

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 28, 2024**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF MAY 14, 2024**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of May 14, 2024, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of May 14, 2024:

**7.1.1 Employee Workplace Harassment Policy (201.7)**

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

**7.1.2 Employee Workplace Violence Policy (201.11)**

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented.

**7.1.3 Occupational Health and Safety Policy (201.6)**

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

**7.1.4 Draft Letter in Response to Bill 185, the Cutting Red Tape to Build Better Homes Act, 2024**

**THAT** the Niagara Catholic District School Board submit the attached letter as amended, to the Ministry of Education, Ministry of Municipal Affairs and Housing, the Ministry of Red Tape Reduction, Municipalities of Ontario, OCSTA and all School Boards in support of the feedback provided by the Council of Senior Business Officials, with respect to proposed Bill 185, Cutting Red Tape to Build Better Homes Act, 2024.

**7.1.5 Letter to the City of Port Colborne**

**THAT** the Board of Trustee endorse the letter and send a copy to Port Colborne Council, Regional Chair Jim Bradley and Regional Council.



# MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

## TUESDAY, MAY 14, 2024

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, May 14, 2024 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 Burkholder

2. Roll Call

Vice-Chair Burkholder noted that Trustee Benoit's absence approved due to sanction.

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

The following staff were in attendance:

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

**3. Approval of the Agenda**

Moved by Trustee Marino

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of May 14, 2024, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

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

**5. Approval of Minutes of the Committee of the Whole Meeting of April 9, 2024**

Moved by Trustee Marino

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of April 9, 2024, as presented.

**CARRIED**

**6. Consent Agenda Items**

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

Presented for information.

**6.2 Staff Development Department Professional Development Opportunities**

Presented for information.

**6.3 Capital Projects Progress Report Update**

Presented for information.

**6.4 In Camera Items G1**

Moved by Trustee Joyner

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

**CARRIED**

## **B. PRESENTATIONS**

## **C. GOVERNANCE POLICIES**

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

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

Julia Tiessen, Executive Officer of Human Resources Services presented feedback received from the vetting process and highlighted recommended amendments to the Employee Workplace Harassment Policy (201.7), following the vetting process.

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

- Paragraph 2 – change to “*The Board will not tolerate any form of discrimination or harassment in any workplace of the Board. This policy applies to all employees and is intended to address workplace harassment from all sources, including employers, supervisors, workers and members of the public.*”

Moved by Trustee Marino

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

**APPROVED**

#### **1.2. Employee Workplace Violence Policy (201.11)**

Executive Office Tiessen presented feedback received from the vetting process and highlighted recommended amendments to the P following the vetting process.

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

- No amendment

Moved by Trustee Turner

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

**APPROVED**

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

Executive Office Tiessen presented feedback received from the vetting process and highlighted recommended amendments to the P following the vetting process.

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 Occupational Health and Safety Policy (201.6), as presented.

**APPROVED**

**1.4. Purchasing/Supply Chain Management Policy (600.1)**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented feedback received from the vetting process and highlighted recommended amendments to the Purchasing/Supply Chain Management Policy (600.1), following the vetting process.

Following discussion, the Committee of the Whole recommended the Purchasing/Supply Chain Management Policy (600.1) be deferred to the June Committee of the Whole meeting.

**2. Governance Policies Prior to Vetting**

**3. Governance Policy Review Schedule**

Director Cipriano presented the Governance Policy Review Schedule.

**4. PPM 128**

Director Cipriano noted that PPM 128, the Provincial Code of Conduct policy, includes updates on mobile device use and vaping legislation. He noted that several Niagara Catholic Policies and Administrative Operational Procedures have incorporated the requirements of PPM 128.

Superintendent of Education Domenic Massi stated that our policies and Administrative Operational Procedures have been reviewed to include the new language. These updates are currently in draft form and are being reviewed by the senior team.

**D. COMMITTEE AND STAFF REPORTS**

**1. Grants for Student Needs Funding**

Superintendent Vetrone presented the Grants for Student Needs Funding for Trustee information.

Superintendent Vetrone answered questions of Trustees.

**2. Niagara Catholic Applied Behaviour Analysis (ABA) Update 2024**

Gino Pizzoferrato, Superintendent of Education provided background information on the Niagara Catholic Applied Behaviour Analysis and introduced Jula Nemcko, BCBA, Behaviour and Communication Services Lead.

Ms. Nemcko presented an update on the Niagara Catholic Applied Behaviour Analysis for 2024.

Ms. Nemcko answered questions of Trustees.

3. **Draft Letter in Response to Bill 185, The Cutting Red Tape to Build Better Homes Act, 2024**

Clark Euale, Controller of Facilities Services provided background information on Bill 185, The Cutting Red Tape to Build Better Homes Act, 2024.

Following discussion the Board requested the letter also be sent to the Minister of Red Tape, the Association of Municipalities of Ontario and a copy be sent to OCSTA and all School Boards.

Moved by Trustee Joyner

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board submit the attached letter as amended, to the Ministry of Education, Ministry of Municipal Affairs and Housing, the Ministry of Red Tape Reduction, Municipalities of Ontario, OCSTA and all School Boards in support of the feedback provided by the Council of Senior Business Officials, with respect to proposed Bill 185, Cutting Red Tape to Build Better Homes Act, 2024.

**CARRIED**

4. **Monthly Updates**

4.1 **Student Trustees' Update**

Charlotte Johnstone, Student Trustee, 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**

- On May 9<sup>th</sup>, the first official Indigenous Cultural Fair was hosted at St. Martin Catholic Elementary School
- On May 8<sup>th</sup> St. Martin Catholic Elementary School hosted a Grandparents(s) day with over 700 grandparents attending.
- Mustang Jamboree will be held on Friday, May 17<sup>th</sup> at Saint Michael Catholic High School.

**Executive Officer Tiessen**

- An 8 week food challenge has launched with approx. 550 staff participating in this challenge.

**Superintendent Kinney**

- Fifth Annual Celebrating Kindergarten will take place May 16<sup>th</sup> at Our Lady of the Holy Rosary Catholic Elementary school. The venue had to be relocated from the Catholic Education Centre to accommodate over 750 guests expected to attend.

**Superintendent Massi**

- The Mary Ward Choir, junior and intermediate Tiger Singers achieved a gold excellent standard at the Port Colborne Festival of the Arts and received a scholarship sponsored by the Port Colborne Operatic Society. The Tiger Trebles also achieved first place with a gold standard and awarded the Robert Wood Singer Scholarship for Best Performance by a Primary School Choir.

**Superintendent Forsyth-Sells**

- Adele Filice, Principal at Holy Cross Catholic Secondary School will receive, from the Ontario Council of Administrators of Special Education, the “Outstanding Administrator of Special Education Award” at the provincial conference on May 16, 2024.

A request was made that moving forward any employee winning a provincial award or greater, will receive a congratulatory letter from the Board of Trustee.

**E. INFORMATION**

**1. Trustee Information**

**1.1 Budget Workshop 4:00 pm. June 11, 2024**

Director Cipriano reminded Trustees of the Budget Workshop on June 11, 2024 at 4:00 pm.

**1.2 Director Performance Appraisal**

Chair Di Lorenzo noted that as per *Ontario Regulation 83/24 – Director of Education Performance Appraisal*, the process has been formalized. The committee will consist of four Trustees: Jim Marino, Doug Joyner, Rhianon Burkholder, and himself. Their names will be submitted to the Ministry tomorrow to meet the deadline. The committee is established to ensure all timelines are adhered to.

**F. OTHER BUSINESS**

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

**1.1 Trustee Addresses at Graduation Ceremonies**

After discussion, the Board agreed that while Trustees will be acknowledged at Graduation Ceremonies, they will not deliver addresses. Additionally, in the absence of a Government Official, the Governor General's Award should be presented by the attending Trustee.

**1.2 Trustee Invitations to Board and School Events**

Following discussion, the Board requested a timelier notice be given for any board and school events.

**1.3 Letter to the City of Port Colborne**

Copies of a letter addressed to the City of Port Colborne were distributed, expressing disappointment over Lakeshore Catholic High School's exclusion from the announcement of the Honda Factory coming to Port Colborne, despite the participation of students and staff from Port Colborne High School.

Moved by Trustee Marino

**THAT** the Board of Trustee endorse the letter and send a copy to Port Colborne Council, Regional Chair Jim Bradley and Regional Council.

**CARRIED**



## **G. BUSINESS IN CAMERA**

Moved by Trustee Huibers

**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 9:17 p.m. and reconvened at 9:56 p.m.

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

Moved by Trustee Huibers

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of May 14, 2024.

**CARRIED**

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

Moved by Trustee Joyner

**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 April 9, 2024, as presented.

**CARRIED (Item G1)**

Collective Bargaining update was provided for information purposes only.

## **I. ADJOURNMENT**

Moved by Trustee Marino

**THAT** the May 14, 2024 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 9:57 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **May 14, 2024.**

Approved on **June 11, 2024.**

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Rhianon Burkholder  
Vice-Chair of the Board

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Camillo Cipriano  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 28, 2024**

***PUBLIC SESSION***

**TITLE: EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented

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Prepared by: Julia Tiessen, Executive Officer of Human Resources Services

Presented by: Julia Tiessen, Executive Officer of Human Resources Services

Recommended by: Committee of the Whole

Date: May 28, 2024



In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board (the “Board”), the Board is committed to providing a safe working environment in which all employees are treated with consideration, dignity, respect, and equity in accordance with the gospel values of Jesus Christ.

The Board will not tolerate any form of discrimination or harassment in any workplace of the Board. This policy applies to all employees and is intended to address workplace harassment from all sources, including employers, supervisors, workers and members of the public.

The Board recognizes Workplace Harassment as;

Engaging in a course of vexatious comments or conduct against a worker in a workplace that is known or ought reasonably to be known as unwelcome, including but not limited to:

- Spreading rumours, gossip and innuendo;
- Offensive or intimidating comments or jokes;
- Bullying or aggressive behavior;
- Social isolation, ostracizing or ignoring a worker;
- Deliberately undermining someone or stopping that person from completing his or her work;
- Belittling a worker about their work, achievements or hobbies;
- Assigning demeaning or insulting work;
- Displaying or circulating offensive pictures or materials;
- Inappropriate staring, spying and stalking;
- Sabotaging or tampering with a worker’s work, equipment or belongings;
- Workplace sexual harassment; and
- Isolating or insulting a worker because of gender identity

A reasonable action taken by an employer or supervisor relating to the management and direction of employees or the workplace is not workplace harassment.

Workplace Harassment includes sexual harassment, defined as;

Engaging in a course of vexatious comment, in any form, or conduct against a worker in a workplace because of, gender, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known as unwelcome or;

Making a sexual solicitation or advance, in any form, where the person making the solicitation or advance is in a position to confer, grant or deny a benefit of advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Without limiting the foregoing, some examples of workplace sexual harassment include:

- Unwanted sexual attention by a person who knows or ought reasonably to show that such attention is unwanted
- Express or implied promise of reward for complying with sexually-oriented request
- Sexually-oriented behavior or gender-based abusive and unwelcome conduct or comment that has the purpose or effect of creating an intimidating, hostile or offensive environment

- Making sexual jokes or other similarly offensive comments
- Posting or disseminating material, jokes, photographs, videos, or other material of sexual content.

While incidents of sexual harassment are often characterized by an imbalance of power in the workplace, this is not necessarily always the case, with a co-worker and even a manager sometimes being the recipient of workplace harassment.

Workplace Harassment includes ethnocultural harassment, defined as;

One or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination.

Examples of Ethnocultural harassment include, but are not limited to:

- Unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin, color, place of both, citizenship or ancestry
- Displaying racist or derogatory pictures or other offensive material
- Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment
- Refusing to work with someone because of their racial or ethnic origin

The Board believes that the eradication of harassment in the school/workplace is the joint obligation of the employer and the employee. Any employee who becomes aware of a harassment situation of any kind has a responsibility to draw appropriate attention to it. Failure to take measures to address harassment in the workplace has legal implications for the employer under the Ontario Human Rights Code.

When a harassment complaint arises, the Board may decide to achieve resolution through a formal or informal process. Information gathered during this process will be confidential and will not be disclosed except to the extent necessary to protect fellow employees, to investigate, to take corrective action or as otherwise required by law.

The Board will deal with all claims in a fair and timely manner, respecting the dignity, and privacy of all parties concerned as much as possible. Each party involved has equal rights at all steps throughout the process. This policy prohibits reprisals against individuals acting in good faith who report incidents of workplace harassment or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisals, or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

The Board will review this policy on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

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

***References:***

- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Occupational Health & Safety Act \(December 2009\) Bill 13\*](#)
- [\*Bill 132: Sexual Violence and Harassment Action Plan Act\*](#)
- [\*Ontario Human Rights Code 1990\*](#)
- [\*Teaching Profession Act\*](#)
- [\*Human Rights Legal Support Centre\*](#)
- [\*Employee Assistance Program\*](#)

- ***Niagara Catholic District School Board Policies/Procedures***
  - [\*Access to Board Premises AOP \(302.6.3\)\*](#)
  - [\*Code of Conduct Policy \(302.6.2\)\*](#)
  - [\*Complaint Resolution Policy \(800.3\)\*](#)
  - [\*Employee Code of Conduct and Ethics Policy \(201.17\)\*](#)
  - [\*Employee Workplace Violence Policy \(201.11\)\*](#)
  - [\*Privacy Policy \(600.6\)\*](#)
  - [\*Records and Information Management Policy \(600.2\)\*](#)
  - [\*Trustee Code of Conduct Policy \(100.12\)\*](#)
  - [\*Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board\*](#)

<b>Adopted Date:</b>	<b>March 26, 2002</b>
<b>Revision History:</b>	<b>February 23, 2010</b> <b>February 28, 2012</b> <b>November 26, 2013</b> <b>February 24, 2015</b> <b>June 21, 2016</b> <b>May 23, 2017</b> <b>November 27, 2018</b> <b>July 10, 2019</b> <b>October 22, 2019</b> <b>April 27, 2021</b> <b>February 9, 2022</b> <b>June 22, 2022</b> <b>May 29, 2023</b> <b>June 20, 2023</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 28, 2024**

***PUBLIC SESSION***

**TITLE: EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented

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Prepared by: Julia Tiessen, Executive Officer of Human Resources Services

Presented by: Julia Tiessen, Executive Officer of Human Resources Services

Recommended by: Committee of the Whole

Date: May 28, 2024



Niagara Catholic District School Board

## **EMPLOYEE WORKPLACE VIOLENCE POLICY**

### STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: June 20, 2023

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to providing a safe and healthy working environment in which all employees are treated with consideration, dignity, respect, and equity, in accordance with the gospel values of Jesus Christ.

The Board recognizes Workplace Violence as defined by the Occupational Health and Safety Act (OHSA);

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

The Board believes that the eradication of workplace violence at all Niagara Catholic District Board sites, is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to report it immediately to their supervisor.

Workplace violence will not be tolerated under any circumstances. The Board will achieve resolution through a formal process. All information gathered will be kept confidential.

If an employee believes they are at risk of violence in the workplace, including domestic violence, they must advise their employer. The employer will follow the Administrative Operational Procedures, which may include seeking the assistance of the police.

In accordance with current legislation in the Province of Ontario, the Board will assess the risks of workplace violence ([Appendix A](#)) that may arise from the nature of the workplace, and provide relevant training, information and instruction to the employees.

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

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

#### **Reference**

- ***Bill 168: Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace 2009)***
- ***Human Rights Code***
- ***Municipal Freedom of Information and Protection of Privacy Act***
- ***Occupational Health & Safety Act (December 2009)***
- ***Workplace Violence in School Boards: A Guide to the Law***

- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Access to Board Premises AOP (302.6.3)***
  - ***Code of Conduct Policy (302.6.2)***
  - ***Complaint Resolution Policy (800.3)***
  - ***Employee Code of Conduct and Ethics Policy (201.17)***
  - ***Employee Workplace Harassment Policy (201.7)***
  - ***Privacy Policy (600.6)***
  - ***Records and Information Management Policy (600.2)***
  - ***Trustee Code of Conduct Policy (100.12)***
  - ***Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board***

<b>Adopted Date:</b>	<b>April 23, 2002</b>
<b>Revision History:</b>	<b>June 15, 2010</b> <b>November 23, 2010</b> <b>December 20, 2011</b> <b>November 26, 2013</b> <b>February 24, 2015</b> <b>June 21, 2016</b> <b>May 23, 2017</b> <b>November 27, 2018</b> <b>April 27, 2021</b> <b>May 25, 2022</b> <b>May 29, 2023</b> <b>June 20, 2023</b>



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 28, 2024**

***PUBLIC SESSION***

**TITLE: OCCUPATIONAL HEALTH AND SAFETY POLICY (201.6)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Occupational Health and Safety Policy (201.6), as presented

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Prepared by: Julia Tiessen, Executive Officer of Human Resources Services

Presented by: Julia Tiessen, Executive Officer of Human Resources Services

Recommended by: Committee of the Whole

Date: May 28, 2024



Niagara Catholic District School Board  
**OCCUPATIONAL HEALTH & SAFETY POLICY**  
STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: June 20, 2023

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to providing a safe, respectful and healthy workplace and learning environment for all employees, students, volunteers, visitors and contractors.

The Board, shall take all reasonable precautions to maintain a safe a working environment to prevent injury or occupational illness at all Niagara Catholic schools and Board sites.

The Board supports Joint Health and Safety Committees at each of the schools and Board sites for the continuous improvement of health and safety practices and performance in compliance with the Occupational Health and Safety Act.

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

#### **Reference**

- [Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1](#)

<b>Adopted Date:</b>	<b>January 29, 2002</b>
<b>Revision History:</b>	<b>December 20, 2011</b>
	<b>November 26, 2013</b>
	<b>June 21, 2016</b>
	<b>May 23, 2017</b>
	<b>November 27, 2018</b>
	<b>May 25, 2021</b>
	<b>May 25, 2022</b>
	<b>May 29, 2023</b>
	<b>June 20, 2023</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 28, 2024**

***PUBLIC SESSION***

**TITLE: DRAFT LETTER IN RESPONSE TO BILL 185, THE CUTTING  
RED TAPE TO BUILD BETTER HOMES ACT, 2024**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board submit the attached letter as amended, to the Ministry of Education, Ministry of Municipal Affairs and Housing, the Ministry of Red Tape Reduction, Municipalities of Ontario, OCSTA and all School Boards in support of the feedback provided by the Council of Senior Business Officials, with respect to proposed Bill 185, Cutting Red Tape to Build Better Homes Act, 2024.

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Prepared by: Clark Euale, Controller of Facilities Services

Presented by: Clark Euale, Controller of Facilities Services

Recommended by: Committee of the Whole

Date: May 28, 2024



## **REPORT TO THE COMMITTEE OF THE WHOLE MAY 14, 2024**

### **DRAFT LETTER IN RESPONSE TO BILL 185, THE CUTTING RED TAPE TO BUILD BETTER HOMES ACT, 2024**

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#### **BACKGROUND INFORMATION**

During the month of April, the Ministry of Red Tape Reduction proposed Bill 185, the Cutting Red Tape to Build More Homes Act, 2024 to the Ontario Legislature as part of its commitment to cutting red tape, expediting government processes, and providing at least 1.5 million new homes by 2031.

As part of the Bill, the Ministry of Red Tape Reduction is proposing a suite of legislative, regulatory and policy initiatives that will increase productivity and economic development, as well as promote domestic and international growth. The proposed Bill includes the following measures to support these goals:

- build homes cheaper and faster;
- prioritize infrastructure for housing projects that are ready to go;
- improve consultation processes and provide greater certainty once a decision is made; and
- build more types of homes for more people.

The proposed Bill also includes amendments to 15 other Acts including the following:

1. An Act to incorporate the Trinity College School
2. Arts Council Act
3. Building Opportunities in the Skilled Trades Act, 2021
4. City of Toronto Act, 2006
5. Coroners Act
6. Development Charges Act, 1997
7. Hazel McCallion Act (Peel Dissolution), 2023
8. Line Fences Act
9. Municipal Act, 2001
10. Niagara Parks Act
11. Ontario Energy Board Act, 1998
12. Planning Act
13. Poet Laureate of Ontario Act (In Memory of Gord Downie), 2019
14. Redeemer Reformed Christian College Act, 1998
15. Université de Hearst Act, 2021

The initiative was discussed during a recent meeting of the Council of Senior Business Officials (COSBO) on April 18, 2024. During this meeting, it was decided that the best way to provide effective feedback would be that school boards across Ontario to unite and lobby the Provincial Government for meaningful change with respect to the proposed Bill.

COSBO has provided the attached template letter, which summarizes many of the concerns raised by school boards across Ontario. The letter highlights the following arguments requiring change to Bill 185 and some of the affected legislation.

1. The Ministry of Education has already made efforts to expedite the construction process. School boards are now required to submit shovel ready projects for consideration.
2. Consideration for exempting K-12 schools from the requirement of Site Plan Approval, like Colleges and Universities. This would significantly reduce the project schedule and associated costs.
3. If full exemption of the above is not granted, consideration for an expedited approval process be granted.
4. That all temporary accommodation (portables) be exempt from Site Plan Approval, allowing school boards to react to quickly changing enrolment projections.

In summary, the measures currently put in place by the Ministry of Education in 2023 provide greater accountability and an expedited approval process for the design and construction of capital projects. The proposed Cutting Red Tape to Build Better Homes Act works towards expediting development and construction timelines to provide 1.5 million new homes by 2031. In doing so, they are proposing changes to up to 15 other Acts, necessitating the need for the careful consideration of how this affects school boards across Ontario. Niagara Catholic's participation in submitting the attached letter to the Ministries supports the needs of the staff and students of our Board, as well as bolsters support for boards across Ontario, in an effort to expedite the planning, design, and construction of new schools and major renovations.

### RECOMMENDATION

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board submit the attached letter to the Ministry of Education, Ministry of Municipal Affairs and Housing, and the Ministry of Red Tape Reduction, in support of the feedback provided by the Council of Senior Business Officials, with respect to proposed Bill 185, Cutting Red Tape to Build Better Homes Act, 2024.

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Prepared by: Clark Euale, Controller of Facilities Services

Presented by: Clark Euale, Controller of Facilities Services

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

Date: May 14, 2024



May 15, 2024

[PlanningConsultation@ontario.ca](mailto:PlanningConsultation@ontario.ca)

and

The Honourable Paul Calandra  
Minister of Municipal Affairs and Housing  
777 Bay Street, College Park, 17<sup>th</sup> Floor  
Toronto, ON M7A 2J3  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

and

The Honourable Stephen Lecce  
Minister of Education  
438 University Avenue, 5<sup>th</sup> Floor  
Toronto, ON M7A 2A5  
[minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

Re: **Feedback on Bill 185 (the Proposed Cutting Red Tape to Build More Homes Act, 2024) and Related Changes to the Planning Act, Development Charges Act, Municipal Act (ERO 019-8370) and associated Supporting Regulations together with and Review of Proposed Policies for a New Provincial Planning Instrument (ERO 019-8462)**

On behalf of the Niagara Catholic District School Board, we are writing to provide our feedback on the Environmental Registry of Ontario postings pertaining to changes to various land use planning instruments.

The Niagara Catholic District School Board supports the province's efforts to respond to the current housing crisis through streamlining land use planning approvals. Together with the current focus on delivering more homes faster for Ontarians, there is also the need to expedite school construction to keep pace with the growth of our communities.

In fall 2023, a new framework for school board capital priorities submissions guided school boards' requests for capital funding for new schools and additions. The focus on "shovel ready" applications is testament to the need to speed up school construction projects. However, in certain jurisdictions some of the most significant delays facing school boards are in the same land use planning approvals that the province is proposing to streamline to benefit the development of student housing.

The Ontario Association of School Business Officials (OASBO) has been advocating on behalf of school boards for changes to the land use planning regime in Ontario to secure the priority of school sites as part of complete communities and simplifying approvals to construct schools. Many of the changes proposed by the various amendments to the Planning Act and new Provincial Planning Statement advance those objectives. A fulsome list of comments and suggestions with respect to various matters currently being considered by the province are attached hereto. Is there an attachment or are they embedded into this letter?

Notably, the proposal to consider offering an exemption to community service facilities, such as schools, from *Planning Act* requirements is an area of interest to Niagara Catholic. While school boards are contemplated as being exempted the *Planning Act* and its regulations in the future, only post-secondary institutions are being offered this immediate benefit.

Unlike almost any other community service facility or provincially funded infrastructure, there is already significant provincial oversight in the school siting and construction processes.

- Education Development Charge Background Studies, which confirm the need for school sites for eligible school boards, are reviewed and approved by the Ministry of Education.
- New construction funding requests are reviewed and approved by the Ministry of Education.
- The Ministry of Education must approve school board requests to acquire land. These reviews are undertaken in consultation with the Ministry of Municipal Affairs and Housing. The Ministry of Education also has a role in the disposition of surplus school board properties.
- School design and funding proposals are reviewed by the Ministry of Education before funds are allocated for tendering the construction of new capital projects.

These provincial level reviews and approvals are in addition to the often extensive local planning processes that school boards engaged in with municipal partners from the secondary/district plan process, through draft plans of subdivision, and site plan approvals.

School boards expect to continue to be engaged in those secondary/district plans and draft plans of subdivision and collaborate with planning authorities as directed by section 6.2 of the draft Provincial Planning Statement. However, there is also an opportunity to deliver shovel ready school sites more efficiently and support Provincial objectives to expedite school construction by allowing the development of public service facilities (schools) as-of-right in more land use designations and zone while at the same time exempting school boards from site plan control (Section 41 of the *Planning Act*).

Like the Crown and colleges, school boards are consolidated on to the government's financial statements. All capital and operating funding comes from the government. Delays in projects translate into cost escalations that become a direct pressure on the government. Site plan approvals for schools seem to take longer than those of postsecondary sector (a more dire problem).

Plans developed by school boards are prepared and signed off by accredited professional engineers and other specialists who are required to follow all applicable laws, including the Ontario Building Code.

Similar to the current approach taken with the Crown and Colleges, and now Universities, we are asking for the province to support the timely delivery of school sites by exempting school boards from Planning Act approvals by establishing the following:

- **That publicly funded school boards in Ontario be given exemptions from the Planning Act and the planning provisions of the City of Toronto Act, and any applicable/corresponding changes considered in the Municipal Act.**
- **That if a full exemption is not granted, a separate, expedited approval process be established for school board capital projects. The process would include a standard process containing minimum project requirements and appropriate approval timelines. These would include clear requirements for transparency of the overall process.**

Further,

- That publicly funded schools be permitted in any residential land use designation, and in non-residential designations outside of Employment Areas, that are located in Designated Growth Areas and Settlement Areas as defined by the Provincial Planning Statement;
- That publicly funded schools be permitted, as of right, in any zone allowing residential, commercial, or mixed-use development in Designated Growth Areas and Settlement Areas as defined by the Provincial Planning Statement; and
- That all temporary accommodation (portables) be exempt from Site Plan Approval. Currently, site plan exemptions for portables only apply to schools in existence on January 1, 2007. Site plan approvals, amendments and other approvals can create a challenge for the timing of the delivery of temporary accommodation which is necessary to respond to fluctuating enrolment. Matters pertaining to siting etc. are otherwise within the purview of the Ontario Building Code.

We thank you for considering these requests and continuing to recognize that efforts to deliver more housing in Ontario by streamlining planning approvals also requires supporting school boards' collective ability to advance the construction of new schools, additions, and temporary accommodations more quickly.

Sincerely,



Danny Di Lorenzo  
Chair of the Board



Camillo Cipriano  
Director of Education, Secretary-Treasurer

Cc: Parm Gill, Ontario Minister of Red Tape Reduction  
Association of Municipalities of Ontario  
Ontario Catholic School Trustees' Association



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 28, 2024**

***PUBLIC SESSION***

**TITLE: LETTER TO THE CITY OF PORT COLBORNE**

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**RECOMMENDATION**

**THAT** the Board of Trustee endorse the letter and send a copy to Port Colborne Council, Regional Chair Jim Bradley and Regional Council.

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Prepared by: Chair Di Lorenzo  
Presented by: Chair Di Lorenzo  
Recommended by: Committee of the Whole  
Date: May 28, 2024



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

Mayor Bill Steele  
Port Colborne City Hall,  
66 Charlotte Street,  
Port Colborne, ON,  
L3K 3C8

May 15, 2024

Dear Mayor Steele,

I have lived and worked in Port Colborne for my entire life. It is a wonderful city, small enough to feel safe and neighbourly, yet big enough to attract visitors and industry. I am proud to call it home. I am also proud to serve as trustee representing English-Separate electors in Port Colborne, Fort Erie, and Wainfleet, and as current Chair of the Niagara Catholic District School Board.

Like many residents, I was delighted by the news that the City of Port Colborne will be the home of an electronic battery components plant to service new electronic vehicles built by Honda.

This is truly a good news announcement, and congratulations to your economic development team for ensuring that Port Colborne was selected as the site of the new \$1.6 billion facility. An announcement of this size benefits all of Niagara. It also affirms the community and our region's willingness to embrace new and emerging technologies as we transition from the old industry Niagara was known for into a new, green way of thinking when it comes to manufacturing. Young people in school today interested in working in green technologies such as this will now have the opportunity to work in a state-of-the-art facility when they begin their working lives, remaining close to family and friends.

It is this specific area I would like to address. I understand that the event included students and staff from Port Colborne High School, representing the future of industry in Port Colborne. I fully support including students in announcements such as these, as they are the people who work in the facilities for years to come. However, I was disappointed that students and staff from Lakeshore Catholic were absent from the guest list.

In this time of instant communication, it did not take long for the news to make its way to Lakeshore Catholic's students and principal, who reached out to inquire why his school had not similarly been included. Lakeshore Catholic has a thriving technology program and students there are doing remarkable things. They were confused, disappointed, and hurt by the exclusion.

Cont'd.../2

Their feelings are shared by our Board of Trustees, who discussed this at our May meeting of the Committee of the Whole.

As a resident, I believe this sends a message to your constituents – more than 3,300 of them Catholic ratepayers – that their children are somehow less important than their counterparts in the public school board.

As community leaders, we are called to lead by example, treating all residents and constituents equally.

I sincerely hope that what happened Tuesday was an oversight out of your control, and that the exclusion of Lakeshore Catholic was unintentional.

Tuesday's hurt cannot be undone, but similar harm can be prevented in the future. When planning future events, I hope you will be more mindful of the importance of equal representation and will direct your staff to invite students from both school boards to attend.

Sincerely,



Danny Di Lorenzo  
Port Colborne/Fort Erie/Wainfleet Trustee  
Chair of the Board  
Niagara Catholic District School Board

Cc: Port Colborne Council  
Regional Chair Jim Bradley  
Regional Council

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 28, 2024**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE SPECIAL EDUCATION ADVISORY  
COMMITTEE (SEAC) MEETING OF APRIL 3, 2024**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Minutes of the Special Education Advisory Committee (SEAC) Meeting of April 3, 2024, as presented for information.



**MINUTES OF THE  
 SPECIAL EDUCATION ADVISORY COMMITTEE MEETING**

**WEDNESDAY, APRIL 3, 2024  
 6:30 PM**

Virtual Meeting in Compliance with Education Act Section 207 and  
 Ontario Regulation 463/97 Section 5.1 (2)

**APPROVED**

**ROUTINE MATTERS**

**1. Land Acknowledgement – Susy Walsh**

*Introduction:*

*The Niagara Catholic District School Board wishes to honour the Indigenous people who have been the protectors of this land, known as Turtle Island, for more than ten thousand years.*

*We begin this meeting by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.*

**2. Opening Prayer – Chair Somma**

**3. Roll Call**

<b>Roll Call Members</b>	<b>Affiliations</b>	<b>Yes</b>	<b>Excused</b>
Somma, Monique	Community Living (Welland/Pelham) - CHAIR	X	
Cipriano, Madeline	Learning Disabilities Association of Niagara Region	X	
Maxwell, Michelle	Niagara Children’s Centre	X	
T.B.D.	Pathstone Mental Health		X
Andrea Pede	Down Syndrome Niagara	X	
Attree, Alexandria	Autism Ontario Niagara Region	X	
T.B.D.	Indigenous Representative		X

T.B.D.	Mainstream		X
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Smith, Rita	Community Living (Port Colborne/Wainfleet)	X	
Wilson, Alyson	Bethesda Services	X	
Donato, Krystine	Community Representative	X	
Joyner, Doug	Trustee of the Board	X	
Marino, Jim	Trustee of the Board	X	
Cipriano, Camillo	Director of Education		X
Filice, Adele	Principal, Secondary		X
Walsh, Susy	Principal, Elementary	X	
Pizzoferrato, Gino	Superintendent of Education	X	
Alli, Babra	Student Senate Representative	X	
Di Gioia, Jim	Coordinator of Student Support	X	
Giancola, Danny	Coordinator of Student Support		X
Criddle, Ann Marie	Coordinator of Student Support		X

Observers	Affiliations	Yes	Excused
Keigan, Kelly	Speech-Language Pathologist		X
Brochu, Grace	Student Support Facilitator	X	
Nemcko, Julia	Behaviour Analyst	X	
Mancuso, Vince	Behaviour Resource Teacher	X	
Bailey, Babette	Teacher of the Deaf/Hard of Hearing	X	
Hornick, Tina	Special Initiative Teacher	X	
Loughhead, Brooke	ABA Lead	X	
Taylor, Paige	Administrative Assistant/Recording Secretary	X	

**4. Approval of the Agenda**

**Moved by:** Jim Marino

**Seconded by:** Madeline  
Cipriano

**5. Declaration of Conflict of Interest**

No disclosure of interest was declared with any items on the agenda.

**6. Approval of Minutes of the Special Education Advisory Committee Meeting of February 7, 2024.**

**Moved by:** Rita Smith

**Seconded by:** Madeline Cipriano

**Approval of Record of the meeting of the Special Education Advisory Committee Meeting of March 6, 2024**

**Moved by:** Krystine Donato

**Seconded by:** Alyson Wilson

**B. PRESENTATIONS**

**1. Jim Di Gioia – Annual Special Education Plan Update and Review**

## C. AGENDA ITEMS

### 1. **Chair's Report** – Chair Somma

Future SEAC meetings offsite May – Community Living Welland/Pelham  
June - Bethesda

### 2. **Accessibility Committee Update** – Chair Somma

Our Youth Accessibility Ambassador (YAA) event was held on February 23, 2024 to celebrate Niagara Catholic Youth Accessibility Ambassadors (YAA's) and the initiatives they have been facilitating within their schools since they have attended the All Access HOME student conference last year.

This YAA event had 16 schools attend, 51 students. Schools were able to share the great things they've been doing within their schools and communities and brainstorm as a group for next steps. Parasport Ontario taught our students about a variety of adapted sports with an emphasis on sitting volleyball. Parasport also explained to the YAAs how to teach and facilitate their own games of sitting volleyball in their own schools. We will be providing nets and beach balls to schools.

A few highlights from schools:

-YAA's are facilitating Accessibility Clubs in their own schools. The goals of these clubs are to make sure that everyone feels valued and welcomed, reduce discrimination and eliminate barriers so everyone has equal opportunities.

-Last years accessibility kits are being used to do to promote inclusivity in schools. A few examples: positive messaging written in chalk on playgrounds, "all abilities" recess games/clubs, accessibility posters and bulletin boards are being displayed

-Schools are facilitating assemblies/presentations about inclusivity and accessibility (Unstoppable Tracy visits)

Click through the link below to read more feedback from students and see pictures that were shared:

[https://docs.google.com/presentation/d/120pYfFwX1\\_nTFvLAWMHRqdKtc-wk2XQLBHI8hP1qs7M/present?slide=id.p](https://docs.google.com/presentation/d/120pYfFwX1_nTFvLAWMHRqdKtc-wk2XQLBHI8hP1qs7M/present?slide=id.p)

### **Niagara Catholic Accessibility; An Evening Event in Support of Accessibility Awareness** The

Niagara Catholic District School Board and the Accessibility Planning Committee are pleased to invite parents, guardians, staff and community partners to a motivational evening featuring Niagara Catholic graduate,

public speaker, and activist, Michael Jacques and disability advocate Charlene VanderGriendt, from The Rick Hansen Foundation. Public speaker, activist, and author Michael Jaques, has written and self-published his book Can't Read, Can't Write, Here's My Book using speech-to-text technology. Michael is diagnosed with autism and an intellectual disability and shares his life experiences to help audiences understand accepting and belonging. Disability advocate, Charlene VanderGriendt, from The Rick Hansen Foundation will discuss how to speak and interact inclusively. Students with

disabilities will share their perspectives on building a culture of acceptance through taped video interviews. The words we use carry meaning and power.

This exciting free event will take place on **Monday, April 15th from 6:00- 8:00 pm** at The Holiday inn and Conference Centre (327 Ontario Street, St. Catharines) and includes light snacks, refreshments and door prizes.

[Sign up form](#)

### **All Access HOME Accessibility Conference - Secondary Students**

Twenty students from grades 9 to 12 will be selected by the school Principal(s) from each secondary school to participate in the conference at the Holiday Inn & Suites Parkway Conference Centre on Ontario Street in St. Catharines on **Tuesday, April 16, 2024**.

The conference will include a keynote address by Madison Tevlin and interactive workshops, along with refreshments, lunch and transportation by bus to and from the home schools.

Student participants will share their learning in their home school communities following the conference (details to follow).

Principals are asked to select the twenty students based on meeting one or more of the criteria listed below, and in support of diverse representation that includes students of all abilities.

### **3. Goals Update**

## **D. AGENCY REPORTS**

### **Learning Disabilities Association of Niagara Region – Madeline Cipriano**

The LDANR currently still has spots available in its small group programs (BEST and Student social) for the Spring season which runs for 6 weeks in May and June and our SLAM Summer camp which runs in July and August. Program information can be found on our website: [Learning Disabilities Association of Niagara Region | The Right to Learn, the Power to Achieve. \(Idaniagara.org\)](http://LearningDisabilitiesAssociationofNiagaraRegion.org). We look forward to partnering with Niagara Catholic this Spring to run our TIPS and SOAR transition programs for students either entering high school or post-secondary. We will be opening our Fall program applications on Monday, May 27<sup>th</sup> for all our regular school year programs including Reading Rocks, JUMP Math, BEST, and our Student Social.

We also recently hosted our Trivia Night Fundraiser and raised a total of \$7000 to continue to support our programs and services. We look forward to holding our Appreciation Event on Friday, April 5<sup>th</sup> where we will get to share our gratitude for our staff, volunteers, and community partners. We are pleased to have a few Niagara Catholic staff who plan to attend.

### **Pathstone Mental Health – Vacant**

N/A

### **Down Syndrome Niagara –Andrea Pede**

**Autism Ontario Niagara Region - Alexandria Attree**

### **Mainstream – Vacant**

N/A



**Bethesda Services** – Alyson Wilson

**Extensive Needs Service – Niagara Collaborative**

**Community Living (Port Colborne/Wainfleet)** – Rita Smith

**Community Living (Welland/Pelham)** – Monique Somma

## **E. STUDENT REPORT**

**Student Senate Representative** - Babra

## **2. STAFF REPORTS**

**Secondary Principal** – A. Felice

**Elementary Principal** – S. Walsh

## **3. Student Support Department** - Superintendent Pizzoferrato/Danny/Jim/Ann Marie

Notice from Ministry for GSN funding. Will have further update in May.

**F. TRUSTEE REPORTS** –Trustee Marino, Trustee Joyner

**G. NCPIC REPORT** – No update

**H. NOTICES OF MOTION**

N/A

**I. INFORMATION ITEMS**

N/A

**J. MOMENT OF SILENCE / REFLECTION OF LIFE**

**L. NEXT MEETING**

Wednesday, May 1, 2024 at 6:30 pm at Community Living Welland

**M. ADJOURNMENT:**

**Motion to Adjourn:**

Madeline Cipriano

Rita Smith

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 28, 2024**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE AUDIT COMMITTEE MEETING OF  
NOVEMBER 22, 2023**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Minutes of the Audit Committee Meeting of November 22, 2023, as presented for information.



## MINUTES OF THE AUDIT COMMITTEE MEETING PUBLIC SESSION

**WEDNESDAY, NOVEMBER 22, 2023**

Minutes of the Audit Committee Meeting (public session) of the Niagara Catholic District School Board, held on Wednesday, November 22, 2023, in the Father Kenneth Burns c.s.c. Board Room at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:06 a.m. by Chair Mario Falvo.

### A. ROUTINE MATTERS

1. **Opening Prayer**

Opening Prayer was led by Director of Education Camillo Cipriano.

2. **Roll Call**

<b><u>Trustee Committee Members</u></b>	Present	Present Electronically	Absent	Excused
Trustee Rhianon Burkholder	✓			
Trustee Larry Huibers	✓			
Trustee Doug Joyner		✓		
<b><u>External Committee Members</u></b>	Present	Present Electronically	Absent	Excused
Mario Falvo		✓		
Charles Skelton		✓		

Resources to the Audit Committee were in attendance:

**Camillo Cipriano**, Director of Education  
**Giancarlo Vetrone**, Superintendent of Business and Financial Services  
**Rosa Rocca**, Finance Officer  
**Andrea Eltherington**, Regional Internal Audit Manager  
**Melanie Dugard**, Grant Thornton LLP  
**Chris Guglielmi**, Grant Thornton LLP

Staff in attendance:

**Grant Frost**, Chief Information Officer

**William Mancini**, IT Engineer

**John Forte**, Privacy and Risk-Advisor

**Shari Bush**, Recording Secretary/Administrative Assistant, Business and Financial Services

**3. Approval of the Public Agenda of November 22, 2023**

Moved by Trustee Joyner.

Seconded by Trustee Burkholder

**THAT** the Niagara Catholic Audit Committee approve the Agenda of the Audit Committee Meeting (Public Session) of Wednesday, November 22, 2023.

**CARRIED**

**4. Declaration of Conflict of Interest**

**4.1 Declaration of Conflict of Interest re: Agenda (verbal)**

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

**5. Approval of Minutes of the Audit Committee Meeting (Public Session)**

**5.1 September 22, 2023**

Moved by Trustee Joyner

Seconded by Trustee Burkholder

**THAT** the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of September 22, 2023.

**CARRIED**

**B. REPORTS**

**C. BUSINESS IN CAMERA**

Moved by Trustee Burkholder.

Seconded by Trustee Joyner.

**THAT** the Niagara Catholic Audit Committee move into the In Camera Session

**CARRIED**

The Niagara Catholic Audit Committee moved into the In Camera Session of the Committee Meeting at 10:11 a.m. and reconvened at 10:38 a.m.

**D. OTHER BUSINESS**

Giancarlo Vetrone, Superintendent of Business and Financial Services and Rosa Rocca, Finance Officer presented the Draft Consolidated Financial Statements for approval to the committee.

Moved by Trustee Burkholder.

Seconded by Huibers.

**THAT** the Niagara Catholic Audit Committee approve the Draft Consolidated Financial Statements as presented.

**CARRIED**

**E. FUTURE MEETINGS**

Next Audit Committee Meeting is Friday, March 8, 2024 at 10:00 a.m.

**F. ADJOURNMENT**

Moved by Trustee Burkholder.

Seconded by Trustee Joyner.

**THAT** the November 22, 2023 meeting of the Niagara Catholic Audit Committee be adjourned.

**CARRIED**

Meeting was adjourned at 11:37 a.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 28, 2024**

***PUBLIC SESSION***

**TITLE: LARKIN ESTATE UNIVERSITY/COLLEGE ADMISSION  
AWARDS**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the payment of \$5125.00 for the Larkin Estate University/College Admission Awards for eligible students, as presented.

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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: May 28, 2024



## REPORT TO THE BOARD MAY 28, 2024

### LARKIN ESTATE UNIVERSITY/COLLEGE ADMISSION AWARDS

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#### BACKGROUND INFORMATION

The funding for the Larkin Estate University/College Admission Awards is a bequest from the estate of Maria Eveleen Larkin and Aimee Theresa Larkin. The awards have been administered annually since 1969.

The Larkin Estate University/College Admission Award is a four-year renewable bursary available to Niagara Catholic graduates who are enrolled in post-secondary education at St. Michael's College, University of Toronto, at a school of nursing, or social work, or at a college or university offering such a program.

As of April 30, 2024 the undistributed earnings and the balance of the scholarship fund amounted to \$30,496.46 with projected dividends and interest in the amount of \$5,000.00 to the end of 2025.

- The first installment of the award is predicated upon the receipt of a letter of confirmation of full-time registration in Nursing or Social Work, or proof of full or partial tuition paid.
- Subsequent installments of the award are predicated upon receipt of the following:
  - an official transcript as evidence of successful completion of previous year's courses; and
  - proof of full-time registration in Nursing or Social Work, or proof of full or partial tuition paid.

The recipients for the 2023-2024 year and renewal recipients are attached to this report-Appendix A.

#### RECOMMENDATION

**THAT** the Niagara Catholic District School Board approve the payment of \$5125.00 for the Larkin Estate University/College Admission Awards for eligible students, as presented.

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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: May 28, 2024

**LARKIN ESTATE UNIVERSITY/COLLEGE ADMISSION AWARD  
2023-2024 RECIPIENTS**

Niagara Catholic Graduate Name of School	Name of Recipient	Degree/Diploma	Bursary
Denis Morris	Arianna Richards	Nursing	\$275.00
Denis Morris	Adaeze Uwaneme	Nursing	\$275.00
Notre Dame College	Jenna Main	Nursing	\$275.00
Saint Francis	Kylee Atkins	Nursing	\$275.00
Saint Francis	Gabriela Ochoa	Nursing	\$275.00
Saint Michael	Lily Lococo	Social Worker	\$275.00
Saint Michael	Jos James	Social Worker	\$275.00
Saint Michael	Kira Welcome	Practical Nursing	\$275.00
		<b>Total Payment</b>	<b>\$2200.00</b>

**LARKIN ESTATE UNIVERSITY/COLLEGE ADMISSION AWARD  
RENEWALS**

Niagara Catholic Graduate Name of School	Name of Recipient	Renewal Year	Degree/Diploma	Bursary
Blessed Trinity	Elisha Bulow	2	Practical Nursing	\$225.00
Denis Morris	Francis Dela Paz	2	Nursing	\$225.00
Saint Michael	Mackenzie Cashmore	2	Nursing	\$225.00
Saint Michael	Hildegard Jongwe	2	Nursing	\$225.00
Saint Paul	Joud Alshikh Ali	2	Nursing	\$225.00
Denis Morris	Victorine Ilugna	3	Nursing	\$225.00
Holy Cross	Nina McGregor	3	Nursing	\$225.00
Saint Francis	Jessica Bott	3	Nursing	\$225.00
Saint Francis	Maya Lau-Daisley	3	Nursing	\$225.00
Saint Michael	Isabella D'Addio	3	Nursing	\$225.00
Holy Cross CSS	Emily Cassibo	4	Nursing	\$225.00
Notre Dame College	Jayden Duerden	4	Nursing	\$225.00
Saint Michael	Miya Thomas	4	Nursing	\$225.00
			<b>Total Payment</b>	<b>\$2925.00</b>