



*We are a Christ-centered Catholic faith community
that celebrates diversity and fosters spiritual growth,
inspiring all to reach their full potential in mind, body and spirit.*

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, APRIL 11, 2023
6:30 P.M.**



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

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

A. ROUTINE MATTERS

1. Opening Prayer – Trustee Di Lorenzo -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of March 7, 2023 A5
6. Consent Agenda Items -
 - 6.1 Extended Overnight Field Trip, Excursion and Exchange Committee A6.1
 - 6.2 Staff Development Department Professional Development Opportunities A6.2
 - 6.3 Capital Projects Progress Report Update A6.3

B. PRESENTATIONS

C. GOVERNANCE POLICIES

1. Governance Policies for Recommendation to the Board -
 - 1.1 Electronic Communications Systems (Employees) Policy (201.12) – Giancarlo C1.1
 - 1.2 Trustee Code of Conduct Policy (100.12) – Camillo C1.2
2. Governance Policies Prior to Vetting -
 - 2.1 Employee Workplace Harassment Policy (201.7) – Julia C2.1
 - 2.2 Employee Workplace Violence Policy (201.11) – Julia C2.2
 - 2.3 Occupational Health and Safety Policy (201.6) – Julia C2.3
3. Governance Policy Review Schedule C3

D. COMMITTEE AND STAFF REPORTS

1. Leadership Pathway Program – Pat D1
2. The Student Success Multi Year Strategic Planning Report Back – Kim D2

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

E. INFORMATION

- | | |
|---|------|
| 1. Trustee Information | - |
| 1.1. Celebrating Excellence – May 2, 2023 – Brock University | E1.1 |
| 1.2. Our Lady of the Holy Rosary Catholic Elementary School Official Blessing – May 4, 2023 | E1.2 |
| 1.3. Durham Catholic District School Board Letter | D1.3 |

F. OTHER BUSINESS

- | | |
|---|---|
| 1. General Discussion to Plan for Future Action | - |
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G. BUSINESS IN CAMERA

H. REPORT ON THE IN CAMERA SESSION

I. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 11, 2023**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF MARCH 7, 2023**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of March 7, 2023, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, MARCH 7, 2023

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, March 7, 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 6:30 p.m. by Vice-Chair Burkholder.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Bruzzese.

2. Roll Call

Vice-Chair Burkholder noted that Student Trustee Johnstone was asked to be excused and Trustee Benoit joined electronically.

Trustee	Present	Present Electronically	Absent	Excused
Natalia Benoit		✓		
Joseph Bruzzese	✓			
Rhianon Burkholder	✓			
Danny Di Lorenzo	✓			
Larry Huibers	✓			
Doug Joyner	✓			
Jim Marino	✓			
Paul Turner	✓			
Student Trustees				
Charlotte Johnstone				✓
Steffen Zylstra	✓			

The following staff were in attendance:

Camillo Cipriano, Director of Education; **Lee Ann Forsyth-Sells, Kimberly Kinney, Gino Pizzoferrato, Pat Rocca**, Superintendents of Education; **Domenic Massi, Joseph Zaroda**, Associate Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Clark Euale**, Controller of Facilities Services; **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 March 7, 2023, 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 February 14, 2023

Moved by Trustee Joyner

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 14, 2023, as presented.

CARRIED

6. Consent Agenda Items

6.1 Staff Development Department Professional Development Opportunities

Presented for information.

6.2 Capital Projects Progress Report Update

Presented for information.

6.3 Niagara Catholic District Board Improvement Plan for Student Achievement and Well-Being

Presented for information.

Moved by Trustee Huibers

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. Environmental Stewardship & Sustainability Policy (NEW)

Clark Euale, Controller of Facilities Services presented feedback received from the vetting process and highlighted recommended amendments to the Environmental Stewardship & Sustainability Policy (NEW), following the vetting process.

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

- No amendment

Moved by Trustee Marino

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Environmental Stewardship & Sustainability Policy (NEW), as presented, with vetting comments reflected in the Administrative Operational Procedures.

APPROVED

1.2. School Operations for Inclement Weather and Workplace Closure Policy (500.1)

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the School Operations for Inclement Weather and Workplace Closure Policy (500.1), following the vetting process.

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

- No amendment

Moved by Trustee Bruzzese

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the School Operations for Inclement Weather and Workplace Closure Policy (500.1), as presented.

APPROVED

1.3. Student Senate – Elementary Policy (100.6.2)

Kim Kinney, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Student Senate – Elementary Policy (100.6.2), following the vetting process.

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

- No amendment

Moved by Trustee Huibers

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Student Senate – Elementary Policy (100.6.2), as presented.

APPROVED

1.4. Student Senate – Secondary Policy (100.6.1)

Superintendent Kinney presented feedback received from the vetting process and highlighted recommended amendments to the Student Senate – Secondary Policy (100.6.1), following the vetting process.

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

- Paragraph 2 – remove the word “*various*” and replace the word “*populations*” with the word “*communities*”

Moved by Trustee Huibers

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Student Senate Policy – Secondary Policy (100.6.1), as amended.

APPROVED

2. Governance Policies Prior to Vetting

2.1. Employee Code of Conduct and Ethics Policy (201.17)

Julia Tiessen, Executive Officer of Human Resources, presented the Employee Code of Conduct and Ethics Policy (201.17).

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Employee Code of Conduct and Ethics Policy (201.17), be vetted from March 8, 2023 to April 19, 2023 with a recommended deadline for presentation to the Committee of the Whole in May, for consideration to the Board in May.

2.2. Niagara Catholic Education Award of Distinction Policy (100.7)

Pat Rocca, Superintendent of Education, presented the Niagara Catholic Education Award of Distinction Policy (100.7).

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Niagara Catholic Education Award of Distinction Policy (100.7), be vetted from March 8, 2023 to April 19, 2023 with a recommended deadline for presentation to the Committee of the Whole in May, for consideration to the Board in May.

3. Governance Policy Review Schedule

Director Cipriano presented the Governance Policy Review Schedule.

D. COMMITTEE AND STAFF REPORTS

1. Creating Safe and Inclusive Spaces for Students with Developmental, Physical and Medical Needs

Gino Pizzoferrato, Superintendent of Education provided background information on Creating Safe and Inclusive Spaces for Students with Developmental, Physical and Medical Needs and introduced Student Support Facilitators Janet Rylett and Grace Brochu.

Ms. Rylett and Ms. Brochu presented the Creating Safe and Inclusive Spaces for Students with Developmental, Physical and Medical Needs report for Trustee information.

Ms. Brochu answered questions of Trustees.

2. Monthly Updates

2.1 Student Trustees' Update

Student Trustee Zylstra presented a brief verbal update on the current activities of the Student Senate.

2.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Kinney

- After school Math Club has expanded to over 60 elementary teachers that will service over 400 students in our elementary schools.
- In alignment with our Multi-Year Strategic Plan's goal to anchor our work in the Gospel, All schools are being challenged to participate in the Development and Peace "Major Mustard Seed Challenge of 2023".

Superintendent Pizzoferrato

- Niagara Catholic schools participated in the 25th Annual Kids Helping Kids fundraiser in February and to date have raised \$36,872. This is an increase of over \$4,000 from last year's total.

E. INFORMATION

1. Trustee Information

Director Cipriano reminded Trustees of the Family and Children's Services Gala on April 21, 2023.

Trustees were asked to confirm their attendance with Anna Pisano.

F. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Cipriano reminded Trustees of the Growth and Retention Ad Hoc Committee meeting at 6:00 pm on Wednesday March 8, 2023.

G. BUSINESS IN CAMERA

Nil

H. REPORT ON THE IN-CAMERA SESSION

I. ADJOURNMENT

Moved by Trustee Bruzzese

THAT the March 7, 2023 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 7:51 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **March 7, 2023.**

Approved on **April 11, 2023.**

Rhianon Burkholder
Vice-Chair of the Board

Camillo Cipriano
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 11, 2023**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE
BOARD
ELECTRONIC COMMUNICATIONS SYSTEMS (EMPLOYEES)
POLICY (201.12)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Electronic Communications Systems (Employees) Policy (201.12), as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: April 11, 2023



Niagara Catholic District School Board
**ELECTRONIC COMMUNICATIONS
SYSTEMS POLICY (EMPLOYEES)**
STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.12

Adopted Date: January 31, 2006

Latest Reviewed/Revised Date: October 23, 2018

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (“the “Board”), the Board provides access to, and recognizes the value of, staff ~~using~~ **utilizing** electronic communications systems to share information and knowledge ~~in support of the Board's mission.~~

This policy addresses both the use of personal and Board-issued devices and communications systems and sets parameters for the acceptable and appropriate use of electronic communications with staff, students, parents/guardians, and the community.

Electronic communications systems and all data and messages generated on or handled by Board equipment are considered to be the property of the Board. ~~and are not the property of the users of the information technology.~~

Employees are accountable for the appropriate use of ~~the Board's~~ electronic communications systems in an **appropriate, ethical, and legal** ~~appropriate~~ educational manner, ~~which must be in compliance with all relevant federal and provincial legislation. This includes, but is not limited to the following: the eEEducation sSStatutes and rRRegulations of Ontario, the Ontario Charter of Rights and Freedoms, the Ontario Code of Conduct, the Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and all relevant policies of the Niagara Catholic District School Board.~~

Employees must make a concerted effort to protect their passwords and not share them with anyone for any reason. Employee passwords ~~represent~~ **provide** a gateway to many the electronic employee identity and provide access to a wide variety of privileged services, applications and data that should not be accessible by any other person than the employee.

The confidentiality of ~~employee~~ **staff**, students, **parents/guardians, and the community**, and other personal data must always be **protected and** maintained.

Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board at any time.

The Board has ~~to~~ **the** right to access any piece of Board-issued equipment or review a Board-issued account at any time.

~~There is no expectation of privacy on the part of any user when communicating using any of the Board's electronic communication systems.~~

~~Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board at any time.~~

~~Any~~ **Any** ~~Deliberate~~ breaches of this policy may lead to discipline, up to and including dismissal.

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

References

- [Canadian Charter of Rights and Freedoms](#)

- [*Education Statutes and Regulations of Ontario*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Ontario Code of Conduct*](#)
- [*Ontario College of Teachers, Professional Advisory: Maintaining Professionalism-Use of Electronic Communication and Social Media UPDATED, September 2017*](#)
- [*The Ontario Human Rights Code*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Records and Information Management Policy \(600.2\)*](#)
 - [*Electronic Communications System \(Students\) \(301.5\) Administrative Operational Procedures*](#)
 - [*Employee Code of Conduct and Ethics Policy \(201.17\)*](#)
 - [*Employee Workplace Harassment Policy \(201.7\)*](#)
 - [*Disconnect from Work Policy \(203.5\)*](#)
 - [*Code of Conduct Policy \(302.6.2\)*](#)
 - [*Privacy Policy*](#)
 - [*Privacy Breach Protocol*](#)

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Adopted Date:	January 31, 2006
Revision History:	May 9, 2006 June 12, 2012 October 23, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 11, 2023**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE
BOARD
TRUSTEE CODE OF CONDUCT POLICY (100.12)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Trustee Code of Conduct Policy (100.12), as presented.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: April 11, 2023



Niagara Catholic District School Board
TRUSTEE CODE OF CONDUCT POLICY
STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.12

Adopted Date: November 23, 2010

Latest Reviewed/Revised Date: June 15, 2021

MISSION STATEMENT

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Code of Conduct Governance Policy is in compliance with the Ontario *Education Act*, Regulations, other relevant legislation. We are a Christ-centred Catholic faith community that celebrates diversity and fosters spiritual growth, inspiring all to reach their full potential in mind, body and spirit.

INTEGRITY AND DIGNITY OF OFFICE

The Niagara Catholic District School Board Trustee Code of Conduct Policy (“Code of Conduct”) governs individuals elected as a Trustee (“Trustees”) under the *Education Act*.

Elected Catholic Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values and the teachings of the Catholic Church. To minimize risk and legal exposure to the Board and to protect a Trustee’s personal liability, Trustees must comply with the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the *Niagara Catholic District School Board's By-Laws (100.1)* and Policies and Administrative Procedures and any other Act or Regulation that may be applicable to the Trustee's duties.

Individual Trustees are committed to open and transparent communication with the Board’s students, parents/guardians, employees, Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

It is imperative that the Trustees act, and be seen to act, in the best interests of the public they serve. Catholic Trustees are elected to represent all stakeholders in the Board by articulating and supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of effective and appropriate education programs, services and effective stewardship of the Board's resources.

Trustees are governors, advocates and community leaders. As governors, Trustees provide strategic direction and oversight through Board policies to maintain the focus on student achievement and well-being. As advocates, Trustees inform and influence public perceptions of Catholic education and provincial education law and policy. As community leaders, Catholic Trustees engage with the public they serve to build understanding, awareness, guidance and active support for publicly funded Catholic education.

In compliance with subsection 218.1 (f) of the *Education Act*, Trustees are statutorily required to entrust the day to day management of the Board to its staff through the Board’s Director of Education.

In keeping with this statutory obligation, Trustees who are contacted by an employee of the Board with respect to an issue of employment, may listen to the concern, offer no judgement on the specifics of any concern presented and, if required, will facilitate in guiding the employee to the relevant Collective Agreement, Terms and Conditions or Board Policy. Trustees will bring information regarding the concern to the attention of the Director of Education.

Trustees who are contacted by a student, parent, guardian, constituent or supporter of Catholic education will listen to the concern, provide no judgement on the specifics of the concern presented, and if required, direct the individual to the Board's Complaint Resolution Policy or relevant Board Policy. Trustees will bring information regarding the concern to the attention of the Director of Education.

CATHOLIC FAITH, COMMUNITY AND CULTURE

Each Niagara Catholic District School Board Trustee shall, within the duties prescribed in the *Education Act*, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- Provide an example to the Catholic community that reflects the teaching of the Church;
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Minister of Education;
- Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- Respect the confidentiality of the Board;
- Ensure the affairs of the Board are conducted with openness, justice and compassion;
- Work to improve personal knowledge of current Catholic educational research and practices;
- Affirm a strong sense of Christian Catholic community; and
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic education in Canada.

CIVIL BEHAVIOUR AND COMMUNICATION

Catholic Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall at all times act with decorum and shall be respectful of other Trustees, the Director of Education, staff, **students**, all members of the Niagara Catholic community, as well as the public. As stewards of the system, Catholic Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the *Ontario Catholic School Graduate Expectations*.

Trustees must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability; and
- Respect the rights of others.

Trustees shall be prepared for meetings, avoid disrupting the process and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.

In performing their duties as Trustees, and in all matters of communication including email, telephone and face-to-face or virtual meetings, respectful language and professionalism are expected.

The Trustees are bound to uphold and comply with all Board Governance Policies, Administrative Operational Procedures and protocols. Subject to the duty of a Trustee under subsection 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing comments, or disagreement or speculate on the motives of a Trustee, a group of Trustees, or Board staff. With the exception of the Chair of the Board and/or the Director of Education, no individual Trustee or group of Trustees has the authority to speak on behalf of the Board.

Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may be ordered by the Chair to leave for the remainder of the meeting and, in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the minutes of the meeting.

Subsection 207(3) of the *Education Act* addresses the exclusion of persons from Board Meetings. It provides:

“The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.”

COMPLYING WITH LEGISLATION

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act and Regulations*, the *Municipal Freedom of Information and Protection of Privacy Act and Regulations*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties and/or Ministry of Education requirements and the *Niagara Catholic District School Board's By-Laws (100.1)*, Governance Policies and Administrative Operational Procedures.

All Trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*:

A member of a board shall,

- a. carry out their responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;
- b. attend and participate in meetings of the board, including meetings of board committees of which they are a member;
- c. consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1 (1) (f);
- d. bring concerns of parents, students and supporters of the board to the attention of the board;
- e. uphold the implementation of any board resolution after it is passed by the board;
- f. entrust the day-to-day operations and management of the board to its staff through the board's director of education;
- g. maintain focus on student achievement and well-being; and
- h. comply with the board's code of conduct.

UPHOLDING DECISION

Trustees must understand their role as a corporate body and the expectation that they may deliberate with many voices but must act as one.

Trustees must:

- Accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- Uphold the implementation of any Board resolution after it is passed by the Board;
- Comply with *Niagara Catholic District School Board By-Laws (100.1)*, Policies and Administrative Procedures; and
- Refrain from speaking on behalf of the Board unless authorized to do so by the Board. The only official spokespersons for the Board are the Chair of the Board and the Director of Education.

AVOIDANCE OF PERSONAL ADVANTAGE AND CONFLICT OF INTEREST

Pecuniary Interests

All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act*, which requires that Trustees disclose the general nature of their direct or indirect pecuniary interest in any matter that is the subject of consideration at a Board meeting, and abstain from participating in the discussion of the matter.

Trustees are not permitted to vote on or attempt in any way, whether before, during or after the meeting, to influence the voting on matters in which they have a direct or indirect pecuniary interest. Pursuant to section 3 of the *Municipal Conflict of Interest Act*, the direct or indirect pecuniary interest of a parent, spouse or child of the Trustee is deemed to be the interest of the Trustee.

Trustees who disclose a pecuniary interest in accordance with the *Municipal Conflict of Interest Act* will be required to file a written statement with the Director of Education declaring their interest and including a description of its general nature. Pursuant to section 6.1 of that Act, the Board will be required to maintain a registry that may be accessed by members of the public, containing copies of (i) Trustees' written statements declaring their interest; and (ii) corresponding meeting minutes. The Board will develop and maintain procedures for public access to the registry, including any reasonable limits on such access.

General Conflicts of Interest

Generally, where a Trustee, either on their own behalf or while acting for, by, with or through another, identifies a direct, indirect, or deemed conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- Prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- Not take part in the discussion of, or vote on any question in respect of the matter;
- Not discuss the issue with any other person;
- Not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- Where the meeting is not open to the public, the Trustee shall, in addition to complying with the requirements outlined above, leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements at the first meeting of the Board attended by the Trustee, after the meeting referred to above.

When the meeting is open to the public, every declaration of interest and the general nature of that interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest, but not the general nature of that interest, shall be recorded in the minutes of the next meeting of the Board that is open to the public.

It is an expectation of the Board that Trustees will comply with the provisions of the *Municipal Conflict of Interest Act* and avoid conflicts of interest as set out in this Code of Conduct.

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest and, where a conflict of interest might exist, each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.

No Trustee shall use their position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- Fostering the highest standard of professional competence among those for whom they are responsible;
- Complying with and being seen to comply with the letter and spirit of:
 - the laws of Canada and the Province of Ontario
 - contractual obligations applicable to the Board; and
- Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

A Trustee shall not use their position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which they or a relative, friend or business associate may have a financial, commercial or business interest.

LOBBYING

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees must report such inquiries to the Director of Education forthwith. Trustees must not use their influence to gain or advance the interest of any particular party during a procurement process.

CONFIDENTIALITY

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, financial information, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, or disclose to any third party the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* and this Code of Conduct.

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Trustees are required to keep all information received, including but not limited to, in-camera discussions and actions in complete confidence. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives their term as Trustee.

BOARD RESOURCES

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* and this Code of Conduct.

All Trustees shall fully comply with all Board Policies, Protocols, Procedures and Administrative Procedures regarding the use of Board resources, including information technology resources.

PROCEDURES FOR GIFTS AND HOSPITALITY

Although moderate hospitality is an accepted courtesy in business relationships, Trustees should not allow themselves to reach a perceived position whereby they might influence a Board decision as a consequence of accepting such hospitality. If there is uncertainty regarding what is considered an appropriate honoraria or hospitality to give or receive, the Trustee should discuss this with the Chair of the Board.

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts.

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

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

ENFORCEMENT OF CODE OF CONDUCT AND MUNICIPAL CONFLICT OF INTEREST ACT

An alleged breach of this Code of Conduct by a Trustee may be dealt with by the following procedures:

Pursuant to section 218.3 of the *Education Act*, a Trustee who has reasonable grounds to believe that a Trustee(s) has breached this Code of Conduct may bring the alleged breach, in writing, to the attention of the Board through the Chair of the Board, or the Vice-Chair, in the event that the alleged breach is with the Chair of the Board or the Chair of the Board is unavailable.

Informal Process

The Chair of the Board or Vice-chair if the alleged breach is with the Chair on their initiative, or at the request of a Trustee of the Board who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code. This meeting may include the Chair and all Trustees involved, the purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to resolve the concern. This Informal Process is conducted in private. The Chair of the Board may invite the Director of Education to attend the meeting.

Formal Process

If a Trustee has reasonable grounds to believe that another Trustee has breached this Code of Conduct, they must bring the alleged breach forward as soon as reasonably possible. The Board may choose not to deal with an alleged breach should the alleged breach come to the Board's attention after: (a) one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, after one year after the last in the series. A Trustee may apply to the Board for an extension of this time limit, and the Board may grant such an extension if the Board is satisfied that the delay in bringing the alleged breach forward was incurred in good faith and no substantial prejudice will result to any person affected by the delay.

If an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter. the document setting out the breach together with any other materials will be provided to the Director of Education in the Director's role as Secretary to the Board. The Director of Education will place the matter in the Trustee and Director Only section of the next *In-Camera* Board Meeting.

At the *In-Camera* Board Meeting where the alleged breach of the Code of Conduct is presented, legal counsel to the Board will be present to advise the Board with respect to legal matters related to relevant legislation and the Code of Conduct process as set out in the Code of Conduct. In compliance with Sections 198 and 283.1 of the *Education Act*, for the Board to meet, the Director of Education will be present as Secretary to the Board to take minutes. All other staff who attend meetings of the Board will be excused from the Trustee and Director Only section of the *In-Camera* portion of the meeting of the Board where the Code of Conduct complaint is presented.

At the *In-Camera* meeting of the Board at which the alleged breach is presented, the Board will direct Board legal counsel to oversee an independent investigation conducted by an external investigator as selected by Board legal counsel. The results of the external investigation will be presented to the Board by Board legal counsel and the external investigator upon completion.

Based on the results of the external investigation, the Board will determine whether the Trustee has breached the Code of Conduct.

The findings of the external investigation report shall be added to the minutes of the public portion of the meeting where the decision was made.

If the Board determines that a Trustee has not breached the Code of Conduct, the Board may impose sanctions or consequences on the relevant individual(s), which includes a Trustee or Trustees, who have brought the complaint forward. The sanctions or consequences will be determined in consultation with Board legal counsel.

If the Board determines that a Trustee has breached the Code of Conduct, the Board may impose one or more of the following sanctions:

- Censure of the Trustee.
- Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that they may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice, which date will be at least 14 days after the notice is received by the Trustee.

The Board shall consider any written submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked by the Board, the variation or revocation shall be deemed to be effective as of the date the original determination of the alleged breach was made by the Board.

Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- The security of the property of the Board;
- The disclosure of intimate, personal or financial information in respect of a Trustee or committee member, an employee or prospective employee of the Board or a student or their parent or guardian;
- The acquisition or disposal of a school site;
- Decisions in respect of negotiations with employees of the Board; or
- Litigation affecting the Board.

The meeting of the Board shall be In-Camera (closed to the public) when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board.

The Board shall take the following actions by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct.
- Impose a sanction on a Trustee for a breach of this Code of Conduct.
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is passed, the resolution shall be recorded in the minutes of the meeting. The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

A Trustee who is subject to a Board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process.

In the event that a Trustee has been found to have not breached the Code of Conduct, all legal expenses for the Trustee involved in a Code of Conduct complaint will be reimbursed by the Board.

References

- [***Criminal Code, Section 122***](#)
- [***Education Act, Subsection 207\(1\); Subsection 207\(3\); Section 218.1; Section 218.3***](#)
- [***Municipal Conflict of Interest Act, Section 3, Section 6.1***](#)
- [***Municipal Freedom of Information and Protection of Privacy Act***](#)
- [***Ombudsman Act***](#)
- [***Ontario Catholic School Graduate Expectations***](#)
- [***Niagara Catholic District School Board Policies/Procedures***
 - \[***Board's By-Laws Policy \\(100.1\\)***\]\(#\)
 - \[***Complaint Resolution Policy \\(800.3\\)***\]\(#\)
 - \[***Trustee Expenses and Reimbursement Policy \\(100.13\\)***\]\(#\)
 - \[***Trustee Honorarium Policy \\(100.11\\)***\]\(#\)](#)
- [***Terms and Conditions and Collective Agreements***](#)

Adopted Date:	November 23, 2010
Revision History:	March 20, 2018 June 15, 2021

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 11, 2023**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

Prepared by: Julia Tiessen, Executive Officer of Human Resources

Presented by: Julia Tiessen, Executive Officer of Human Resources

Date: April 11, 2023



Niagara Catholic District School Board
EMPLOYEE WORKPLACE HARASSMENT POLICY
 STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: June 22, 2022

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 ~~Niagara Catholic District School~~ Board will not tolerate discrimination or harassment, including sexual and ethnocultural harassment in any workplace of the Board. ~~For clarity, Workplace harassment can come~~ **may arise** from a variety of sources ~~in the workplace~~, including, but not limited to employees, supervisors, workers and members of the public. This **policy** applies to all ~~workers~~ **employees** and is intended to address workplace harassment from all sources, including employers, supervisors, workers and members of the public.

~~Niagara Catholic District School~~ **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~~ **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 ~~workers~~ **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.

~~Both male and female employees can be recipients of sexual harassment, which can be perpetuated by members of the opposite sex as well as those of the same sex.~~ While incidents ~~of~~ 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 ~~also~~ 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 ~~with~~ **which** create awkwardness or embarrassment
- Refusing to work with someone ~~before or~~ **because of** ~~his or her~~ **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. ~~Therefore,~~ 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, ~~respect~~, 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~~ **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](#)

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 11, 2023**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING
EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

Prepared by: Julia Tiessen, Executive Officer of Human Resources

Presented by: Julia Tiessen, Executive Officer of Human Resources

Date: April 11, 2023



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: May 25, 2022

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, ~~and~~ in accordance with the gospel values of Jesus Christ.

The Board believes that the eradication of workplace violence in the school/workplace 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 **v**iolence will not be tolerated under any circumstances. **T**he Board will achieve resolution through a formal process. ~~During the process~~ **A**ll information gathered ~~is to~~ **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. ~~and~~ **T**he employer will ~~take the appropriate steps and~~ follow the Administrative Operational Procedures ~~for this policy~~, which may include seeking the assistance of the police.

~~Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.~~

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.

~~This Policy is to be applied in connection to the following Board Policies that support dealing with employee behavior, progressive discipline, conflict resolution and school safety: Code of Conduct, Access to School Premises, Criminal Background Check, Occupational Health and Safety, Employee Workplace Harassment as well as the Police and School Board Protocol.~~

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.

References

- [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*](#)

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 11, 2023**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING
OCCUPATIONAL HEALTH AND SAFETY POLICY (201.6)**

Prepared by: Julia Tiessen, Executive Officer of Human Resources

Presented by: Julia Tiessen, Executive Officer of Human Resources

Date: April 11, 2023



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

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: May 25, 2022

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

~~believes that the prevention of employee occupational illness and injury, and the prevention of accidents to volunteers, students, and visitors on Board premises, is of the utmost importance.~~

The Board, ~~therefore,~~ **take all reasonable precautions** to maintain a safe working environment as possible and ~~take all reasonable precautions~~ to prevent injury or occupational illness at **all** Niagara Catholic District ~~schools and Board sites.~~ **and is committed to providing a safe, respectful and healthy workplace and learning environment for all employees, students, volunteers, visitors and contractors.**

The Board **supports Joint Health and Safety Committees at school and Board sites for the continuous** ~~is committed to continuously~~ **improving** of health and safety practices and performance in compliance with the Occupational Health and Safety Act.

The Director of Education ~~shall~~ **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](#)

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 11, 2023**

PUBLIC SESSION

TOPIC: POLICY REVIEW SCHEDULE

The Policy Review
Schedule is presented for information.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: April 11, 2023



GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2022 - JUNE 2023

Updated: April 2023

SORTED BY COMMITTEE OF THE WHOLE MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting	After Vetting
NEW	NEW	NEW	Right to Disconnect		September 2022
2017	2017	600.6	Privacy	September 2022	November 2022
1998	2018	600.2	Records and Information Management	September 2022	November 2022
1998	2020	201.2	Retirement & Service Recognition Celebration	October 2022	December 2022
2007	2020	800.4	Volunteer Recognition	October 2022	December 2022
1998	2018	100.4	Student Trustees	November 2022	January 2023
1998	2016	701.2	Pupil Accommodation Review	December 2022	February 2022
2012	2018	701.5	Bottled Water	January 2023	March 2023
2011	2018	400.6	Environmental Stewardship	January 2023	March 2023
2013	2019	100.6.2	Student Senate - Elementary	January 2023	March 2023
2000	2019	100.6.1	Student Senate - Secondary	January 2023	March 2023
1998	2019	500.1	School Operations for Inclement Weather and Workplace Closure	January 2023	March 2023
2006	2018	201.12	Electronic Communications Systems (Employees)	February 2023	April 2023
2010	2021	100.12	Trustee Code of Conduct	February 2023	April 2023
2012	2018	201.17	Employee Code of Conduct & Ethics	March 2023	May 2023
2004	2018	100.7	Niagara Catholic Education Award of Distinction	March 2023	May 2023
2002	2022	201.7	Employee Workplace Harassment *	April 2023	June 2023
2002	2022	201.11	Employee Workplace Violence *	April 2023	June 2023
2002	2022	201.6	Occupational Health & Safety *	April 2023	June 2023

* Ministry of Labour Compliance Annual Review

SORTED BY BOARD MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	BOARD MEETING DATE	
NEW	NEW	NEW	Right to Disconnect	September 2022	
2017	2017	600.6	Privacy	December 2022	
1998	2018	600.2	Records and Information Management	December 2022	
1998	2020	201.2	Retirement & Service Recognition Celebration	December 2022	
2007	2020	800.4	Volunteer Recognition	December 2022	
1998	2018	100.4	Student Trustees	January 2023	
1998	2016	701.2	Pupil Accommodation Review	February 2023	
2012	2018	701.5	Bottled Water	March 2023	
2011	2018	400.6	Environmental Stewardship	March 2023	
2013	2019	100.6.2	Student Senate - Elementary	March 2023	
2000	2019	100.6.1	Student Senate - Secondary	March 2023	
1998	2019	500.1	School Operations for Inclement Weather and Workplace Closure	March 2023	
2006	2018	201.12	Electronic Communications Systems (Employees)	April 2023	
2010	2021	100.12	Trustee Code of Conduct	April 2023	
2012	2018	201.17	Employee Code of Conduct & Ethics	May 2023	
2004	2018	100.7	Niagara Catholic Education Award of Distinction	May 2023	
2002	2022	201.7	Employee Workplace Harassment *	June 2023	
2002	2022	201.11	Employee Workplace Violence *	June 2023	
2002	2022	201.6	Occupational Health & Safety *	June 2023	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 11, 2023**

PUBLIC SESSION

TITLE: LEADERSHIP PATHWAY PROGRAM

The Leadership Pathway Program report is presented for information.

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

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

Date: April 11, 2023



REPORT TO THE COMMITTEE OF THE WHOLE APRIL 11, 2023

LEADERSHIP PATHWAY PROGRAM

BACKGROUND INFORMATION

In keeping with the Mission, Vision and Values of the Niagara District School Board, the Leadership Pathway Program has been developed to support all Niagara Catholic Staff who are interested in leadership development.

In order to support this priority, several professional development programs have been created to support all staff members at various entry points of their leadership journey. Throughout this formative program, participants will acquire the skills necessary to meet the needs of the system, as well as focus on the gift of Catholic education while deepening their own leadership skills.

Participation in the Leadership Pathway will afford staff with an opportunity to further create a greater understanding and appreciation of the many gifts that they possess. Through the role of Servant Leader, the entire system benefits when participants share these gifts with the staff, students, and families of their respective Catholic school communities.

This evening, we will hear from the Servant Leaders of Niagara Catholic who are responsible for the transformational leadership work that is achieved through the Leadership Pathway Program. Their commitment to leadership development and the mentoring of our future leaders is truly a gift to Niagara Catholic. The following programs are offered through the Leadership Pathway Program:

- Aspiring Leaders Program
- Administrators Internship Program
- Vice Principals' Mentorship Program
- Principals' Mentorship Program

Thank you for the opportunity to share this dynamic Leadership Pathway Program with you this evening.

The Leadership Pathway Program report is presented for information.

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

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

Date: April 11, 2023

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MAY 11, 2023**

PUBLIC SESSION

**TITLE: STUDENT SUCCESS
MULTI YEAR STRATEGIC PLANNING REPORT BACK**

The Student Success
Multi Year Strategic Planning Report Back report is presented for information.

Prepared by: Kimberly Kinney, Superintendent of Education

Presented by: Kimberly Kinney, Superintendent of Education
Pat Mete, Student Success Coordinator
Ivana Galante, Consultant
Anthony Corrizato, Consultant
Tino Nuccitelli, Consultant

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

Date: April 11, 2023



REPORT TO THE COMMITTEE OF THE WHOLE APRIL 11, 2023

STUDENT SUCCESS MULTI YEAR STRATEGIC PLAN REPORT BACK

BACKGROUND INFORMATION

The first pillar of the Niagara Catholic District School Board's Multi Year Strategic Plan speaks to advancing student achievement for all students. Specifically, there will be a focus on student success promoting and supporting all pathways for student achievement.

Recognizing that every student learns in their own way, the Ministry of Education supports and promotes various pathways for students to meet their needs, interests, and strengths to prepare them for graduation and beyond. The Niagara Catholic District School Board strongly believes in a vision for Student Success that provides students from across the system to engage in a variety of learning opportunities and experiences that will enable them to confidently choose post-secondary destinations that speak to their passion.

Student Success pathway destinations go well beyond traditional venues such as university or college. Students in Ontario and Niagara Catholic have the opportunity to learn through a variety of job skills programs that include the Specialist High Skills Major (SHSM), Dual Credit Programs, Cooperative (Co-op) Education, and the Ontario Youth Apprenticeship Program (OYAP).

Specialist High Skills Major (SHSM)

The SHSM is a specialized Ministry approved program that allows students to gain credits toward their Ontario Secondary School Diploma while focusing their learning on a specific economic sector at the same time. Students receive the SHSM seal on their diploma when they:

- Complete a specific bundle of 8-10 courses in the students' selected field
- Earn industry certifications like first aid and CPR qualifications
- Gain important skills on the job through cooperative education placements

SHSM's are available in 19 sectors, many of which are offered within Niagara Catholic and can lead Niagara Catholic graduates to well-paying skilled trades careers.

Monitoring and Progress in Niagara Catholic's SHSM

- Funding model shift from central to school-based allocation to allow for full transparency. This allows for grass-roots growth and leadership in all eight high schools in every sector.
- School based funding ensures equity of resources for every student across all Niagara Catholic SHSM sectors.
- Creation of the SHSM NCVLE Certification Area. This allows for an increase in options and booking of certifications that are a requirement of all SHSMs resulting in being more cost efficient.

Schools have the ability to earn some certifications, such as WHIMIS for free. Updated within the NCVLE provide easy access for school staff to track certifications and programs.

- School-based SHSM Sector Leads have the autonomy to schedule enhanced certification opportunities and trips with diverse community partners, e.g.; Shaw Festival, University of Toronto, Toronto Metropolitan University, Catharine North Studios, etc.

Next Steps:

- Collaboration with Facilities Services to create a Capital Improvement plan for all eight high schools to ensure regular facility upgrades in all technological areas.
- Wherever possible, keep students in their own school to access high quality programs and services that will lead to their SHSM Red Seal. Where this is not possible, endeavour to keep students within their local region thereby reducing the need to transport students across the system which will result in increased instructional time and decreased transportation costs.

Dual Credits

The School College Work Initiative (SCWI) allows high school students to take part in a wider variety of activities and dual credit programs at a college. In our region this is Niagara College. Dual Credits are ministry-approved programs that allow students to take college credits while they are in high school.

Courses are offered in a range of subjects that include construction, technology, arts, general electives, etc. These credits count towards both the Ontario Secondary School Diploma (OSSD), a postsecondary certificate, diploma, degree, or a Certificate of Apprenticeship. Dual credits are free to eligible high school students, and includes tuition, textbooks, course resources, and transportation. Instruction is provided by a Niagara College professor. Secondary School Dual Credit Teachers and support staff provide assistance and supervision to Dual Credit students.

Participating in a Dual Credit Program enables students to: gain high school and college credit(s), experience, an early exposure to college first-hand, access campus services including libraries, student centres, etc., and gain greater insight into education and career planning pathways.

Monitoring and Progress in Niagara Catholic's Dual Credits

- 15 Dual credits currently running in Niagara Catholic serving 164 students

Next Steps:

- Increase number of Dual Credit offerings through the Golden Horseshoe School-College-Work Initiative
- Build new partnerships with local partners such as Mohawk College and Six Nations.

Cooperative Education

Cooperative education allows high school students to earn credits while completing a work placement in the community along with classroom learning or online learning opportunities. Students in co-op are assigned to a cooperative education teacher who ensures that students learn in safe, culturally responsive environments in the community, are actively involved in determining all aspects of their learning and help decide how they demonstrate their learning.

Students can apply two co-op credits towards their compulsory high school graduation requirements. There is no limit on earning optional co-op credits.

Monitoring and Progress in Niagara Catholic's Cooperative Education

- Through outreach there has been an increase in the number of Co-op placements in sectors that have traditionally been challenging to fill such as Information and Communication Technology.

Next Steps

- Continue to develop new partnerships and nurture existing partnerships with community partners who will provide co-op placements for Niagara Catholic students.

Ontario Youth Apprenticeship Program (OYAP)

The OYAP program is a school-to-work program that lets students explore and work in apprenticeships starting in Grade 11 or 12 through cooperative education. Students can become registered apprenticeships and work towards becoming certified in a skilled trade, while completing their secondary school diplomas. The recent Ministry announcement pertaining to apprenticeships will, once details have been released, guide Niagara Catholic direction in supporting students with high quality learning opportunities.

Monitoring and Progress in Niagara Catholic’s OYAP

- Continued focus on under-represented groups in the skilled trades, e.g.; Indigenous Youth, Females
- Redevelop relationships coming out of Covid to increase the number of OYAP students.

Next Steps

- Convert the number of participants in OYAP into signed, registered apprenticeships.

The first goal of the Multi Year Strategic Plan, under the pillar of advancing student achievement for all students, focusses on student success through promoting and supporting all pathways for student achievement. Niagara Catholic offers a dynamic and wider variety of opportunities and programs for students to find and follow their chosen pathway. Niagara Catholic will continue to nurture, support, and build viable program offerings so that all Niagara Catholic students have equitable access to outcomes.

The Student Success
Multi Year Strategic Planning Report Back report is presented for information.

Prepared by: Kimberly Kinney, Superintendent of Education

Presented by: Kimberly Kinney, Superintendent of Education
Pat Mete, Student Success Coordinator
Ivana Galante, Consultant
Anthony Corrizzato, Consultant
Tino Nuccitelli, Consultant

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

Date: April 11, 2023

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 11, 2023**

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
CELEBRATING EXCELLENCE – MAY 2, 2023 – BROCK
UNIVERSITY**



Listening, Learning and Leading

This year's **Celebrating Excellence Awards Ceremony**

will be held on

Tuesday, May 2, 2023

7:00 p.m.

Brock University

This event acknowledges the recipients of the

Catch the Spirit Student Awards

Distinguished Alumni Awards

Inspiration Awards

The evening will begin at 7:00 p.m. with a liturgy, followed by the presentation to the student, staff and alumni award recipients.

A light reception will take place afterwards.

Please RSVP your attendance to Anna Pisano by April 25th, 2023

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 11, 2023**

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
OUR LADY OF THE HOLY ROSARY CATHOLIC
ELEMENTARY SCHOOL OFFICIAL BLESSING – MAY 4, 2023**



The Niagara Catholic District School Board invites you to

*Save
the
Date*

For the blessing of

Our Lady of the Holy Rosary Catholic Elementary School
Thursday, May 4th • 5:30 - 7:30pm



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 11, 2023**

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
DURHAM CATHOLIC DISTRICT SCHOOL BOARD LETTER**



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

April 5, 2023

Hello Everyone,

We at the Durham Catholic District School Board are truly honoured and excited to welcome you in just over three weeks, at the OCSTA 93rd Annual General Meeting & Conference at the Sheraton Centre Toronto Hotel.

As the Co-Host Board, the DCDSB has been entrusted with creating a symbol to represent this year's theme of "Journeying Together in Faith." Our planning team has chosen the symbol of a "backpack" to represent each individual Board and the unique contributions it brings to Catholic education in the Province of Ontario. With this idea in mind, we are asking each Board and their Trustees to collaborate in assembling the contents of their backpack. We ask each Board to purchase a backpack and fill it with some items such as clothing, hygiene products, and possibly some gift cards. These backpacks and their contents will be offered as part of the procession during our Opening Liturgy.

On Thursday, April 27th at 5:00 p.m. in the Dominion Ballroom, please have one representative from your school board bring your backpack and attend a brief rehearsal in preparation for the Opening Liturgy.

Upon the conclusion of the AGM & Conference, the backpacks will be donated to Covenant House in Toronto, which serves homeless, trafficked, or at-risk youth. For a list of suggested items to fill the backpack, please see this link:
<https://covenanhousetoronto.ca/how-to-help/donate-items>

On behalf of the Durham Catholic District School Board, I want to thank you for your generosity and look forward to welcoming you all in person at the end of this month.

May each of you and your families have a Blessed Easter!

Sincerely,

Monique Forster
Chair of the Board