



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

# ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

TUESDAY, DECEMBER 5, 2023  
6:00 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. Meeting Called to Order – *Camillo Cipriano, Director of Education/CEO/Secretary-Treasurer* -
2. Land Acknowledgement -
3. Opening Prayer – *James Carnegie, Temporary Board Chaplaincy Leader* -
4. Roll Call -
5. Approval of the Agenda -
6. Declaration of Conflict of Interest -
7. Election Procedures A7
8. Election of Chair -
9. Election of Vice-Chair -
10. Chair’s Remarks -
11. Vice-Chair’s Remarks -

## B. COMMITTEE AND STAFF REPORTS

1. Board Committees B1

## C. MOMENT OF SILENT REFLECTION FOR LIFE

## D. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ANNUAL ORGANIZATIONAL BOARD MEETING  
DECEMBER 5, 2023**

***PUBLIC SESSION***

**TITLE: ELECTION PROCEDURES**

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The Election Procedures report is presented for information.

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Prepared by: Camillo Cipriano, Director of Education/Chief Executive Officer/Secretary Treasurer

Presented by: Camillo Cipriano, Director of Education/Chief Executive Officer/Secretary Treasurer

Date: December 5, 2023



## REPORT TO THE ANNUAL ORGANIZATIONAL BOARD MEETING DECEMBER 5, 2023

### ELECTION PROCEDURES

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Excerpt from the Niagara Catholic District School Board By-Laws (100.1) Sections 8 and 22

#### SECTION 8 – ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

- i. *Excluding the Inaugural Meeting of the Board, annually, the first Tuesday of December will be designated as the Annual Organizational Meeting unless otherwise determined by the Board.*
- ii. *At such meeting, at the appointed time, the Director of Education who is the Chief Executive Officer (CEO) or in their absence a person designated by a two-thirds (2/3) majority of the trustees present at the meeting shall preside until the election of the Chair.*
- iv. ***Election of Chair & Vice-Chair***
  - (a) *The members shall elect one of themselves to be Chair at the Annual Organizational Meeting.*
  - (b) *The Director of Education/CEO shall name the scrutineers appointed for the election of the Chair and Vice-Chair.*
  - (c) *The election of the Chair shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.*
  - (d) *The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (iii. (c) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.*
  - (e) *Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.*

## SECTION 22 – VOTING

### **(a) Voting by Ballot for the Election of the Chair and Vice-Chair of the Board**

- i. *Voting by ballot will only take place for the election of the Chair and Vice-Chair of the Board.*
- ii. *The Director of Education should appoint two (2) or more persons to conduct the vote by distributing, collecting and counting the ballots. Following the voting by ballots, the Director of Education will announce the vote publicly. The Chair will move to destroy the ballots.*
- iii. *Trustees electronically attending the Inaugural or Annual Organizational Meeting of the Board may cast their vote by communicating their decision electronically through a private communication link with the Board solicitor (or designate) as determined by the Board solicitor. The Board solicitor (or designate) shall be present physically at the meeting and will cast the communicated decision of the trustee by ballot with the other ballots casted by trustees present at the Board meeting. Trustee(s) joining electronically for the Inaugural or Annual Organizational Meeting of the Board and requesting to cast their vote electronically are to provide the Director of Education, Secretary to the Board 48 hours of advanced notice to make the necessary arrangements with the Board Solicitor or designate.*

### **(b) Recorded Vote**

*Each member's vote shall not be recorded upon any motion unless requested by a member before the Chair calls upon the members to vote upon the question. Provided a request is made in the manner herein before mentioned, the names of those who vote in favour of the question, those who vote in opposition and those who abstain, shall be entered upon the minutes. Any member may request that their individual vote be recorded either before or after the Chair calls the question.*

The Election Procedures report is presented for information.

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

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

Date: December 5, 2023

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ANNUAL ORGANIZATIONAL BOARD MEETING  
DECEMBER 5, 2023**

***PUBLIC SESSION***

**TITLE: BOARD COMMITTEES**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committees for the year 2024:

- Blessed Trinity Catholic Family of Schools Attendance Area Ad Hoc Committee
- Denis Morris, Holy Cross, and Saint Francis Catholic Family of Schools Attendance Area Ad Hoc Committee
- Growth and Retention Ad Hoc Committee
- Lakeshore Catholic Family of Schools Attendance Area Ad Hoc Committee
- Notre Dame College Family of Schools Attendance Area Ad Hoc Committee
- Saint Michael and Saint Paul Catholic Family of Schools Attendance Area Ad Hoc Committee

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

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

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

Date: December 5, 2023



## REPORT TO THE ANNUAL ORGANIZATIONAL BOARD MEETING DECEMBER 5, 2023

### BOARD COMMITTEES

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#### BACKGROUND INFORMATION

In accordance with the Niagara Catholic District School Board By-Laws (100.1):

#### ***19. COMMITTEE MEETINGS***

- v. *All committees shall be established by Board resolution. The Chair, in consultation with the Vice-Chair, shall, by the Board meeting following the meeting at which a committee is established, appoint members to Board committees, excluding the Committee of the Whole, which is made up of all trustees.*

#### **v. (b) Ad-Hoc Committees**

*The Board may establish Ad-Hoc committees as required. The establishing motion shall indicate the specific mandate of the committee, the membership of the committee, and the due date of the final report. All Ad-Hoc committees shall require a new Board motion at the yearly organizational meeting of the Board. The Chair of the Ad-Hoc committees shall be elected at the first meeting of the committee by the members of the committee held after the Annual Organizational Meeting of the Board.*

The following six (6) Ad Hoc Committees are identified for renewal in Appendix A:

1. Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
2. Denis Morris, Holy Cross, and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
3. Growth and Retention Ad Hoc Committee
4. Lakeshore Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
5. Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
6. Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee

Appendix A lists the number of Trustee members required for the 2024 Ad Hoc, Statutory, Standing and Liaison Committees.

Trustees are requested to indicate their interest in serving on specific committees by submitting

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the attached Appendix A form to the Chair of the Board through the Office of the Director of Education by the December Board Meeting.

Committee membership recommendation will be presented at the January Committee of the Whole meeting for consideration to the January Board meeting.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committees for the year 2024:

- Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Denis Morris, Holy Cross, and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
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- Lakeshore Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee

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

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

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

Date: December 5, 2023



## 2024 BOARD COMMITTEE MEMBERSHIP FORM

Members to the Committees are appointed by the Chair of the Board in consultation with the Vice-Chair of the Board.

Trustees are requested to indicate their interest in serving on specific Committees by submitting this form to the Chair of the Board through the Office of the Director of Education by the December Board Meeting

STATUTORY COMMITTEES	TRUSTEE MEMBERSHIP REQUIRED	2024 MEMBERSHIP
<b><i>Audit Committee</i></b> <i>O. Reg. 361/10, s. 7 (1). The term of office of a member of the audit committee who is a board member shall be determined by the board but shall not exceed four years.</i>	<i>3 Trustees required</i>	
<b><i>Niagara Catholic Parent Involvement Committee (N.C.P.I.C.)</i></b>	<i>2 Trustees required</i>	
<b><i>Special Education Advisory Committee (S.E.A.C.)</i></b>	<i>2 Trustees required &amp; 1 Alternate</i>	
<b><i>Supervised Alternative Learning Committee (S.A.L. Committee)</i></b>	<i>2 Trustees required</i>	

  

STANDING COMMITTEES	TRUSTEE MEMBERSHIP REQUIRED	2024 MEMBERSHIP
<b><i>Disciplinary Hearing Committee</i></b> <i>NOTE: All Trustees serve as alternates for this Committee only</i>	<i>3 Trustees required</i>	

  

AD HOC COMMITTEES	TRUSTEE MEMBERSHIP REQUIRED	2024 MEMBERSHIP
<b><i>Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i></b>	<i>3 Trustees required</i>	
<b><i>Denis Morris, Holy Cross, and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i></b>	<i>3 Trustees required</i>	
<b><i>Growth and Retention Ad Hoc Committee</i></b>	<i>4 Trustees required</i>	
<b><i>Lakeshore Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i></b>	<i>3 Trustees required</i>	
<b><i>Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i></b>	<i>3 Trustees required</i>	
<b><i>Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i></b>	<i>3 Trustees required</i>	