

TUESDAY, OCTOBER 6, 2026

Open Session: 5:30 pm – 6:30 pm (In person in the Boardroom)

AGENDA

ATTENDANCE

Trustee Committee Members

Trustee Beamer (Chair), Trustee Baggott, Trustee Barnett, Trustee Brousseau, Trustee Mitchell

Administration

Kelly Pisek (Chief Executive Officer), Jennifer Feren (General Counsel), Jennifer Reid (Administrative Assistant to CEO)

Recording Secretary

Kerry Baker (Law Clerk to General Counsel)

A. WELCOME & ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

B. CALL TO ORDER / NOTING OF MEMBERS ABSENT

C. APPROVAL OF AGENDA

D. BUSINESS ARISING FROM THE MINUTES

1. Policy Update – Preamble

(revised policy attached)

Recommended Motion:

“That Policies i-01: Policy-General; i-02: Policy Committee; i-03: Policy Generating Process be revoked.”

“That Policy i-01: Policy - General be approved.”

2. Policy Library Working Exercise
(report attached)

E. NEW BUSINESS

1. By-Law Q-4 & Q-5: By-Law Amendment re: Ministry Directive & Housekeeping
(report attached)

Recommended Motion:

“That the By-Laws and Rules of Order be amended to insert the following:

- Q-4 Where an immediate amendment to the Board By-Laws and Rules of Order or Board Policies is required to maintain compliance with a binding Ministry direction, the CEO shall convene the Governance Committee and bring forward the required amendment for submission to the Board. The requirements for prior notice and confirmation by a two-thirds vote set out in By-Law Q-2 do not apply. The amendment shall take effect immediately upon receipt by the Board.
- Q-5 The CEO may make administrative or editorial revisions to the Board By-Laws and Rules of Order and to Board Policies including:
- correction of grammatical, typographical, formatting, or numbering errors;
 - updates to position titles, department names, organizational structures, and contact information;
 - revisions to terminology, nomenclature, legislation citations, document references, hyperlinks, forms, or cross-references;
 - changes required to maintain consistency within the Board By-Laws and Rules of Order and approved Board policies; and
 - housekeeping changes that do not materially affect the authority, responsibilities, or substantive requirements established by the Board By-Laws and Rules of Order or Board Policies.

Administrative or editorial revisions to the Board By-laws and Rules of Order or Board Policies will be presented to Trustees for information at the next Board meeting. The requirements for prior notice and confirmation by two-thirds vote as set out in By-Law Q-2 do not apply. The revisions shall take effect immediately upon receipt by the Board.”

F. NEXT MEETING

The next meeting will be at the call of the Chair

G. ADJOURNMENT

POLICY

SECTION:	PREAMBLE	POLICY:	i-01
TOPIC:	POLICY - GENERAL	PAGE:	Page 1 of 1
		DATE:	September 2026
REVIEW DATE:	September 2027	REVISED:	

Policy may be defined as the statement of formal guidance that provides the operational framework within which the organization functions. Policy statements help focus attention and resources on high priority issues by aligning and merging efforts to achieve the organizational vision.

The District School Board of Niagara (DSBN) is required under the *Education Act* to develop and maintain policies to:

- Promote student achievement and well-being
- Promote positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability
- Promote the prevention of bullying
- Deliver effective and appropriate education programs to its pupils.

A new policy may be required by Ministry direction or proposed by a variety of sources including, Trustees, the CEO, parents/guardians or community members.

Recommendations for policy development will normally be channeled through the Governance Committee for consideration by the Board of Trustees. Where this is not possible or practical, due to short timelines or other constraints, the recommendation may be routed directly to the Board of Trustees.

DSBN recognizes that input is valuable in the formulation of sound organizational policies. The DSBN shall provide access to policy input from all stakeholders including staff, students, parents, and members of the community. The DSBN Board of Trustees understand their legislative responsibility for making policy.

Policies scheduled for review will be posted on the DSBN website for thirty (30) calendar days, with notice provided through an email distribution list. Stakeholders may submit input electronically, and a summary of the input will be presented with the revised policy to the Governance Committee.

DSBN Policies are available on the external website.

NEWLY DEVELOPEDReferences

Education Act

DSBN Website - Policies

POLICY

SECTION:	PREAMBLE	POLICY:	i-01
TOPIC:	POLICY - GENERAL	PAGE:	Page 1 of 1
REVIEW DATE:	December 2030	DATE:	December 2025
		REVISED:	

The District School Board of Niagara (DSBN) will establish policy in the general areas of:

- A. Board Governance and Administration
- B. Business
- C. Community Relations
- D. Educational Programs and Student Services
- E. Human Resources - General
- F. Facility Services and Operations
- G. General School Operations
- H. Support Staff
- I. Teaching Staff
- J. Transportation

All clauses of the *Education Act* and the Regulations of the Ministry of Education which apply to public elementary schools or secondary schools shall be considered as part of the governance of the DSBN.

Policy may be defined as the statement of formal guidance that provides the operational framework within which the organization functions. Policy statements help focus attention and resources on high priority issues by aligning and merging efforts to achieve the organizational vision.

The Policy Manual shall include all Policies passed by the Board of Trustees.

If there is any conflict between the collective agreements and a DSBN Policy, the terms of the collective agreement(s) shall take precedence.

DSBN Policies are available on the external website.

References

[Education Act](#)
[DSBN Website - Policies](#)

POLICY

SECTION:	PREAMBLE	POLICY:	i-02
TOPIC:	POLICY COMMITTEE	PAGE:	1 of 1
REVIEW DATE:	December 2030	DATE:	December 2025
		REVISED:	

The District School Board of Niagara (DSBN) recognizes that input is valuable in the formulation of sound organizational policies. The Policy Committee shall provide access to policy input from all stakeholders including staff, students, parents, and members of the community. The DSBN Board of Trustees understand their legislative responsibility for making policy.

The Policy Committee shall be a standing committee of the Board which will meet a minimum of three times per year between the months of September and June or as required.

Policies scheduled for review will be made available to stakeholders via posting on the DSBN public website and an email distribution list will be developed to alert stakeholders. This webpage will enable stakeholders to provide their input electronically on any policy within the review timeframe of 8 weeks.

A summary of the input shared will be presented to the Trustees at each of the Policy Committee meetings

At the Policy Committee meeting, after the expiration of the review timeframe, the revised Policy will be presented. Individuals or organizations may make a presentation to the Policy Committee provided they have followed the application process and been approved. Presentations will follow the By-laws & Rules of Order relevant to Delegations as published on the DSBN website.

References

[District School Board of Niagara By-Laws and Rules of Order](#)

POLICY

SECTION:	PREAMBLE	POLICY:	i-03
TOPIC:	POLICY GENERATING PROCESS	PAGE:	1 of 1
REVIEW DATE:	December 2030	DATE:	December 2025
		REVISED:	

The District School Board of Niagara (DSBN) Board of Trustees are required under the *Education Act* to develop and maintain policies to:

- Promote student achievement and well-being
- Promote positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability
- Promote the prevention of bullying
- Deliver effective and appropriate education programs to its pupils.

Recommendations for development of Policy may be initiated by a variety of sources: Trustees, students, staff, members of System Leadership, Ministry of Education or parents/guardians and community.

Recommendations for Policy development will normally be channeled through the Policy Committee for consideration by the Board of Trustees. Where this is not possible or practical, due to short timelines or other constraints, the recommendation may be routed directly to the Board of Trustees.

The development or approval of some specific Policy matters (e.g., Finance, Board Governance) may be directed to other DSBN Committees.

The Policy Committee may also review any existing Policy and recommend to the Board of Trustees reconsideration, revision, modification, revocation or any other course of action.

When creating or reviewing Policy, the DSBN is committed to fostering an inclusive, respectful learning and working environment, in alignment with the principles of the Canadian *Charter of Rights and Freedoms*, the Ontario *Human Rights Code*, and the *Education Act*.

Reference

[Education Act](#)
[Charter of Rights and Freedoms](#)
[Human Rights Code](#)

Policy Library Mapping

Tuesday, October 6, 2026

BACKGROUND:

This work continues the Governance Committee's review of the DSBN Policy Library and discussion of a new Policy Framework at its last meeting.

With the Framework now considered and set out below (as amended September 22, 2026), the current Policy Library was reviewed by staff, and each policy was mapped to one of the new categories based on legislative requirements, its purpose, and the role of the Board under the Framework. The resulting proposed mapping table is attached for the Governance Committee's discussion and consideration.

CATEGORY		RATIONALE
1A	FOR TRUSTEE APPROVAL	- Policies that address significant legislative, regulatory or other legal requirements, or that involve an exercise of permitted discretion warranting Board authorization - Propose that these policies would be considered at the Governance Committee before being presented to the Board
1B	FOR TRUSTEE RECEIPT	- Policies that primarily reflect or give administrative effect to legislation, regulations, Ministry policy or other legal requirements, without requiring the Board to make a discretionary policy choice - Propose that these policies be received directly at Board meetings
2	POLICY TO REVOKE - COMMUNITY FACING RESOURCE EXISTS OR RECOMMENDED	- Information is already contained in community facing resources on website through guidelines, handbooks or other practical resources - Alternatively, convert important concepts to public guidance as policy may contain some useful information for family and/or community that could instead be provided on the website through guidelines, handbooks or other practical resources
3	POLICY TO REVOKE - NO COMMUNITY FACING RESOURCE RECOMMENDED	Content is operational in nature and/or internal and/or staff related

APPENDED DATA:

Proposed Policy Library Mapping

AD HOC GOVERNANCE COMMITTEE

Tuesday, October 6, 2026

Respectfully submitted,

Jennifer Feren
General Counsel

Date: October 6, 2026

For further information, please contact Jennifer Feren, General Counsel

CATEGORY 1A

For Trustee Approval (via Governance Committee)

Policy	Recommendation & Rationale
i-01: Policy - General	Supports Trustee role under <i>Education Act</i>
A-02: Attendance at Board of Trustee and Committee Meetings	Required by Reg 463/97, section 2 2. (1) Every board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of a board and meetings of a committee of a board, including a committee of the whole board
A-03: Trustee Budgets	- Trustee Education Development Budget – removed by Ministry directive - May 19, 2026, Minister of Education issued policies and guidelines under paragraph 3.7 of subsection 8(1) of the <i>Education Act</i> governing school board expense policies requiring: “Effective immediately, all school boards must have and implement an expense policy that includes the following: - The board will not incur or reimburse expenses for board members to pay membership fees in a Trustee Association or similar professional association. - The board will not incur or reimburse expenses for board members to attend or participate in a discretionary event or activity. This includes registration fees and travel, meal, accommodation and hospitality expenses. A discretionary event or activity is any of the following events or activities in cases where a member’s attendance or participation is not essential to a board’s core business operations and for which

	expenses are incurred by choice rather than operational necessity: • Professional development activities • Professional associations' or sector organizations' events or activities • Education-related symposiums, conferences or conventions • Chair's Discretionary Budget – removed by Ministry directive
A-04: Trustee Travel and Business Expenses	• See above re: Ministry directives
A-05: Director's Performance Appraisal Committee	• Supports Reg 83/24 • Approves compressed timeline to complete legislated requirements within school year to avoid summer meetings
A-06: Trustee Honorarium	• <i>Putting Student Achievement First Act, 2026</i> confers upon the Minister of Education the authority to make regulations respecting honoraria for members of boards including: amount, method of calculation, setting limits, conditions for payment, and governing board policies regarding payment of honoraria and process respecting adoption of policies
A-15: Policy Advocacy and Participation in the Political Process	• Provides guidance for elected officials as part of governance
B-09: Privacy Management	• Provides legislative designation of "Head of Institution" required under legislation and the delegation to and appointment of FOI Coordinator • Remove legislative definitions as redundant
E-13: Attendance Support Program (formerly Wellness Support Program)	• Policy required by PPM 171

E-15: Workplace Violence and Harassment Prevention	• Policy required by OHSA s. 32.0.1
E-19: Teacher Termination Resulting from Unsatisfactory Performance Appraisal Process*	• Trustee role required by <i>Education Act</i> s. 277.39
G-11: Assault/Threatening Incidents Involving Students	• Supports PPM 145 but could be a broader statement than the current narrow focus
G-28: Student Discipline*	• Education Act requires Trustee policy for: • designation of Student Discipline Committee under <i>Education Act</i> • additional policy grounds for suspension/expulsion • Supports PPM 141 and 142 which require policies for programs for students who are suspended or expelled and PPM 145 which require policies and guidelines on progressive discipline in accordance with s. 302 of the <i>Education Act</i> • Other provisions can be added in family friendly language to SAFE & Accepting Schools tab of DSBN website
G-29: Safe and Accepting Schools: Bullying Prevention and Intervention	• Supports PPM 144, which requires a policy statement
J-01: Transportation Eligibility and Service	• Consider including appropriate external/community facing information to website to ensure components are captured • Content is operational and with CEO's budgeting process • Consider including appropriate external facing information in a parent/guardian guide

***Policies with Trustee approval required under legislation**

CATEGORY 1B

For Trustee Receipt (at Board)

Policy	Recommendation & Rationale
A-01: Student Trustees & Indigenous Student Trustee on Boards	Supports <i>Education Act</i> section 55
A-07: Expense Allowances for Members of Board Advisory Committees	Provides direction for allowances for non-Trustee members of Board Advisory Committees as part of annual Board Estimates/Budget process
A-09: Naming/Renaming of Schools	Supports <i>Education Act</i> section 174, which confirms that Minister approval is required before a Board's preferred name can take effect
C-03: Accessibility Standards for Ontarians with Disabilities	Supports AODA and Reg 191/11
D-01: Use of Digital Technology by Students	Supports Ministry requirements related to use of personal devices in schools by students
D-16: Prior Learning Assessment and Recognition	Supports PPM 129 and 132 which requires policies and procedures related to the challenge and/or equivalency processes
E-02: Conflict of Interest	Supports transparency to community
E-09: Human Rights	- Supports <i>Education Act</i> and Strategic Plan - legislative requirements can be met operationally, and information can be included in Equity section of website
E-20: DSBN Employee Hiring Practices	Required by PPM 165
F-02: Accommodation Review Policy	On hold – 2017 MOE Moratorium
F-06: Video Security Surveillance	Supports transparency to community
G-01: School Volunteers	Supports Regulation 521/01 which requires police checks for school volunteers
G-02: Safe Schools	Supports PPM 145

	include appropriate external facing information in SAFE & Accepting Schools tab of DSBN website
G-03: Equity and Inclusion Education	Required by PPM 119
G-04: Trespass	Supports designation of all employees as “occupiers” with responsibility to control over school sites under <i>Trespass to Property Act</i>
G-06: Criminal Record Check	Supports Reg 521/01
G-08: DSBN Code of Conduct	- Supports PPM 128 “School boards must develop and update their own codes of conduct to implement, at minimum, standards consistent with this Provincial Code of Conduct. “ - Appropriate external facing information in a parent/guardian guide – e.g., School Council/PIC resources
G-09: Anti-sex Trafficking: Keeping Students Safe	- Supports PPM 166 - Appropriate external facing information re: Protocol is found in SAFE & Accepting Schools tab of DSBN website
G-20: Sponsorships, Scholarships, Donations and Partnerships	Supports transparency to community on process
G-31: Voluntary, Confidential Indigenous Student Self-Identification	Supports Ontario First Nation, Metis and Inuit Education Policy Framework, MOE guidance document Building Bridges to Success
G-36: Concussions	Supports PPM 156 which requires policy on concussions
G-38: Complaints Resolution Policy	Supports transparency to community on process of engaging when issues arise
G-39: Harassment and Discrimination Prevention (Ontario Human Rights Code	Supports transparency to community

& Ontario Occupational Health & Safety Act)	
G-40: Supporting Students with Prevalent Medical Health Conditions	• Supports PPM 161 which requires policy for prevalent medical conditions

CATEGORY 2 – POLICIES TO REVOKE

COMMUNITY FACING RESOURCE RECOMMENDED

(posted on website or within parent/guardian guides)

Policy Name	Recommendation
A-08: Parent Involvement Committee	• Add family friendly language to school council handbook/ PIC Handbook and/or website
A-11: Flag Protocol	• summarize using family friendly language for external website
A-12: School Councils	• Add family friendly language to school council handbook/ PIC Handbook and/or website • Add link to MOE Resource
A-13: DSNB Board Logo, School Logo and Mascot	• Add family friendly language to school council handbook/ PIC Handbook and/or website • Operational, although mainly internal, there is good information to share with families
A-18: Environmental Sustainability	• Data available on website as required by Reg 507/18
B-03: Financial Accountability of School Generated Funds	• Add family friendly language to school council handbook/ PIC Handbook and/or website • Content is operational
C-01: Community Use of Schools - General	• Consider including appropriate external/community facing information to website to ensure components are captured • Content is operational
C-04: Community Planning and Facility Partnerships	• Consider including appropriate external/community facing information to website to ensure components are captured • Content is operational
D-02: Selection, Approval and Review of Educational Resources	• Add family friendly language to include new legislation of selection of resources by MOE as well as what to do if a family has concerns about a school resource
D-03: Approval and Conduct of Research	• Add community facing language on website for navigation on process to apply

D-04: Elementary Interschool Athletic Program	information accessible through elementary athletics tab on website
D-05: Home Schooling	add to the Guide to Special Education Resource and/or post on website
D-06: Electronic Learning	- Add family friendly language to school council handbook/ PIC Handbook and/or website - PPM 167 requires Boards to have a <i>protocol</i> or <i>procedure</i> that allows for students to be opted out of the online learning graduation requirements available digitally or paper-based – no requirement for a policy
D-07: Third Party Provision of Student Support Services External Providers	- Operational - very detailed AP outlines process for approving and managing student support services delivered or funded by third parties. - Review what is already written in Guide to Special Education Resource
D-08: Cooperative Education/Experiential Learning	Include information for families in secondary section of website
D-09: Framework for the Provision of Special Education Services	Information is visionary in nature and is better shared within Special Education section of Website and in the Guide Resource
D-12: Home Use of Equipment Purchased through the Special Equipment Amount (SEA)	include in the Guide to Special Education Resource
D-13: Applied Behaviour Analysis	create parent information within the Guide to Special Education resource
D-14: Assessment and Evaluation and Reporting	Guidelines and principles are provided by the MOE with both Growing Success and the updated MOE Assessment and Evaluation (2024)
E-01: Smoke-free Learning and Workplace Environments	ensure signage for awareness
G-05: Weapons	- Add family friendly language to school council handbook/ PIC Handbook and/or website - Include in SAFE & Accepting Schools tab of DSBN website
G-12: Alcohol, Drug and Substance Use and Abuse	Add family friendly language to school council handbook/ PIC Handbook and/or website

G-17: Provisions of Health Support Services to Students	• Add language to the Guide to Special Education Resource
G-19: Fundraising/Canvassing Initiated by School	• Add family friendly language to school council handbook/ PIC Handbook and/or website • Content is operational
G-23: Transfer of Students from Elementary to Secondary Schools	• Include information in the registration section regarding alternate school requests
G-32: Fees for Learning Materials and Activities	• Provide parent language to share that schools are required to reduce financial barriers for students when asking for funds • Very detailed AP and operational in nature

CATEGORY 3 – POLICIES TO REVOKE NO COMMUNITY FACING RESOURCE

Policy	Recommendation & Rationale
A-16: Employee Travel and Business Expenses	Content is operational
B-01: Procurement of Goods and Services	DSBN website contains bid information and confirms compliance with the Broader Public Sector (BPS)
B-02: Mileage Reimbursement Rate	Content is operational and based on CRA rates
B-04: Investment and Management of Board Funds	- Content is operational - Legislation has removed investment option
B-06: Purchasing Cards (P-Cards)	Content is operational
B-07: DSBN Vehicles	Content is operational
B-08: Records Management	Internal process only - 3 AP's that outline electronic management of documents, privacy breach response and privacy management
D-15: Health and Physical Education Curriculum-Elementary	Process already in place that ensures all families are notified in writing of the dates that the human development and sexual health curriculum expectations are being taught in their child's classroom and an option to exempt is provided
E-03: Health & Safety	Content is operational/ internal /process required under legislation
E-05: Digital Technology Use by Staff	Content is operational/ internal
E-12: Workplace Wellness	Content is operational/ internal / HR
E-16: Social Media Use by DSBN Staff	Content is operational/ internal / HR
E-17: Performance Appraisal	Content is operational/ internal / HR driven by MOE standards and timelines
F-03: Facility Access and Intrusion Alarm	Content is operational

G-14: Out of School Programs/Events	• Content is operational
G-18: Infectious and Communicable Diseases	• Content is operational
G-21: Advertising in Schools	• Content is operational
G-24: On-Site/Off-Site Evacuation	• Content is operational/internal
G-25: Co-Curricular Activities	• school-based decisions – dependent on availability of staff
G-27: Mobile Phone Purchase for School Use	• Content is operational/internal
G-33: School Logos	• Duplicative of Policy A-13: DSBN Board Logo, School Logos and Mascot
G-35: Copyright Provision	• Content is operational/internal
I-01: Guidelines for Retirement/Resignation Dates for Teachers	• Content is operational/internal / staff only
I-04: Teacher Exchange – Within The District School Board of Niagara	• Content is operational/internal / staff only
J-02: Accessibility Standards for School Transportation	• NSTS process • Singular standard part of larger Policy C-03: Accessibility Standards for Ontarians with Disabilities

DSBN By-Laws and Rules of Order Amendments

By-Law Q-4 & Q-5: By-Law Amendment re: Ministry Directive & Housekeeping

Tuesday, October 6, 2026

PURPOSE

The Governance Committee has been reviewing opportunities to streamline its processes. At its September 22, 2026, meeting, the Committee considered a new policy preamble. Feedback received during that discussion led to the preamble being revised to align more closely with the policies it would replace and was brought forth in the prior report.

As the preamble policy was revised to reflect the Committee's feedback and align more closely with the policies it would replace, it became apparent that the proposed delegation of authority to the CEO did not fit as well within the preamble policy. It is therefore proposed that this authority instead be addressed in the By-Laws, where it can apply to both the Board's By-Laws and Rules of Order and Board Policies.

RECOMMENDED MOTION:

"That the By-Laws and Rules of Order be amended to insert the following:

- Q-4 Where an immediate amendment to the Board By-Laws and Rules of Order or Board Policies is required to maintain compliance with a binding Ministry direction, the CEO shall convene the Governance Committee and bring forward the required amendment for submission to the Board. The requirements for prior notice and confirmation by a two-thirds vote set out in By-Law Q-2 do not apply. The amendment shall take effect immediately upon receipt by the Board.
- Q-5 The CEO may make administrative or editorial revisions to the Board By-Laws and Rules of Order and to Board Policies including:
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Administrative or editorial revisions to the Board By-laws and Rules of Order or Board Policies will be presented to Trustees for information at the next Board meeting. The requirements for prior notice and confirmation by two-thirds vote as set out in By-Law Q-2 do not apply. The revisions shall take effect immediately upon receipt by the Board."

AD HOC GOVERNANCE COMMITTEE

Tuesday, October 6, 2026

Respectfully submitted,

Jennifer Feren
General Counsel

Date: Tuesday, October 6, 2026

For further information, please contact Jennifer Feren, General Counsel