



The Niagara Catholic District School Board through
the charisms of faith, social justice, support and leadership,
nurtures an enriching Catholic learning community for all
to reach their full potential and become living witnesses of Christ.

AGENDA AND MATERIAL

POLICY COMMITTEE MEETING

TUESDAY, SEPTEMBER 14, 2021
4:30 P.M.



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

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- | | | |
|----|--|-----|
| 1. | Opening Prayer – Trustee Burkholder | - |
| 2. | Attendance | - |
| 3. | Approval of Agenda | - |
| 4. | Declaration of Conflict of Interest | - |
| 5. | Minutes of Policy Committee Meeting of June 15, 2021 | 5 |
| 6. | Governance Policies | |
| | <u>Action Required</u> | |
| | GOVERNANCE POLICIES – FOR RECOMMENDATION TO OCTOBER COMMITTEE OF THE WHOLE | |
| | Nil | - |
| | GOVERNANCE POLICIES – PRIOR TO VETTING | |
| | 6.1 Naming of a Board Facility, Designate Area or Chapel Policy (100.15) | 6.1 |
| | 6.2 Trustee Expenses and Reimbursement Policy (100.13) | 6.2 |
| | 6.3 Trustee Honorarium Policy (100.11) | 6.3 |
| | <u>Information</u> | |
| | 6.4 Governance Policies Currently Being Vetted | - |
| | • Nil | |
| | 6.5 Governance Policy Review 2021-2022 Schedule | 6.5 |
| 7. | Date of Next Meeting | |
| | November 9, 2021 – 4:30 p.m. | |
| 8. | Adjournment | - |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 14, 2021**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
JUNE 15, 2021**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of June 15, 2021, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, JUNE 15, 2021

Minutes of the Policy Committee Meeting held electronically on Tuesday, June 15, 2021 at 5:00 p.m.

The meeting was called to order at 5:06 p.m. by Policy Committee Chair Prince.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Prince

2. Attendance

Committee Members	Present	Present Electronically	Absent	Excused
Leanne Prince (Committee Chair)	✓			
Rhianon Burkholder	✓			
Larry Huibers	✓			

Trustees:

Kathy Burtnik

Student Trustees:

Luca DiPietro

Sydney Yott

Staff:

Camillo Cipriano, Director of Education

Anna Pisano, Administrative Assistant, Corporate Services/Recording Secretary

3. Approval of Agenda

Moved by Trustee Burkholder

THAT the June 15, 2021 Policy Committee Agenda be approved, as presented.

APPROVED

4. Declaration of Conflict of Interest

No Disclosures of Interest were declared with any items on the agenda.

5. Minutes of the Policy Committee Meeting of April 27, 2021

Moved by Trustee Huibers

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of April 27, 2021, as presented.

APPROVED

6. Governance Policies

ACTION REQUIRED

GOVERNANCE POLICIES - FOR RECOMMENDATION TO SEPTEMBER COMMITTEE OF THE WHOLE MEETING

6.1 Trustee Code of Conduct Policy (100.12)

Director Cipriano presented feedback received from the vetting process and highlighted recommended amendments to the Trustee Code of Conduct Policy (100.12) following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

- No amendment

Moved by Trustee

THAT the Policy Committee recommend to the September Committee of the Whole Meeting to approve the revisions to the Trustee Code of Conduct Policy (100.12), as amended.

APPROVED

GOVERNANCE POLICIES - PRIOR TO VETTING

Nil

INFORMATION

6.2 Governance Policies Currently Being Vetted

Nil

6.3 Governance Policy Review 2020-2021 Schedule

Director Cipriano presented the Governance Policy Review 2020-2021 Schedule.

7. Date of Next Meeting

September 28, 2021

8. Adjournment

The meeting adjourned at 5:35 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 14, 2021**

**TITLE: GOVERNANCE POLICIES – PRIOR TO VETTING
NAMING OF A BOARD FACILITY, DESIGNATE AREA OR
CHAPEL POLICY (100.15)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: September 14, 2021



Niagara Catholic District School Board

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

100 – Board

Policy No 100.15

Adopted Date: June 21, 2016

Latest Reviewed/Revised Date: March 24, 2020

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~the naming/renaming of a all-Board facilities, facility, designated area, or Chapel in whole, or part,~~ will be named to honour the Divinity, a Catholic tradition, a person, or a group that has been officially recognized by the Catholic Church ~~and/or the Bishop of the Diocese of St. Catharines~~ **and will honour the Divinity, Gospel values and Catholic faith traditions.** ~~The nameing of all Board facilities facility, designated area, or Chapel, in whole or in part, will reflect the faith traditions and Gospel values of the Catholic Church. The name and will foster be of inspiration and a unique identity, and along with a spiritual connection for the students, staff and families associated within the community it serves.~~

Affirming the universal call to holiness, when an individual for whom a current ~~school~~ **facility, designated area or Chapel** has been named, is canonized by the Catholic Church, ~~or the individual's title or name has been changed by the Catholic Church, following consultation,~~ the Board, **in consultation with the community,** will ~~change the~~ **rename of the facility, designated area or Chapel, school accordingly and will support work with the school community through the transition.**

~~All~~ **A** Requests ~~to the Board to consider~~ **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 Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this Policy.

References

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

Adopted Date:	June 21, 2016
Revision History:	March 24, 2020

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 14, 2021**

**TITLE: GOVERNANCE POLICIES – PRIOR TO VETTING
TRUSTEE EXPENSES AND REIMBURSEMENT POLICY (100.13)**

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: September 14, 2021



Niagara Catholic District School Board
TRUSTEE EXPENSE AND REIMBURSEMENT POLICY
STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.13

Adopted Date: April 26, 2011

Latest Reviewed/Revised Date: December 19, 2017

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Expense and Reimbursement Policy is in compliance with the Ontario *Education Act*, Regulations, other relevant legislation and the Board’s Mission Statement. The Board is committed to an organizational culture and structure that operates with integrity, compliance and promotes responsibility, excellence, transparency and accountability. It is the responsibility of individual Trustees to submit reasonably related specific expenses incurred in the role and responsibility of Catholic Trustees. The Board is committed to ensuring that all expenses claimed by Trustees are associated with the responsibilities of a Board member in compliance with the Education Act, Regulations and Board Policy and that all expenses support the objectives, responsibilities, the Mission, Vision and Values and maximizes benefits to the Board.

ELIGIBLE EXPENSES

It is the policy of the Niagara Catholic District School Board to reimburse Trustees and Student Trustees for out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a Board member in accordance with the operating procedures outlined in this Policy.

APPROPRIATE APPROVALS

Under the Trustee Expense Guideline issued by the Ministry of Education, the approval of Trustee expense will be approved as follows:

- Claims by Trustees for the reimbursement of expenses require the approval of the Chair of the Board and the Director of Education.
- Claims by the Chair of the Board for the reimbursement of expenses require the approval of the Director of Education and the Superintendent of Business & Financial Services.

WHERE AN EXPENSE CLAIM IS DENIED

When a Trustee's expense claim has not been approved, the Trustee will be informed of the reason in writing by the Chair of the Board and/or the Director of Education.

If the Trustee disagrees with the denial, the Trustee may bring the matter to the next regular meeting of the Board. The Board will determine whether or not the denial is consistent with the terms of the Board Policy and the Trustee Code of Conduct.

CLAIMS FOR TRAVEL TO MEETINGS AND BOARD FUNCTIONS

Travel costs by private automobiles will be reimbursed for actual kilometers travelled on Board sanctioned business. If the Trustee travels to various locations during the day, travel shall be calculated from the previous location to the next location.

Expenses related to travel, such as parking and personal meals, will be reimbursed based on actual expense receipts presented for reimbursement.

Automobile travel and related expenses shall be paid to Trustees at a rate per kilometre approved by the Board for all Board employees, using the [Trustee Reimbursement of Travel Expenses Form](#).

CLAIMS FOR ACCOMMODATION, MEALS

When Trustees travel on Board sanctioned business, they may be reimbursed for costs incurred for accommodation and meals, using the [Trustee Conference, Workshop and Overnight Meetings Form](#).

Accommodation costs shall be reimbursed for reasonable costs incurred and shall not include personal charges.

Meal costs shall be reimbursed for breakfast, lunch and dinner for reasonable amounts and shall not include charges for other people.

Alcohol costs shall not be reimbursed, even when served with meals.

CLAIMS FOR CONFERENCES, WORKSHOPS AND OVERNIGHT MEETINGS

The Board encourages all Trustees to attend Conferences, Workshops and Meetings relating to the role and responsibilities of Catholic Trustees. The Board shall establish an annual budget amount for each Trustee to attend Conferences, Workshops and Overnight Meetings.

Reimbursement of Trustee conference and travel expenses shall require the approval of the Chair of the Board and the Director of Education. All claims for reimbursement of Trustee conference and travel expenses claimed by the Chair of the Board shall require the approval of the Superintendent of Business and Financial Services and the Director of Education.

All claims for Trustee Conference expenses shall be submitted and processed using the [Trustee Conference, Workshop and Overnight Meetings Form](#).

All Trustee Conference expenses shall be claimed during the appropriate budget year and shall not exceed the amount of the Trustee allocation for that budget year.

Unused funds in the individual Trustee allocation for the budget year will not be re-allocated to other Trustees and will not be carried forward to another budget year.

Trustee Conference expenses, which exceed the amount allocated to an individual Trustee, shall be repaid to the Board by the individual Trustee before the end of the following budget year, unless otherwise directed by the Board.

CLAIMS FOR OTHER EXPENSES

Any other extraordinary or unusual expenses that a Trustee feels should be paid by the Board shall be referred to the Chair of the Board and the Director of Education with a written explanation and request for payment. The Chair of the Board and the Director of Education may approve or disapprove of payment.

RECEIPTS AND TIMING OF CLAIMS FOR REIMBURSEMENT

All claims for the reimbursement of Trustee expenses must be accompanied by original receipts and the original bill/invoice providing the details of the expense.

All claims for the reimbursement of Trustee expenses shall generally be submitted on a monthly basis, using the appropriate forms and approvals, within the appropriate budget year.

GIFTS AND DONATIONS

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.

Gifts and donations may only be made on behalf of the Board of Trustees, if approved in advance by the Chair of the Board and the Director of Education.

ADVERTISING AND COMMUNICATIONS

Trustees will not be reimbursed for expenses related to political advocacy.

The cost related to supporting a fundraiser or event for a specific political party is not eligible for reimbursement.

OFFICE EQUIPMENT

It is the Policy of the Niagara Catholic District School Board to provide the Trustees with the following office equipment and services to be used from the beginning to the end of the term of office:

- Home based computer or Laptop computer
- Home based printer
- Allowance for internet service
- Standard office computer software

All equipment will be provided in accordance with current Board standards and shall be maintained in good repair by the computer technicians of the Board.

At the end of the Trustee's term of office, the equipment is to be returned to the Board, unless the Trustee decides to purchase the equipment from the Board.

The purchase of the equipment shall be processed through the office of the Director of Education and shall be processed at the fair market value of the equipment at the end of the term of office of the Trustee.

REPORTING OF APPROVED TRUSTEE EXPENSES

All Trustee expenses for the previous school year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current school year, under the following categories:

- Office equipment
- Office supplies
- Conference and workshops
- Travel for Board business

MISCELLANEOUS

Any overpayment of Trustee expenses will be reimbursed to the Board by the individual Trustee.

All expense reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.

Information pertaining to individual Trustee expenses will be forwarded to the Ministry of Education, as required by the Ministry.

References

- [*Education Act*](#)
- [*Income Tax Act*](#)
- [*Ministry of Finance Broader Public Sector Expenses Directive, April 1, 2011*](#)
- [*Report of the Auditor, December 2005*](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [*Trustee Code of Conduct Policy \(100.12\)*](#)

Adopted Date:	April 26, 2011
Revision History:	December 19, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 14, 2021**

**TITLE: GOVERNANCE POLICIES – PRIOR TO VETTING
TRUSTEE HONORARIUM POLICY (100.11)**

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: September 14, 2021



Niagara Catholic District School Board
TRUSTEE HONORARIUM POLICY
STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.11

Adopted Date: September 28, 2010

Latest Reviewed/Revised Date: April 25, 2017

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic is committed to -recognizing the importance and value of providing - honoraria for elected Trustees of the Board - as set out in Ontario Regulation 357/06, “Honoraria for Board Members”

Ontario Regulation 357/06 sets out the method for calculating the limits on honoraria paid to elected Trustees under section 191 of the Education Act. The regulation states that the honorarium shall consist of the following four (4) components:

1. The base amount for the year
2. The enrolment amount for the year
3. The attendance amount for the year
4. The distance amount for the year

The honorarium for elected Trustees of the Board will be calculated in accordance with the provisions of Ontario Regulation 357/06 and – will be adjusted each year to take into consideration the changes in enrolment from the previous year. Separate honoraria will be calculated for the Chair of the Board, the Vice Chair of the Board and for the Other Elected Trustees.

The honorarium for elected Trustees of the Board, will be for each year of the term of office from December 1, to the following November 30, annually.

As per Ontario Regulation 357/06, In 2021, the year of a member’s term of office begins on December 1 and ends on the following November 14.

Beginning in 2022, a year of a member’s term of office begins on November 15 and ends on the following November 14.

In compliance with the *Education Act* Regulation 357/06, at the annual December Board Meeting, a Trustee Honorarium report and recommendation for the annual honorarium for all elected Trustees will be presented and then all amounts shall be posted.

References

- [**Education Act \(Sec. 191\)**](#)
- [**Ontario Regulation 357**](#)

Adopted Date:	September 28, 2010
Revision History:	April 25, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 14, 2021**

TITLE: 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 14, 2021



GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2021 - JUNE 2022

Updated: September 14, 2021

SORTED BY POLICY COMMITTEE MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting
				After Vetting
2016	2020	100.15	Naming of a Board Facility, Designated Area or Chapel	September 2021
2011	2017	100.13	Trustee Expenses & Reimbursement	September 2021
2010	2017	100.11	Trustee Honorarium	September 2021
2012	2015	201.16	Attendance Support Program	November 2021
2019	2019	302.1	Supporting Children and Students with Prevalent Medical Conditions	November 2021
1998	2020	100.5	Establishment and Cyclical Review of Policies	November 2021
2016	2020	100.15	Naming of a Board Facility, Designated Area or Chapel	November 2021
2011	2017	100.13	Trustee Expenses & Reimbursement	November 2021
2010	2017	100.11	Trustee Honorarium	November 2021
2012	2017	800.8	Accessibility Standards	January 2022
2017	2017	600.6	Privacy	January 2022
2012	2015	201.16	Attendance Support Program	January 2022
2019	2019	302.1	Supporting Children and Students with Prevalent Medical Conditions	January 2022
1998	2020	100.5	Establishment and Cyclical Review of Policies	January 2022
2002	2021	201.7	Employee Workplace Harassment *	March 2022
2002	2021	201.11	Employee Workplace Violence *	March 2022
2002	2021	201.6	Occupational Health & Safety *	March 2022
2010	2019	100.10.1	Religious Accommodation	March 2022
2012	2017	800.8	Accessibility Standards	March 2022
2017	2017	600.6	Privacy	March 2022
2002	2021	201.7	Employee Workplace Harassment *	May 2022
2002	2021	201.11	Employee Workplace Violence *	May 2022
2002	2021	201.6	Occupational Health & Safety *	May 2022
2010	2019	100.10.1	Religious Accommodation	May 2022

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
2016	2020	100.15	Naming of a Board Facility, Designated Area or Chapel	December 2021
2011	2017	100.13	Trustee Expenses & Reimbursement	December 2021
2010	2017	100.11	Trustee Honorarium	December 2021
2012	2015	201.16	Attendance Support Program	February 2022
2019	2019	302.1	Supporting Children and Students with Prevalent Medical Conditions	February 2022
1998	2020	100.5	Establishment and Cyclical Review of Policies	February 2022
2012	2017	800.8	Accessibility Standards	April 2022
2017	2017	600.6	Privacy	April 2022
2002	2021	201.7	Employee Workplace Harassment *	June 2022
2002	2021	201.11	Employee Workplace Violence *	June 2022
2002	2021	201.6	Occupational Health & Safety *	June 2022
2010	2019	100.10.1	Religious Accommodation	June 2022