



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

POLICY COMMITTEE MEETING

**JANUARY 11, 2022
4:30 P.M.**



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

1. Opening Prayer – Trustee Prince	-
2. Attendance	-
3. Approval of Agenda	-
4. Declaration of Conflict of Interest	-
5. Minutes of Policy Committee Meeting of November 9, 2021	5
6. Governance Policies	
<i>Action Required</i>	
GOVERNANCE POLICIES – FOR RECOMMENDATION TO THE BOARD	
6.1 Naming of a Board Facility, Designate Area or Chapel Policy (100.15)	6.1
6.2 Trustee Honorarium Policy (100.11)	6.2
6.3 Supporting Children and Students with Prevalent Medical Conditions Policy (302.1)	6.3
6.4 Establishment and Cyclical Review of Policies Policy (100.5)	6.4
GOVERNANCE POLICIES – PRIOR TO VETTING	
6.5 Accessibility Standards Policy (800.8)	6.5
<i>Information</i>	
6.6 Governance Policies Currently Being Vetted	-
• Nil	
6.7 Governance Policy Review 2021-2022 Schedule	6.7
7. Date of Next Meeting	
March 8, 2022 – 4:30 p.m.	
8. Adjournment	-

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 11, 2022**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
NOVEMBER 9, 2021**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of November 9, 2021, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, NOVEMBER 9, 2021

Minutes of the Policy Committee Meeting held on Tuesday, November 9, 2021 at 5:00 p.m. 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 5:00 p.m. by Policy Committee Chair Prince.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Huibers

2. Attendance

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

Staff:

Camillo Cipriano, Director of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Gino Pizzoferrato, Superintendent of Education

Anna Pisano, Administrative Assistant, Corporate Services/Recording Secretary

3. Approval of Agenda

Moved by Trustee Huibers

THAT the November 9, 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 September 14, 2021

Moved by Trustee Burkholder

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of September 14, 2021, as presented.

APPROVED

6. Governance Policies

ACTION REQUIRED

GOVERNANCE POLICIES - FOR RECOMMENDATION TO THE BOARD

6.1 Naming of a Board Facility, Designate Area or Chapel Policy (100.15)

Following discussion, the Policy Committee recommended the Naming of a Board Facility, Designate Area or Chapel Policy (100.15) be brought back to the January Policy Committee meeting.

6.2 Trustee Expenses and Reimbursement Policy (100.13)

Director Cipriano presented feedback received from the vetting process and highlighted recommended amendments to the Trustee Expenses and Reimbursement Policy (100.13), following the vetting process.

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

- No amendment

Moved by Trustee Burkholder

THAT the Policy Committee recommend to the November 2021 Board Meeting to approve the revisions to the Trustee Expenses and Reimbursement Policy (100.13), as presented.

APPROVED

GOVERNANCE POLICIES - PRIOR TO VETTING

6.3 Trustee Honorarium Policy (100.11)

Director Cipriano presented the Trustee Honorarium Policy (100.11).

The Policy Committee suggested the following amendments:

- Paragraph 3 – add “*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*”

The Policy Committee requested that the Trustee Honorarium Policy (100.11), be vetted from November 10, 2021 to December 15, 2021 with a recommended deadline for presentation to the Policy Committee in January 2022, for consideration to the Board in January 2022.

6.4 Supporting Children and Students with Prevalent Medical Conditions Policy (302.1)

Gino Pizzoferrato, Superintendent of Education, presented the Supporting Children and Students with Prevalent Medical Conditions Policy (302.1).

The Policy Committee suggested the following amendments:

- No amendment

The Policy Committee requested that the Supporting Children and Students with Prevalent Medical Conditions Policy (302.1), be vetted from November 10, 2021 to December 15, 2021 with a recommended deadline for presentation to the Policy Committee in January 2022, for consideration to the Board in January 2022.

6.5 Establishment and Cyclical Review of Policies Policy (100.5)

Superintendent Forsyth-Sells presented the Establishment and Cyclical Review of Policies Policy (100.5).

The Policy Committee suggested the following amendments:

- Paragraph 5 – add “*Niagara*”
- Paragraph 6 – reinstate the last sentence

The Policy Committee requested that the Establishment and Cyclical Review of Policies Policy (100.5), be vetted from November 10, 2021 to December 15, 2021 with a recommended deadline for presentation to the Policy Committee in January 2022, for consideration to the Board in January 2022.

INFORMATION

6.6 Governance Policies Currently Being Vetted

- Nil

6.7 Governance Policy Review 2021-2022 Schedule

Director Cipriano presented the Governance Policy Review 2021-2022 Schedule and requested the Privacy Policy be moved to the March Policy Committee meeting.

7. Date of Next Meeting

January 11, 2022

8. Adjournment

The meeting adjourned at 5:55 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 11, 2022**

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

RECOMMENDATION

THAT the Policy Committee recommend to the Board approval of 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
Date: January 11, 2022



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: March 24, 2020

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the process of the naming or renaming of a all-Board facilities, facility, designated area, or chapel in whole, or in part, respects the official teaching of the Catholic Church, the authority of will be named to honour the Divinity, a Catholic tradition, a person, or a group that has been a name or title 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 naming 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 Board of Trustees will approve the naming or renaming of a Board facility, designated area or Chapel, in whole or in part in a 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](#)

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 11, 2022**

**TITLE: FOR RECOMMENDATION TO THE BOARD
TRUSTEE HONORARIUM POLICY (100.11)**

RECOMMENDATION

THAT the Policy Committee recommend to the Board approval of the Trustee Honorarium Policy (100.11), as presented.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: January 11, 2022



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”.

In the years 2018, 2019 and 2020, the year of a member’s term of office begins on December 1 and ends on the following November 30.

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.

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 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.

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.

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
JANUARY 11, 2022**

**TITLE: FOR RECOMMENDATION TO THE BOARD
SUPPORTING CHILDREN AND STUDENTS WITH PREVALENT
MEDICAL CONDITIONS POLICY (302.1)**

RECOMMENDATION

THAT the Policy Committee recommend to the Board approval of the Supporting Children and Students with Prevalent Medical Conditions Policy (302.1), as presented.

Prepared by: Gino Pizzoferrato, Superintendent of Education
Presented by: Gino Pizzoferrato, Superintendent of Education
Date: January 11, 2022



Niagara Catholic District School Board

SUPPORTING CHILDREN AND STUDENTS WITH PREVALENT MEDICAL CONDITIONS POLICY

STATEMENT OF GOVERNANCE POLICY

300 – School/Students

Policy No 302.1

Adopted Date: February 26, 2019

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board recognizes that the support of students with prevalent medical conditions is complex requiring a whole-school approach to promote student health and safety and to foster and maintain healthy and safe environments in which students can learn. A safe, accepting, and healthy environment empowers students **to work toward the** ~~to reach their full potential for~~ self-management of their medical condition(s) according to their Plan of Care.

Supporting Children and Students with Prevalent Medical Conditions Policy: ~~Anaphylaxis, Asthma, Diabetes, Epilepsy,~~ articulates the role and responsibilities of parents, guardians, **medical professionals**, and school staff in supporting students. It also articulates the roles and responsibilities of the students themselves. The policy provides a framework for the development of strategies that reduce the risk to students ~~suffering from~~ **living with** a prevalent medical condition and to ensure school staff and others in contact with these students are prepared to handle an emergency situation.

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

References

- [*Allergy Asthma Information Association*](#)
- [*Anaphylaxis Canada*](#)
- [*Anaphylaxis in Schools & Other Settings, 3rd Edition, Canadian Society of Allergy and Clinical Immunology*](#)
- [*Sabrina's Law, 2005, S.O. 2005, c.7*](#)
- [*Ryan's Law, Ensuring Asthma Friendly Schools-2015*](#)
- [*Ontario Lung Association \(www.on.lung.ca\)*](#)
- [*Education Act Section 265-Duties of Principal*](#)
- [*Regulation 298 s20-Duties of Teachers*](#)
- [*Ministry of Education Policy Program Memorandum No, 161 – Supporting Children and Students with Prevalent Medical Conditions*](#)
- [*Ministry of Education Policy Program Memorandum No, 81 – Provision of Health Support Services in School Settings*](#)
- [*Ministry of Education Policy Program Memorandum No. 149*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Educational Field Trip \(400.2\) AOP*](#)
 - [*Administration of Oral Medication to Students \(302.2\) AOP*](#)

Adopted Date:	February 26, 2019
Revision History:	Nil

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 11, 2022**

**TITLE: FOR RECOMMENDATION TO THE BOARD
ESTABLISHMENT AND CYCLICAL REVIEW OF POLICIES
POLICY (100.5)**

RECOMMENDATION

THAT the Policy Committee recommend to the Board approval of the Establishment and Cyclical Review of Policies Policy (100.5), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: January 11, 2022



Niagara Catholic District School Board

**ESTABLISHMENT AND CYCLICAL
REVIEW OF BOARD GOVERNANCE POLICIES POLICY**

STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.5

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: February 25, 2020

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, **and Board By-Laws** in order to fulfill its duties and responsibilities, this policy the Board **preserves** reserves the governing function of **the Board** to establishing and cyclically reviewing Board **Governance Policies** in order to fulfill its duties and responsibilities. The Policies that regulate action will govern the Niagara Catholic school system. Board Policies are governance based for the outward vision and strategic direction of the Board and differentiate between internal operational responsibilities of staff.

The Director of Education, as Chief Executive Officer, is accountable to the Board for the implementation of Board approved **Governance Policies**. **Board Governance Policies support the learning, achievement and well-being of all students and staff, are** and shall issue ~~Administrative Operational Procedures~~ to operationalize each Policy for the day to day management of the organization. Board Policies will not be issued for regulations provided in the *Education Act* or in employment agreements for staff. The authorities' matrix for this Policy clarifies policy governance and operational administrative procedures for the direction of the Board.

The Policies of the Board shall be congruent with and supportive of the *Education Act* and Regulations of the Province of Ontario, all applicable laws and statutes, the ~~Mission Statement~~ and the **Multi-Year Strategic Plan** of the Niagara Catholic District School Board. The Policy pertaining to the internal governing operations of the Board of Trustees shall be called ~~By laws~~.

The process of establishing Policies and the cyclical review of all Policies will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

All **Board Governance** Policies will **shall** be reviewed on a cyclical basis of at least every five (5) years to ensure that they continue in order to meet the current needs of the system, **and are in to comply** compliance with current legislation, **and to provide an opportunity for all stakeholders within the Niagara Catholic education community to provide valuable feedback.**

From time to time, specific **Board Governance** Policies may be reviewed earlier ~~within~~ **than** the five-year cycle as required to ensure alignment with changes in law, **or** regulations or at the request of the Board. ~~Policy Committee or the Director of Education~~. The development of a new Board Policy will be at the direction of the Board, or as required by law or regulations by the Director of Education.

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

References:

- [*Education Act*](#)
- [*Authority Matrix*](#)

Niagara Catholic District School Board Policies/Procedures

- [*Board By-Laws Policy \(100.1\)*](#)

Adopted Date:	October 27, 1998
Revision History:	June 26, 2001 September 19, 2001 April 27, 2010 May 24, 2016 February 25, 2020

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 11, 2022**

**TITLE: POLICIES – PRIOR TO VETTING
ACCESSIBILITY STANDARDS POLICY (800.8)**

Prepared by: Gino Pizzoferrato, Superintendent of Education

Presented by: Gino Pizzoferrato, Superintendent of Education

Date: January 11, 2022



Niagara Catholic District School Board

ACCESSIBILITY STANDARDS POLICY

STATEMENT OF GOVERNANCE POLICY

800 – Schools and Community Councils

Policy No. 800.8

Adopted Date: December 18, 2012

Latest Reviewed/Revised Date: March 28, 2017

In keeping with its Mission, Vision and Values, the Niagara Catholic District School Board is committed to providing **services to students, parents/guardians, staff, and members of the public** in an environment that **is free of barriers and biases and which** fosters independence, dignity and respect in all of its ~~system~~ facilities.

~~The Board is committed to providing services that are free of barriers and biases to our students, parents/guardians, staff and the public.~~

The Board strives to ensure that the principle of equity of opportunity is reflected and valued in our Catholic learning and working environments.

~~As a fully inclusive Board,~~ The Accessibility Standards Policy recognizes the uniqueness and gifts of all people. This Policy acknowledges a respect for self and others by ensuring that all people have the same opportunity of access to Board services in order to actively and equitably participate fully in the Catholic learning environment.

The Board is committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to:

1. Information and communication;
2. Employment;
3. Design of ~~Public-public Spaces-spaces and~~;
4. Student transportation.

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

References

- [Accessibility for Ontarians with Disabilities Act \(AODA\)](#)
- [Ontario Human Rights Code](#)
- [Ontario Regulation 191/11: Integrated Accessibility Standards](#)
- [Ontarians with Disabilities Act, 2001](#)
- [Workplace Safety and Insurance Act](#)
- [Highway Traffic Act](#)
- **Niagara Catholic District School Board Policies/Procedures/Documents**
 - [Accessibility Customer Service Policy \(800.8.1\)](#)
 - [Equity and Inclusive Education Policy \(100.10\)](#)
 - [Student Transportation Policy \(500.2\)](#)

Adopted Date:	December 18, 2012
Revision History:	February 26, 2013 March 28, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 11, 2022**

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: January 11, 2022



GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2021 - JUNE 2022

Updated: January 11, 2022

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	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
2012	2017	800.8	Accessibility Standards	January 2022
2016	2020	100.15	Naming of a Board Facility, Designated Area or Chapel	January 2022
2010	2017	100.11	Trustee Honorarium	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
2012	2015	201.16	Attendance Support Program	March 2022
2010	2019	100.10.1	Religious Accommodation	March 2022
2003	2021	302.6.8	Bullying Prevention and Intervention	March 2022
2012	2017	800.8	Accessibility Standards	March 2022
2017	2017	600.6	Privacy	May 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
2012	2015	201.16	Attendance Support Program	May 2022
2010	2019	100.10.1	Religious Accommodation	May 2022
2003	2021	302.6.8	Bullying Prevention and Intervention	May 2022

* Ministry of Labour Compliance Annual Review

SORTED BY BOARD MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	BOARD MEETING DATE
2011	2017	100.13	Trustee Expenses & Reimbursement	November 2021
2016	2020	100.15	Naming of a Board Facility, Designated Area or Chapel	January 2022
2010	2017	100.11	Trustee Honorarium	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
2012	2017	800.8	Accessibility Standards	March 2022
2017	2017	600.6	Privacy	May 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
2012	2015	201.16	Attendance Support Program	May 2022
2010	2019	100.10.1	Religious Accommodation	May 2022