



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

Catholic Education Centre  
322 Fairview Drive  
Brantford, ON N3T 5M8

### Committee of the Whole Tuesday, May 20, 2025 ♦ 7:00 p.m. Boardroom

#### Trustees:

Carol Luciani (Chair), Dan Dignard (Vice-Chair), Dennis Blake, Bill Chopp, Rick Petrella (on leave), Mark Watson, Riley O'Brien, Ryan Toft (Student Trustees)

#### Senior Administration:

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer), John Della Fortuna, Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

#### 1. Opening Business

##### 1.1 Opening Prayer

*Almighty God, bless us as we gather today for this meeting. Guide our minds and hearts so that we will work for the good of our community and be a help to all people. Teach us to be generous in our outlook, courageous in the face of difficulty, and wise in our decisions. We give you praise and glory, Lord our God, forever and ever. Amen*

##### 1.2 Attendance

##### 1.3 Approval of the Agenda

Pages 1-2

##### 1.4 Declaration of Interest

##### 1.5 Approval of the Committee of the Whole Minutes – April 15, 2025

Pages 3-5

##### 1.6 Business Arising from the Minutes

#### 2. Presentations

#### 3. Delegations

#### 4. Consent Agenda

##### 4.1 Unapproved minutes Regional Catholic Parent Involvement Committee Meeting - April 14, 2025

Page 6

##### 4.2 Unapproved Minutes of the Special Education Advisory Committee Meeting - April 15, 2025

Pages 7-9

##### 4.3 Unapproved Minutes of the Accommodations Committee - May 12, 2025

Pages 10-12

#### 5. Committee and Staff Reports

##### 5.1 Unapproved minutes and recommendations from the Policy Committee Meeting - May 13, 2025

Pages 13-85

- Home School #200.16 (pages 14-28)
- Home Instruction #200.17 (pages 29-37)
- Student Clubs #200.44 (pages 38-45)
- Opening/ Closing Exercises #200.11 (pages 46-50)
- Head Lice (Pediculosis) #200.20 (pages 51-61)
- Employee Expenses #700.04 (pages 62-70)
- Procurement #700.01 (pages 71-85)



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

Catholic Education Centre  
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**5.2** Norfolk County Boundary Review Pages 86-91  
Presenter: Mike McDonald, Director of Education & Secretary

### **6. Information and Correspondence**

**6.1** Student Trustee Election  
Presenter: Michael Lawlor, Superintendent of Education

**6.2** Catholic Education Week Update  
Presenter: Michael Lawlor, Superintendent of Education

### **7. Trustee Inquiries**

### **8. Business In-Camera**

- 207 (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves:
- a. The security of the property of the board;
  - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - c. The acquisition or disposal of a school site;
  - d. Decisions in respect of negotiation with employees of the board; or
  - e. Litigation affecting the board.

### **9. Report on the In-Camera Session**

### **10. Future Meetings and Events**

Page 92

### **11. Closing Prayer**

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. Amen*

### **12. Adjournment**

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**Next meeting:** Tuesday, June 17, 2025, 7:00 p.m. – Boardroom



# **BRANT HALDIMAND NORFOLK Catholic District School Board**

## **Minutes**

Catholic Education Centre  
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### **Committee of the Whole Tuesday, April 15, 2025 ♦ 7:00 pm Boardroom**

#### **Trustees:**

Dan Dignard (Vice Chair), Dennis Blake, Bill Chopp, Mark Watson, Riley O'Brien (Student Trustee), Ryan Toft (Student Trustee)

**Regrets:** Carol Luciani (Chair), Rick Petrella

#### **Senior Administration:**

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer) Kevin Greco, Lorrie Temple, Phil Wilson (Superintendents of Education)

**Regrets:** John Della Fortuna (Superintendent of Education)

## **1. Opening Business**

### **1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Blake.

### **1.2 Attendance**

Chair Luciani was excused from the meeting and Vice-Chair Dan Dignard assumed the role of the Chair for this meeting. Attendance was as noted above.

### **1.3 Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the April 15, 2025, meeting.

**Carried**

### **1.4 Declaration of Interest – Nil**

### **1.5 Approval of Committee of the Whole Meeting Minutes – March 18, 2025**

Moved by: Mark Watson

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 18, 2025, meeting.

**Carried**

### **1.6 Business from the Minutes**

## **2. Presentations – Nil**

## **3. Delegations - Nil**

## **4. Consent Agenda**

### **4.1 Unapproved Minutes from the Special Education Advisory Committee – March 18, 2025**

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board



## **BRANT HALDIMAND NORFOLK Catholic District School Board**

## **Minutes**

Catholic Education Centre  
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receives the unapproved minutes of the Special Education Advisory Committee Meeting of March 18, 2025.

### **5. Committee and Staff Reports**

#### **5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting – April 8, 2025**

Vice-Chair Dignard presented the unapproved minutes and recommendations from the Policy Committee meeting which include;

- THAT the Committee of the Whole refers the Dress Code for Staff Policy #300.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Committee of the Whole refers the Leaves of Absence for Management Employees Policy #300.14 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Committee of the Whole refers the Volunteer Indigenous Self-Identification Policy #200.07 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Committee of the Whole refers the Principal and Vice Principal Work Year Policy #300.22 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Committee of the Whole refers the French Immersion Programming Policy #200.30 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of April 8, 2025, to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of April 8, 2025, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **5.2 Health and Safety Update**

Superintendent Greco presented the Health and Safety update. This is information that is shared with the board semi-annually. Employee accidents and/or incidents statistics and overall trends in attendance data were shared. The Human Resource Services Department have conducted wellness visits at all BHNCDSB schools this year to meet with and hear from all employee groups. Staff wellness is part of an ongoing initiative that crosses all departments.

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Committee of the Whole refers the Health and Safety Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**



## **BRANT HALDIMAND NORFOLK Catholic District School Board**

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### **6. Information and Correspondence**

#### **6.1 Student Demographic Survey**

Superintendent Wilson provided an update on the student demographic survey, "Valuing Your Voice." Elementary students completed the survey at home and secondary students participated in school. Higher participation rates were noted year over year from 21.2% in 2024 to 30.2% in 2025. The data is currently being reviewed and will be shared once complete.

#### **6.2 Catholic Education Week Update**

Superintendent Lawlor presented an update on some of the events taking place over Catholic Education Week, including the Catholic Student Leadership Awards on Monday May 5, 2025.

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the information and correspondence since the last meeting.

**Carried**

### **7. Trustee Inquiries - Nil**

### **8. Business In-Camera**

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera session.

**Carried**

### **9. Report on the In-Camera Session**

Moved by: Bill Chopp

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.

**Carried**

### **10. Future Meetings and Events**

Chair Luciani drew attention to the upcoming meetings and events.

### **11. Closing Prayer**

The closing prayer was led by Vice-Chair Dignard.

### **12. Adjournment**

Moved by: Dennis Blake

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the April 15, 2025, meeting.

**Carried**

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**Next meeting:** Tuesday, May 20, 2025 - 7:00 p.m. – Boardroom



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**REGIONAL CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING**

**Monday, April 14, 2025 – 6:30 pm**

**Virtual - Microsoft Teams**

**Members:** Michael Lawlor (Superintendent of Education), Humberto Cacilhas (Principal Lead), Carol Luciani (Chair of the Board), Sarah Lebel (Parent Co–Chair), April Taylor (Senior Social Worker), Dianne Wdowczyk (Mental Health Lead), Francesca Pace (Recording Secretary)

**Guest:** Constable Conrad Vitalis, Community Engagement Officer, Ontario Provincial Police

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**1. Land Acknowledgement**

Humberto Cacilhas provided the land acknowledgement

**2. Opening Prayer**

Humberto Cacilhas led with a prayer

**3. Welcome and Opening Comments**

Humberto Cacilhas welcomed all parents and guests.

**4. Introduction**

Humberto Cacilhas introduced OPP Constable Conrad Vitalis, Community Engagement Officer.

**5. Cyber Security/Internet & Youth**

Constable Conrad Vitalis presented all guests with a session on online safety and understanding online relationships.

- Addressed online safety concerns for youth from elementary school to high school.
- What is the Internet?
- What are the Positives of the Internet?
- Cyberbullying
- Criminal Code Charges
- Online Predators
- Helpful Websites for kids and parents

**6. Closing Remarks/Adjournment**

Humberto Cacilhas thanked all members, guests, and Constable Conrad Vitalis for their support. He also reminded everybody of the link in the chat for the survey and let everyone know that the survey link and a link to the recording of the session would be emailed out to everybody.

The meeting adjourned at 7:46pm.



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**SPECIAL EDUCATION ADVISORY COMMITTEE  
Tuesday, April 15, 2025 – 1:00pm  
Catholic Education Centre and Microsoft Teams**

**Members:** Dennis Blake (Trustee), Mischa Dinsmore (Lansdowne Children's Centre), Lauren Freeborn (Contact Brant), Shannon Korber (Child and Family Services of Grand Erie), Kerri Lomax (Principal, Elementary), Shannon Mason (Principal, Elementary), Lauren Moulton (Woodview Mental Health and Autism Services), Nil Woodcroft (Haldimand Norfolk REACH)

**Regrets:** Brandi Bertling (Child and Family Services of Grand Erie), Michelle Drake (Crossing All Bridges), Simon Jennions (Community Living Brant), Marilyn Noi (Autism Ontario), Patti Mitchell (Parent, County of Brant), Jennifer Rudyk (Principal, Elementary), Janelle Sandy (Indigenous Child and Youth Team at Child and Family Services of Grand Erie)

**Resources:** Sandra DeDominicis (Student Achievement Lead, Special Education), Phil Wilson (Superintendent of Education)

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**1. Welcome and Opening Remarks**

Phil Wilson welcomed the committee.

**2. Land Acknowledgement**

Superintendent Wilson read the board's land acknowledgement.

**3. Opening Prayer**

Sandra De Dominicis shared an opening prayer.

**4. Approval of Agenda**

Moved by: Lauren Mouton

Seconded by: Nil Woodcroft

THAT the Special Education Advisory Committee approves the agenda of the April 15, 2025, meeting.

**Carried**

**5. Approval of the Minutes**

Moved by: Lauren Freeborn

Seconded by: Dennis Blake

THAT the Special Education Advisory Committee approves the minutes of the March 18, 2025, meeting.

**Carried**

**6. Correspondence**

Documents were received and sent to SEAC members from the Learning Disabilities Association of Ontario.

## 7. Budget Consultation Process

The budget consultation process was discussed with the members of SEAC.

## 8. Community Agency Updates

### Shannon Korber

- Child and Family Services updated that the stability funding transportation dollars have been assigned to BHNCDSD based on the number of children in care.
- There is a pilot project being held to raise math and literacy scores. The program will run for four weeks with fifteen short sessions two times per week online.
- Child and Youth in Care Day is on May 14, 2025.

### Lauren Moulton

- Woodview Children's Centre is running Brantford Mental Health/Youth Therapeutic groups. Registration is available through Woodview Children's Centre. No referral is needed.
- Woodview Children's Centre is running the Equal Grounds Community Garden program.

### Mischa Dinsmore

- The Lansdowne Children's Centre Rock to Heroes Walk and Roll will be held on October 4, 2025.
- The charity motorcycle ride for Lansdowne will be held on June 28, 2025.
- The Lansdowne staff conferences have been set up for entry to school meetings.

## 9. Student Achievement Lead and Superintendent of Education

- The BHNCDSD has hired a fourth Speech-Language Pathologist joining the team on April 22, 2025.
- The final Empower training session with our Cohort of Special Education Resource Teachers has taken place.
- Superintendent Wilson and Sandra DeDominicis have currently met with fifty percent of the school teams around Educational Assistant (EA) allocations. Determining if an EA is the most appropriate personnel to put into the system on a case-by-case basis.
- Entry to School case conferences have begun to ensure necessary supports and services are in place for September 2025.
- There was Professional Development held on April 11, 2025, focused on Mental Health and well-being.
- The Brant Haldimand Norfolk Catholic District School Board proudly recognizes Speech-Language Pathologists Stephanie Bergman, Meagan Courneyea, and Mary Hanhan as the recipients of the 2025 Champions of Inclusion Award. The Champions of Inclusion Awards are presented annually at the Coaching to Inclusion Conference to honor individuals who exemplify exceptional leadership in advancing inclusive education. These clinicians have significantly advanced inclusive practices through professional development, assessments, consultative support, and practical resources. Their initiatives include:
  - **High-Tech AAC Devices:** Ensuring equitable access to communication tools for students with urgent needs.
  - **Complex Communicators Guidebook:** Providing comprehensive resources to



support Augmentative and Alternative Communication users and build staff capacity.

- **Story Champs Program:** Implementing an oral language intervention program for kindergarten classrooms to support early literacy and language development.

#### **10. Closing Remarks/Adjournment**

Phil Wilson thanked everyone. The meeting adjourned at 1:48pm. The next meeting will be held on Tuesday, May 20, 2025.



**Accommodations Committee  
Tuesday, April 29, 2025 – 3:00 p.m.  
Microsoft Teams Meeting**

**Trustees:** Carol Luciani (Chair), Bill Chopp, Dan Dignard, Dennis Blake, Mark Watson

**Senior Administration:**

John Della Fortuna (Superintendent of Education)  
Kevin Greco (Superintendent of Education)  
Michael Lawlor (Superintendent of Education)  
Mike McDonald (Director of Education & Secretary)  
Phil Wilson (Superintendent of Education)  
Rajini Nelson (Superintendent of Business & Treasurer)

**Staff and Other Resources:**

Lou Citino (Manager of Facility Services)  
Jack Ammendolia (Watson & Associates Economists Ltd.)  
Katherine Reddicliffe (Recording Secretary)

**Regrets:** Bill Chopp (Trustee)  
Rajini Nelson (Superintendent of Business & Treasurer)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Carol Luciani.

**1.2 Attendance**

Attendance was noted as above.

**1.3 Approval of the Agenda**

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Accommodations Committee approves the Agenda of April 29, 2025.

**Carried**

**1.4 Declaration of Interest: Nil.**

**1.5 Approval of the Minutes:**

Moved by: Dennis Blake

Seconded by: Mark Watson

THAT the Accommodations Committee approves the Minutes of October 7, 2024.

**Carried**

**1.6 Business Arising from the Minutes: Nil.**



## **2. Staff Reports & Information Items:**

### **2.1 Accommodations Planning Update**

Mike McDonald, Director of Education & Secretary introduced Jack Ammendolia, Managing Partner, Watson & Associates Economists Ltd. who provided a recap and information on the enrolment projections, awarded capital builds, residential developments, economic conditions, and the progression of the school attendance boundary reviews for the Committee.

Highlights from Mr. Ammendolia's presentation include:

- Completed Attendance Boundary Reviews
- New School Funding
- Enrolment Projections
- Residential Development in our City and County's
- Population Trends and Planning for Changing Conditions
- Norfolk Attendance Boundary Review
- Upcoming Attendance Boundary Review Start Up's

A recap of the residential development and the different ways that areas produce student's ratios, specifically focusing on the provincial perspectives and government initiatives. The relationship between Watson's and our municipalities is strengthening and assist with accommodation planning. Initiatives are in place to continue to strengthen these relationships.

The focal point in the presentation is the Norfolk County Attendance Boundary Review Committee and the Preliminary Idea for Consideration which will be brought forward to the Board of Trustees in the upcoming Board meetings.

Highlights of discussion items include:

- Legacy provisions for potential current grade 5 & 6 students
- Targeted implementation date
- Capital build initiatives
- Agenda circulation timeframes

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Accommodations Committee recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Accommodation Planning Update for information.

**Carried**

## **3. Business of the In-Camera Session: N/A**

## **4. Report on the In-Camera Session: N/A**

## **5. Future Meetings**

Chair Luciani noted that the next Accommodations Committee Meeting will be scheduled for the autumn of 2025.



BRANT HALDIMAND NORFOLK  
**Catholic District School Board**

**Minutes**

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**6. Adjournment**

Moved by: Mark Watson

Seconded by: Dan Dignard

THAT the Accommodations Committee adjourns the meeting of April 29, 2025.

**Carried**

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**Next Meeting:** Wednesday, April 17, 2024 – 3:00 p.m.

# PENDING RECOMMENDATIONS FOR THE COMMITTEE OF THE WHOLE FROM THE POLICY COMMITTEE

May 20, 2025

AGENDA ITEM	MOTION
5.1	<p>THAT the Committee of the Whole refers the Home School Policy #200.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the Home Instruction Policy #200.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT Committee of the Whole refers the Student Clubs Administrative Procedure #200.44 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT Committee of the Whole refers the Opening/ Closing Exercises Administrative Procedure #200.11 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT Committee of the Whole refers the Head Lice (Pediculosis) Policy #200.20 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the Employee Expenses Policy #700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the Procurement Policy #700.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>

## **RECOMMENDATIONS:**

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of May 13, 2025, to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of May 13, 2025 to the Brant Haldimand Norfolk Catholic District School Board for approval.

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: John Della Fortuna, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: May 13, 2025  
Submitted by: Michael McDonald, Director of Education & Secretary

### Home Schooling Policy #200.16

Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) recognizes the legal right of parents/guardians to home school their children and supports this choice through a clear process aligned with the Education Act. By requiring annual written notification, the Board ensures compliance while respecting family autonomy. Investigations are only initiated when there are reasonable concerns about the quality of instruction. The policy promotes collaboration between families and schools, encouraging continued connection with school principals and parishes to support both educational development and faith formation.

#### **DEVELOPMENTS:**

The updated STU #200.16. AP – Home Schooling procedure introduces several key changes. Parents must now submit written notification of their intent to homeschool annually by September 1st, and the Board may request mid-year progress updates under Bill 98 (2023) if concerns arise. Home-schooled students can now enroll part-time in specialized subjects and participate in extracurricular activities, pending school capacity.

The update also allows access to Ministry-supported online learning platforms like TVO ILC and Ontario Virtual School, with parents able to request digital resources. Students may participate in EQAO assessments and the OSSLT, provided registration occurs by September 30th, though their results are excluded from school and Board reports.

New emphasis is placed on mental health support (as per PPM 168), with home-schooled students eligible for services and referrals. The policy encourages continued faith formation through parish engagement and offers access to Religion and Family Life resources. Updated forms (A, B, and C) support these changes, ensuring clearer procedures and recordkeeping.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Home Instruction Policy #200.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Home Schooling #200.16

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<b>Adopted:</b>	April 21, 2001
<b>Last Reviewed/Revised:</b>	<del>January 26, 2021</del> TBD
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	<del>2024-2025</del> 2026-2027

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### Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) ~~recognizes the need to provide a distinctive Catholic Education for all of the students in its jurisdiction.~~ respects the rights of parent(s)/guardian(s) ~~who decide to home school their children. Parent(s)/guardian(s) who home school are expected to provide satisfactory schooling. The Board respects the right of parent(s)/guardian(s) to educate their children in the home. The Board also sees the need to describe the expected working relationship and connection between staff of the Board and parent(s)/guardian(s) of home schooled children. Furthermore, the BHNCDSB provides parent(s)/guardian(s) and students appropriate data, information, and educational considerations necessary to make an informed decision regarding homeschooling a child.~~ to home school their children and expects satisfactory instruction at home. The Board will excuse children from school attendance when provided with annual written notification of home schooling, in accordance with subsection 21(2), clause (a) of the Education Act. ~~Investigations will only occur if there are reasonable grounds to believe the instruction is unsatisfactory.~~ The Board aims to maintain a positive relationship with home-schooling families, providing necessary information and educational considerations to support informed decisions regarding home schooling. Parent(s)/guardian(s) and students ~~continue to be invited to connect with their school Principal.~~ are encouraged to maintain a connection with their school principal and can opt to be kept informed of school events through the regular electronic notification system. Parent(s)/guardian(s) and students ~~will also be encouraged to maintain a connection with the school parish to continue in their faith formation especially in regard to preparation for the sacraments of Reconciliation, First Eucharist, and Confirmation.~~ are also encouraged to maintain a connection with the school parish to continue in their faith formation, especially regarding preparation for the sacraments of Reconciliation, First Eucharist, and Confirmation.

It is the responsibility of the Board to excuse children from attendance at school in accordance with ~~Section 21(2) clause~~ subsection 21(2), clause (a) of the Education Act. ~~Parent(s)/guardian(s) and students continue to be invited to connect with their school Principal. Parent(s)/guardian(s) can also opt to be kept informed of school events through the regular electronic notification system. Parent(s)/guardian(s) and students will also be encouraged to maintain a connection with the school parish to continue in their faith formation especially in regard to preparation for the sacraments of Reconciliation, First Eucharist, and Confirmation.~~

### Application and Scope

To provide guidelines for schools and parent(s)/guardian(s) ~~with respect to~~ regarding the home schooling of children. At the parent(s)/guardian(s) request, a child can legally be excused from attendance at school for an academic year ~~and a renewal request can be submitted each year in September.~~ , with a renewal request submitted each year by September 1.

See Appendix A for an Introduction to Home Schooling for parent(s)/guardian(s) and Appendix B for Frequently Asked Questions about Home Schooling.



## Responsibilities

### School Board:

- Monitors the home schooling of students excused from daily attendance in accordance with the Education Act, Provincial Regulation ~~and Administrative Procedures of this policy; and~~
- Provides timely and relevant educational information ~~on~~ upon request of the parent(s)/guardian(s).. ~~“When parent(s)/guardian(s) give a board written notification of their intent to provide home schooling for their child, the board should consider the child to be excused from attendance at school, in accordance with subsection 21(2), clause (a), of the Education Act. The board should accept the written notification of the parent(s)/guardian(s) each year as evidence that the parent(s)/guardian(s) are providing satisfactory instruction at home” PPM 131.”~~
- Accepts the written notification of the parent(s)/guardian(s) each year as evidence of satisfactory instruction at home, as per [PPM 131](#).

### Principal:

- Facilitates the application process ensuring adherence to subsection 21(2), clause (a), of the Education Act.
- May invite the family to a discernment meeting and, ~~if following the meeting, the family is moving forward with homeschooling;~~ if proceeding with home schooling, forwards the request to the Superintendent for approval.
- Invites the family to ~~a~~ meet ~~ing~~ in June to review the family’s intentions for the following school year.
- Maintains a list of home-schooled students and ensures Ontario Student Records are up to date.

### Parent(s)/Guardian(s):

- Completes the application process, plans, and implements the home-schooling program, and assesses and evaluates student achievement.
- Provides written notification each year prior to September 1st to the appropriate Superintendent of Education, as evidence of satisfactory instruction at home.
- Initiates ongoing conversation with school board staff to ensure understanding ~~of~~ of yearly educational opportunities.
- Initiates ongoing conversation with school board staff to ensure understanding of yearly educational opportunities.

## Information:

The Home-Schooling program should focus on the following:

- A satisfactory plan for educating the child.
- Plan to ensure literacy and numeracy at developmentally appropriate levels.
- Plan for assessing the child’s achievement.
- Transition plan (where applicable) for students who will enter Secondary school following home schooling during Elementary school years.
- Transition plan (where applicable) for students who will enter post-secondary education following home schooling during Secondary school years.





- The home-schooling parent has access to the student's OSR through the principal.
- Parent(s)/guardian(s) are encouraged to retain an open working relationship with the school, in the best interest of the student(s).

### Compulsory Education Age & Home-Schooling Compliance

- As per Bill 98 (2023), school boards may request mid-year progress updates from home-schooling families if there are reasonable concerns regarding satisfactory instruction.
- The Board will continue to accept annual written notification as evidence of home-schooling but may conduct additional follow-ups if concerns arise under Section 21(2) of the Education Act.

### Ministry of Education Curriculum Material:

- Parent(s)/guardian(s) who are providing home schooling may obtain curriculum policy documents and curriculum support materials through the Ministry of Education ([www.edu.gov.on.ca](http://www.edu.gov.on.ca)). Requests for Religion and Family Life resources are processed ~~at the~~ through the Catholic Education Centre.
- Parents/guardians may request access to digital learning materials from the Ministry of Education.

### Part-Time Enrolment & Extracurricular Access

Home-schooled students may now enroll part-time in:

- Specialized subjects (e.g., Science labs, French, Arts, Tech Ed)
- Extracurriculars (e.g., sports teams, clubs, school activities)
- Requests for part-time enrolment should be submitted to the school principal, and participation will be arranged based on available resources and capacity.

### Online Learning & Course Access

Home-schooled students may now enroll in Ministry-supported online courses through platforms such as:

- TVO ILC (Grades 9-12)
- Ontario Virtual School
- Board-Approved eLearning Providers

### Courses Offered through the Independent Learning Centre and other Sources Supported by the Ministry of Education:

If a parent/guardian has notified the school of the intent to provide home schooling, the parent/guardian may enroll their child in secondary courses offered through the Independent Learning Centre (ILC) and other providers. To enroll a child being home schooled with external providers, the parent/guardian must submit:

- The enrolment form to the provider.
- The written excusal from attendance provided by the school to the parent(s)/guardian(s) that acknowledges the parent(s)/guardian(s)' intent to home school the child.
- Parent(s)/guardian(s) may obtain information pertaining to course fees directly from each specific provider.



- Students taking courses through providers external to school Boards are normally required to pay an administration fee for each course taken.

## **EQAO Assessments**

### **EQAO & Standardized Testing Access**

Parent(s)/guardian(s) who have given a school written notification of their intent to provide home schooling may request access to the following:

- ~~Grades 3, 6, and 9 and/or the Ontario Secondary School Literacy Test (normally given to students in Grade 10), all of which are administered by the Education Quality and Accountability Office (EQAO).~~
- ~~Parent(s)/guardian(s) must contact their home school by September 30 of the school year in which the assessments/tests are being conducted for information about the dates, times, and locations.~~
- Home-schooled students may participate in EQAO assessments (Grades 3, 6, 9) and OSSLT (Grade 10).
- Parents/guardians must notify the school by September 30 to register their child for assessments.
- It is the responsibility of the parent(s)/guardian(s) to provide transportation to and from the assessment site. The school will provide space for these students at the time and on the dates that assessments/tests are being administered to the Board's regular day school students.
- The school will request sufficient assessment/test materials from the EQAO so that the students who are receiving home schooling can participate.
- Schools will send assessment/test results to their homes.
- Note: The results of students who are receiving home schooling will not be included in school and Board reports generated by the EQAO.

## **Wellness Supports**

- ~~Families in which children are receiving home schooling have access to Ministry of Health and Long-Term Care school health support and personal support services (and equipment) through the local Community Care Access Centres (CCACs) of the Ministry of Health and Long-Term Care.~~
- ~~Families can be directed to the Board's Mental Health Lead for information.~~

### **Mental Health & Wellness Supports (PPM 168 Update)**

Home-schooled students are eligible for board mental health supports upon request, including:

- Access to school-based mental health teams where available.
- Referrals to community mental health services.
- Parents/guardians may contact the Board's Mental Health Lead for guidance.

### **Faith Formation:**

- Requests for Religion and Family Life resources are processed through the Catholic Education Centre. There are also several resources available through the Institute for Catholic Education. Parent(s)/guardian(s) and students are also encouraged to maintain a connection with the school parish to continue in their faith formation, especially regarding preparation for the sacraments of Reconciliation, First Eucharist, and Confirmation.



## References

- ~~Education Act, Sections 21, 24, 25, 26, 30~~  
Education Act (R.S.O. 1990, c.E.2) – Sections 21, 24, 25, 26, 30
- Policy/Program Memorandum (PPM) 131– Home Schooling  
Bill 98 (2023) – Better Schools and Student Outcomes Act
- Ontario eLearning Strategy (2023-2024)
- PPM 168 (Mental Health Supports in Schools)
- **PPM 170 (Education in Ontario)**
- Ministry of Education [www.edu.gov.on.ca](http://www.edu.gov.on.ca)

## Forms

- ~~Appendix A~~
- ~~Appendix B~~
- ~~Home School Application Form A~~
- ~~Home School Response Form B~~
- ~~Home School Investigation Form C~~
- Form A – Home School Notification
- Form B – Board Response to Home School Notification
- Form C – Home School Investigation (if applicable)

## Appendices

- ~~Appendix A~~
- ~~Appendix B~~

## Definitions

**Part-Time Enrolment:** It is preferred for students to be enrolled full time. If a parent/guardian requests part-time enrolment, arrangements must be made with the Principal of the student's community school. Part-time student expectations in regard to attendance, course work, and assessment and evaluation, are the same for all students. The student will be enrolled on the part-time register.

**Full-time Enrolment/Return to School:** Should a Home-Schooled student wish to return to school on a full-time basis, parent(s)/guardian(s) need to meet with the Principal of the school. The Principal will determine whether an assessment will be required for educational placement.

**Prior Learning Assessment and Recognition (PLAR):** Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Where such learning has occurred outside Ontario classrooms, students enrolled in Ontario Secondary schools and inspected private schools may have their skills and knowledge evaluated against the expectations outlined in provincial curriculum policy documents to earn credits towards the secondary school diploma. This formal evaluation and accreditation process is known as PLAR. PLAR procedures are carried out under the direction of the school principal, who is responsible for granting credits.



## Administration Procedures

### Parent(s)/Guardian(s) **who choose to home-school their children must:**

- a) ~~Provides written notification to the school principal (Form A attached – Letter to Superintendent Indicating Notification of Intent to Provide Home Schooling), where the student is currently attending, or is eligible to attend, of their decision to home school. The principal will provide parent(s)/guardian(s) with the Board policy and appropriate forms. Provides written notification to the Superintendent of Education using Form A – Home School Notification.~~
- b) ~~Completes the appropriate forms.~~
- c) ~~Communicates to the school Administrator that a satisfactory plan is in place for home schooling. Provide a satisfactory plan for literacy, numeracy, and subject learning.~~
- d) ~~Ensure compliance with any **mid-year progress updates if requested by the Board.**~~
- e) ~~Maintain an **Ontario Student Record (OSR)** at the designated home school.~~
- f) ~~Keeps the school principal informed of any change in address or telephone number.~~
- g) ~~Provides written notification each year prior to September 1st to the appropriate Superintendent of Education in whose jurisdiction the child is eligible to attend, as evidence of provision of satisfactory instruction at home. Provides written notification each year prior to September 1st to the Superintendent of Education, as evidence of provision of satisfactory instruction at home.~~
- h) ~~Plans and implements the home schooling program and assesses and evaluates student achievement.~~

### Superintendent of Education:

- a) ~~The Superintendent of Education will excuse the student from attendance at school, in accordance with subsection 21(2), clause (a), of the Education Act, upon receipt of written notification accept annual written notification as evidence of satisfactory instruction.~~
- b) ~~The Superintendent of Education will accept annual written notification as evidence that satisfactory instruction is being provided. The annual notification letter will be filed in the OSR at the student's home school issue an official excusal letters acknowledging home-schooling status.~~
- c) ~~The Superintendent of Education will investigate concerns only if credible reports suggest unsatisfactory instruction.~~
- d) ~~c) The principal may invite home schooled students to participate in school related activities as appropriate. d) Principals will maintain a list of all home schooled students each year for management of OSR expectations.~~

### Principal:

- a) ~~The principal will maintain a record of home-schooled students in the school's part-time register ensure that an Ontario School Record (OSR) is on file for the home-schooled student. The OSR will be established in accordance with the OSR Guidelines. All correspondence is to be filed in the OSR. The OSR is to be transferred at age appropriate times (e.g., Grade 8 to Grade 9~~
- b) ~~The principal will establish a part time register for students who are participating in school programs on a part time basis (i.e., music, French) facilitate part-time enrolment and extracurricular participation where possible.~~
- c) ~~The principal may invite home schooled students to participate in school related activities as appropriate.~~
- d) ~~Principals will maintain a list of all home schooled students each year for management of OSR expectation~~



## NOTIFICATION OF INTENT TO PROVIDE HOME SCHOOLING

To the Superintendent of Education, Brant Haldimand Norfolk Catholic District School Board:

I/We herewith provide the names, gender, and date of birth for each *child* of compulsory school age for whom I/we intend to provide home schooling.

First and Last Names	Gender	Date of Birth	Designated Home School

Name of Parent/Guardian:	
Home Address including Postal Code:	
Email:	
Telephone:	

**Ongoing Communication with School:** ☐ Email ☐ Phone

I/We wish to notify the Brant Haldimand Norfolk Catholic District School Board that I/we will provide home schooling for our child(ren) starting dd/mm/yyyy. I/we understand my/our responsibility under the Education Act to provide satisfactory instruction for my/our school-age child(ren) and do hereby declare my/our intent to do so.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Copy: Principal of home school and Superintendent of Education  
OSR (each student listed above)

*The Superintendent and principal to retain copies on file.*

### Information Collection Authorization

*Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer, and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)*



**LETTER IN RESPONSE TO A PARENT'S NOTIFICATION**

Dear

Thank you for notifying the Brant Haldimand Norfolk Catholic District School Board of your intent to provide home schooling for your children:

_____	_____
_____	_____

Your child(ren) is/are excused from attendance at school for the year \_\_\_\_\_ under subsection 21(2) clause (a) of the Education Act, because your child(ren) is/are receiving satisfactory schooling at home.

If you would like your child(ren) to participate in the assessments for students in Grades 3, 6, and 9, and/or in the Ontario Secondary School Literacy Test (normally given to student in Grade 10), that are administered by the Education Quality and Accountability Office (EQAO), contact the school board by September 30 *[or another date specified by the school board]* for information about the dates, times and locations.

Enclosed please find a copy of Policy/Program Memorandum No. 131, "Home Schooling", issued by the Ministry of Education.

Sincerely,

\_\_\_\_\_  
Signature of School Board Official

\_\_\_\_\_  
Name of School Board Official (Print)

\_\_\_\_\_  
Title of School Board Official

\_\_\_\_\_  
Date

Attachment

Copy: Principal of Home School  
OSR (each student listed above)



**INVESTIGATION INTO HOME SCHOOLING**

Please complete this form and return it to the school board, along with the additional material requested below. If you need more space, attach additional sheets.

<b>Name of Parent/Guardian:</b>	
<b>Home Address:</b>	
	<b>Postal Code:</b>
<b>Home Telephone:</b>	(       )
<b>Child's Name:</b>	

**Program Planning:**

This section is intended to give the Board information on your short and long range plans for your child's education.

Please describe your plan for your child's learning by answering the following questions:

Do you make instructional plans?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you spend regularly planned instructional time with your child?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a daily work schedule for your child's home schooling?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please describe the schedule: 1. What subjects are you teaching?	
2. What do you expect to accomplish with your child(ren) in English, mathematics, and other subject areas this year?	



**Instructional Program:**

This section is intended to give the Board information on the curriculum you follow.

Is your instructional program based on any of the elementary or secondary curriculum policy documents published by the Ontario Ministry of Education?

YES ☐ NO ☐

Are you registered with a course(s) through the Independent Learning Centre or other Ministry Approved Online learning?

YES ☐ NO ☐

If you are using the Independent Learning Centre or other Ministry Approved Online learning, list the specific courses:

If yes, please check the appropriate boxes below:

Elementary Curriculum Policy Documents:

- Language ☐
- Mathematics ☐
- Science and Technology ☐
- Social Studies/History and Geography ☐
- The Arts ☐
- Health and Physical Education ☐
- French as a Second Language ☐
- Other (please specify) ☐

Note: Ministry of Education curriculum policy documents and curriculum support material may be downloaded free of charge from the Ministry's website at <http://www.edu.gov.on.ca>. This material may also be obtained through Publications Ontario by using its toll-free telephone number, 1-800-668-9938, or visit its website at <http://www.publications.gov.on.ca> for more information.

**Other Materials**

Please list any other curriculum documents that you use to help design your instructional program.

**Instructional Activities:**

This section is intended to give the Board information on the types of planned activities that you provide for your child to help him or her meet the learning expectations you have established.





**Brant Haldimand Norfolk  
Catholic District School Board**

**Administrative Procedure  
Home Schooling  
Form C**

Please describe the typical activities you use to help your child learn. For example, what types of activities does your child do while learning English, mathematics and other subjects? Please include samples of your child's work in each subject area.



**Instructional Materials:**

This section is intended to give the Board information on the types of materials you use to help your child meet the learning expectations you have established.

Please indicate the resources you use to support your instruction.

Encyclopedia/reference books (please list):

Textbooks:

- English ☐
- Mathematics ☐
- Other subjects ☐

Please list:

Names of textbooks used:



**Supplementary Materials Used:**

	Very Often	Often	Seldom	Never
Magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science Kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Films	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tape Recordings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Models/Mock-ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Television Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other supplementary materials (please specify):

**Assessment of Student Learning:**

This section is intended to give the Board information on how you evaluate your child's progress in learning.

What techniques do you use to assess student learning? Please describe them.



**Resources:**

This section is intended to give the Board information on the resources you use to support your instructional program.

Please indicate the community and other resources you use:

- |  |                          |
|--|--------------------------|
| Public library   | <input type="checkbox"/> |
| YMCA/YWCA  | <input type="checkbox"/> |
| Community centre   | <input type="checkbox"/> |
| Local gym facilities   | <input type="checkbox"/> |
| Public swimming pool   | <input type="checkbox"/> |
| Museums  | <input type="checkbox"/> |
| Art galleries  | <input type="checkbox"/> |
| Recreational/educational/social groups (e.g. Scouts, Guides) | <input type="checkbox"/> |
| Nature interpretive centres                                  | <input type="checkbox"/> |
| Camping areas  | <input type="checkbox"/> |
| Youth groups (please specify)                                | <input type="checkbox"/> |

Networking with other families that provide home schooling can offer valuable support. Please indicate if you are a member of any of the following provincial associations.

- |  |                          |
|--|--------------------------|
| Ontario Federation of Teaching Parents         | <input type="checkbox"/> |
| Ontario Christian Home Educators' Connection   | <input type="checkbox"/> |
| Catholic Home Schoolers' Association-Ontario   | <input type="checkbox"/> |
| Other organizations or groups (please specify) | <input type="checkbox"/> |

**Other Information:**

Please provide below any other information that would help the Board determine whether the instruction being provided to your child is satisfactory.

\_\_\_\_\_  
Parent's / Guardian's Name

\_\_\_\_\_  
Date

## **REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: John Della Fortuna, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: May 13, 2025  
Submitted by: Michael McDonald, Director of Education & Secretary

### **Home Instruction Policy #200.17**

Public Session

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#### **BACKGROUND INFORMATION:**

At the Brant Haldimand Norfolk Catholic District School Board, we are committed to student attendance and ensuring that all students have access to education, regardless of their circumstances. Recognizing that some students may face extended absences due to medical or exceptional circumstances, the Board is dedicated to reaching students wherever they may be and providing them with the support they need to continue their education. Our commitment to student success extends beyond the classroom, ensuring that learning remains accessible through Home Instruction, virtual learning, or alternative instructional models

#### **DEVELOPMENTS:**

This policy has undergone several key changes to enhance accessibility, compliance with ministry guidelines, and alignment with modern learning practices. One of the most significant updates is the removal of the three-week waiting period, allowing students to receive Home Instruction as soon as medical documentation is provided. Additionally, virtual Home Instruction has been introduced as an option for students who cannot attend in person but can engage remotely, providing greater flexibility in learning. The policy now includes clearer definitions of roles and responsibilities for the Superintendent of Education, Principals, Classroom Teachers, Home Instruction Teachers, and Parents/Guardians to ensure a structured and accountable process.

Furthermore, this revision explicitly acknowledges Individual Education Plans (IEPs) to guarantee that students requiring accommodations continue to receive necessary support. The policy has also been updated to align with key ministry policies and legal frameworks, including PPM 164 on Remote Learning, the Ontario Human Rights Code's Duty to Accommodate, Rowan's Law regarding concussion safety, Ontario Regulation 181/98 on exceptional pupil placement, and PPM 156 for supporting transitions of students with special education needs.

An appeals process has been introduced for families whose Home Instruction services may be subject to termination, ensuring a fair and transparent review process. Additionally, the guidelines for Onsite Home Instruction have been expanded, providing clearer procedures for St. Mary Catholic Learning Centre and Satellite Campuses. These comprehensive updates reinforce Home Instruction as a flexible, student-centered approach to learning, ensuring that students who require alternative educational models can continue their academic progress while maintaining high standards of education.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Home Instruction Policy #200.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Home Instruction #200.17

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<b>Adopted:</b>	April 24, 2001
<b>Last Reviewed/Revised:</b>	March 13, 2025
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2030-31

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### Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) recognizes the need for all students to succeed. The Board, in cases where a student registered in the district will be absent from school for a prolonged period of time or who cannot attend regular day classes, will provide home instruction to ensure continuity of programming. ~~Home instruction will normally begin no sooner than three (3) weeks from the last date of attendance at school. Home instruction will begin immediately upon approval.~~ The appropriate Superintendent of Education will arrange for home instruction. Depending on the unique needs of each learner, home Instruction can be offered ~~onsite through St. Mary Catholic Learning Centre (SMCLC) and its Satellite campuses, at a student's home or via virtual home instruction, where applicable. Where possible, having a student complete Home Instruction onsite is preferred.~~ Where possible, onsite instruction is preferred to support reintegration into regular school attendance.

Home instruction is to be provided for a student when:

- ~~Medical evidence that the student cannot attend school is provided to the Principal. Medical documentation confirming that the student cannot attend school is provided. Documentation must be current (within 30 days) and specify the expected absence duration.~~
- ~~The principal of a school becomes aware that a student will be absent for an extended period of time (more than three weeks). It should be noted that a pupil with an infectious disease is not eligible for home instruction during the contagious stages of the disease, but schoolwork and/or assignments can be provided for the student by the classroom teacher upon request from the parent(s)/guardian(s). Students with an infectious disease will not receive home instruction during the contagious stage, but may be provided with remote learning assignments if they are willing and able to complete them.~~
- ~~The principal has received other appropriate official documentation supporting the student's inability to attend school for an extended period of time. The principal has received official documentation supporting the student's inability to attend school and has determined the appropriate mode of home Instruction (onsite, home-based or virtual).~~
- For students recovering from concussions or traumatic brain injuries, home Instruction will follow the *Rowan's Law Return to Learn* guidelines.

### Application and Scope

This policy provides direction for school ~~Principals and Vice-Principals~~ regarding students requiring ~~home instruction. Home Instruction will normally begin no sooner than three (3) weeks from the last date of attendance at school. Home instruction will begin as soon as medical documentation or official verification is provided.~~

Students receiving Home Instruction will be supported by their ~~classroom teacher, home instruction teacher, and school administration~~ to ensure continuity of learning. ~~Where applicable, students will be provided with remote learning options, aligning with PPM 164 – Requirements for Remote Learning.~~



## References

- [Education Act, Section 21\(2\)\(b\) and Regulation 298 Subsection 11\(11\)](#)
- [Policy/Program Memorandum No. 164 \(PPM 164\) - Requirements for Remote Learning](#)
- [Ontario Human Rights Code - Duty to Accommodate](#)
- [Rowan's Law: Concussion Safety](#)
- [Ontario Regulation 181/98 - Identification and Placement of Exceptional Pupils](#)
- [Special Education in Ontario: Policy and Resource Guide \(2017\)](#)
- [Policy/Program Memorandum No. 156 \(PPM 156\) - Supporting Transitions for Students with Special Education Needs](#)
- [Brant Haldimand Norfolk Catholic District School Concussion Policy - 200.08](#)

## Forms

- N/A

## Appendices

- Form A – Application for Home Instruction
- Form B – Home Instruction Time Report
- 

## Definitions

### Home Instructors

Home Instructors are Board employees, thereby subject to the requirements of Criminal Background Checks/Vulnerable Sector screening that is required of all teaching employees. Home Instructors shall be qualified teachers and hired through the Home Instructor application process as designed by Human Resource Services. They may be the student's teacher or another teacher from the school Board. If the student's teacher or another teacher from the staff of the student's school is willing to provide home instruction, this instruction will occur outside the regular hours of the school day.



## Administration Procedures

### 1.0 Superintendent of Education

The Superintendent of Education will:

- Coordinate the **home instruction application and approval process**.
- Support schools in identifying a **qualified teacher for home instruction**.
- Approve home instruction applications and determine the **appropriate mode of delivery (onsite, home-based or virtual)**.
- ~~Cancel Home Instruction if the student:~~ Implement an appeals process for parents before terminating home instruction:
  - ~~Misses three scheduled sessions without notice.~~ If the student is consistently absent from scheduled home instruction - Families will be required to submit additional documentation to justify continued home instruction.
  - ~~Refuses or opposes Home Instruction.~~ If the student refuses to engage in instruction - the school will explore alternative accommodations before termination.
  - ~~Poses a safety concern for the Home Instruction Teacher.~~ If safety concerns arise - the Superintendent will determine an appropriate course of action, which may include modifying the instructional method.

### 2.0 Principal

The Principal will:

- Identify students who qualify for **home instruction**.
- **Determine the appropriate mode of instruction (onsite, home-based or virtual)**.
- Coordinate with **Human Resource Services** to assign a home instruction Teacher.
- Collect and submit required **medical or official documentation**.
- Ensure that the home instruction teacher receives **course materials and assessments from the classroom teacher**.
- **Consideration of IEP accommodations/modifications may be necessary.**

### 3.0 Classroom Teacher

The Classroom Teacher will:

- **Collaborate with the home instruction teacher to ensure student success.**
- Maintain ongoing communication with the home instruction teacher.
- Continue to **assess and evaluate student work**, ensuring alignment with course expectations.
- **Support any necessary modifications for students with IEPs receiving home instruction.**

### 4.0 Home Instruction Teacher

The Home Instruction Teacher will:

- Provide **instruction in alignment with the student's regular coursework**.
- **Maintain a log of instructional hours** and submit bi-weekly reports to the Principal.
- **Coordinate with the classroom teacher** for assessment and evaluation.
- **Follow Rowan's Law Return to Learn protocols** for students recovering from concussions.
- Report any issues (e.g., absenteeism, refusal of instruction) to the Principal immediately.





## 5.0 Parent(s)/Guardian(s)

Parents/Guardians will:

- Provide **medical documentation** or **other required paperwork**.
- Ensure a **quiet, distraction-free environment** for home-based instruction.
- Notify the home instruction teacher at least **24 hours in advance** if a session must be canceled.

## 6.0 Student

The Student will:

- ~~Complete as much work as possible independently and use the Home Instruction time to ask questions/seek clarification.~~ **Actively engage in learning and seek clarification as needed.**
- ~~Complete assignments by the deadline(s) provided.~~ **Meet assignment deadlines as per classroom and home instruction expectations.**
- ~~Be prepared to work with the Home Instruction Teacher during the arranged time.~~ **Be prepared and available for scheduled home instruction sessions.**

## 7.0 Onsite Home Instruction

Where possible, in order to support a successful return to full-time attendance at a student's home school, a short-term transfer program is required at SMCLC or a Satellite Campus. The student will be provided with **onsite home instruction**, coordinated by SMCLC Administration, the Home School Principal and the Superintendent of Education.

The Home School Principal will adhere to all Administrative Procedures and coordinate appropriate support for the student's transition back to regular school attendance.

- 7.1 The Home School Principal completes the application process for onsite home instruction.
- 7.2 The Superintendent responsible for home instruction will approve and forward the application **directly to the Home Instruction Site Administrator** at SMCLC and/or Satellite Campus staff and copy the Home School Principal.
- 7.3 The Home School Principal will complete the Home Instruction Intake Form.
- 7.4 The Parent or adult student will ~~provide transportation~~ **be responsible for arranging transportation** to the program location.
- 7.5 The SMCLC Site Administrator will coordinate staffing and oversee the home instruction.
- 7.6 The Onsite Social Worker or supporting Social Worker at a Satellite Campus will provide support during the program and/or assist the transition back to ~~his/her~~ **their** home school.
- 7.7 The student remains registered at ~~his/her~~ **their** home school. The SMCLC support team will collaborate with the home school team to assist a successful transition back to the regular class.
- 7.8 In some cases, the student will be registered as a student of SMCLC. The responsibility of the student will then reside with the Site Administrator and the SMCLC staff. The school team will consider various transition options.



# APPLICATION FOR HOME INSTRUCTION

Student Name: \_\_\_\_\_ OEN: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Male ☐ Female ☐  
yyyy/mm/dd

Name of Parent/Guardian: \_\_\_\_\_ Telephone: \_\_\_\_\_

Nature of Student's Inability to Attend School: \_\_\_\_\_

Medical Certificate Attached: ☐ To Follow: ☐

Date Last Attended School: \_\_\_\_\_ Date Home Instruction to Commence: \_\_\_\_\_

Anticipated Date of Return: \_\_\_\_\_

Signature of Principal or Vice-Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Subject/Grade Level	Choose One Option	
	ONSITE INSTRUCTION	HOME INSTRUCTION
	<input type="radio"/>	<input type="radio"/>

Approval: \_\_\_\_\_ hours per week Name of Home Instruction Teacher: \_\_\_\_\_  
\_\_\_\_\_  
Superintendent of Education Date: \_\_\_\_\_  
yyyy/mm/dd

Home Instruction is now complete: Last Day of Instruction \_\_\_\_\_ Principal \_\_\_\_\_

Copy to: ☐ Superintendent of Education ☐ Attendance Secretary ☐ OSR  
☐ Student Info System ☐ Student Services ☐ Social Worker  
☐ St. Mary CLC Admin (If Onsite)

The Superintendent and principal to retain copies on file.

## Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer

and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 ([communications@bhncdsb.ca](mailto:communications@bhncdsb.ca))



# HOME INSTRUCTION TIME REPORT

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Date of Instruction: \_\_\_\_\_

Summary/Comment

DATE: \_\_\_\_\_

Summary/Comment

DATE: \_\_\_\_\_

Summary/Comment

DATE: \_\_\_\_\_

Summary/Comment

DATE: \_\_\_\_\_

Bi-Weekly Period: \_\_\_\_\_ HOME INSTRUCTION TEACHER: \_\_\_\_\_

STUDENT: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

Date Visited	Time	Grade/Subject/Strand/Task/Areas of Instruction
Total Hours		

Home Instruction Teacher's Signature: \_\_\_\_\_

Approved by School Principal: \_\_\_\_\_

Approved by Superintendent of Education: \_\_\_\_\_ Date: \_\_\_\_\_

## Forward to Payroll Services

*The Superintendent and principal to retain copies on file.*

## Information Collection Authorization

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**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Phil Wilson, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: May 13, 2025  
Submitted by: Michael McDonald, Director of Education & Secretary

**STUDENT CLUBS ORGANIZATIONS AND ACTIVITIES #200.44**  
Public Session

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**BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board first adopted Administrative Procedure 200.44 – *Student Clubs, Organizations and Activities* – in January 2013, in alignment with the Accepting Schools Act (2012) and Catholic teaching. This policy provides direction to school staff for the establishment, approval, and supervision of student-led groups and activities within Catholic schools. It emphasizes creating a respectful, inclusive, and faith-based learning environment.

**DEVELOPMENTS:**

The policy underwent its most recent review and revision in March 2025. While the overall structure and intent remain consistent with the original document, updates have been made to reflect current practices and reaffirm commitments to student safety, inclusion, and faith formation. Notable updates include the streamlining of references to better focus on current Church and Board guidance documents, and the removal of duplicate reference entries. Additionally, minor language edits were made throughout the document for clarity, with no substantial changes to the process for establishing clubs or supervising GSAs.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers Student Clubs, Organization and Activities Policy #200.44 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Student Clubs/Organizations and Activities

### AP #200.44

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Adopted:	January 22, 2013
Last Reviewed/Revised:	
Responsibility:	Superintendent of Education
Next Scheduled Review:	

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#### POLICY STATEMENT:

Superintendents are responsible for monitoring the implementation of this guideline. Principals are responsible for approval and assigning supervision for all school activities. Teachers and support staff have responsibilities of supervision and support for approved clubs/organizations and activities.

#### APPLICATION AND SCOPE:

The purpose of this Administrative Procedure is to provide direction to school board staff regarding guidelines for establishment and supervision of student clubs/organizations and activities. At the core of our Catholic beliefs is to create a loving and positive learning environment and to welcome every person with love and respect.

#### REFERENCES:

[Accepting Schools Act, 2012, S.O. 2012, c. 5 - Bill 13](#)

[BHNCDSB Catholic Code of Conduct](#)

[Pastoral Guidelines to Assist Students of Same-Sex Orientation \(2004\) and the Canadian Conference of Catholic Bishops statement, Pastoral Ministry to Young People with Same-Sex Attraction \(2011\).](#)

BHNCDSB Monographs: *Dignity of the Human Person: Fundamental Principles in Dealing with Tough Questions*  
Ontario Education Act – Part XIII Behaviour, Discipline and Safety s. 300

*Pastoral Guidelines to Assist Students of Same-Sex Orientation (2004) and the Canadian Conference of Catholic Bishops statement, Pastoral Ministry to Young People with Same-Sex Attraction (2011).*

#### APPENDICES:

- Appendix A – [Request for Student Club/Organization](#)
- Appendix B – [Request for Student Activity](#)

#### DEFINITIONS: N/A

#### ADMINISTRATIVE PROCEDURES:

1.0 Application and requirements to establish a student activity or organization:

200.44 – Student Clubs/Organizations & Activities



- 1.1 Students who desire to establish a student club/organization must first submit a written application for consideration of approval by the principal. See *Request for Student Club/Organization* (Appendix A).
- 1.2 The principal shall consider the written application with respect to the following:
  - a) the purpose and goal(s) of the club/organization;
  - b) the allocation of supervision, school space, and other resources; and
  - c) whether or not the proposal is consistent with the conditions outlined in this procedure.
- 1.3 The principal is responsible for ensuring that every student club/organization and activity is appropriately supervised by a staff supervisor.
- 1.4 The staff supervisor shall ensure that student club/organization/activities are not used for protest against or advocacy for anything that is not in accord with the Catholic faith.
- 1.5 Activities of the sanctioned club or organization will be approved by the club supervisor and school principal. See *Request for Student Activity* (Appendix B).
- 1.6 All promotional materials, advertising or publications for the student activity's use must be reviewed and approved by the staff supervisor prior to publication/posting.

## 2.0 Gay Straight Alliance (GSA):

In addition to the terms in Section 1.0 of this procedure, the following conditions shall be followed in the case of an application to establish a Gay Straight Alliance:

- 2.1 The principal shall directly supervise the meetings and activities of the Gay Straight Alliance.
- 2.2 Prior to an initial meeting of the GSA, the principal shall:
  - a. consider which staff volunteer is most appropriate to assist the principal to supervise and support the group and its activities. The assistant must be an individual who is knowledgeable about and committed to Catholic teaching;
  - b. invite the Chaplaincy Leader to participate in group meetings whenever possible to act as a resource on matters related to Catholic teaching and pastoral support;
  - c. clarify the objectives of the group with the Chaplaincy Leader and any assistants; and
  - d. provide any necessary training.
- 2.3 All students involved must agree to respect the personal privacy of student participants. Restrictions shall be placed on the use of personal electronic devices during meetings, posting personal information on social media sites or the disclosing of personal information in any other manner. Failure to comply may result in the suspension of one or more group members or of the group.
- 2.4 The principal shall be present for each meeting and for every event sponsored by the GSA.
- 2.5 The principal shall recommend that the GSA be named "The Respecting Differences Group" or "Open Arms Club".
- 2.6 The principal shall work with the GSA to incorporate its work into the anti-bullying initiatives that are being supported by other groups in the school and ensure the group operates in a manner consistent with Catholic values and creating safe and accepting schools as outlined in the *Accepting Schools Act, 2012*.







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Appendix A  
Request for Student Club/Organization

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Student Grade \_\_\_\_\_

Staff Supervisor \_\_\_\_\_

Please identify:

a.) Nature of the Group:

\_\_\_\_\_

b.) Purpose of the Group:

\_\_\_\_\_

c.) Objectives of the Group:

\_\_\_\_\_

Please identify the estimated number of participants: \_\_\_\_\_

Please identify the frequency with which the group wishes to meet: weekly, bi-weekly, monthly, or once each semester.

\_\_\_\_\_

Please identify the nature of the meetings:

\_\_\_\_\_

Please provide any other information that would assist the principal to make a decision regarding whether or not to permit the establishment of this student group:



Appendix B  
Request for Student Activity

***“Whatever you do in word and deed, do everything in the name of our Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17***

1. ***“Jesus prays....that they may all be one.”*** John 20:2

How does this activity bring us together as a school community?

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2. ***“In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.”*** Matthew 5:16

How does this event/activity reflect our school community in a positive way?

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3. ***“In everything, do to others as you would have them do to you.”*** Matthew

7:12 How are we upholding Christ’s mandate?

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4. ***“For by one spirit we are all baptized into one body...and we were all made to drink of one spirit.”***  
1 Corinthians 12:13

How is this activity inclusive?

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5. ***“You are the salt of the earth....you are the light of the world...Let your light shine.”*** Matthew 5:13-15

How does this activity raise others up so they can experience their own worth and dignity? How does it celebrate the gifts of our students?



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6. *"...what does the Lord require of you but to do justice and to love kindness and to walk humbly with our God."* Micah 6:8

How does this event/activity reflect Christ's model of servant leadership?

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7. *"God saw everything that he had made, and indeed, it was very good."* Genesis 1:31

How does this event/activity show our responsibility to care for the environment and protect our resources?

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8. *"...the Lord has anointed me; he has sent me to bring good news to the oppressed, to bind up the broken-hearted, to proclaim liberty to the captives and release to the prisoners."* Isaiah 61:1

How does this activity recognize and respond to the poor, the hungry, and the oppressed?

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Submitted by:

Student Name \_\_\_\_\_ Student Name \_\_\_\_\_

Staff Supervisor \_\_\_\_\_



Approved ☐ Not Approved ☐

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Phil Wilson, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: May 13, 2025  
Submitted by: Michael McDonald, Director of Education & Secretary

### OPENING AND CLOSING EXERCISES #200.11 Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) has maintained Administrative Procedure #200.11 – *Opening and/or Closing Exercises* since its adoption on November 1, 2001. This procedure guides schools in conducting daily opening and/or closing exercises that are reflective, spiritual, educational, and moral in nature, reinforcing Canadian values, the Catholic faith, and a sense of social responsibility. In alignment with the Education Act and Ministry of Education directives, the exercises must include the singing of "O Canada" and incorporate scripture readings and/or prayers. The policy also supports the use of the BHNCDSB Land Acknowledgement, reinforcing the Board's commitment to reconciliation and recognition of Indigenous peoples.

#### **DEVELOPMENTS:**

The procedure was most recently reviewed and revised in March 2025 to reflect current best practices and ensure consistency with Board priorities and provincial regulations. Notable updates include a clarified process for incorporating the recitation of the pledge of citizenship, with principal consultation required through the Catholic School Advisory Council and prior approval from the Superintendent of Education. The revisions also strengthen expectations around the delivery of the Land Acknowledgement, providing guidance for its placement in daily announcements and liturgical celebrations. Additionally, minor administrative and formatting adjustments were made to enhance clarity and procedural alignment across school settings.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Opening and Closing Exercises #200.11 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Opening and/or Closing Exercises

#200.11

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<b>Adopted:</b>	November 1, 2001
<b>Last Reviewed/Revised:</b>	
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	

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### POLICY STATEMENT:

To provide direction for all schools in the Brant Haldimand Norfolk Catholic District School Board regarding opening and/or closing exercises. **The purpose of opening and closing exercises is to be reflective, spiritual, educational, and moral, reinforcing Canadian values, the Catholic faith, and social responsibility.**

### APPLICATION AND SCOPE:

The Brant Haldimand Norfolk Catholic District School Board will ensure that opening and/or closing exercises are held in each school under its jurisdiction in accordance with the requirements of the regulations, which includes the singing of "O Canada".

In keeping with the Board's Strategic Plan for Catholicity **that is focused on developing faith-filled communities,** the schools will ensure prayers and/or scripture readings are an integral part of opening and/or closing exercises.

### REFERENCES:

- [~~Education Act Section 265 Duties of Principal – \(e\) timetable~~](#)
- [~~Education Act Section 304 Opening and Closing Exercises~~](#)
- [~~Ontario Regulation 298 – Operation of Schools: Section 4 Opening Exercises~~](#)
- [~~Ontario Regulation 298 – Operation of Schools: Section 11 Duties of Principals~~](#)
- [~~Ontario Regulation 298 – Operation of Schools: Section 20 Duties of Teachers~~](#)
- [~~Ontario Regulation 435/00 – Opening or Closing Exercises~~](#)
- [~~Ministry of Education Program/Policy Memorandum 108 – Opening and Closing Exercises in Public Elementary and Secondary Schools~~](#)
- [\*\*BHNCDSB Land Acknowledgement Guide\*\*](#)

### APPENDICES:

- Appendix A – Exemption Request Form - Parent
- Appendix B – Exemption Request Form – Student, at least 18 Years of Age

### DEFINITIONS:

**Exemption:** For those eligible, a request to be exempted from the singing of "O Canada", but not from prayers.  
**NA**



## ADMINISTRATIVE PROCEDURES:

Outlined below are the procedures that should be carried out for opening and/or closing exercises:

### 1.0 Superintendent of Education

- 1.1 Will review and update ~~the~~ administrative procedure as required.
- 1.2 Will ensure that the administrative procedure is implemented by the principals and teachers in schools.
- 1.3 ~~Exemption Request Forms A or B received through the school principal by a parent/guardian or a student who is at least 18 years of age will be reviewed and require approval by the Superintendent of Education.~~

### 2.0 Principal

- 2.1 Will ensure that the administrative procedure is implemented in the school.
- 2.2 ~~If deciding whether to include the recitation of the pledge of citizenship, the principal shall consult with the Catholic School Advisory Council to establish procedures for daily opening and/or closing exercises; the exercises will be reviewed annually. and then review this decision at the beginning of each school year and must consult with the Catholic School Advisory Council. Before consulting with the Catholic School Advisory Council about the inclusion of the pledge of citizenship in opening or closing exercises, the superintendent of education must grant approval.~~

The following is the pledge of citizenship:

*I swear (or affirm) that I will be faithful and bear true allegiance to His Majesty King Charles the Third, King of Canada, His Heirs and Successors, and that I will faithfully observe the laws of Canada, including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Métis peoples, and fulfil my duties as a Canadian citizen.*

- 2.3 Scripture readings and/or prayers, along with "O Canada" are integral parts of all opening and/or closing exercises in schools and selected assemblies.
- 2.4 As per the BHNCD SB Land Acknowledgement Guidelines, the principal will ensure that their school uses the Land Acknowledgement, at minimum, once per week at the start of the school day (via morning announcements), however schools are encouraged to consider using the Land Acknowledgement twice per week. Principals shall refer to the BHNCD SB Land Acknowledgement Guide to guide their practice and actions around Land Acknowledgement.
- 2.5 Parent(s) and/or guardian(s) of students under 18 years of age and/or students over 18 years of age who are eligible for an exemption are informed to apply to the school principal. ~~The exemption will be for "O Canada" only, not from school prayers.~~

Please note: A student who is 16 or 17 years old who is eligible for an exemption and has withdrawn from parental control may apply to the school principal for an exemption.

**Exemption:** ~~For those eligible, a request to be exempted from the singing of "O Canada", but~~





~~not from prayers~~

### 3.0 Teachers

- 3.1 Will ensure that the administrative procedure is implemented in the class.
- 3.2 Will ensure that students in the classrooms with an approved exemption are being carried out.



The principal will exempt students from the singing of "O Canada" upon annual application, if the parent/guardian of a student under 18 years of age applies in writing to the principal for an exemption; or a student who is at least 18 years of age, applies in writing to the Principal to be exempted.

Please be advised I am requesting that my child, a student less than 18 years of age:

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Be exempt from:

- The singing of O Canada for the current school year.

\_\_\_\_\_

Parent signature: \_\_\_\_\_

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Phil Wilson, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: May 13, 2025  
Submitted by: Michael McDonald, Director of Education & Secretary

### HEAD LICE (PEDICULOSIS) #200.20 Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes pediculosis does not spread infection nor is it a health or education issue. While control of pediculosis is ultimately a family responsibility, the Brant Haldimand Norfolk Catholic District School Board has a role in educating and supporting staff and families on the recognition, early treatment, prevention, and control of head lice infestation.

#### **DEVELOPMENTS:**

In recent years, the role of schools in managing pediculosis has shifted from immediate removal of affected students to a more supportive, educational approach. Previously, students found to have head lice were often sent home right away and required to be nit-free before returning. Under the updated policy of the Brant Haldimand Norfolk Catholic District School Board, students identified with head lice may remain in school for the rest of the day and are no longer required to be completely nit-free to return. The focus is now on minimizing disruption to learning while emphasizing education, prevention, and family responsibility for treatment. Schools are tasked with communicating regularly with parents, protecting student dignity and privacy, and supporting a consistent response that avoids academic penalties or exclusion due to lice.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Head Lice (Pediculosis) Policy #200.20 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Head Lice (Pediculosis)

#200.20

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Adopted:	April 21, 2001
Last Reviewed/Revised:	
Responsibility:	Superintendent of Education
Next Scheduled Review:	

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### POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) recognizes that most outbreaks of pediculosis (head lice) occur in school children, particularly those of elementary school age. Pediculosis does not spread infection nor is it a health or education issue. However, they are a societal problem with substantial costs. While control of pediculosis is ultimately a family responsibility, the Brant Haldimand Norfolk Catholic District School Board has a role in educating and supporting staff and families on the recognition, early treatment, prevention, and control of head lice infestation. In partnership with the counties' Health Units, the BHNCD SB encourages families to share responsibility for pediculosis control. The responsibility for treating and eliminating head lice ultimately rests with the parent(s) or caregiver(s). The Board also has a role in preventing the spread of pediculosis by following precautions at school, which help to minimize the spread in the schools. The treatment and eradication of head lice is ultimately the parent(s)/guardian(s)' responsibility. Early recognition and treatment in the home is paramount to prevention and control of head lice infestation. Students with Head Lice or nits will be excused from mandatory class attendance to allow for a full course of treatment and avoid close head-to-head activities. A child's academic programming will not be interrupted or negatively affected due to being absent from class as a result of treatment. A child's academic program will continue without interruption or negative impact despite the diagnosis of live head lice or the presence of nits.

### APPLICATION AND SCOPE:

This administrative procedure will provide a consistent school response which is necessary to provide education, prevention, and control of Pediculosis.

### REFERENCES:

- Brant County Health Unit ~~Grand Erie Public Health Unit~~ – [www.bchu.org](http://www.bchu.org)
- Canadian Pediatric Society – [www.cps.ca](http://www.cps.ca)
- Haldimand Norfolk Health Unit – [hnh.org](http://hnh.org)

### APPENDICES:

- Appendix A – How to Check for Head Lice
- Appendix B – Confirmation of Treatment Form
- Appendix C – Fact Sheet
- ~~Appendix D~~

### DEFINITIONS:

**Pediculosis (Head Lice):** Head lice are tiny insects that live only on the scalp of human beings where they lay eggs. They are the size of a pinhead. They do not have wings so they cannot fly or jump, and they are not found on cats,



dogs, or any other household pet. The bites from head lice cause itching and scratching. Scratching may cause sores which can get infected.

**Pediculosis (Head Lice):** Head lice are tiny, parasitic insects that live exclusively on the human scalp, where they lay eggs (nits). Adult lice are about the size of a sesame seed (2-3 mm). They do not have wings, so they cannot fly or jump, but they can crawl quickly from hair to hair. Head lice are not found on pets such as cats or dogs. Their bites can cause itching due to an allergic reaction to their saliva, and excessive scratching may lead to sores or secondary infections.

**Nits:** The eggs that lice lay are called nits. These look like tiny yellow, tan, or brown dots before they hatch. Lice lay nits on hair shafts close to the scalp, where the temperature is perfect for keeping warm until they hatch. Nits are half the size of a pinhead. They stick to the hair and do not fall off if you touch them. After the eggs have hatched, the shells are white. These empty shells stay on the hair, as the hair grows.

**Nits:** The eggs that lice lay are called nits. They are tiny, oval-shaped, and appear yellow, tan, or translucent before they hatch. Lice attach nits to hair shafts close to the scalp, where warmth helps them develop. Nits are about 0.8 mm in size and are firmly glued to the hair, making them difficult to remove. After hatching, the remaining empty egg casings appear white or clear and remain attached to the hair as it grows.

## ADMINISTRATIVE PROCEDURES:

### 1.0 Action Plan

By September of every school year, elementary school principals must have an action plan that educates families in the prevention and recognition of both head lice and nits and a plan to respond to cases of pediculosis.

Communication should occur throughout the school year through regular school communications to remind parents to check their child's hair before the child returns to school from regular school breaks. Information Brochures (PDFs) are available from both health units.

Each plan must include the following:

- An annual regular procedure for informing parents about pediculosis;
  - A process for pediculosis screening; and
  - A clear re-admission procedure requiring that the student has been inspected for head lice and nits.
- 
- An annual, regular procedure for informing parent(s)/caregiver(s) about pediculosis (e.g., using content from Appendix D);
  - Consistent communication throughout the school year via regular school updates, reminding parents to check their child's hair before returning to school after scheduled breaks;
  - Recognition of the sensitive/personal nature of checking for head lice/nits with children. The dignity and well-being of students will be given the highest priority. Every attempt will be made to respect the student's privacy and self-esteem. All who assist in this process will maintain confidentiality.
  - A process for checking for head lice and informing parents/caregivers about treatment, and re-entry requirements;
  - Provision for schoolwork to be provided where a student's re-admission is delayed;
  - The administrator has the final decision regarding the re-admission of students.



## 2.0 Reports of Pediculosis

Following the discovery or report of pediculosis, the Principal shall take the following steps:

- 1.—The student is isolated, and parents/guardians will pick up the student as soon as possible. Students are not to be sent home on a school bus.
- 2.—A general letter (Appendix “A” and Appendix “C”) shall be sent home with each person affected and to any other groups deemed necessary by the Principal. As well, all staff who have worked with the person having pediculosis, or that has been in the immediate vicinity of the person with pediculosis, shall be notified.
- 3.—A “Confirmation of Treatment Form” (Appendix “B”) shall also be sent home to the parent(s)/guardian(s) of each student having pediculosis advising them of the policy on control of head lice and nits and the requirements to complete the form. This form is to be returned to the Principal prior to the student returning to class.
- 4.—Elementary students who are found to have head lice or nits will be excused from mandatory class attendance to allow for a full course of treatment (and repeated treatments as necessary) and to avoid close head-to-head activities.
- 5.—Secondary students with head lice or nits will be excused from mandatory class attendance to allow for a full course of treatment and avoid close head-to-head activities.
- 6.—Any absence from class as a result of treatment will not interrupt or negatively affect the student’s academic program.
- 7.—The parent(s)/guardian(s) will bring the child to school and remain while the student is examined by a trained person prior to re-admission.
- 8.—If the student is still found to have head lice or nits, he/she will continue to be excused so that treatment can be re-administered (in some cases, if nits/shells are found, that doesn’t mean that the child is still infested).
- 9.—Staff with Head Lice or nits will be excused from regular teaching duties to allow for a full course of treatment and avoid close head-to-head activities.
- 10.—Staff who have contracted Pediculosis from the workplace have the right to apply for benefits under the Workplace Safety and Insurance Act by reporting the incident to their Principal/Supervisor, who will complete the accident and injury report.
- 11.—It is the responsibility of the Principal to ensure staff assigned to complete checks has been instructed on how to do so. Personnel should be established at the start of the school year. Appendix “C” and consultation with the appropriate Health Unit may be used as a reference for instructing on the proper method for checking for the existence of head lice. The Brant and Haldimand/Norfolk Health Units can provide training to individuals at the school-level for detecting lice.
- 12.—Principals may instruct lunch monitors on how to assist in these checks.
- 13.—The Principal is to ensure checks are completed of the hair of students in a class where head lice and/or nits have been discovered and the hair of the siblings of the student identified with head lice that attend the same school.
- 14.—The principal has the final decision regarding the presence of head lice or nits.

### 1. Notification and Communication:

- Refer to the process for pediculosis screening in the school action plan.
- Parents/guardians of affected students will be notified as soon as possible by phone and using Appendix a and B.
- Staff members who have worked closely with the affected student(s) shall also be informed and reminded of the duty to maintain confidentiality.

### 2. Student Attendance and Treatment Expectations:



- Students identified with head lice may remain in school for the remainder of the day and should not be isolated or sent home immediately.
- Parents/guardians will be advised to begin treatment promptly and ensure their child's hair is checked and properly managed before returning to school the next day.
- Secondary students are also expected to remain in school and follow the same treatment protocols.

**3. Re-admission to Class:**

- Students do not need to be completely nit-free to return to school, as the presence of nits alone does not indicate active infestation.
- Affected students will not face academic penalties or exclusions due to pediculosis.
- Parents/guardians must follow through with a full course of treatment and continue checking their child's hair regularly.
- Confirmation of Treatment Form (Appendix B) must be completed and signed by the parent(s)/guardian(s), indicating that all conditions have been met.

**4. Staff Considerations:**

- Staff who believe they may have contracted Pediculosis from the workplace must inform their Principal/Supervisor, submit an incident injury report, and can submit an application for benefits under the Workplace Safety and Insurance Act.

**5. Education and Prevention Strategies:**

- The Principal will ensure staff, students, and parents receive information on best practices for lice prevention and treatment as per their school action plan.

**6. Decision-Making Authority:**

- The Principal has the final decision regarding school-based lice management protocols in consultation with public health authorities as needed.

**3.0 Confidentiality**

The dignity and wellbeing of students shall be given the highest priority. Every attempt will be made to respect the student's privacy and self-esteem. All who assist in this process must maintain confidentiality.

**4.0 Parent(s)/Guardian(s)**

Parent(s)/guardian(s) are encouraged to learn how to identify head lice and nits and make the checking of hair a part of regular hygiene. If pediculosis is identified, the parent is responsible for ensuring treatment is administered and a Confirmation of Treatment Form (Form B) is completed and returned to the Principal.

**5.0 —Environmental Decontamination**

- In some rare situations, significant infestation of a particular classroom may occur. The Canadian Pediatric Society has confirmed that environmental cleaning or disinfection following the detection of a head lice case is not normally warranted. Lice and nits live close to the scalp and do not survive for more than 1-2 days, away from the scalp. Nits are unlikely to hatch at room temperature away from the scalp.
- Washing items in close or prolonged contact with the head (e.g., hats, pillowcases, stuffed toys, towels, brushes, combs) may be warranted. Wash such items in hot water ( $\geq 66^{\circ}\text{C}$ ) and dry them in a hot dryer for 15 minutes. Schools may decide to store any items that cannot be easily cleaned in a sealed plastic bag for 2 weeks which will kill both live lice and nits.
- Any head gear, headphones etc. are not permitted for communal use. Students are required to purchase their own headphones/headsets, place them in a Ziploc bag (labelled) and not to be shared.



If items are required to be shared, they must be cleaned and disinfected with Lysol or rubbing alcohol before being issued to other students.

- It is not ever advised to use insecticides. A Virex disinfectant is used to clean surfaces (including tables, chairs, work centres, etc). A Lysol spray can be used for carpets, upholstered furniture, pillows, etc.
- Vacuum all floors, rugs, pillows, carpet squares, and upholstered furniture.
- Hard surfaced classroom floors are not a risk in the transmission of head lice and no special anti-lice measures are required.
- Depending on the severity of the infestation, the type of classroom and other specific circumstances, the principal in consultation with the Superintendent may close the infested classroom for a maximum of 3 consecutive days.

## 6.0 Re-Admission Procedure

If the student has been treated for pediculosis and is free of live head lice and nits, he/she may return to class—the following conditions have been met:

- Student checks in and remains at the office with their parent(s)/guardian(s) while the re-admission protocol is put into place;
- Confirmation of Treatment Form is confirmed completed and signed by the parent(s)/guardian(s), indicating that all conditions have been met;
- Trained person examines the student and detects no live head lice and/or a number of nits; and
- Staff will create a log to keep track of cases.

Student Name	Grade	Date Detected	Form Sent (✓)	Form Returned (✓)	Re-Entry Date
Jane Smith	2	May 26 <sup>th</sup> , 2020	✓	✓	September 8 <sup>th</sup> , 2020

If the student is still found to have live head lice and/or a number of nits, he/she will be excused so that treatment can be re-administered.

In the policy now; not sure if you want to add this somewhere. This is under responsibility but there is not a place on the new template

**Principals/Vice-Principals:**





~~Principals/Vice Principals will ensure that the outbreak of pediculosis is monitored at the school level and dealt with equitably and sensitively to avoid stigmatizing affected families and students.~~

**Parent(s)/Guardian(s):**

~~Parent(s)/guardian(s) will ensure regular inspections for head lice and nits and that once pediculosis is discovered, the proper treatment program is followed and repeated, as necessary.~~



### How to Check for Head Lice

- ✓—Examine the head under natural bright light. Head lice may be hard to detect because they move quickly and are very small.
- ✓—It is helpful to examine the head from different angles or light. This is easily achieved by moving around the adult/child while examining. Newly laid eggs are almost transparent.
- ✓—Part the hair and closely examine the scalp, especially the nape of the neck and behind the ears.
- ✓—To find the eggs, look for small white or yellowish-brown specks that are about the size of a pinhead **poppy** seed. You may see lice quickly moving away from the sunlight.

To tell the difference between eggs and dandruff, try to dislodge them from the hair shaft. If they are not easily removed,

### How to Check for Head Lice

- ✓ **Choose a Well-Lit Area**
  - Examine the head under bright, natural light, as head lice are small and move quickly, making them difficult to detect.
- ✓ **Inspect from Different Angles**
  - Move around the individual while checking to observe the scalp from various perspectives.
  - Newly laid eggs (nits) are nearly transparent, so changing angles can help in spotting them.
- ✓ **Focus on Key Areas**
  - Part the hair and carefully inspect the scalp, paying close attention to:
    - The nape of the neck
    - Behind the ears
- ✓ **Identify Lice and Eggs (Nits)**
  - Look for small white or yellowish-brown specks, about the size of a poppy seed.
  - Lice may move quickly away from the light.
- ✓ **Distinguish Nits from Dandruff**
  - Try to remove the specks from the hair shaft:
    - **Dandruff** will flake off easily.
    - **Nits** will cling tightly to the hair strand and are harder to remove.



### CONFIRMATION OF TREATMENT FORM

(Date)

Your child, \_\_\_\_\_, has been found to have head lice and/or nits in his/her hair. If individual cases at school are not controlled, a significant outbreak could potentially occur. Consequently he/she will be excused from mandatory class attendance until treatment is completed. ~~and all head lice and/or nits have been removed.~~

Once treatment has been completed ~~and you have removed the nits and cases~~, your child may return to class. Please complete this form and return it with your child and continue to carry out your daily checks.

Thank you for your diligence in this matter. I hope that by working together, we can eliminate head lice and nits from our school.

- |   |  |     |    |
|---|--|-----|----|
| 1 | I have read the information provided.  | YES | NO |
| 2 | A prescribed pediculosis treatment has been used.<br>Name of product: _____  | YES | NO |
| 3 | Nit (egg) removal has been done.   | YES | NO |
| 4 | A daily nit check will be done for 10 days.  | YES | NO |
| 5 | A repeat of the treatment after 7 days has been done or is planned.  | YES | NO |
| 6 | Environmental treatment has been done or is planned.<br>(Follow recommended protocols from Public Health for cleaning items that have been in contact with the infested hair.) | YES | NO |



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~~If you need assistance with the treatment instructions, please call the Brant County Health Unit or Haldimand Norfolk Health Unit and ask the Intake Nurse for information.~~

By signing this form, you confirm that your child has been successfully treated and is ready to re-enter school.

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Parent/Guardian Signature

---

Date



# Head Lice

## What are head lice?

Head lice are tiny insects that live on the scalp, where they lay eggs. They do not jump, fly, swim, or live on cats or dogs.

Head lice are common in school aged children. They are not a health concern or a communicable disease. They are also not associated with illness or poor hygiene.

## Symptoms

- tickling or itchy feeling on the head.
- feeling something moving in the hair.
- frequent scratching the head.

## How do I know if my child has lice?

In very bright light look behind ears, near the neck and close to the scalp for small insects moving in hair (lice), and small eggs (called nits) that are attached to the hair near the scalp.

## How to prevent lice

Lice spread from one person to another when there is close head-to-head contact or when items that have touched the hair of someone who has lice are shared.

Do not share personal items such as:

- brushes and combs
- hair bands, ties, and elastics
- head phones
- hats or helmets
- scarves or towels

## Treatment of Head Lice

Lice shampoo products have been shown to be the most effective method for getting rid of head lice.

Head lice treatment products are available for free for Ontario residents 24 years or younger through OHIP and not covered under a private plan. Families would have to visit a doctor to receive a prescription.

Before using any head lice shampoo product, read the product inserts and carefully follow the instructions on the package.

For non-chemical treatment options, speak to your doctor, pharmacist or health care provider.

Also, speak to your health care provider if your child has head lice and:

- is under 2 years old
- has a seizure disorder
- has lice or nits on their eyebrows and eyelashes
- has open sores or wounds on the scalp
- has allergies

If you are pregnant or breastfeeding, call your doctor for more information.

## Cleaning Your Home

Head lice can live up to 24 hours off the head. Pay special attention to items that directly touch the head such as hats, pillowcases, car seat covers, combs and brushes.

Wash these items in hot water and dry them in a hot dryer for at least 15 minutes or store the items in an airtight plastic bag for two weeks.

*Reference: Head lice infestations: A clinical update, Canadian Pediatric Society, September, 2016*

**BRANT COUNTY  
HEALTH UNIT**

**HealthUnit**  
Haldimand-Norfolk

Designed by the Haldimand-

Norfolk Health Unit.

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## **REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Rajini Nelson, Superintendent of Business & Treasurer  
Presented to: Policy Committee  
Submitted on: May 13, 2025  
Submitted by: Mike McDonald, Director of Education & Secretary

### **FIN #700.04. P - EMPLOYEE EXPENSES**

Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board ("the Board") is committed to acting as responsible stewards of public funds, ensuring taxpayers money is used effectively and at the same time all staff are supported in fulfilling their duties on Board business maintaining transparency and accountability.

This Policy and Administrative Procedure applies to all staff and provides directions when submitting an expense claim, regardless of funding source including school generated funds and Catholic parent council funds. It aligns with the Broader Public Sector (BPS) Expense directive, ensuring consistency and accountability across the organization.

#### **DEVELOPMENTS:**

The Policy and Administrative Procedure were developed with input from, procurement services, financial services, senior administration, administrators, other internal stakeholders, and the content is in comparative with other school board policies and procedures. The policy includes provisions for all expense claims including travel, meals, mileage and hospitality, with a clear rational and business purpose, the approval processes and the reimbursement process. Feedback was received and changes were made to the Policy or Administrative Procedure of which the two items are highlighted below.

- Although the policy explicitly states no alcohol costs are to be billed to the Board, it was further amended to state that no alcohol is to be consumed while conducting board business.
- The policy has been amended to include a pre-approval process for high-cost or out-of-province conference travel including international travel and any "exceptional" expenses that fall outside routine Board activities.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses Policy #700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## **Employee Expenses**

**#700.04**

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<b>Adopted:</b>	March 29, 2005
<b>Last Reviewed/Revised:</b>	March 1, 2024
<b>Responsibility:</b>	Superintendent of Business
<b>Next Scheduled Review:</b>	2027-28

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### **POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board (**"the Board"**) is committed to protecting the interests of taxpayers and be effective stewards of resources allocated to the Board. Reasonable expenses incurred by employees in the course of fulfilling their responsibilities should be reimbursed while on Board business.

### **APPLICATION AND SCOPE:**

This Policy and Administrative Procedure established and provides direction regarding the appropriate reimbursement of expenses incurred by employee while on Board business and applied to all staff making an expense claim, **regardless of funding source. For clarity, this Policy and Administrative Procedure does apply to school generated funds or Catholic parent council funds.**

### **REFERENCES:**

- [The Education Act](#)
- [The Income Tax Act](#)
- [Broader public Sector Expenses Directive](#)
- [Broader Public Sector Travel, Meal and Hospitality Expenses Directive](#)
- [Broader Public Sector Perquisites Directive](#)
- [FIN 700.01.P - Procurement](#)
- [FIN 700.05.P – Fundraising and School Generated Funds](#)
- [FIN 700.07.P – Corporate Credit Cards and Purchase Cards](#)
- [FIN 700.10.P – School Operating Budgets](#)
- [Vehicle Rented for School Board Purposes - August 22, 2023 \(Staff Only\)](#)

### **FORMS:**

- **FIN 700.04.F01 – Pre-Approval of and/or Exception to Employee Expenses**
- **FIN 700.04.F02 – Out of Province and International Travel Requests**

### **APPENDICES:**

- N/A

### **DEFINITIONS:**

**Hospitality:** is the provision of food, beverage, accommodation, transportation, and other amenities to individuals who are not engaged to work for the Board or other broader public sector organizations (i.e., other school boards, Ontario government, agencies, and public entities).

**Perquisites (or perks):** refers to a privilege that is afforded to an individual or to a group of individuals, provides a benefit, and is not generally available to others.



## **ADMINISTRATIVE PROCEDURES:**

### **Responsibilities**

In general, expenses must be approved by the employee's immediate supervisor in accordance with the Brant Haldimand Norfolk Catholic District School Board (the "Board") this Policy and this Administrative Procedure. In some cases, within this **Policy and** Administrative Procedure, the level of approval required may be different and is specifically identified.

It is recommended that staff and/or supervisors ~~should~~ seek pre-approval of uncertain purchase types to ensure reimbursement will be approved by their supervisor and/or Financial Services.

Those individuals responsible for approving claims are prohibited from approving their own expenses. Expenses cannot be claimed by an individual that are incurred by his/her approver (i.e., an employee cannot submit a claim that includes the cost of their immediate supervisors' lunch even if they were at the same event, this results in the immediate supervisor approving their own expense).

Expense claims without appropriate approvals and/or supporting documentation will be flagged for further follow up and subject to processing delays.

On an annual basis, the Manager of Financial Services (or designate) will review and make available a summary report on a sample of expenses and their compliance with this administrative procedure to the Superintendent of Business & Treasurer.

### **Information**

**This Policy and Administrative Procedure** ~~The Employee Expenses Administrative Procedure~~ aligns with the standards expected by the Province of Ontario and its Ministries, including the Broader Public Sector Expenses Directive.

The rules set out in this administrative procedure are applicable to all staff expenses whether reimbursed through an expense claim or paid by Purchasing Card (P-Card), cheque requisition, or school generated funds.

The Board assumes no obligation to reimburse expenses that are not in compliance with this administrative procedure.

### **Reporting Requirements**

Staff are expected to submit **expenses** ~~an approved Expense Reimbursement Form~~ **on a regular basis (i.e., monthly)** ~~at least on a quarterly basis~~ to Financial Services, **using the current electronic method of submission**. All costs must be supported by original invoices and/or receipts including credit/debit card slips and itemized receipts providing details of the expense(s) to be submitted. Business rationale and other details are required depending on the type of expense and may include purpose, date(s), point of origin and destination, other participants, and appropriate approvals.

The approval process for electronic expense claim reimbursement is as follows:

- The supervisor will receive an email that they have an electronic expense claim to review and approve. The supervisor can access the claim and attachments for review by clicking on the provided link, and logging into the Board's workflow management system.
- Once reviewed, the supervisor will click approve. By clicking approve, the supervisor agrees that they are the person knowledgeable about the activity and acknowledging that the expenditure complies with this Policy and Administrative Procedure.
- An email will then be sent to the budget approver for further review and approval where required. By clicking approve, the budget approver acknowledges their approval of the expense being charged against a budget for which they are responsible. Budget approval thresholds in the Board's electronic expense claim system have been developed in accordance with FIN 700.01.P – Procurement.
- Financial Services staff will audit the claim to ensure the reimbursement request complies with this Policy and Administration Procedure. Once this verification is complete, Financial Services will sign off on the claim.
- Follow-up by Financial Services regarding errors, corrections or clarification will be handled through the denial function in the electronic expense claim system. The employee will receive an email with the denial comments.





The claim will require resubmission after corrections have been made, and the supervisor and budget approver will need to re-approve.

- Employees must attach a pdf or jpg copy of all receipts. Employees must retain the original receipts for 24 months in case of audit.

All approved expense claims (including mileage) must be received by Financial Services by September 10<sup>th</sup> of each year, or the following business day should the 10<sup>th</sup> fall on a weekend. Reimbursement requests for prior year expenses received after that date will be refused and will not be paid, without exception.

The Board understands that from time-to-time receipts may become lost. It is the employees' responsibility to make every possible effort to obtain a duplicate receipt. Employees will be allowed one reasonably valued missed receipt per school year, at the discretion of Financial Services.

Any other extraordinary or unusual expense(s), that have been denied by Financial Services, that an employee or supervisor believes should be paid by the Board, must submit, in writing, to the Superintendent of Business & Treasurer the rationale for such claim. A decision will be given to the employee after the claim and the circumstances are reviewed. Pre-approval is recommended to ensure reimbursement will occur.

### **Travel Costs**

The Board recognizes that certain employees will be required to travel as part of their regular duties. Any travel required should be pre-approved as follows:

- Travel within the district and Province of Ontario should be approved by the employee's supervisor.
- Travel outside the Province of Ontario must be pre-approved by the Director of Education & Secretary.

Travel arrangements must be made using the most practical and economical method of transportation (air, train, taxi, vehicle). A comparison of costs and travel time for different modes of transportation may be requested from Financial Services to ensure the most reasonable, economical option. Air travel will be reimbursed at standard fare, up to economy/coach class or equivalent. Travel in business class (or higher) or optional upgrades will be considered personal and not reimbursed.

Travelers may use personal frequent-flyer program miles to upgrade tickets, provided there is no cost to the Board. The Board does not reimburse individuals who choose to use personal frequent-flyer miles.

The cost of flight changes or missed flights will be deemed a personal expense, except in the event of an emergency or extraordinary circumstance and accompanied with by a written explanation and approval by the Superintendent of Business & Treasurer. Extenuating circumstances may be reimbursed as approved by the Superintendent of Business & Treasurer.

Passports are considered a personal expense and will not be reimbursed under any circumstance.

Vehicles should only be rented when it is economically justifiable. Unreasonable charges (i.e., penalties and surcharges levied for not filling up a gas tank or extra mileage charges) will not be reimbursed. Documented justification may be requested to support any vehicle rental. Please contact Procurement Services for suggested vendors or agencies.

The cost of taxi fares and other public transit (i.e., subway, trains, etc.) are reimbursable by the Board. The employee is responsible for ensuring a receipt is obtained. In the event that a receipt is difficult to obtain, the Board will allow a reasonable amount provided details are provided.

Reimbursement for travel is not eligible for attendance at the following activities:

- School sponsored activities: field trips, athletic events, concerts/plays, graduation, etc.
- School department head meetings.
- Professional development activities as identified in the school year calendar.
- Participation in School and Department meetings and activities.
- Unauthorized travel.



However, due to the unique nature of their role; including after hour/weekend requirements and responsibilities, Principals/Vice-Principals are eligible to claim an equivalent of one trip to/from their primary place of residence each month. This amount is claimed on the last day of each month, during the school year (September to June).

Reimbursement is provided for necessary and reasonable expenditures on standard parking, public transportation (i.e., subway), highway tolls when driving on Board business. Valet parking is not reimbursable unless there is no self-serve option (or self-serve is unavailable). Annual 407 ETR or other transponder charges are considered personal and not reimbursable.

Parking or traffic violations will not be reimbursed under any circumstance, including those using Board owned vehicles.

### **Use of a Personal Automobile**

Subject to collective agreements and employee contracts, the Board will reimburse employees for use of their personal vehicle while on Board business for actual distances travelled at the pre-determined per kilometer rate. Mileage rates will be reviewed annually and communicated by the Superintendent of Business & Treasurer when a change is required.

Reimbursement for kilometers traveled will be calculated based on the rate in place on the date the travel took place.

It is highly encouraged that employees carpool when attending the same event to minimize costs.

The Board reimburses individuals for incremental kilometers travelled. Incremental kilometers travelled is defined as the additional kilometers driven beyond the normal daily kilometers driven from the individual's home address to their primary place of work. Employees are assigned a ~~base work site or~~ primary work location from which mileage will be calculated. This will reflect their normal assignment. For those with one regular work site, this will be their normal assignment.

- For example: Madison Employee lives in Paris and works at the Catholic Education Centre in Brantford, although she does travel throughout the district, and sometimes, outside of the district. Madison's primary work location is designated as the Catholic Education Centre. Madison's normal one-way home-to-work kilometers driven is 20 kilometers, the distance between her home in Paris and the Catholic Education Centre.

When an individual travels from their home to their defined place of work and then drives to another worksite, the kilometers claimed will be from their primary work location to the alternative worksite.

- For example: Madison Employee starts her day at the Catholic Education Centre in Brantford but is then required to visit Blessed Sacrament in Burford for a few hours before returning to the Catholic Education Centre. Madison will submit an expense claim for the round-trip kilometers driven between the Catholic Education Centre and Blessed Sacrament in Burford.

When an individual does not travel to their primary work location but drives directly to an alternate worksite, then the normal home-to-work kilometers driven, as calculated above, will be deducted from the kilometers driven for the workday.

- For example: Madison Employee is required to drive to Holy Trinity for a meeting. Madison drives directly to Holy Trinity from Paris, a trip that is 42 kilometers each way. Since Madison's normal home-to-work kilometers driven is 20 kilometers, she will submit a mileage claim for the incremental kilometers driven for the trip or 22 kilometers each way (42km – 20km = 22km). The mileage claim should be entered as multiple lines, with the home to Holy Trinity mileage in line one, and the corresponding deduction of incremental kilometers on a separate line below. In the above example, the claim would appear as:

Home to Holy Trinity (round trip) 84 kms  
Less: Home to Work (round trip) -40 kms



When an individual does not travel to their primary work location but drives directly to an alternate worksite that is less than their daily commute to work, no mileage claim is submitted as there are no incremental kilometers driven.

- For example: Madison Employee is required to drive to Sacred Heart (Paris) for a meeting. Madison drives directly to Sacred Heart (Paris) from her home in Paris, a trip that is 4 kilometers each way. Since Madison's normal home-to-work kilometers driven is 20 kilometers, she will not submit a mileage claim as there is no incremental kilometers driven beyond her normal commute to work (4km – 20km = -16km).

The kilometers claimed to alternative worksites or non-board locations is reimbursed based on the most direct route as determined by an online map program such as Google Maps.

The Board assumes no financial responsibility for privately owned vehicles other than paying the per-kilometer rate when used for Board business. The Board is not responsible for reimbursing deductible amounts related to insurance coverage. Individuals driving a personal vehicle on Board business cannot make claims to the Board for damages as a result of a collision or breakdown.

~~During workdays, eligible employees will be reimbursed for the distance actually travelled each day from their first work location, between various destinations and ending at the last work location of the day using the prescribed BHNCDSB Mileage Grid found on the staff portal.~~

~~Mileage claims for non-board sites and out of district travel (i.e., conferences) is based on the distance between the non-board site and the lesser of your primary work site or home.~~

~~Travel to/from an employee's home to their primary/first work location is considered personal and is not reimbursed by the Board.~~

### **Accommodations**

Reimbursement for overnight accommodation will be provided for a standard room or equivalent. In the case of a conference or seminar, staff should stay at the host hotel if a group rate is offered to participants. Charges above the standard room rate will be considered personal and will not be reimbursed; this includes suites, executive floors or concierge. **Employees will be required to submit a conference itinerary showing the host hotels and approved rates.**

Reasonable expenses eligible for reimbursement include internet access, laundry/dry-cleaning (when stays are longer than five (5) days), and standard parking charges. Expenses of a personal nature (i.e., hotel movies, mini bars, concierge, fitness facility charges, etc.) are not eligible for reimbursement.

Penalties or charges incurred for non-cancellation of guaranteed hotel reservations are the responsibility of the employee and will not be reimbursed. Exceptional circumstances may allow for reimbursement and must be submitted, in writing, to the Superintendent of Business & Treasurer for ~~decision~~ **a decision**.

### **Meals**

Reasonable and appropriate meals will be reimbursed while away on business at actual cost to a maximum ~~of \$100.00~~ **\$75.00 (Canadian dollars) as shown below** per person, per day including taxes, gratuities and other sundry expenses. This is not a per diem rate. The lesser of the actual cost or the maximum will be reimbursed.

For greater clarity, reimbursement for meals is subject to the following limits:

- |             |  |
|-------------|--|
| • Breakfast | <del>\$10.00</del> <b>\$20.00</b> <u>\$10.00</u> |
| • Lunch     | <del>\$20.00</del> <b>\$30.00</b> <u>\$12.50</u> |
| • Dinner    | <del>\$45.00</del> <b>\$50.00</b> <u>\$22.50</u> |

**Meal reimbursement limits will be reviewed annually and communicated by the Superintendent of Business & Treasurer when a change is required. Reimbursement for meals incurred will be subject to the maximum amounts based on the rate in place on the date the meal took place.**



Meals charged to hotel rooms or room service require detailed receipts. Most hotels do not include the itemized receipts and employees are responsible ~~to obtain~~for obtaining the required documentation in order to ensure reimbursement.

Where a meal is included as part of a professional event (i.e., conference, workshop, etc.), the meal entitlement will not apply and not be reimbursed for meal costs the employee chose to incur. **Employees will be required to submit a conference/event itinerary showing the meals provided by the conference.**

### **Alcohol**

Alcohol cannot be claimed and will not be reimbursed.

No alcohol is permitted to be consumed while conducting board business.

~~Approval from the Director of Education & Secretary is required where alcohol is being expensed to facilitate Board business or to respect cultural expectations.~~

### **Conferences, Seminars, Workshops**

Registration fees for approved conferences, seminars and workshops related to Board business will be paid directly by the Board or reimbursed by the Board. Fees and expenses for a guest accompanying staff are not eligible or reimbursable. Attendance at conferences outside of Ontario must be pre-approved by the Director of Education & Secretary.

Pre- or post-conference activities such as sightseeing tours are considered personal and are not eligible for reimbursement.

The Board does not issue cash advances to employees.

### **Hospitality**

Hospitality may be extended on behalf of the Board in an economical and consistent manner when it can facilitate Board business and it is considered desirable as a matter of courtesy or protocol. Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector.

Board employees should be aware that the acceptance of hospitality from vendors or agents (current or prospective) may constitute a conflict of interest and, therefore, is prohibited.

All hospitality expenses must be documented and include original itemized invoices or receipts. The claim must include event details regarding purpose, date(s), location, type of hospitality (meals, refreshments, etc.) and a list of attendees (those within and outside the Board).

Cost effective alternatives and onsite board facility events to be considered first.

### **Perquisites**

A perquisite (or "perk") is allowable only in limited and exceptional circumstances; where it is demonstrated to be a business-related requirement for the effective performance of an individual's job. Any requests are to be submitted, in writing, to the Superintendent of Business & Treasurer.

The following perks are not allowed under any circumstance:

- Club membership for personal recreation or socializing purposes (i.e., fitness clubs, golf courses, or social clubs).
- Tickets to cultural, sporting, or community events.
- Clothing allowances not related to health and safety or special job requirements.
- Access to private health clinics – medical services outside those provided by the provincial health care system or by the employee's group insured benefit plans.



- Professional advisory services for personal matters, other than those outlined in the Board Employee Assistance Program (EAP) (i.e., tax or estate planning)

These privileges cannot be provided by any means including:

- An offer of employment letter, as a promise of a benefit
- An employment contract
- A reimbursement of an expense

Staff must also be aware of receiving perks from outside stakeholders (i.e., vendors). The receipt of any perks from outside stakeholders, regardless of value, is prohibited and should be reported to the Supervisor of Procurement Services.

### **Community Events, Consultants and Other Expenses**

Staff will not be reimbursed for tickets to community ~~events~~events unless a staff member is requested to represent the Board at such community events by the Director of Education & Secretary. Further, if any staff member wishes to be accompanied by a guest (i.e., spouse, friend etc.), the staff member/guest is responsible for the additional ticket expense.

Staff who wish to participate in fundraising events such as golf tournaments or walks are responsible for any payment of golf fees or donations, etc. Appropriate approvals must be received by the employee's immediate supervisor for any time off.

External consultants and other contractors will not be given or reimbursed for any hospitality, incidental or food expenses, including, but not limited to:

- Meals, snacks, and beverages
- Gratuities
- Laundry or dry cleaning
- Transportation
- Dependent care
- Home office
- Personal telephone calls

Reimbursements for allowable expenses under this **Policy and** Administrative Procedure can be claimed only when the consultant or contractor's agreement with the Board specifically allows for it.

Appropriate token gifts of appreciation (i.e., Tim Horton's gift card or flowers) for volunteers, valued up to \$50 per person, may be offered in exchange for gratuitous offerings of service or expertise, including community partners engaging Board co-op students. These gifts can only be offered to people who are not engaged in work for the Board (i.e., employees, contractors). Justification may be requested to support a token gift of appreciation. A meal may be extended for a group of volunteers; where it would be more cost effective than providing each volunteer with a token gift of appreciation. Gift cards should be purchased as required, the Board discourages staff from purchasing gift certificates in bulk and keeping on hand.

Donations to external charities may be made on behalf of schools (through school generated funds), if approved by the school Principal and disclosed in the annual school generated funds plan in advance. Supporting a fundraiser or event for a specific political party or candidate is not an eligible expense.

The purchase of mobile device accessories (i.e., wireless accessories, car chargers, or holsters) are considered personal use items and will not be reimbursed. Eligible mobile device accessories for Board issued cell phones or smartphones may be requested through the Supervisor of Procurement Services. Any charges above the Board's corporate plan (i.e.,



ring tones, roaming/travel add-on for non-Board use) are also considered personal and are to be reimbursed by the employee.

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Rajini Nelson, Superintendent of Business & Treasurer  
Presented to: Policy Committee  
Submitted on: May 13, 2025  
Submitted by: Mike McDonald, Director of Education & Secretary

### PROCUREMENT POLICY #700.03

Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to maintaining an efficient, ethical, and strategic procurement process that upholds the highest standards of accountability and transparency.

The Board and its staff shall endeavor to procure goods and services in the required quantity and quality, at the right price and availability, to ensure the best value and greatest benefit to our students, staff and taxpayers.

This report outlines the recent updates to the Board’s Procurement Policy and Administrative Procedure, aligning them with current legislation, trade agreements, and accessibility standards.

#### **DEVELOPMENTS:**

The updated policy and administrative procedure were developed in consultation with several resources, including:

- Broader Public Sector Accountability Act
- Broader Public Sector Procurement Directive
- Relevant Board Policies and Administrative Procedures
- Other school board policies
- Alignment with the Canadian Free Trade Agreement and Comprehensive and Economic Trade Agreement

Enhancements to our policy and administrative procedure include:

- Updated Integrated Accessibility Standards Regulations (IASR)
- Updated Accessibility for Ontarians with Disabilities (AODA)
- Updated Approval Authority Schedule (AAS) - Good and Non-Consulting and Consulting Services
- Updated Procurement Thresholds and Processes
- Inclusion of Limited Tendering
- Inclusion of Disposal of surplus / obsolete equipment

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Home Instruction Policy #200.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.





## Procurement

### #700.01

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<b>Adopted:</b>	September 24, 2003
<b>Last Reviewed/Revised:</b>	October 2024
<b>Responsibility:</b>	Superintendent of Business
<b>Next Scheduled Review:</b>	2027-28

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#### POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) will procure all goods and services (whether by purchase, rental, lease or conditional sale of goods or services or by other means) in a manner that will maximize the value it receives from the use of public funds. A value-for-money approach aims to deliver goods and services with a lower total life-cycle cost while maintaining a high standard.

Factors to be considered when determining the lowest total cost of ownership should be, but are not limited to, purchase price, implementation fees, upgrades, maintenance contracts, support contracts, license fees, and disposal costs. In doing so, the Board will ensure that all transactions are based on the five (5) key principles outlined in the ~~BPS-Procurement Implementation Guidebook~~ Broader Public Sector (“BPS”) Procurement Directive to achieve value-for-money while following procurement provisions that are fair and transparent to all stakeholders:

- *Accountability* - the Board must be accountable for the results of its procurement decisions and the appropriateness of its procurement processes.
- *Transparency* - The Board must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
- *Value-for-Money* - The Board must maximize the value it receives from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total life-cycle cost.
- *Quality Service Delivery* - Front-line services provided by the Board, such as teaching, must receive the right product, at the right time and in the right place.
- *Process Standardization* - Standardized processes remove inefficiencies and create a level playing field.

In doing so, the Board shall:

- protect the Board’s financial interests;
- ensure compliance with all statutory and regulatory laws through open competition, where appropriate;
- adhere to socially acceptable and legal standards for fair labour practices.
- **Incorporate accessibility criteria and features in all procurement decisions**

For clarity, “procurement” is broader than purchasing and includes procuring goods and/or services by purchase, rental, lease or conditional sale of goods or services or by other means.

The ~~Brant Haldimand Norfolk Catholic District School~~ Board (~~“the Board”~~) is committed to protecting the interests of taxpayers and be effective stewards of resources allocated to the Board. ~~Reasonable expenses incurred by employees in the course of fulfilling their responsibilities should be reimbursed while on Board business.~~

#### APPLICATION AND SCOPE:

All goods and/or services required for the purposes of the Board, save and except only those goods and/or services listed as Exceptions in this Administrative Procedure, shall be procured and disposed of in accordance with the provisions of this Administrative Procedure unless any applicable law or policy of the Province of Ontario or Canada or applicable trade agreement, requires that the procurement or disposal can be carried out in some other manner.





The purpose of this **Policy and Administrative Procedure** is to promote and outline procurement processes and decisions consistent with the ethical and strategic objectives of the Board, the Broader Public Sector Accountability Act and other applicable legal requirements. **This and** applies to all staff wishing to procure in the course of performing recognized duties and responsibilities.

## REFERENCES:

- [The Education Act](#)
- [Canadian Free Trade Agreement \(CFTA\)](#)
- [Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)
- [Municipal Freedom of Information & Protection of Privacy Act](#)
- ~~Ontario-Quebec Procurement Agreement~~ [Trade and Cooperation Agreement Between Ontario and Quebec](#)
- [Broader Public Sector Accountability Act-2010](#)
- [Broader Public Sector Procurement Directive](#)
- ~~Broader Public Sector Procurement Directive Implementation Guidebook~~
- [Broader Public Sector Perquisites Directive](#)
- [Broader Public Sector Expenses Directive](#)
- ~~Broader Public Sector Business Documents Directive~~
- [Building Ontario Businesses Initiative \(BOBI\)](#)
- [HRS 300.17.P - Professional Standards & Conflict of Interest Policy - Employees](#)
- [FIN 700.04.P – Fundraising and School Generated Funds](#)
- [FIN 700.07.P – ~~Corporate Credit Cards and Purchasing Cards~~](#)
- [FIN 700.10.P – School Operating Budgets](#)
- [Integrated Accessibility Standards Regulation \(IASR\)](#)
- [Accessibility for Ontarians with Disabilities Act \(AODA\)](#)
- [OPS 400.07.P – Outdoor Playground Equipment and Other Structures](#)

## FORMS:

- FIN 700.01.F01 - Sole or Single Source Approval
- FIN 700.01.F02 - Vendor Performance Evaluation

## APPENDICES:

- N/A

## DEFINITIONS:

**Authority:** The authority delegated by the Board to a person designated to occupy a position to approve on its behalf one or more procurement functions within the ~~plan~~procure-to-pay cycle up to specified dollar limits subject to the applicable legislation, regulations and procedures in effect at such time.

**Bid:** an offer or submission received from a vendor in response to a request, which offer or submission may be accepted or rejected.

**Blanket Purchase Order:** an authorized purchase order issued by the Board for use by its staff for frequent and/or repetitive needs where the exact quantity and/or nature is unknown (but estimated) during one academic/fiscal year only, but having a maximum dollar amount authorized.

**Board:** ~~the Brant Haldimand Norfolk Catholic District School Board.~~



**Budget Holder:** a person who is accountable for the spending decisions in their area of responsibility.

**CETA:** the Comprehensive and Economic Trade Agreement.

**CFTA:** the Canadian Free Trade Agreement.

**Contract Administrator:** means the Board representative delegated the responsibility to administer a Contract.

**Competitive Procurement:** a set of procedures for developing a procurement contract through a bidding or proposal process. The intent is to solicit fair, impartial competitive bids.

**Consultant:** a person or entity that, under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

**Consulting Services:** means, ~~subject to exceptions noted on behalf of the Management Board of Cabinet,~~ the provision of expertise or strategic advice that is presented for consideration and decision-making.

**Contract:** an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. It is essential to the creation of a contract that the parties intend that their agreement shall have legal consequences and be legally enforceable. The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent or consensus ad idem; legality of purpose; and sufficient certainty of terms.

**Designate:** a person, to the extent permitted by law, authorized by the budget holder to act on his/her behalf, for the purposes of this Administrative Procedure.

**Dispose:** the sale, exchange, transfer, destruction or gifting of goods owned by the Board which are deemed surplus to its needs, and "disposal" and "disposed" shall have similar meanings.

**Emergency:** if strictly necessary ~~to maintain essential service or to prevent danger to students, staff or Board property,~~ and for reasons of urgency brought about by events unforeseeable by the Board, the goods or services could not be obtained in time using a Competitive Procurement process.

**Goods:** moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property) including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract, as well as all materials, equipment, fixtures, and structures to be delivered, installed or constructed.

**MFIPPA:** Municipal Freedom of Information and Protection of Privacy Act where the Board is accountable to the public and to protect personal information

**Non-Competitive Procurement:** a procurement method whereby the usual competitive process is suspended, and negotiations are entered into with one, or more than one, vendor.

**Piggyback Clause:** an option to contract with a vendor in which other Ontario school boards, public agencies or government bodies have awarded, through a Competitive Procurement ~~with this applicable clause,~~ the supply of goods and/or services.

**Procurement Process:** the process by which the required goods and/or services are obtained.

**Proponent:** a person or firm who puts forward a proposal for Board consideration.

**Purchase Order (PO):** A ~~written offer legal document~~ made by the Board to a supplier formally stating ~~the terms and conditions of a proposed transaction,~~ the Board's commitment to purchase the goods and/or services at an agreed upon price, terms, conditions and delivery date.



**Purchasing Card (P-Card):** a commercial card approved by the Board that can be used by authorized employees of the Board to purchase low dollar value items (Refer to Board Policy and Administrative Procedure 700.07).

**Procurement Services:** the department within Business Services authorized to perform the procurement function.

**Quotation:** a statement that sets out prices on specific goods and/or services from selected vendors, which is submitted ~~verbally~~, in writing ~~or transmitted by facsimile or e-mail~~ as specified in the Request for Quotation.

**Request for Information (RFI):** a process whereby information is requested from vendors regarding the feasibility and availability of specific goods and/or services in the marketplace.

**Request for Proposal (RFP):** a process whereby a need is identified, but how it will be achieved is unknown at the outset. This process allows vendors to propose solutions or methods to arrive at the end product and it allows for evaluation on criteria other than price.

**Request for Quotation (RFQ):** a process similar to an RFT by which the Board describes exactly what needs to be purchased and ~~the evaluation is based solely on requests~~ a price.

**Request for Supplier Qualification (RFSQ):** a process used to gather information on vendor capabilities and qualifications with the intention of creating a list of pre-qualified vendors. ~~This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. Board must ensure that the terms and conditions built into the RFSQ contain specific language that disclaims any obligation on the part of the Board to call on any vendor to provide goods or services as a result of the pre-qualification.~~

**Request for Tender (RFT):** a process whereby a specific need is identified, and the vendors offer to provide the specific need at a specified price.

**Requisition:** a request for goods and/or services initiated by staff, approved and electronically transmitted to Procurement Services.

**Services:** includes all professional, construction, or maintenance services, and non-consulting, including the delivery, installation, repair, restoration, demolition or removal of personal property and real property.

**Single Source:** ~~a non-competitive method of procurement of goods or services from a~~ the use of one supplier in situations where there is or may be another supplier or suppliers capable of delivering these goods or services.

**Sole Source:** ~~the use of a non-competitive procurement process to acquire goods or services where there is~~ only one available supplier for the source of the goods or service.

**~~Manager Supervisor~~ of Procurement and Risk Management Services:** the person responsible for the procurement functions of the Board or designate who acts as the "Purchasing Agent" for the Board.

**Tender:** an offer in writing to execute some specified services, or to supply certain specified goods, at a certain price, in response to an invitation for bids.

**Vendor:** an individual, firm, supplier, vendor, contractor, architect, consultant or anyone else providing goods and/or services to the marketplace.



## **ADMINISTRATIVE PROCEDURES:**

### **Procurement Principles**

Board staff shall conduct all procurement-related activity based on the following:

- i) highest standard of integrity in all business relationships within and outside of the Board;
- ii) honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders;
- iii) highly demonstrated level of respect for each other and the environment;
- iv) confidential information must be safeguarded;
- v) consideration for the interests of the Board and its students in all transactions;
- vi) transparency and fairness in obtaining the best value for public funds;
- vii) demonstrated responsible, efficient and effective manner of using public resources;
- viii) avoidance of any activity that may create, or appear to create, a conflict of interest;
- ix) gifts and/or gratuities in excess of reasonable hospitality or applicable law will not be accepted;
- x) seek legal counsel as required;
- xi) compliance with laws in the Province of Ontario and Canada;
- xii) procure without prejudice in order to achieve maximum value for money;
- xiii) avoidance of one's authority being used for personal gain;
- xiv) continuous improvement in all areas of supply chain (process, knowledge, leading practices, etc.).

### **Segregation of Duties**

Effective control in an organization includes segregation of duties across functions and individuals. Segregation of duties prevents any one person from controlling the entire procurement process by separating approvals for the key stages of the procurement process. Employees cannot independently procure goods and services without approval. The Board shall separate at least three of the five functional roles (Requisitioning/Ordering, Approval, Purchase Order, Receiving and Payment).

Function	Responsibility	Accountable Party
Requisitioning	Authorize the procurement department to place an order	Customer requesting the product or service
Requisition Approval	Authorize that funding is available to cover the cost of the order	Budget holder or designate
Purchase Order	Authorize release of the order to the vendor under agreed terms	Procurement and Risk Management Services
Receiving	Authorize that the order was physically received, correct and complete	Individual receiving the goods
Payment	Authorize release of payment to the vendor	Accounts Payable within Financial Services



### **Approval Authority**

The following approval levels must be obtained prior to conducting all procurement and must be adhered to for all goods and non-consulting services, based on total estimated value of the procurement (excluding taxes).

<b>Approval Authority Schedule (AAS): Goods and Non-Consulting Services</b>	
<b>Total Procurement Amount (excl. taxes)</b>	<b>Delegated Purchasing Authority Level</b>
\$0 up to <del>\$2,999.99</del> \$4,999.99	School Principal
\$0 up to <del>\$24,999.99</del> \$4,999.99	<del>Supervisor of Procurement Services, Manager of Human Resource Services, Manager of Communications, Manager of Information Technology Services, Superintendents of Education</del> Managers
\$0 up to <del>\$49,999.99</del> \$9,999.99	<del>Manager of Facility Services, Manager of Financial Services</del> Senior Manager of Facilities & Construction Services, Superintendents of Education
\$0 up to <del>\$99,999.99</del> \$74,999.99	Superintendent of Business
\$0 up to <del>\$199,999.99</del> \$99,999.99	Director of Education
<del>\$200,000</del> \$100,000 or more	Board of Trustees

Prior to commencement, any non-competitive procurement of goods or non-consulting services must be approved by an authority one-level higher than the AAS requirements for competitive procurement.

<b>Approval Authority Schedule (AAS): Consulting Services</b>		
<b>Total Procurement Amount (excl. taxes)</b>	<b>Procurement Method</b>	<b>Purchasing Authority Level</b>
\$0 up to <del>\$121,199.99</del> \$99,999.99	Invitational Competitive	Board's AAS for goods and non-consulting services
Any Value	Open Competitive	Board's AAS for goods and non-consulting services
Any Value	Non-Competitive (Exemption Based only)	Director of Education or Superintendent of Business

### **General Authority**

The procurement of goods and/or services shall not be authorized unless:

- The required goods and/or services have been requisitioned in accordance with this **Policy and Administrative Procedure**
- The form and content of all documents forming any part of the procurement contract including quotation, tender or proposal documents, form of agreement, special provisions, terms and conditions, insurance, surety bonds, etc. have been reviewed by Procurement **and Risk Management** Services; and
- The procurement has been approved by the appropriate level of authority.

~~If a tender/proposal has been awarded to the successful bidder and the successful bidder fails to enter into a contract, the Manager Supervisor of Procurement and Risk Management Services shall be granted the authority to proceed to the next highest scoring bidder for the award of this contract.~~

Annually, the ~~Manager Supervisor~~ of Procurement **and Risk Management** Services will communicate a date (typically in May) as the deadline for requisition entry for all schools and curriculum-based requirements. This deadline will allow sufficient time for receipt prior to the end of the school year.



The **Manager Supervisor** of Procurement and Risk Management Services is authorized to prescribe the content and use of forms, whether electronic or printed, purchase orders, bonds, letters of credit and other forms of guarantees or surety, tendering, proposals and other contract documents; method of procurement or disposal which will more effectively achieve the objectives of this Policy and Administrative Procedure, where alternative methods are permitted and the process to be followed in the issuing, receipt and evaluation of quotes, tenders, proposals and other submissions; and any other aspects of the process or procedure not specifically provided for under this Policy and Administrative Procedure.

On an annual basis, the **Manager Supervisor** of Procurement and Risk Management Services (or designate) will review and make available a summary report on a sample of purchases and their compliance with this administrative procedure to the Superintendent of Business and Treasurer. This summary report will be made available to the Board of Trustees and will include metrics outlining, at a minimum, the number of purchases, procurement method, and approval authority.

~~The Board may overrule any requirement of this Administrative Procedure on a transaction-specific basis through resolution, outside of any regulations or legislative requirements. The elimination of any requirement of this Administrative Procedure on a general or continuing basis must be approved through amendment to this Administrative Procedure, by the Board.~~

## Centralized Procurement

Procurement and Risk Management Services will standardize and oversee the procurement of office furniture, classroom furniture, office equipment, wireless communications, student uniforms, cafeteria services, and other goods and services to ensure an acceptable level of quality, consistency and to enhance cost and service efficiencies.

All technology-related products (desktops, laptops, printers, monitors, accessories and peripherals, etc.) are procured through Information Technology Services in consultation with Procurement Services to ensure acceptable level of quality and support are provided.

## Fair Labour Practices

The Board supports the rights of all workers and will, therefore, strive to ensure that all suppliers of goods and/or services provide the necessary assurances that the goods and/or services are provided under safe, just and healthy conditions.

### 1. Procurement Thresholds and Process

The following dollar thresholds indicate the procurement process to be followed by all staff for goods and/or services not included on a quotation, tender and/or contract awarded through Procurement Services or a collaborative purchasing effort on behalf of the Board.

Goods and Non-Consulting Services		
Total Procurement Value (excl. taxes)	Procurement Method	Procurement Means
\$0 up to <del>\$9,999.99</del> <del>\$4,999.99</del>	Verbal or catalogue price Written quote(s)	P-Card (up to transaction limits <del>and in limited situations</del> ) Purchase Order
<del>\$10,000</del> <del>\$5,000</del> up to <del>\$121,999.99</del> <del>\$49,999.99</del>	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by the individual with budget authority <del>and/or Procurement Services</del>	Purchase Order
<del>\$50,000 up to \$99,999.99</del>	<del>Invitational competitive procurement (minimum of three vendors invited to submit a bid) by the Supervisor of Procurement Services</del>	<del>Purchase Order</del>



\$121,200 <del>\$100,000</del> or more	Open Competitive process (RFP, RFT)	Purchase Order Contract
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Good and Non-Consulting Services - Facility and Information Technology Services Only		
Total Procurement Value (excl. taxes)	Procurement Method	Procurement Means
\$0 up to <del>\$9,999</del> \$24,999.99	Verbal or catalogue price Written quote(s)	P-Card (up to transaction limits and in limited situations) Purchase Order
<del>\$10,000 up to \$49,999.99</del> \$25,000 to \$121,999.99	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by the individual with budget authority and/or Procurement Services.	Purchase order
<del>\$50,000 up to \$99,999.99</del>	<del>Invitational competitive procurement (minimum of three vendors invited to submit a bid) by the Supervisor of Purchasing</del>	<del>Purchase Order Contract</del>
\$121,200 <del>\$100,000</del> or more	Open Competitive process (RFP, RFT)	Purchase Order Contract

Consulting Services		
Total Procurement Value (excl. taxes)	Procurement Method	Procurement Means
\$0 up to <del>\$121,199.99</del> <del>\$99,999.99</del>	Invitational competitive procurement (minimum of three vendors invited to submit a bid) by the individual with budget authority	Purchase Order Contract
<del>\$121,200</del> <del>\$100,000</del> or more	Open Competitive process (RFP, RFT)	Purchase order Contract

### 1.1 Informal Process for Goods and Non-Consulting Services (\$0 - ~~\$9,999.99~~ ~~\$4,999.99~~)

The procurement of goods and/or non-consulting services having a value up to ~~\$9,999.99~~ ~~\$4,999.99~~ (excluding taxes) or a lesser amount as determined by the individual with budget authority shall be procured via Board issued P-Card (up to transaction limits ~~and in limited situations where a purchase order may not be used~~) or Board authorized Purchase Orders ~~with the required signatures of approval~~.

Sound judgment shall be exercised by the individual when determining if quotations should be obtained; regardless of this value range. Where the unit cost of an item is less than ~~\$10,000~~ ~~\$5,000~~, but the quantity required exceeds a total value of ~~\$10,000~~ ~~\$5,000~~, three (3) quotes are required as per the above thresholds.

i.e.: one utility table = \$1,100 = no quotation  
ten utility tables = \$11,000 = three quotes required

A division of requirements into multiple procurement to reduce the estimated value of a single purchase and avoid the application of the above thresholds is not permitted.

~~Facility and Information Technology Services only: the informal process threshold is \$0 up to \$9,999.99.~~

### 1.2 Formal Quotation Process for Goods and Non-Consulting Services (~~\$10,000~~ ~~\$5,000~~ - ~~\$121,999.99~~ ~~\$49,999.99~~)





The procurement of goods and/or non-consulting services with an estimated value greater than or equal to ~~\$510,000~~ (excluding taxes) and up to ~~\$121,999.99~~ ~~\$49,999.99~~ (excluding taxes) shall be obtained using a Competitive Procurement, to offer the most favourable price consistent with reliability, delivery and service requirement. This process may be initiated and completed by an individual with budget authority or Procurement and Risk Management Services. At least three (3) vendors known to provide the required goods and/or non-consulting services shall be invited to submit a bid. Individuals with budget authority must complete a Request for Quotation Form for each quote received, prior to executing a purchase.

All quotations received and rationale for selected file must be kept on file in accordance with the Board's Records Retention Schedule and maybe subject to a random review/audit by the Board's external auditors or Procurement and Risk Management Services.

~~Facility and Information Technology Services only: the formal quotation process threshold is \$10,000 up to \$49,999.99.~~

### ~~1.3 Formal Quotation Process for: (i) Goods and Non-Consulting Services (\$50,000 – \$99,999.99); and (ii) Consulting Services (\$0 – \$99,999.99)~~

~~The procurement of goods and/or non-consulting services with an estimated value greater than or equal to \$50,000 (excluding taxes) and up to \$99,999.99 (excluding taxes) shall be obtained using a Competitive Procurement, to offer the most favourable price consistent with reliability, delivery and service requirement. This process must be initiated and completed utilizing Procurement Services. At least three (3) vendors known to provide the required goods and/or non-consulting services shall be invited to submit a bid. Procurement Services shall prepare a report for the initiating department, accompanied by the quotations received indicating the selected vendor for purchase order issuance or other appropriate action.~~

~~The same Competitive Procurement described immediately above applies to consulting services with an estimated value from \$0 up to \$99,999.99 (excluding taxes).~~

~~All quotations received and rationale for selected file must be kept on file and maybe subject to a random review/audit by the Board's external auditors or Procurement Services.~~

### **1.4 Open Competitive Process (~~\$121,200~~ ~~\$100,000~~ or more) – RFP**

This method can be used for any dollar value and involves the solicitation of proposals for the delivery of complex goods, services and/or construction or to provide alternative options or solutions. It is a process that uses pre-defined evaluation criteria in which price is not the only factor. Bid opportunities are required to be posted for a minimum of fifteen (15) calendar days on a nationally available electronic tendering system. Bid submissions will be evaluated to determine the successful proponent(s). This process has the most flexibility and will be governed by the terms of the RFP as developed by the Board. Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all the specifications, contract terms and prices.

### **1.5 Open Competitive Process (~~\$121,200~~ ~~\$100,000~~ or more) – RFT**

This method can be used for any dollar value and involves the solicitation of goods, services and/or construction with specific delivery requirements and performance specifications and may require/include vendor pre-qualification. Tenders are required to be posted on a nationally available electronic tendering system for a minimum of fifteen (15) calendar days. Complex procurements should be advertised for a longer period of time, **subject to applicable trade agreements**. All bids will be sealed and received on or before the specified closing date and time. All bids will be evaluated and approved in consultation with Procurement Services and the requisitioning budget holder or designate.





## **1.6 Emergency Procurement Process – Single Source**

The emergency procurement process may be used for any dollar value, when the procurement of any goods and/or services is deemed an emergency. This process is undertaken in consultation with the **Manager Supervisor** of Procurement and Risk Management Services. The completion of the Single/Sole Source Approval Form is required to document the emergency process. When a member of Facility Services is on call, they are delegated the authority of the Manager of Facility Services. If an emergency is declared after hours, then the Single/Sole Source Approval Form will be completed and approved the following day. Documentation describing the rationale for this type of purchase must be completed and approved by the appropriate approval authority as this may be used as supporting documents in the case of a competitive dispute.

## **1.7 Sole Sourced**

Where only one supplier is able to meet the procurement requirements, Procurement and Risk Management Services may conduct a non-competitive procurement in the circumstances outlined in the Sole/Single Source Approval Form, provided that they do not do so for the purposes of avoiding competition between vendors or in order to discriminate against vendors or to circumvent the requirements of this Administrative Procedure.

Documentation describing the rationale for this type of procurement must be completed and approved by the appropriate approval authority as this may be used as supporting documentation in the case of a competitive dispute.

## **1.8 Direct Negotiated**

Unless otherwise provided for in this Administrative Procedure, the **Manager Supervisor** of Procurement and Risk Management Services may enter into negotiations with one or more vendors for the supply of goods and/or services when any of the following conditions apply:

- The goods and/or services are deemed necessary as a result of an emergency which would not reasonably permit the use of any other prescribed procurement process.
- No bids are received on a formal quotation, tender or request for proposal call.
- The extension of an existing contract would prove more cost effective or beneficial and is permissible in the original Contract, provided that original Contract was conducted through a Competitive Procurement and such procurement document contemplated that extension.
- Bids have been solicited using one of the procurement processes with all bids received being non-responsive or non-compliant
- Goods and/or services are available from a Single or Sole Source.
- Exemptions for goods and/or services outlined in applicable trade agreements

## **1.9 Limited Tendering**

This is a method of procurement of goods or services from a vendor or vendors of Board's choice, providing it does not do so to avoid competition or discriminate against vendors. Use of limited tendering must be in compliance with the non-application exemption codes outlined in the applicable trade agreements the Board is subject to.

## **1.10 Request for Information (RFI)**

This is a process where information is requested from vendors regarding the feasibility and availability of specific goods and/or services in the marketplace. This process can be used for any dollar value but cannot be used as a means of pre-qualification and must not influence the chances of the participating suppliers from becoming the successful proponent in any subsequent opportunity. Based on the information received, the Board may solicit quotations, tenders or proposals consistent with the procedures prescribed in this **Policy and Administrative Procedure**, at which time prices and any additional information would be requested.



### **1.11 Request for Expression of Interest (RFEI)**

The RFEI enables the Board to solicit supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when the Board wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected in an RFEI can also facilitate selecting the best procurement process for a follow-up competitive process. A response to an RFI or RFEI must not pre-qualify potential suppliers and must not influence their chances of being the successful supplier on any subsequent opportunity.

### **1.12 Request for Supplier Qualifications (RFSQ)**

The RFSQ enables the Board to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers or a Vendor of Record (VOR). This mechanism may be used either to identify qualified candidates in advance of expected second stage competitive procurements or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e., bid preparation on the part of suppliers and evaluation on the part of the Board). The terms and conditions of the RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually contact a supplier to supply such goods or services as a result of the pre-qualification.

### **1.13 Evaluation of Bids**

All information regarding timelines of bids, bid receipts, evaluation criteria, evaluation methodology and process, selection process, tie score process, fixed evaluation criteria, evaluation matrix, mandatory criteria, conflict of interest, dispute resolution process and bonding requirements (if applicable) are contained within the terms and conditions of the individual bid and bid specifications. Competitive procurement documents must state that submissions that do not meet the mandatory criteria will be disqualified. The Board shall not discriminate or exercise preferential treatment in awarding a contract.

Unless permitted by a specific exception within this **Policy and Administrative Procedure**, whenever a competitive process is used to acquire goods and services, the Board must then select only the highest ranked submission or low qualified bid that meets all mandatory requirements set out in the related procurement documents. All submission evaluation details must be fair, factual and fully defensible.

#### **Evaluation Criteria**

Evaluation criteria must be developed, reviewed and approved by an appropriate authority prior to commencement of the competitive procurement process. Competitive procurement documents must clearly outline rated or other criteria used to evaluate submissions, including weight of each criterion. Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria. ~~The pricing component of all bids will be opened in the presence of the evaluation team or Tender Opening Committee, as required.~~

The evaluation criteria can only be altered by means of addendum to the competitive procurement documents. Competitive procurement documents must fully disclose the evaluation methodology and process to be used in assessing submissions **and must comply with applicable directives, legislation and/or trade agreements.**

#### **Evaluation Team**

Every competitive process requires an Evaluation Team that will be responsible for evaluating all competitive bids. Evaluation team members should be selected, and participation confirmed before the competitive documents have been posted. Board evaluation team members may be included in the development of the evaluation criteria and general requirements. Evaluation Team members will be made aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a conflict of interest. The Board will require all evaluation team members to sign a *Conflict of Interest Declaration and Non-Disclosure Agreement*. The Board must consider a Conflict of Interest during procurement activities applicable to the evaluation team members.



~~All competitive procurement bids will be opened in the presence of the evaluation team, including pricing components.~~  
Each member of the Evaluation Team must evaluate all supplier submissions using an evaluation matrix and must be fair, factual and fully defensible and may be subject to public scrutiny.

#### **1.14 Contract Awards**

Despite the contents or any other requirement of this **Policy and Administrative Procedure**, the following contracts shall be awarded by the Board of Trustees:

- ~~• For the supply of goods and services which have a term of one year and a day, or greater~~
- Awarded following a solicitation for which the Board has made a specific exception
- Contract(s) under which the total amount to be paid over the full term of the contract is expected to exceed ~~two hundred thousand dollars (\$200,000.00) one hundred thousand dollars (\$100,000.00)~~

The award of any bid or any part thereof will be made in writing and may be subject to the successful proponent entering into a contract that is satisfactory to the Board. The contract must be finalized using the form of the agreement/contract that was released with the procurement document. A Purchase Order will be issued upon formal award.

Unsuccessful proponents will be provided with the name of the successful proponent(s) and start and end dates, including any options for extension. Any information provided must comply with MFIPPA. Awards will be posted in the same manner as the procurement documents were posted with all relevant information applicable to the bid.

#### **1.15 Proponent Debriefing**

For procurements valued at ~~\$121,200.00 \$100,000.00~~ or more, the Board will allow unsuccessful suppliers sixty (60) calendar days following the date of the contract award to request a debriefing, by contacting the **Manager Supervisor** of Procurement **and Risk Management** Services. The debriefing will provide the unsuccessful proponent with a critical review of its bid highlighting its strengths and weaknesses.

#### **1.16 Bid Protest/Dispute Resolution**

Although procurement documents must outline any bid dispute resolution processes and comply with applicable trade agreements, should an unsuccessful proponent choose to dispute the outcome of a Competitive Procurement, the following general process will apply:

- i) The unsuccessful proponent must first avail themselves of a debriefing, as described above
- ii) If after attending a debriefing, the proponent still has concerns about the outcome of a Competitive Procurement, the proponent must submit their concerns in writing to the **Manager Supervisor** of Procurement **and Risk Management** Services. This request should provide a detailed statement of the legal and factual grounds for the protest, including copies of the relevant documents and the form of relief requested.
- iii) The **Manager Supervisor** of Procurement **and Risk Management** Services shall investigate the nature of the complaint by reviewing the information with the appropriate Board staff and the proponent to determine the grounds and alternatives for a resolution.
- iv) If resolution cannot be met, the proponent may direct the complaint to the Superintendent of Business and Treasurer. The Superintendent of Business and Treasurer shall review the facts of the dispute and shall make the final decision as to the action required which may include taking the matter to the Director of Education and/or Legal Counsel.

Following identification of the grounds and alternatives for a resolution, the Board and the unsuccessful proponent shall negotiate a mutually acceptable agreement to resolve the issues raised. The parties may be represented by legal counsel in the negotiation.



## **2. Contract Management/Vendor Performance Evaluation**

In order to ensure that the Board is holding vendors accountable for contractual obligations, the Board will monitor the performance of all contracted vendors in accordance with the procedures set out below:

- Board employees responsible for managing a contract must track a vendor's performance, including timely deliveries; quality of goods and services; meeting milestones; and invoices in line with the contract. Detailed notes and records should be kept during the term of a contract with respect to any performance issues.
- Where a serious performance issue has occurred, the Board employee must complete a Vendor Incident Report. Vendor Incident Reports should be completed when a vendor fails to abide by the contract terms and conditions or fails to meet specifications. Where a performance issue is serious enough, the Board may also consider terminating the contract, subject to the terms of the contract.
- At the end of every contract, the responsible Board employee should complete a Vendor Performance Evaluation Form. The responsible Board employee should ensure that these forms are completed with sufficient detail to ensure that any decision taken with respect to records of poor performance are fully defensible. Copies of all completed Vendor Performance Evaluations forms should be kept with Procurement Services.
- Vendor Incident Reports and Evaluation forms may be used to support disqualification, suspension, or removal from pre-qualified or vendor of record lists of this Administrative Procedure.
- Where there is a Vendor Incident Report or negative Performance Evaluation form (a copy of which will be presented to the vendor), the vendor at issue should be allowed to comment on the documentation for same and any such comments should be included in the file.

### Vendor Suspension and/or Removal from ~~Pre-Qualified or Vendor of Record Lists~~ Procurement Opportunities

The Board's vendor suspension process has two goals:

- to protect the Board from risks associated with awarding contracts to vendors that have demonstrated an inability or unwillingness to fulfill or execute contractual requirements; and
- to protect the interests of the Board and the integrity of the procurement process

A suspension operates to prohibit vendors who have displayed improper conduct (as further detailed below), from participating in a ~~competitive bid procurement~~ process or contract. The Board may, as the circumstances warrant, suspend a vendor from participating in any ~~competitive bid procurement~~ process if any of the following occurs:

- failure on the part of the vendor to ~~sign or~~ execute a contract or honour the terms within its bid submission may result in the suspension of bidding privileges for up to two years
- unsatisfactory performance on the part of the vendor or failure to comply with a rectification notice or provide a satisfactory rectification plan may result in the suspension of bidding privileges for up to two years
- a vendor receiving two provisional performance evaluations regardless of the project may result in the suspension of bidding privileges to the Board for up to two years
- ~~bankruptcy or insolvency~~
- ~~false declarations~~
- ~~final judgments in respect of serious crimes or other serious offences~~
- ~~professional misconduct or acts of omissions that adversely reflect on the commercial integrity of the vendor~~

Any suspension must be approved by the Manager of the department responsible and by the Superintendent of Business and Treasurer and must be supported by a written business case. A suspension decision should be communicated in writing to the vendor in question and should include full details as to the reason for the suspension and the length of the suspension.



### **3. Claims or Possible Claims**

The Board will ~~preclude~~ exclude a vendor from ~~bidding~~ participating in a procurement if the vendor has made a formal demand or otherwise put the Board on notice of a pending legal action (this includes a bid protest/dispute resolution, as described in section 1.15) or is involved in any actual litigation proceedings (except only construction lien demands, notices or proceedings) ~~by or against or otherwise involving the Board, where the vendor is claiming against the Board or the Board is claiming against the vendor.~~

### **4. Cooperative Procurement**

The Board will actively participate in cooperative procurement ventures with other school boards and other branches of government or their agencies of public authorities to obtain maximum value for money through economies of scale and/or shared services. This may also include the Board utilizing a piggy-back clause to existing Ministry or government services, district school boards and/or other cooperative group contracts, to the extent permitted by applicable law. The Board reserves the right to exercise any of the above; provided that ventures adhere to the Board's policies and administrative procedures and serve the best interests of the Board.

The eventual Cooperative Purchasing Agreement will be exempt from the normal Board approval process and will be presented at the appropriate monthly Board meeting for information purposes only.

### **5. Environmental/Sustainable Purchasing**

The Board will encourage and make every reasonable effort to consider environmentally responsible and sustainable products and services as part of the procurement decision. This will include, but not be limited to, landfill diversion, waste reduction, energy efficiency, ability to be recycled, reusability and supplier selection.

### **6. Disposal of Surplus/Obsolete Equipment**

All furniture and equipment deemed surplus or obsolete is subject to disposal as per Procurement Services' discretion. Procurement Services, in consultation with staff, will determine the most appropriate method for disposal which may include (but not limited to) re-allocation within the Board, online auction, donation, trade-in or landfill. Items may not be removed by staff for personal use or donated outside of Board permitted processes.

### **7. Exceptions**

The following items are not subject to the Board's Procurement Policy and Administrative Procedure:

1. Licenses (vehicles, elevators, radios, etc.)
2. Charges to or from other government bodies or Crown Corporations except for construction and/or maintenance projects
3. Real Estate including land, buildings, leasehold interests, easements, encroachments and licenses
4. Certain professional services, refer to the CFTA and CETA as applicable
5. Freight charges
6. Legal Fees and other professional services related to litigation or legal matters
7. Charges to or from government legislated controlled agencies (i.e. – Technical Standards & Safety Association, Electrical Safety Authority, Liquor Control Board)
8. Entertainers (i.e. – for Theatre, Special Events)
9. Conferences, Courses, Seminars, Conventions, Memberships, Periodicals, Magazines Subscriptions
10. Refundable Employee Expenses, Meal Allowances, Travel Expenses
11. Miscellaneous – Non-Travel, Hotel Accommodation, Mileage
12. Postage, Water, and Sewage Charges,
13. Natural Gas and Hydro
- 14. Spiritual Services**

# REPORT TO THE BRANT NORFOLK NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Committee of the Whole  
Submitted on: May 20, 2025  
Submitted by: Mike McDonald, Director of Education & Secretary

## NORFOLK COUNTY (ELEMENTARY) SCHOOL ATTENDANCE BOUNDARY REVIEW

Public Session

### **BACKGROUND INFORMATION:**

Over the past decade, Norfolk County has experienced notable population growth, particularly in the communities of Delhi, Simcoe, and Waterford. However, this growth has been uneven, leading to declining enrolment in other parts of the County. As a result, schools within the Brant Haldimand Norfolk Catholic District School Board (the "Board") are facing enrolment imbalances. The primary objective of this review was to adjust school boundaries across Norfolk County to better balance enrolment, enhance the efficient use of existing facilities, and support long-term sustainability across the Board's system.

As of October 31, 2024, St. Bernard of Clairvaux, St. Frances Cabrini, and St. Joseph's are operating above capacity, relying on 1 portable at St. Frances Cabrini CES, 5 portables at St. Bernard of Clairvaux CES, and 12 portables at St. Joseph's CES, respectively (a combined total of 18 portable classrooms), to accommodate current enrolment. Board projections indicate that enrolment pressures at these schools are expected to intensify over the next ten years. In contrast, enrolment at Our Lady of Fatima (Courtland), Sacred Heart (Langton), and St. Michael's (Walsh) is projected to decline over the same period.

Tables 1 and 2 present the current and projected enrolments for the schools included in this review. Table 1 includes the On-the-Ground (OTG) capacity of each school, October 31, 2024 enrolment (headcounts), utilization of each school (the current number of students divided by the OTG), and the current number of portables at each school. Table 2 includes the On-the-Ground (OTG) capacity of each school, projected enrolment for the 2034-2035 school year, utilization of each school (the projected number of students divided by the OTG), and the projected number of portables at each school. Figure 1 illustrates the existing elementary school boundaries. Together, this information highlights the need for boundary adjustments to rebalance enrolment across Norfolk County. The tables also provide a snapshot of the status quo, serving as a baseline for comparison against proposed changes.

Table 1: 2024-25 Status Quo Enrolment/Utilization

2024-25 Status Quo Enrolment / Utilization				
Total	OTG	Enrolment (Oct 2024)	Utilization %	# of Portables (2024)
Our Lady of Fatima (Courtland)	141	70	50%	0
Sacred Heart (Langton)	294	148	50%	0
St. Bernard of Clairvaux	210	326	155%	5
St Cecilia's	190	140	74%	0
St Frances Cabrini	268	317	118%	1
St. Joseph's	446	605	136%	12
St Michael's (Walsh)	164	92	56%	0
<b>Total</b>	<b>1,713</b>	<b>1,698</b>	<b>99%</b>	<b>18</b>

Note: Enrolment based on official October 2024 student data as reported to the Ministry of Education.

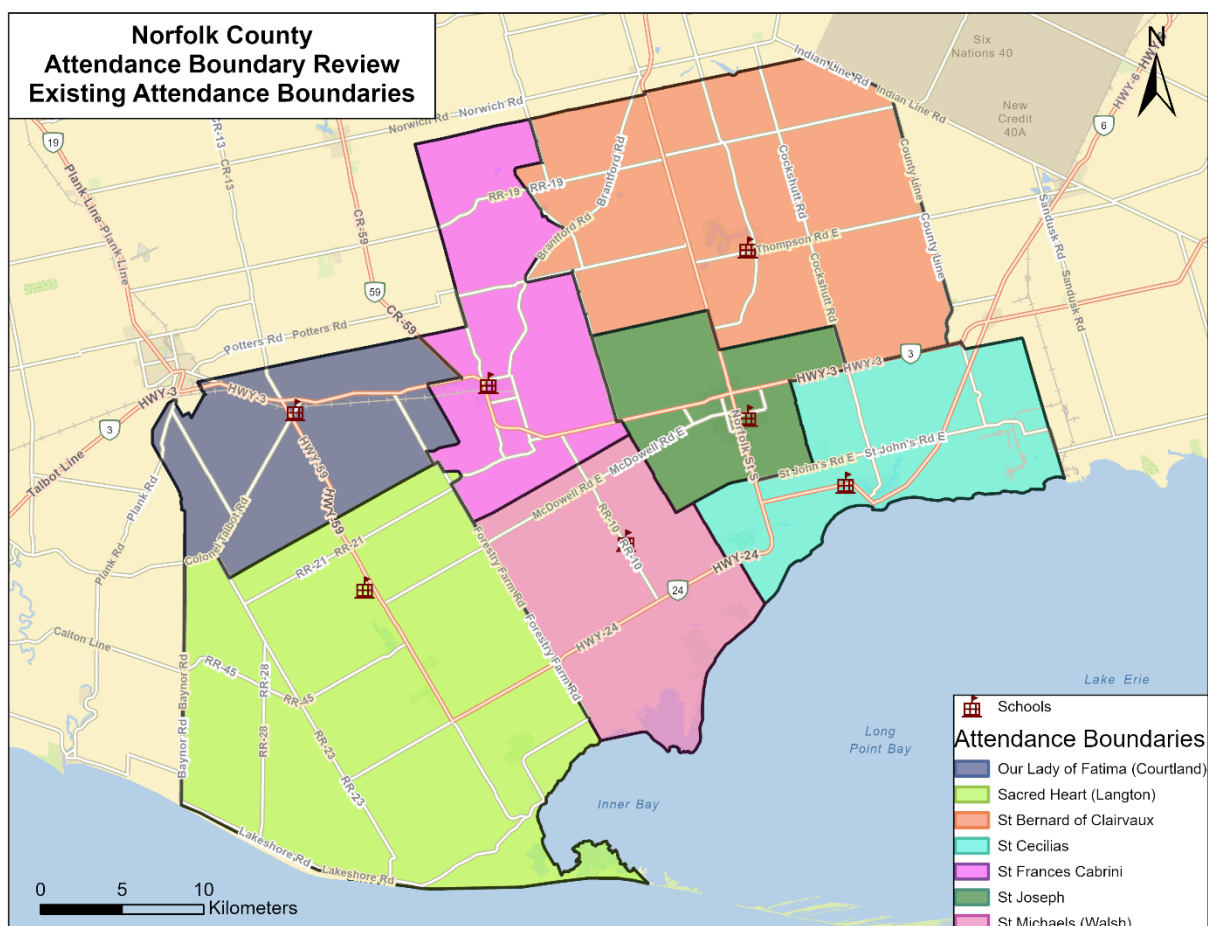


Table 2: 2034-35 Status Quo Enrolment/Utilization

2034-35 Status Quo Projected Enrolment / Utilization				
Total	OTG	Enrolment (2034)	Utilization %	# of Portables (2033)
Our Lady of Fatima (Courtland)	141	48	34%	0
Sacred Heart (Langton)	294	130	44%	0
St. Bernard of Clairvaux	210	353	168%	6
St Cecilia's	190	228	120%	2
St Frances Cabrini	268	361	135%	4
St. Joseph's	446	731	164%	12
St Michael's (Walsh)	164	69	42%	0
<b>Total</b>	<b>1,713</b>	<b>1,920</b>	<b>156%</b>	<b>24</b>

Note: The number of portables is estimated based on the number of pupils over capacity divided by the loading capacity of 23.

Figure 1: Norfolk Existing Attendance Boundaries



## **DEVELOPMENTS:**

### ***School Attendance Boundary Review Process***

In accordance with OPS 400.24.AP – Attendance Boundary Reviews, an Attendance Boundary Review Committee (ABRC) was established with Administrator and Parent representatives from each impacted school. The ABRC met on November 5, 2024, November 25, 2024, February 4, 2025, and April 16, 2025, to review options and gather community feedback. Public consultation was held on March 19, 2025, in an open-house format for the public to review information and provide their feedback. A full list of meetings, agenda, presentations, and minutes from these meetings can be found on the [Boundary Review](#) website.

The mandate of the ABRC was to:

- Work collaboratively to examine the initial boundary options generated by Senior Administration based on projections and data.
- Provide detailed feedback on the initial options, request modifications or suggest additional options.
- Determine one or more preferred options to be presented for public consultation.

### ***ABRC Recommendation (Option 1)***

At the committee's last meeting on April 16, 2025, the ABRC reached a consensus on the following boundary adjustment recommendations:

<b>School</b>	<b>Recommended Boundary Adjustment</b>
<b>Our Lady of Fatima (Courtland)</b>	<ul style="list-style-type: none"><li>- To expand east to align with Swimming Pool Road between Talbot Road and Norwich Townline Road.</li><li>- To expand east to align with Pinegrove Road between 1<sup>st</sup> Concession/Dalton Street and Lynedoch Road.</li></ul>
<b>Sacred Heart (Langton)</b>	<ul style="list-style-type: none"><li>- To expand east to align with Charlotteville Rast Quarter Line Road between Charlotteville Road 10 and Highway 3/Lynedoch Road.</li></ul>
<b>St. Bernard of Clairvaux (Waterford)</b>	<ul style="list-style-type: none"><li>- To contract in the south to align with Thompson Road East and Cockshutt Road.</li></ul>
<b>St Cecilia's (Port Dover)</b>	<ul style="list-style-type: none"><li>- To expand in the north to align with Culver Road, 14<sup>th</sup> Street East, Highway 24, Concession 13 Townsend, Cockshutt Road, Thompson Road East, County Line 74, Townsend Parkway, Keith Richardson Parkway and Highway 3.</li></ul>
<b>St Frances Cabrini (Delhi)</b>	<ul style="list-style-type: none"><li>- To contract in the west to align with Swimming Pool Road and Talbot Road.</li></ul>



	<ul style="list-style-type: none"> <li>- To contract in the south to align with 1<sup>st</sup> Concession Road Street/Dalton Road, Pinegrove Road and Lynedoch Road.</li> </ul>
<b>St. Joseph's (Simcoe)</b>	<ul style="list-style-type: none"> <li>- To contract in the north to align with Norfolk Street North, 14<sup>th</sup> Street East/Concession 14 Townsend, Culver Road and Highway 3.</li> <li>- To contract in the south to align with McDowell Road East, Hillcrest Road, Evergreen Hill Road, Norfolk Street South, and Lynn Valley Road</li> </ul>
<b>St Michael's (Walsh)</b>	<ul style="list-style-type: none"> <li>- To expand in the east to align with McDowell Road East, Hillcrest Road, Evergreen Hill Road, Norfolk Street South, Lynn Valley Road, Blueline Road, St John's Road East/St. John's Road West.</li> </ul>

### ***Legacy Provisions***

All current Grade 5 and 6 students (as of the 2024–25 school year) at St. Frances Cabrini CES, St. Joseph's CES, and St. Bernard of Clairvaux CES will have the option to remain at their current school when the boundary changes take effect in September 2026. This legacy agreement was recommended by the Accommodation Boundary Review Committee (ABRC) to allow these students—who will be entering Grades 7 and 8 at that time—the opportunity to complete their elementary education at their existing school without disruption.

Utilizing student data from the 2024/25 academic year, the creation of the new boundary will result in the following adjustments, as outlined in the figure and tables below:

### Norfolk County Attendance Boundary Review Committee Recommended Attendance Boundaries

0 5 10 Kilometers

Legend:

- Schools
- Existing Attendance Boundaries
- Committee Recommendation
- Our Lady of Fatima (Courtland)
- Sacred Heart (Langton)
- St Bernard of Clairvaux
- St Cecillas
- St Frances Cabrini
- St Joseph
- St Michaels (Walsh)

2024-25 Enrolment / Utilization				
Total	OTG	Enrolment (Oct 2024)	Utilization %	# of Portables (2024)
Our Lady of Fatima (Courtland)	141	93	66%	0
Sacred Heart (Langton)	294	157	53%	0
St. Bernard of Clairvaux	210	311	148%	4
St Cecilia's	190	166	87%	0
St Frances Cabrini	268	285	106%	1
St. Joseph's	446	579	130%	6
St Michael's (Walsh)	164	119	73%	0
<b>Total</b>	<b>1,713</b>	<b>1,710</b>	<b>100%</b>	<b>11</b>
Note: Enrolment based on October 2024 student plot data. Includes students currently attending out-of-county schools who will be redirected to their designated home schools in Norfolk County.				

Table 4: 2026-27 Enrolment/Utilization including Legacy Provisions (per recommendation)

2026-27 Enrolment / Utilization				
Total	OTG	Projected Enrolment (Oct 2026)	Utilization %	# of Portables (2026)
Our Lady of Fatima (Courtland)	141	98	69%	0
Sacred Heart (Langton)	294	152	52%	0
St. Bernard of Clairvaux	210	308	147%	4
St Cecilia's	190	205	108%	1
St Frances Cabrini	268	283	106%	1
St. Joseph's	446	584	131%	6
St Michael's (Walsh)	164	120	73%	0
<b>Total</b>	<b>1,713</b>	<b>1,752</b>	<b>102%</b>	<b>12</b>
Note: The number of portables is estimated based on the number of pupils over capacity divided by the loading capacity of 23.				

### Next Steps

Pursuant to the steps outlined in OPS 400.24.AP – Attendance Boundary Reviews, based on committee consultation, Senior Administration recommends establishing the amended school boundaries, as outlined in Figure 2, as well as the recommended legacy provisions, effective September 2026.

An implementation committee will be established to support the transition of students.

### **RECOMMENDATION:**

**THAT** the Brant Haldimand Norfolk Catholic District School Board approve the amended school attendance boundaries for Norfolk County, as outlined in Figure 2, **effective September 2026**.

**THAT** legacy provisions be implemented to permit currently enrolled Grade 5 and 6 students (2024–25 school year) at affected schools to remain at their existing school through to Grade 8.

**2023-24**  
**Trustee Meetings and Events**

<b>Date</b>		<b>Time</b>	<b>Meeting/Event</b>
May 21, 2024		1:00 pm	Special Education Advisory Committee
<b>May 21, 2024</b>		<b>7:00 pm</b>	<b>Committee of the Whole</b>
<b>May 28, 2024</b>		<b>7:00 pm</b>	<b>Board Meeting</b>
May 30, 2024		1:15 pm	Mental Health Steering Committee
May 30-June 1, 2024			CCSTA AGM
June 12, 2024		3:00 pm	Executive Council Meeting
June 17, 2024		5:00 pm	Audit Committee
<b>June 18, 2024</b>		<b>7:00 pm</b>	<b>Committee of the Whole</b>
<b>June 25, 2024</b>		<b>7:00 pm</b>	<b>Board Meeting</b>
June 27, 2024		4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's College Graduation

Meetings scheduled at the Call of the Committee Chair: Accommodations Committee, Audit Committee, Budget Committee, Faith Advisory Committee, Policy Committee