educational facility will address current overcrowding and accommodate future growth; ensuring students have access to modern learning environments. The integrated childcare centre will provide essential support for working families,

fostering early childhood development and contributing to community well-being. Additionally, the school will serve as a hub for community use, offering space for local events, recreational activities, and partnerships with local organizations, thereby strengthening social bonds with the residents of the Town of Lincoln.

**APPENDIX A – UPDATED PROJECT COMMITMENT AMENDMENT**

**APPENDIX B – MINISTRY OF EDUCATION FUNDING APPROVAL**

The St. Luke Catholic Elementary School Project report is presented for information.

Prepared by: Giancarlo Vetrone, Superintendent of Business and Financial Services  
Tunde Labbanz, Administrator Design and Construction

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

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

Date: September 9, 2025



## APPENDIX A

**Board Name:** Niagara Catholic District School Board

**Project ID:** 50-068

**Project Name:** St. Luke Catholic Elementary School (Previously Lincoln CES)

**Address:** 4767 Greenlane Road, Lincoln, Ontario.

**Project Scope:** A new 421-pupil place elementary school and 3-room child care centre

### Milestone Dates:

Milestone	Status	Anticipated/Actual Date
Land Acquisition Date	Complete	2021-06-01
Space Template Approval Date	Incomplete	2025-07-20
Site Plan Approval Date	Incomplete	2025-06-30
Pre-Tender Ministry Check-In Date <ul style="list-style-type: none"> <li>Third-Party Cost Consultant Report and detailed designs</li> <li>Capital Project Budget Form (Former ATP Form)</li> <li>Child Care Floor Plan Approval Form, if applicable</li> </ul>	Incomplete	2025-04-16
Tender Issue Date	Incomplete	2025-07-30
Post-Tender Ministry Check-In <ul style="list-style-type: none"> <li>Ministry Post-Tender Results Form</li> <li>Capital Project Budget Form, if applicable</li> </ul>	Incomplete	2025-09-30
Construction Start Date	Incomplete	2025-10-30
Substantial Completion Date	Incomplete	2027-02-02
Project Opening Date	Incomplete	2027-02-02
Financial Close-Out Date	Incomplete	2028-02-03

**Ministry of Education**

Minister

315 Front Street West  
Toronto ON M7A 0B8**Ministère de l'Éducation**

Ministre

315, rue Front Ouest  
Toronto ON M7A 0B8

Ontario

July 30, 2025

Camillo Cipriano  
Director of Education  
Niagara Catholic District School Board  
427 Rice Road  
Welland, ON L3C 7C1

Dear Mr. Cipriano,

The ministry received the Niagara Catholic District School Board's request to amend the Project Commitment with additional funding to bring the total budget to \$24,437,148 for the construction of St. Luke Catholic Elementary School (also known as Lincoln CES), a 424-pupil place elementary school and a three-room child care centre with 49 licensed spaces, in Beamsville, Ontario.

Ministry staff have reviewed the supporting information provided by the school board and based on our review, the ministry grants the school board a revised funding approval in the amount of \$24,437,148 as shown in the table below.

<b>St. Luke Catholic Elementary School</b>	<b>Project ID:50-068</b>
<b>Funding Program:</b>	
Capital Priorities	\$10,108,084
Child Care Capital	\$2,014,523
Land Priorities	
<b>Total Approved Funding</b>	<b>\$12,122,607</b>
<b>Additional Funding</b>	
Capital Priorities	\$11,227,798
Child Care Capital	\$1,086,743
<b>Total Additional Funding</b>	<b>\$12,314,541</b>

<b>Total Funding</b>	<b>\$24,437,148</b>
----------------------	---------------------

The additional funding approval is subject to the Lieutenant General in Council's approval of a future Core Education Funding regulation amendment.

The approval for additional funding is also contingent on school washrooms that are designed to accommodate gender-specific multi-stall/communal washrooms and single-stall washrooms that are barrier-free. The school board is to ensure all multi-stall/communal washrooms, except those that are self-contained in Kindergarten classrooms, are gender specific. If the school board must redesign its washrooms to meet this requirement, it is required to submit updated washroom designs to the ministry within two weeks of the date of this letter.

As this project is associated with a Project Commitment signed by the school board, we are including an amendment that reflects this approval as per **Appendix B**.

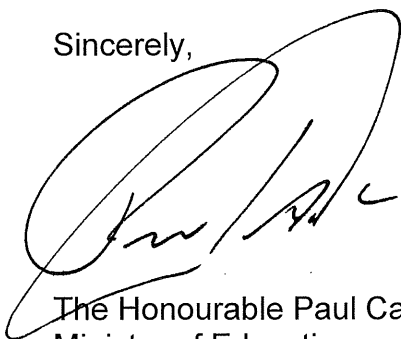
The school board is responsible and will be held accountable for implementing appropriate measures to ensure that the total cost of the project remains within the approved allocation of \$24,437,148. The school board must receive ministry approval if the total cost of the project exceeds the funding source amount as identified in this approval letter.

The school board's tender document for this project should be structured in such a way as to allow separate tenders for optional components of the design to allow the school board to accept only the components that would fit within the approved project cost. The school board should be prepared to reject portions of the tender, or the tender in its entirety and may need to re-design this project such that the cost does not exceed the approved project cost.

Please refer to the attached **Appendix A - Communications Protocol**, for detailed requirements regarding public communications, events and signage related to the project.

Should you have any questions regarding this approval, please contact your Capital Analyst, Tenneil Dhaliwal at 416- 315-6193 or via email at [tenneil.dhaliwal@ontario.ca](mailto:tenneil.dhaliwal@ontario.ca).

Sincerely,



The Honourable Paul Calandra  
Minister of Education

c: Didem Proulx, Assistant Deputy Minister, Capital and Business Support Division  
Teuta Dodbiba, Director, Capital Program Branch  
Giancarlo Vetrone, Superintendent of Business and Financial Services, Niagara Catholic  
District School Board  
Satinder Klair, Director, Children`s Services, The Regional Municipality of Niagara

## Updated Project Commitment Amendment

**Board Name:** Niagara Catholic District School Board

**Project ID:** 50-068

**Project Name:** St. Luke Catholic Elementary School (Previously Lincoln CES)

**Address:** 4767 Greenlane Road, Lincoln, Ontario.

**Project Scope:** A new 421-pupil place elementary school and 3-room child care centre

### Milestone Dates:

Milestone	Status	Anticipated/Actual Date
Land Acquisition Date	Complete	2021-06-01
Space Template Approval Date	Incomplete	2025-07-20
Site Plan Approval Date	Incomplete	2025-06-30
Pre-Tender Ministry Check-In Date <ul style="list-style-type: none"><li>• Third-Party Cost Consultant Report and detailed designs</li><li>• Capital Project Budget Form (Former ATP Form)</li><li>• Child Care Floor Plan Approval Form, if applicable</li></ul>	Incomplete	2025-04-16
Tender Issue Date	Incomplete	2025-07-30
Post-Tender Ministry Check-In <ul style="list-style-type: none"><li>• Ministry Post-Tender Results Form</li><li>• Capital Project Budget Form, if applicable</li></ul>	Incomplete	2025-09-30
Construction Start Date	Incomplete	2025-10-30
Substantial Completion Date	Incomplete	2027-02-02
Project Opening Date	Incomplete	2027-02-02
Financial Close-Out Date	Incomplete	2028-02-03

**Project Budget:**

<b>TOTAL PROJECT BUDGET</b>	<b><i>\$24,437,148</i></b>
<b>Funding Source:</b>	
<b>Capital Priorities Grant</b>	<b><i>\$21,335,882</i></b>
<b>Child Care Capital Grant</b>	<b><i>\$3,101,266</i></b>
Other Ministry Funding	\$0
Total Board Funding	\$0
Total Other Funding	\$0

***\*Note: Bold and Italics reflect the amendments.***

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
SEPTEMBER 9, 2025**

***PUBLIC SESSION***

**TITLE: PRINCIPAL AND VICE PRINCIPAL SELECTION PROCESS**

---

---

The Principal and Vice Principal Selection Process report is presented for information.

---

---

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

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

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

Date: September 9, 2025



## **REPORT TO THE COMMITTEE OF THE WHOLE SEPTEMBER 9, 2025**

### **PRINCIPAL AND VICE PRINCIPAL SELECTION PROCESS**

---

#### **BACKGROUND INFORMATION**

The Niagara Catholic District School Board recognizes that Catholic Principals and Vice Principals who model Catholic values and teachings in their own lives are vital to the success of Niagara Catholic schools. In “This Moment of Promise” a pastoral letter on Catholic education written by the Assembly of Catholic Bishops in Ontario (ACBO) in 1989, Catholic Principals and Vice Principals impact “the life, values and the feeling of each school” by their commitment to the staff, students and gospel. Further in 1993, in “Fulfilling the Promise”, the ACBO, describe Administrative leadership as “spiritual leadership, for it is inspired by the love of God and exercised in the spirit of love”.

The Niagara Catholic District School Board is committed to ensuring that all Catholic Principals and Vice Principal leadership positions within the board are held by experienced, skilled and qualified individuals who demonstrate a commitment to Catholic education, the teachings of the Catholic church and the mission, vision and values of the Niagara Catholic District School Board.

The *Administrative Operational Procedure (AOP) 202.2 – Catholic Leadership: Principal and Vice Principal Selection* outlines the process and requirements of the selection process for hiring school leadership positions – both directly into the role and for the purposes of filling the Niagara Catholic leadership pool(s). One of the requirements is outlined on page 1 of 5 of the AOP and states:

“Prior to the commencement of the Principal and Vice Principal Selection process, the Director of Education will consult with the Board of Trustees on the skill set and profile of a Catholic Principal and Vice-Principal within the Niagara Catholic District School Board

Individuals interested in applying to a Catholic principal leadership position in the Niagara Catholic District School Board are required to:

- be in good standing with the Ontario College of Teachers (OCT)
- have a minimum of five years successful teaching experience and acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior)
- have a positive recommendation from the applicant’s immediate supervisor on the Leadership Candidate Profile/Supervisor’s Attestation Form
- be a participating member of a Catholic community as attested by a parish priest
- successful completion of:



1. Religious Education Qualifications  
Part III Specialist of the OECTA/OCSTA Religion course or equivalent course  
*or*  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
*or*  
Part II of the OECTA/OCSTA Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
  2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
  3. Part II of the Special Education qualifications as per the Ontario College of Teacher Qualifications *or* Part 1 of the Special Education Qualification Course as per the Ontario College of Teachers Qualifications and the Special Education – Autism Additional Qualification course for Administrators.
- Preference will be given to applicants with the following:
    1. Previous experience in an administrative role.
    2. Successful completion of the Board Principal Discernment Program or an equivalent leadership program.

Individuals interested in applying to a Catholic vice-principal leadership position in the Niagara Catholic District School Board are required to:

- be in good standing with the Ontario College of Teachers (OCT)
- have a minimum of five years successful teaching experience and/or acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior)
- have a positive recommendation from the applicant's immediate supervisor on the Leadership Candidate Profile/Supervisor's Attestation Form
- be a participating member of a Catholic community as attested by a parish priest

Prior to being appointed to an administrative position the candidate must successfully complete:

1. Part II of the OECTA/OCSTA Religion course or equivalent course  
*or*  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
*or*  
Part I of the OECTA/OCSTA Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part 1 of the Special Education Qualification Course as per the Ontario College of Teachers Qualifications *or* completion of the Special

Education – Autism Additional Qualification course for Administrators will be required prior to assuming the position.

Preference will be given to applicants with the following:

- Successful completion of the Board Principal Discernment Program or an equivalent leadership program.”

The purpose of this report is to notify the Board of Trustees that Human Resources will be posting the position of “Secondary Principal, Secondary Vice Principal and Elementary Vice Principal” in September with the purpose of holding interviews in early November to fill the Secondary Principal, Secondary Vice Principal and Elementary Vice Principal pool and to solicit input from the Board of Trustees on the skill set and profile of potential Catholic Principals and Vice Principals as required in the AOP.

The Principal and Vice Principal Selection Process report is presented for information.

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

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

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

Date: September 9, 2025

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
SEPTEMBER 9, 2025**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE  
BOARD  
NAMING OF A BOARD FACILITY, DESIGNATE AREA OR  
CHAPEL POLICY (100.15)**

---

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Naming of a Board Facility, Designate Area or Chapel Policy (100.15), as presented.

---

Prepared by:	Lee Ann Forsyth-Sells, Superintendent of Education
Presented by:	Lee Ann Forsyth-Sells, Superintendent of Education
Recommended by:	Camillo Cipriano, Director of Education/Secretary-Treasurer
Date:	September 9, 2025



Niagara Catholic District School Board

## ***NAMING/RENAMING OF A BOARD FACILITY, DESIGNATED AREA OR CHAPEL***

### **STATEMENT OF GOVERNANCE POLICY**

**100 – Board****Policy No 100.15**

Adopted Date: June 21, 2016

Latest Reviewed/Revised Date: January 25, 2022

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the naming or renaming of a Board facility, designated area, or chapel in whole, or in part, will honour a name or title officially recognized by the Catholic Church, ~~and/or~~ **will be endorsed by the Bishop of the Diocese of St. Catharines, and will be approved by the Board of Trustees in a motion at a Board meeting.**

**The Board values community input for the naming/renaming of a Board facility, designated area, or chapel in whole, or in part. The Board acknowledges that the naming/renaming of a Board facility, designated area, or chapel provides an exemplar for Niagara Catholic students, and must meet the criteria and process within the Administrative Operational Procedures.**

Affirming the universal call to holiness, when an individual for whom a current facility, designated area or chapel has been named, is canonized by the Catholic Church, or a title or name has been changed by the Catholic Church, the Board, in consultation with the community, will rename the facility, designated area or chapel, and will support the community through the transition.

~~A request for the naming or renaming of a Board facility, designated area or Chapel, in whole or in part, must meet the criteria and process outlined within the Administrative Operational Procedures.~~

~~The Board of Trustees will approve the naming or renaming of a Board facility, designated area or Chapel, in whole or in part by motion at a Board meeting.~~

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

#### References

- [\*Education Act\*](#)
- [\*Code of Canon Law\*](#)

<b>Adopted Date:</b>	<b>June 21, 2016</b>
<b>Revision History:</b>	<b>March 24, 2020 January 25, 2022</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
SEPTEMBER 9, 2025**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING  
BOARD BY-LAWS POLICY (100.1)**

---

---

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: September 9, 2025



## TABLE OF CONTENTS

BOARD BY-LAWS	2
BOARD ORGANIZATION	2
1. NAME AND JURISDICTION OF THE BOARD	2
2. MISSION STATEMENT	2
3. ORGANIZATION CHART	2
4. STRUCTURE OF THE BOARD	3
i. Board of Trustees	3
ii. Executive Council	3
iii. Statutory Committees	3
iv. Terms of Reference	3
5. OFFICERS OF THE BOARD	4
6. DUTIES OF BOARD OFFICIALS	5
i. Trustees of the Board	5
ii. Chair of the Board	5
iii. Vice-Chair of the Board	6
iv. Director of Education – Chief Executive Officer	6
v. Board Officers	7
7. INAUGURAL MEETING OF THE BOARD	7
8. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD	8
9. REGULAR MEETINGS OF THE BOARD	9
i. Schedule of Meetings	9
ii. Agenda Distribution	9
iii. Physical Presence	10
iv. Amendment of Agenda	10
v. Trustee Absences and Attendances at Meetings	10
vi. Closing Hour of Meeting	11
vii. Presiding Officer	11
10. SPECIAL MEETINGS OF THE BOARD	11
11. ELECTRONIC MEETINGS OF THE BOARD	12
12. QUORUM	12
13. RIGHT OF THE CHAIR TO VOTE	12
14. ACCESS TO MEETING	13
15. ACCESS TO RECORDS	13
16. DELEGATIONS	13
17. OPEN QUESTION PERIOD	14
18. ORDER OF BUSINESS	15
19. COMMITTEE MEETINGS	16
20. RULES OF ORDER	17
21. MOTIONS AND DEBATE	18
22. VOTING	20
23. CONFLICT OF INTEREST	20
24. CODE OF CONDUCT	20
DEFINITIONS SCHEDULE	21

## 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.

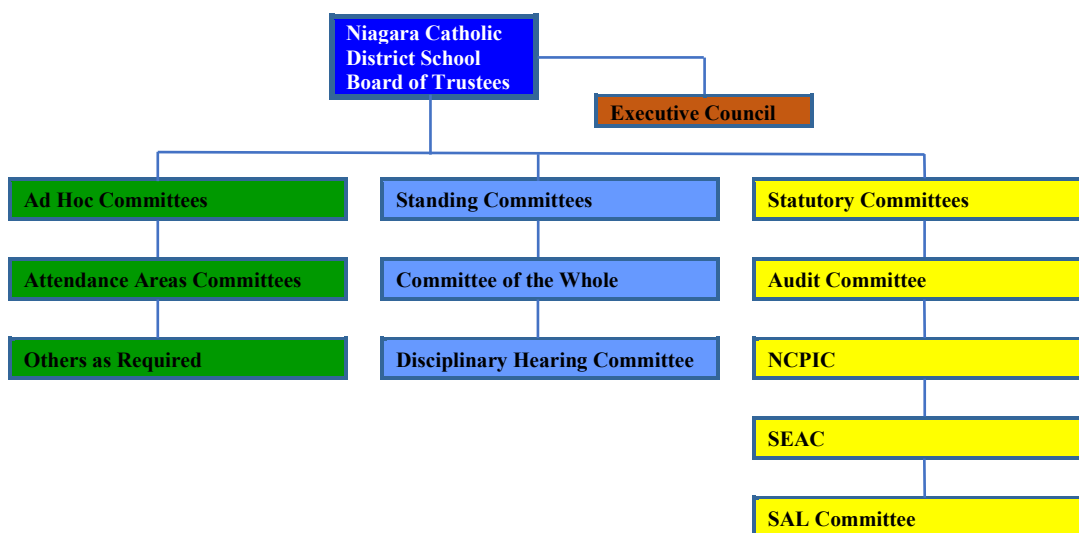
### 1. NAME AND JURISDICTION OF THE BOARD

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 Director of Education, as appropriate;
- (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.

### iii. 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) review and assist with the preparation of the agendas for Committee of the Whole and Board meetings, in consultation with the Director of Education and the Chair of the Board;
- (e) perform such duties as determined by the Board or by the Chair;
- (f) perform such duties as are related to their position as a trustee; and
- (g) 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.

### iv. 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;

- (h) act in the best interest of publicly funded Catholic Education;
- (i) 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).

**v. 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.
- iii. **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**

#### **iv. 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 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, 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. All Trustees must be physically present for at least one (1) public (open) meetings of the Board for every four (4) month period beginning November 15th.

### 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

~~As per Ontario Regulation 463/97 as amended by 313/24, all school board trustees will be expected to be physically present for every regularly scheduled meeting of the Board and to attend all Board meetings and all meetings of Board committees of which they are members, either physically or through electronic means.~~ **Trustees are required to be physically present for every regularly scheduled meeting of the Board and to attend all Board meetings and all meetings of Board committees of which they are members, either physically or through electronic means every regularly scheduled meeting of the Committee of the Whole in each year of the term of office, unless a trustee receives prior written approval from the Chair or Vice Chair of the Board and one of the exceptions to the requirement for in-person attendance applies.** 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).

Prior to participation electronically, the Trustee must seek approval from the Chair (or designate), and the Chair from the Vice-Chair or designate. A request to participate electronically must be for one or more of the following reasons:

1. The member's primary place of residence within the area of jurisdiction of the board is located 125 kilometres or more from the meeting location.
2. Weather conditions do not allow the member to travel to the meeting location safely.
3. The member cannot be physically present at a meeting due to health-related issues.
4. The member has a disability that makes it challenging to be physically present at a meeting.
5. The member cannot be physically present due to family responsibilities in respect of,
  - i. the member's spouse,
  - ii. a parent, step-parent or foster parent of the member or the member's spouse,
  - iii. a child, step-child, foster child, or child who is under legal guardianship of the member or the member's spouse,
  - iv. a relative of the member who is dependent on the member for care or assistance, or
  - v. a person who is dependent on the member for care or assistance and who considers the member to be like a family member.

The Chair shall not approve a request to participate electronically if approving the request would result in fewer than one member of the board, in addition to the chair of the board or their designate, being physically present in the meeting room.



The Vice-Chair or designate shall not approve a request from the Chair unless the Chair's designate will be physically present in the meeting room.

Trustee's attending electronically are required to have their cameras on and participate from a private, secure location to ensure confidentiality and active engagement.

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~~ **Chair or Vice Chair 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~~ **Chair or Vice Chair** 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 one (1) regular meetings of the Board during each four (4) month period. A trustee will~~ **may** lose his or her seat for being absent ~~for three (3) consecutive meetings of the Board~~, without being authorized as entered in the minutes.

Trustees are required to notify the ~~Director of Education/Secretary-Treasurer~~ **Chair or Vice Chair** 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 in the Board Room or at a site otherwise determined by the Board.

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. However, all trustees must be physically present for at least three (3) public (open) meetings of the Board for any 12 month period beginning November 15th.

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 public meetings will be live streamed and accessible to the public during the meeting. All in-camera meetings 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 7 (seven) 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) After a delegation request is approved, a complete copy of the presentation/script must be submitted to the Office of the Director of Education and Secretary of the Board no later than four (4) business days before the Regular Board meeting. The presenter is required to follow the script they provided, as approved by the Director.
  - (f) Copies of the complete presentation shall be shared with the Board or Committee at the

- same time that the agenda is distributed.
- (g) 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.
  - (h) Following the presentation by the Delegation, questions of clarification only will be allowed by the Chair.
  - (i) 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.
  - (j) In Camera rules shall apply to Delegations of an In Camera nature.
  - (k) 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.
  - (l) Each organization or individual delegate is allowed to make only one presentation to the Board of Trustees on a specific issue within the school year period. Additional presentations on the same issue may be permitted if significant differences are outlined and submitted in writing to the Chair of the Board and the Director of Education and Secretary of the Board at least seven (7) days before the Board meeting.
  - (m) The Chair (or designate) in consultation with the Director shall determine whether there are significant differences in the written request for an additional presentation and grant or deny the request to delegate to the Board of Trustees. The Director will share any denied delegation request(s) with all Trustees.
  - (n) The Board of Trustees will automatically receive the delegation as information.
  - (o) 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.
  - iii. If the Board of Trustees makes a decision on a presentation, the Director of Education and Secretary of the Board shall communicate the Board's decision in writing to the delegate.

## **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, 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 12:00 p.m. on the day of the Board meeting. 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. Committee and Staff Reports**
- D. Governance Policies**
- 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.

- 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, they 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*.

## 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> <b>October 24, 2023</b> <b>December 17, 2024</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
SEPTEMBER 9, 2025**

***PUBLIC SESSION***

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING  
TRUSTEE ELECTRONIC MEETINGS (BOARD AND  
COMMITTEES) POLICY AND AOP (100.8)**

---

---

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer  
Date: September 9, 2025



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: January 28, 2025

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 **Section 9(v) *Trustee Absences and Attendances at Meetings***, ~~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, in accordance with Ontario Regulation 463/97 – *Electronic Meetings and Meeting Attendance*.

At the request of any Trustee or Student Trustee, **and upon approval of the Chair of the Vice-Chair**, 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 Chair with a copy 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  
October 24, 2023  
January 28, 2025



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

ADMINISTRATIVE OPERATIONAL PROCEDURES

100 – Board

Policy No 100.8

Adopted Date: October 25, 2005

Latest Reviewed/Revised Date: January 28, 2025

## DEFINITION

Electronic meetings are meetings of the Board, or its committees, including the Committee of the Whole Board, which utilize either teleconferencing or videoconferencing technology.

Teleconferencing and videoconferencing include telephones, video monitors and web access.

## PROCESS FOR ELECTRONIC MEETINGS

A Trustee or Student Trustee, will provide in writing to the Chair with a copy to the Director of Education Secretary/Treasurer, a request to participate in a meeting of the Board or a meeting of a committee of the Board through electronic access a minimum of 48 hours prior to the meeting. Once received and ~~acknowledged~~ **approved** by the ~~Director of Education~~ **Chair or the Vice-Chair**, the Trustee will be provided access to an appropriate two-way communication technology platform to join meeting participants at the Catholic Education Centre, subject to any technology limitations at the origin of the call. For emergency situations where 48-hour prior notice was not provided, every attempt will be made to accommodate the Trustee or Student Trustee to participate electronically.

1. The electronic means shall permit the Trustee or Student Trustee to see and hear and be seen and be heard by all other participants in the meeting.
2. The electronic means shall be provided in such a way that the rules governing conflict of interest of members and in-camera regulations are complied with.
3. During meetings that are closed to the public, Trustees or Student Trustees who are participating in the meeting through electronic means will ensure that in-camera confidentiality is maintained at all times.
4. Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board Committee about their intentions to leave the meeting whether on a temporary or permanent basis.
5. Student Trustees who are participating in closed in-camera meetings through electronic means shall participate in all proceedings with the exception of those that are closed to the public under clause 207 (2) (b) of the Education Act.
6. At every meeting of the Board or the Committee of the Whole, or of a committee of the Board, the following persons shall be physically present in the meeting room of the Board:
  - The Chair of the Board or their designate;
  - At least one additional member of the Board; and
  - The Director of Education or their designate.
7. At every meeting of a committee of the Board, except the Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:
  - The Chair of the Committee or their designate

- The Director of Education or their designate
8. If it is not possible for the required persons (as outlined in 6 and 7) to be physically present at the meeting room, the request for an electronic meeting shall be declined by the Chair of the Committee and/or the Director of Education. For electronic meetings of the Board or a committee of the Board, public or open meeting agendas will be posted on the Board website. The meeting room of the Board or of a committee of the Board shall be open to permit physical attendance by members of the public except where the meeting is in-camera and closed to the public.

<b>Adopted Date:</b>	<b>October 25, 2005</b>
<b>Revision History:</b>	<b>May 27, 2014</b> <b>February 25, 2020</b> <b>January 28, 2025</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
SEPTEMBER 9, 2025**

***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 9, 2025





# GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2025 - JUNE 2026

Updated: September 2025

SORTED BY COMMITTEE OF THE WHOLE MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting	After Vetting
2016	2022	100.15	Naming/Renaming of a Board Facility, Designated Area or Chapel		September 2025
1997	2024	100.1	Board By-Laws ***	September 2025	November 2025
2005	2025	100.8	Trustee Electronic Meetings (Board and Committees)	September 2025	November 2025
2021	2021	302.6.11	Student Exclusion From School or Class	October 2025	December 2025
2001	2021	302.6.5	Student Expulsion	October 2025	December 2025
2009	2021	800.8.1	Accessibility Customer Service	December 2025	February 2026
2002	2023	201.7	Employee Workplace Harassment *	April 2026	June 2026
2002	2023	201.11	Employee Workplace Violence *	April 2026	June 2026
2002	2023	201.6	Occupational Health & Safety *	April 2026	June 2026

SORTED BY BOARD MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	BOARD MEETING DATE
2016	2022	100.15	Naming/Renaming of a Board Facility, Designated Area or Chapel	September 2025
1997	2024	100.1	Board By-Laws ***	November 2025
2005	2025	100.8	Trustee Electronic Meetings (Board and Committees)	November 2025
2021	2021	302.6.11	Student Exclusion From School or Class	December 2025
2001	2021	302.6.5	Student Expulsion	December 2025
2009	2021	800.8.1	Accessibility Customer Service	February 2026
2002	2023	201.7	Employee Workplace Harassment *	June 2026
2002	2023	201.11	Employee Workplace Violence *	June 2026
2002	2023	201.6	Occupational Health & Safety *	June 2026

\* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

\*\* REVIEW EVERY 4 YEARS FOLLOWING TRUSTEE ELECTIONS

\*\*\* REVIEW BI ANNUALLY

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
SEPTEMBER 9, 2025**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
2025 OCSTA FALL REGIONAL MEETING  
SEPTEMBER 24, 2025**

---



Ontario Catholic School  
Trustees' Association

June 18, 2025

**MEMORANDUM**

**TO:** Chairs, Trustees, Student Trustees & Directors of Education

**FROM:** Patrick Daly, Executive Director Designate

**SUBJECT:** **2025 Fall Regional Meetings Registration**

---

I hope you are doing well.

The OCSTA's 2025 Fall Regional Meetings are scheduled to take place as outlined below:

<p><b><u>EAST</u></b></p> <p><b>Wednesday, September 17</b> <b>9:00 a.m. – 2:30 p.m.</b> Hosted by: Algonquin &amp; Lakeshore CDSB Location: 151 Dairy Avenue Napane, ON K7R 4B2</p>	<p><b><u>NORTHEAST</u></b></p> <p><b>Saturday, September 20</b> <b>9:00 a.m. – 2:30 p.m.</b> Hosted by: Northeastern CDSB Location: Timmins Museum 325 Second Ave., Timmins, ON, P4N 8A4 <i>A reception for delegates and guests will be held on the evening of Friday, September 19 at the NCDSB Office, 383 Birch Street North Timmins, ON P4N 6E8 – 7pm-9pm</i></p>
<p><b><u>CENTRAL</u></b></p> <p><b>Wednesday, September 24</b> <b>9:00 a.m. – 2:30 p.m.</b> Hosted by: Halton CDSB Location: St. Josephine Bakhita Catholic Elementary School (Library) 390 Gordon Krantz Ave. Milton, ON L9E 1W1</p>	<p><b><u>WEST</u></b></p> <p><b>Tuesday, September 30</b> <b>9:00 a.m. – 2:30 p.m.</b> Hosted by: Wellington CDSB Location: Catholic Education Centre 255 Speedvale Ave. West Guelph, ON N1H 1C5</p>
<p><b><u>NORTHWEST</u></b></p> <p><b>Friday, October 3</b> <b>9:00 a.m. – 2:30 p.m.</b> Hosted by: Thunder Bay CDSB Location: Catholic Education Centre - Boardroom 459 Victoria Ave. W. Thunder Bay, ON P7C 0A4</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](mailto: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 share any budgetary or other challenges your board may be experiencing.
2. Please share any positive practices implemented by your board to mitigate the impact of these challenges.
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 \$146.90 (\$130.00 + \$16.90 HST).

Please click on the following Links to register:

**September 17 – [EAST](#)**

**September 20 – [NORTHEAST](#)**

A reception for delegates and guests will be held on the evening of Friday, September 19. Please see attached invitation.

**September 24 – [CENTRAL](#)**

**September 30 – [WEST](#)**

**October 3 – [NORTHWEST](#)**

**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.

### **East– September 17**

Hampton Inn, 40 MacPherson Drive, Napanee, ON K7R 3L1 (613)354-5554  
[Hampton Inn](#)

Comfort Inn, 31 Community Road, Napanee, ON K7R 3L1  
[Comfort Inn](#)

### **Northeast – September 20**

A block of rooms has been reserved at the Best Western Premier Northwood Hotel for the evening of September 19, 2025 at the rate of \$189.99 per night. Please book by August 23<sup>rd</sup> to secure the group room rate.

Best Western Premier Northwood Hotel  
245-A Airport Road, Timmins, ON, P4N 9C3  
[Best Western Premier Northwood Hotel](#)

### **Central – September 24**

Homes 2 Suites Hotel by Hilton  
8490 Parkhill Drive, Milton, ON L9T 9B3  
[Home 2 Suites Hotel](#)

### **West– September 30**

A block of rooms has been reserved at the Delta Hotels Guelph for the evenings of September 29 and September 30 at the rate of \$219.00 CAD per night.

Any rooms that are not booked in the block by **August 28<sup>th</sup>** will be released. Anyone calling after that date will not be guaranteed the above group room rate.

[Book your group rate for WCDSB Fall Regional Meeting](#)

### **North West – October 3**

[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 \(hilton.com\)](#)

As you will see in the attached agenda, the program will include President Michael Bellmore's presentation, a valuable professional development and faith formation opportunity as well as discussion with regard to the OCSTA resolution process and important governance matters including Bill 98 and Bill 33. We are as well looking forward to hearing from you concerning the items listed under "questions for group discussion".

Please be assured of our gratitude for your valuable support and prayers for your faith filled leadership.

**Attachments:** *Program, Regions Chart & Northeast Region Reception Invite*

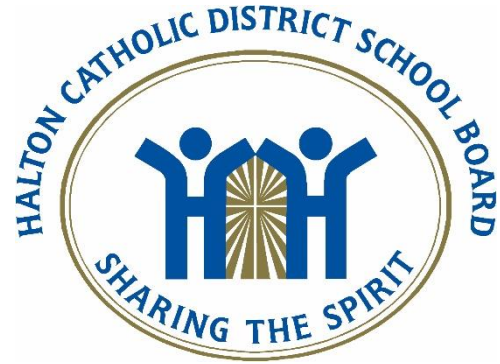
*OCSTA extends gratitude to the Trustees and Staff of the Catholic District School Boards hosting our 2025 Regional Meetings:*

---



**Algonquin  
& Lakeshore**

Catholic District  
School Board



**Northeastern  
Catholic District**  
SCHOOL BOARD



**Wellington Catholic  
District School Board**

*We Have Faith in Education*



**THUNDER BAY CATHOLIC**  
DISTRICT SCHOOL BOARD



## AGENDA

9:00AM	REGISTRATION
9:30AM	<b>WELCOME</b> <i>Michael Bellmore, President, OCSTA</i>
	<b>GATHERING PRAYER</b> <i>Chair, Host Board</i>
	<b>LAND ACKNOWLEDGEMENT</b> <i>OCSTA Regional Director</i>
	<b>PRESIDENT'S REPORT</b> <i>Michael Bellmore, President, OCSTA</i>
10:15AM	<b>DEVELOPING RESOLUTIONS / BILL 98, BILL 33 AND EDUCATION GOVERNANCE DISCUSSION</b> <i>Michael Bellmore, President, OCSTA</i> <i>Patrick Daly, Executive Director, OCSTA</i>
11:45AM	<b>LUNCH, INFORMAL DISCUSSION &amp; NETWORKING</b>
12:30PM	<b>CATHOLIC IDENTITY AND THE ROLE OF CATHOLIC TRUSTEES: STEWARDSHIP</b> <i>Anne O'Brien, Director of Catholic Education, OCSTA</i>
2:00PM	<b>QUESTIONS FOR GROUP DISCUSSION</b> <ol style="list-style-type: none"><li>1. Please share any budgetary or other challenges your board may be experiencing.</li><li>2. Please share any positive practices implemented by your board to mitigate the impact of these challenges.</li><li>3. Please highlight points of celebration / successes / achievements at your board to be delivered at the meeting by the Chair or designate.</li></ol>
2:30PM	<b>ADJOURNMENT</b> <i>Michael Bellmore, President, OCSTA</i>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
SEPTEMBER 9, 2025**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA MEMBERSHIP FEES AND FACE LEVY AND INTERIM  
INVOICE FOR CORE EDUCATION FUNDING FOR CENTRAL  
BARGAINING**

---





## Ontario Catholic School Trustees' Association

1510 - 2 Sheppard Avenue East  
Toronto, Ontario M2N 5Y7  
Telephone: 416.932.9460  
[ocsta@ocsta.on.ca](mailto:ocsta@ocsta.on.ca) [www.ocsta.on.ca](http://www.ocsta.on.ca)

Michael Bellmore, *President*  
Marino Gazzola, *Vice President*  
Patrick J. Daly, *Executive Director*

August 26, 2025

### MEMORANDUM

**TO:** Danny Di Lorenzo, Chair  
Camillo Cipriano, Director of Education  
Niagara CDSB

**FROM:** Michael Bellmore, President  
Patrick J. Daly, Executive Director

**SUBJECT:** 2025-2026 OCSTA Membership Fees & FACE Levy

---

As you know, the OCSTA was established by Catholic School Trustees in 1930 to provide a united provincial voice to advance the interests of publicly funded Catholic education. With your much appreciated encouragement and support, the Association remains committed to realizing that central purpose and focused on providing you with the necessary resources, programs and services to assist you in fulfilling your crucially important position as locally elected Catholic School Trustees.

Throughout our system's 200-year history, Catholic schools have and continue to be places that value and recognize that all students are created in the image of our loving God. In this spirit and through the support and unity of Ontario's 29 Catholic school boards, we look forward to continuing to serve and support your commitment to "place Christ and the teachings of the Catholic Church at the centre" of student's learning experiences.

In this memo/package, you will read a description of some of the many resources, programs, services and events that are included in the 2025-2026 Association membership fees. Please be assured of our deep gratitude, full support and prayers as together we continue to do all we can to protect, promote and celebrate the precious gift of publicly funded Catholic education in Ontario.

### **CVO - On-line / E-Learning**

Given the province's e-learning mandate (PPM 167) and the Association's focus on protecting our denominational rights, OCSTA continues to build and strengthen our own e-learning portal for Catholic education called Catholic Virtual Ontario (CVO). Under the leadership of OCSTA Director of Catholic Education Anne O'Brien, CVO continues to advocate for and to receive equitable funding to provide for students with high-quality Catholic courses that are developed and taught by Catholic teachers in our Catholic school boards. We have established an operational structure and secured funding to:

- Collaborate on making Catholic Credit Course offerings equitably available
- Support the revision and creation of 130 completed online distinctly Catholic courses
- Prioritize current Catholic Online Learning Course Packs in Boards

### **Support Documents for Catholic Writing Teams and Educators**

OCSTA – CVO created several support documents to provide the conditions for success and ongoing capacity building in online learning including:

- |   |   |
|---|---|
| • Assessment and Evaluation in Online Learning              | • Teaching and Learning in the Digital Age                        |
| • Exemplars: Catholic Content in Secondary Online Learning  | • Technical Tips and Tricks for Catholic Online Writers           |
| • Infusing the Catholic Context in Secondary Online Courses | • Prayerful Spaces: Infusing Prayer into Catholic Online Learning |
| • Key Themes in Online Learning                             | • Indigenous Influencers (Updated)                                |
| • Pedagogical Practices in Online Secondary Courses         | • Engagement & Interactives in Online Learning                    |
| • Reviewing and Editing Online Catholic Courses             | • Announcements and Discussions in Online Learning                |
| • Social-Emotional Learning in the Online Environment       | • Role of Student Surveys: Catholic Exemplars                     |

All OCSTA/CVO developed resources are available to Catholic district school boards.

### **Advocacy Efforts**

OCSTA continues to meet frequently with MPPs, Ministry of Education and government officials to advance the policy and regulatory priorities of Catholic school boards.

OCSTA focuses on advocacy efforts in a number of areas including:

- Protecting denominational rights
- The provision of resources to ensure the health and safety and well-being of students and staff including additional funding for improved ventilation, technology, staff shortages and the cost of operating virtual schools.
- Increased and multi-year funding in support of learning recovery and student faith formation, mental health and well-being
- Increased flexibility and autonomy for Catholic school boards

- Revoking the regulation freezing Executive Compensation
- Correcting default “public mechanism” in the provinces property tax assessment system
- Updating the capital construction benchmarks and streamlining the approvals process
- Positively influencing regulations flowing from Bill 98: Better Schools and Outcomes Act, 2023 and the development of Bill 33, Supporting Children and Students Act, 2025
- Increased special education, transportation and sick leave funding

OCSTA has a long history of forming positive and mutually respectful working relationships with elected officials and their staff in the Ontario Legislature. Building upon these relationships, we strive to positively influence government decision making and when necessary, mitigate Catholic education from harm.

In addition to meeting with various officials, the Association has done a great deal of work in the areas of advocacy through legislative submissions, consultations and letters. For 2024-2025 examples of these include:

1. Submission Letter to Ministry of Municipal Affairs and Housing, Assistant Deputy Minister - David McLean Re: Bill 17 An Act to amend various Acts with respect to infrastructure, housing and transit and revoke a regulation (June 12, 2025)
1. Letter to Minister of Education Re: Draft Regulations under Bill 98 Amendments to the Education Act – Surplus Property Bill 98 (May 29, 2025)
2. Letter to Minister of Education Re: Proposed Amendments to the Education Act Re: System Principals (February 3, 2025)
3. Letter to Minister of Education Re: Consultation on Growing Success Policy Framework (Dec. 6, 2024)
4. Letter to Minister of Education re: Air Conditioning in Catholic Schools (Nov. 2024)
5. Submission Letter to Lorne Coe, MPP, Chair, The Standing Committee on Justice Policy re: Bill 194 an act to enact the Enhancing Digital Security and Trust Act, 2024 (Nov. 11, 2024)
6. Prebudget submission Dec. 2024
7. 2025-2026 Core Education Funding (Nov. 2024)
8. 2024-2025 Finance Brief (Oct. 2024)
9. Submission Bill 33 *Supporting Children and Students Act, 2025*

The Association advocates for Catholic School Boards on regulations regarding electronic meetings, Integrity Commissioners, Trustee Codes of Conduct and Financial penalties impacting trustees.

In addition to these submissions, the OCSTA is represented at a number of key Ministry of Education and government working tables that provide advice and recommendations on various policy issues impacting Catholic school boards. Some of these include:

- Teacher Supply and Demand Action Table Steering Committee
- PPM 128 Task Force on Student Well-Being

### **Labour Relations**

OCSTA is the legislated bargaining agent for Ontario's 29 English Catholic school boards. OCSTA bargain collective agreements for OECTA, CUPE, OSSTF Educational workers, ETFO Educational workers, OCEW and EWAO. OCSTA also works with CPCO to obtain Terms and Conditions for Catholic Principals and Vice-Principals. We provide regular updates through confidential bargaining memos and all decisions bargained are brought forward to the OCSTA Labour Relations Committee prior to recommendations to member boards for ratification. All Labour related costs are covered by the Ministry of Education and these funds are included in the Core Education funding each year.

### **Faith Formation Resource Opportunities for Trustees**

OCSTA continues to provide to members on a daily basis Reflections by Bishop Barron, in addition to many other current Catholic reflections and resources throughout the year.

### **Together in Faith Series:**

Each year the OCSTA works with Ontario's 29 Catholic District School Boards to create a Catholic resource on a topic related to Catholic Identity. We are grateful to each board for sharing their outstanding practices which have contributed to the following 7 resources:

- Home – School – Parish Connection – A Collection of School Board Practices
- Care for our Common Home – A Collection of School Board Practices
- Adult Faith Formation and Leadership Development – A Collection of School Board Practices
- Pastoral Care – A Collection of School Board Practices
- Christian Service – A Collection of School Board Practices
- The Journey to Advent – A Collection of School Board Practices
- The Journey to Lent – A Collection of School Board Practices

### **Catholic Trustee Learning Module / Dignity of the Human Person: *Equity Diversity and Inclusion***

OCSTA developed and released a Professional Development Module for Catholic Trustees on the topic: "Dignity of the Human Person/Equity, Diversity and Inclusion and Our Faith, The Law and Anti-Racism".

This module provides Catholic School Trustees with a learning resource that supports our distinct role and promotes our shared commitment to promoting the Dignity of the Human Person. It will as well, be of assistance in the development and monitoring of policies as set out in the government's PPM 119. We have been pleased to be invited to present these modules at many boards and offer certificates to the trustees and administrators in attendance.

This Module, in addition to our other 21 modules can be accessed online directly from the OCSTA website at the following address: <https://www.ocsta.on.ca/trustee-modules-2/>

### **Pilgrims of Hope: *On the Path to Holiness* / Catholic Education Resource Materials & Province-Wide Mass**

The OCSTA's Catholic Education Week (CEW) resource writing team, consisting of Catholic teachers from across the province, continue to produce valuable CEW resource materials for use in Catholic schools throughout the year. The Catholic Education Committee will be providing a bulletin each month to CDSBs with a variety of activities, resources and reflections to support the Pilgrims of Hope: Pathway to Holiness journey. All resources continue to be made available on our OCSTA website at [www.goodnewsforall.ca](http://www.goodnewsforall.ca). The dates for next year's Catholic Education Week celebration is May 3-8, 2026.

A highlight of the year is the celebration of a virtual Catholic Education Week Mass, which is planned to take place immediately prior to the annual Ontario Catholic Student Youth Day Virtual Seminar on May 6.

### **Provincial Representation on Other Organizations/Committees**

The OCSTA is pleased to be an active member of various provincial committees to advocate for the needs of Catholic school boards, such as:

- EQAO Advisory Committee
- Métis, Inuit and urban Indigenous Education Priorities Table
- ICE Curriculum Committee, Catholic Leadership Committee, Truth & Reconciliation Committee
- Ministry of Education: French Teacher Recruitment and Retention Committee, Curriculum
- Ministry of Education Advisory Council on Special Education
- Minister's Education Partnership Table
- Ministry of Education French as a Second Language (FSL) Working Group
- MOE Provincial Committee on Ministry Initiatives
- MOE Student Transportation Advisory Group
- OTF/OTIP Awards Jury
- OTF/MOE Teacher Supply & Demand Action Table
- Education Accessibility Standards Working Group
- Access Copyright
- Coalition for Children & Youth Mental Health
- Ontario E-Learning Consortium
- College of Teachers: various Course Review Committees

- King's College Catholic Education Partnership
- OMERS Sponsors Corporation Board
- OMERS Administration Corporation Board
- OECTA-Employee Benefit Trust (ELHT)

### **Seminars & Forums**

The OCSTA is pleased to provide various opportunities for Ontario's 237 Catholic School Trustees and administrative leaders to come together to share effective practices, faith formation and professional learning, such as:

### **Catholic Education Leadership Speaker Series**

Throughout the year, OCSTA will once again make available to members an evening Speaker Series, presented virtually and focused on Catholic Trustee leadership. This series of evening presentations/discussions is designed to provide timely insight particularly relevant to the role and needs of Catholic Trustees in Ontario today.

### **OCSTA Events**

- 2025 Fall Regional Meetings
  - East – Wednesday, September 17
  - Northeast – Saturday, September 20
  - Central – Wednesday, September 24
  - West – Tuesday, September 30
  - Northwest– Friday, October 3
- CDSB Communicators' Seminar – November 14
- OCSTA Catholic Education Leadership Fall Speaker Series – November 19
- Media Training Seminar for CDSB Chairs – January 8
- 2026 Catholic Trustees Seminar – January 16- 17
- 2026 AGM & Conference – April 30 – May 2
- Ontario Student Youth Day – May 6
- Online Learning Leads Forum (TeLTS, DeLTS)
- Indigenous Leads Seminar – June 3

The programming for OCSTA events is intentionally designed to provide sessions that can offer delegates information and insight on matters pertaining to Catholic identity and Catholic education leadership.

Please find attached your board's invoice for 2025-2026 Membership Fees based on the approved formula. The levy for the Friends and Advocates of Catholic Education (FACE) is included on the invoice.

Included with this memo and invoice are the following materials:

- A summary of key major benefits of an OCSTA membership
- A summary of OCSTA's FYE 2026 Budget (Sept 1, 2025– Aug 31, 2026)
- OCSTA's 2025-2026 Membership Fee Schedule (the formula used to determine fees)

On behalf of the Board of Directors, the approximate 560,000 students in Catholic schools, and the 2.4 million Catholic school ratepayers, we thank you for your ongoing support of your provincial Association and for your inspiring commitment and faith filled service.

We pray that Our Lord Jesus Christ showers you and all associated with the gift of publicly funded Catholic education with all of His blessings.



Michael Bellmore  
President



Patrick J. Daly  
Executive Director

*Attachments (3)*

PD/cam





# Ontario Catholic School Trustees' Association

1510 - 2 Sheppard Avenue East  
Toronto, Ontario M2N 5Y7  
Telephone: 416.932.9460  
[ocsta@ocsta.on.ca](mailto:ocsta@ocsta.on.ca) [www.ocsta.on.ca](http://www.ocsta.on.ca)

Michael Bellmore, *President*  
Marino Gazzola, *Vice President*  
Patrick J. Daly, *Executive Director*

## INVOICE

Niagara CDSB  
427 Rice Road  
Welland, ON  
L3C 7C1  
ATTENTION: Director of Education

Date	Terms	Invoice #
2025-09-01	Due Upon Receipt	26-09-42

Description	Amount
2025 - 2026 OCSTA MEMBERSHIP FEE & F.A.C.E. LEVY September 1, 2025 to August 31, 2026	
OCSTA MEMBERSHIP FEE: Per 2025-2026 Fee Schedule X Enrolment # 22,862	82,951.00
F.A.C.E. LEVY re Promotion and Protection of Catholic Education: \$ 12.80 cents/pupil X Enrolment # 22,862	2,926.00
Note: HST does NOT apply to Membership Fees and F.A.C.E. Levy.	
If Questions Contact June Johnson - Ontario Catholic School Trustees' Association (OCSTA) Accounting Office: 416 932 9460-ext 229/ Email: <a href="mailto:jjohnson@ocsta.on.ca">jjohnson@ocsta.on.ca</a> / Cell: 416 616 5171	
Please make Cheque Payable to:"OCSTA" OR Send EFT Notification to: <a href="mailto:mbinns@ocsta.on.ca">mbinns@ocsta.on.ca</a>	TOTAL DUE: \$85,877.00



# Benefits of Membership

*“One unified provincial voice for Ontario’s English Catholic school boards...”*

Throughout the history of Catholic education in Ontario, our system’s strength has been our ability to organize our school trustees under the guiding principles of the Gospel to advance our shared goals for the promotion and protection of Catholic education in Ontario. We achieve those objectives through our ongoing lobbying efforts, our membership development services and the following key activities that directly benefit our members.

## **OCSTA:**

1. Represents Catholic school boards on all provincial consultations and work groups.
2. Provides advice to boards on significant policy issues.
3. Provides an extensive array of classroom and community resources for Catholic Education Week. Information is located online at <http://www.goodnewsforall.ca>.

These resources resonate strongly with students, parents and parishes and boards have expressed their appreciation for the materials and information that are generated and shared.

4. Lobbies the government on all funding issues most of which are identified by our member boards.
5. Represents Catholic boards on significant legal issues as they arise.
6. Develops provincial messaging and platforms on key issues and developments in education affecting Catholic schools and shares such strategic resources with boards.

To further support effective school board communications and community relations, OCSTA hosts an annual professional development session for school board communication staff.

7. Provides enrichment opportunities for Catholic school board trustees and staff.
  - a. Supports online enrichment opportunities for Catholic school board trustees via the Trustee Professional Development Modules developed with input from OCSTA and delivered by the Ontario Education Services Corporation (OESC) which is supported by all Ontario’s school trustee associations. Those modules can be accessed online at the following URL: <https://modules.ontarioschooltrustees.org/?lang=en>
  - b. Annual trustee development events include January Catholic Trustees Seminar, Business Seminar, Labour Relations sessions (as needed) and the Annual General Meeting and Conference.
  - c. The OCSTA Certificate Course in Leadership and Good Governance was made available to all trustees in 2019. Protects the interests of Catholic school boards by monitoring activity in the Legislature, including draft legislation, as well as the release of new Regulations to identify impact on Catholic boards and propose amendments as necessary.

8. Maintains a provincial network, at both the political and staff levels, to position OCSTA to respond quickly to any issue of relevance to Catholic Schools.
9. Serves as the designated bargaining agent for Ontario's 29 Catholic District School Boards.

This list is not exhaustive.

In addition, OCSTA partners with the other three trustee associations and the Council of Directors of Education (CODE) to provide many services, most with direct financial benefits to boards that are available only to boards that are members of their respective provincial association. For a comprehensive understanding, please go to the Ontario Education Services website at <http://oesc-cseo.org/English/services.html>.

### **Examples of the services provided through OESC include:**

- ❖ Serving as the intervenor at the Ontario Energy Board to keep energy costs down for school boards. An estimate of savings over the past year of \$3M for Ontario's Catholic school boards. This translates into a savings of \$5.50 per pupil which exceeds the cost of OCSTA membership.
- ❖ Provision of Behaviour Management Systems. This training is required for certain staff and is offered at a rate that saves all school boards, public and Catholic, approximately \$2M annually.
- ❖ Supporting the trustee election process by providing an array of resources located at <http://elections.ontarioschooltrustees.org> that are designed to
  - Raise the profile of trustee candidates and the municipal election process
  - Educate the public on the role of trustees and school boards
- ❖ Representation and co-ordination of initiatives pertaining to the Ontarians with Disabilities Act. This is ongoing and is meant to assist and guide boards through the various stages of implementation of the legislation and regulations. This service is a major savings for member boards that would otherwise be required to develop materials locally at significant expense.
- ❖ Development of resources on topics such as equity and inclusion, thereby saving each board the cost of developing such materials locally.

Examples of Savings for  
**Niagara Catholic DSB**

School Energy Coalition  
**\$197,785**



Ontario Catholic School  
Trustees' Association

## 2025 - 2026 Expense BUDGET

Account Name	BUDGET 2025-2026	Sub-Total as % of Budget
<b>Partnerships</b> CCSTA, ICE, Miscellaneous Membership Fees, Student Trustees'/1st Nations' Projects	\$ 220,750	9.2%
<b>Political Advocacy</b>  Political Affairs & Government Relations, Catholic Curriculum & Education Research, CVO (e-learning), Fees:Consultants, Authors of Briefs, Analysts, Joint Venture	\$ 169,408	7.1%
<b>Communications and Media Relations</b> Communications (Including Promotion of Catholic Education & Media) Public Relations, Advertising	\$ 31,934	1.3%
<b>Governance</b> Committee & Task Force Meetings, Directors' Meetings, Outside Conferences & Seminars	\$ 60,000	2.5%
<b>Operations</b>  Rent, Office Expense, Furniture & Computers, Telephone, Postage & Courier, Audit, Insurance, Library, Miscellaneous	\$ 327,500	13.7%
<b>Legal</b>	\$ 50,000	2.1%
<b>OCSTA-hosted Meetings/Seminars/AGM</b>	\$ 285,000	11.9%
<b>Human Resources</b> Salaries & Fees & Contracted Services, Employee Benefits, Government Deductions & Taxes, Professional Development	\$ 1,251,000	52.2%
<b>TOTAL APPROVED EXPENSE BUDGET</b>	<b>\$ 2,395,592</b>	<b>100.0%</b>





Ontario Catholic School  
Trustees' Association

## OCSTA Membership Fee Schedule

--- 2025 - 2026 ---

Cat.	Enrolment	Basic Fee	Per Pupil Cost	Cat.	Enrolment	Basic Fee	Per Pupil Cost
<b>A</b>	School Auth-\$2,200 (ended FYE2010 by MOE legislation)			<b>I</b>	20,000 - 29,999	\$20,400	2.736
<b>B</b>	600 - 2,999	\$2,040	4.610	<b>J</b>	30,000 - 39,999	\$30,600	2.278
<b>C</b>	3,000 - 4,999	\$4,080	4.495	<b>K</b>	40,000 - 49,999	\$40,800	2.006
<b>D</b>	5,000 - 6,999	\$5,100	4.265	<b>L</b>	50,000 - 59,999	\$51,000	1.693
<b>E</b>	7,000 - 7,999	\$6,120	4.035	<b>M</b>	60,000 - 69,999	\$61,200	1.526
<b>F</b>	8,000 - 11,999	\$8,160	3.805	<b>N</b>	70,000 - 79,999	\$71,400	1.421
<b>G</b>	12,000 - 14,999	\$10,200	3.690	<b>O</b>	80,000 - 89,999	\$81,600	1.337
<b>H</b>	15,000 - 19,999	\$15,300	2.950	<b>P</b>	90,000 ++++	\$91,800	1.296

Note: This Membership Fee Schedule was approved by Board in June 2012 for use starting in 2012 - 2013; continuing exactly the same in 2013-2014 + 2014-2015 + 2015-2016 + 2016-2017 + 2017-2018 + 2018-2019; REVISED 2019-2020; continuing the same in 2020-2021 + 2021-2022 + 2022-2023 + 2023-2024 + 2024-2025 + 2025-2026



## Ontario Catholic School Trustees' Association

August 26, 2025

### MEMORANDUM

**TO:** Danny Di Lorenzo, Chair  
Camillo Cipriano, Director of Education  
Niagara CDSB

**FROM:** Michael Bellmore, President  
Patrick Daly, Executive Director

**SUBJECT:** Interim Invoice for Core Education Funding for Central Bargaining – 2025-2026

---

As you know, the *School Boards Collective Bargaining Act, 2014 (SBCBA)* established a new statutory framework under which the provincial government and trustees' associations directly participate in central collective bargaining as co-management partners. Under the SBCBA, trustees' associations are the statutory central employer bargaining agencies for all school boards in central negotiations with teachers' federations and education worker unions.

Ontario Regulation 206/15 provides the regulatory framework to continue the support of labour relations activities for the trustee associations. The Regulation makes the payment of labour relations fees to the bargaining agent (OCSTA) by the school boards, mandatory. The deadline for receipt of fees as required by the regulation is October 31, 2025. The regulation further provides for the forfeiture of ratification voting rights in the event of non-payment by November 30, 2025.

The FYE 2026 Core Education amount to support the operations of Labour Relations is based on the Ministry's current funding formula. OCSTA is issuing an interim CEBAF invoice based on 60% of next year's maximum CEBAF board funding per the Technical Paper. The 2025-2026 Core Education interim funding fee is \$35,055.32 per board ( $\$58,425.53 \times 60 = \$35,055.32$ ).

**Attached please find an invoice in the amount of \$35,055.32.** Please submit payment to OCSTA by the deadline date. The final invoice, based on audit results received from the Ministry will be sent in late November.

We would like to express our appreciation to Catholic school boards and particularly Senior Human Resources and Business officials for your on-going support of OCSTA's responsibilities under the SBCBA.

Your attention to this matter is very much appreciated.

Michael Bellmore  
President

Patrick Daly  
Executive Director

*Attachment*

*PD/cam*



## Ontario Catholic School Trustees' Association

1510 - 2 Sheppard Avenue East  
Toronto, Ontario M2N 5Y7  
Telephone: 416.932.9460  
[ocsta@ocsta.on.ca](mailto:ocsta@ocsta.on.ca) [www.ocsta.on.ca](http://www.ocsta.on.ca)

Michael Bellmore, *President*  
Marino Gazzola, *Vice President*  
Patrick J. Daly, *Executive Director*

### INVOICE

Niagara CDSB  
427 Rice Road  
Welland, ON  
L3C 7C1  
ATTENTION: Director of Education

Date	Terms	Invoice #
2025-09-01	Due Upon Receipt	26-09-13

Description	Amount
<p>2025-2026 Core Ed FUNDING for Central Bargaining September 1, 2025 to August 31, 2026</p> <p>This interim FYE 2026 Core Education invoice issued to support the operations of Labour Relations is based on the CEBAF funding formula included in the Ministry's 2025-2026 Technical Paper that = \$58,425.53 maximum per Board</p> <p>Calculation: 60% X \$58,425.53 maximum = Interim TOTAL \$35,055.32 Due</p> <p>With the Final 2025-2026 Central Agency Bargaining Fee invoice to be issued post audit (late November 2025.)</p> <p>If Questions Contact June Johnson - Ontario Catholic School Trustees' Association (OCSTA) Accounting Office: 416 932 9460-ext 229/ Email: <a href="mailto:jjohnson@ocsta.on.ca">jjohnson@ocsta.on.ca</a>/ Cell: 416 616 5171</p> <p>Please make Cheque Payable to:"OCSTA" OR Send EFT Notification to:<a href="mailto:mbinns@ocsta.on.ca">mbinns@ocsta.on.ca</a></p>	35,055.32
	TOTAL DUE: \$35,055.32