



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Board Meeting Tuesday, January 28, 2020 ♦ 7:00 p.m. Boardroom

Trustees:

Members: Rick Petrella (Chair), Carol Luciani (Vice Chair), Cliff Casey, Bill Chopp, Dan Dignard, Mark Watson, Taylor Carroll (Student Trustee)

Senior Administration:

Michael McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Robert De Rubeis, Kevin Greco, Lorrie Temple (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, for ever and ever. Amen

1.2 Attendance

1.3 Approval of the Agenda

Pages 1-2

1.4 Declaration of Interest

1.5 Approval of Board Meeting Minutes – December 10, 2019

Pages 3-5

Approval of Special Meeting of the Board Minutes – December 20, 2019

Page 6-7

1.6 Business Arising from the Minutes

2. Presentations

2.1 Ontario Association of Parents in Catholic Education (OAPCE) Certificate – Stéphane Rouleau, Co-Chair of the Regional Council Parent Involvement Committee (RCPIC)

3. Delegations

4. Consent Agenda

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – January 21, 2020 Pages 8-12

Presenter: Carol Luciani, Vice Chair of the Board

- Excursion – New York City, NY (pg. 13)
- Workplace Harassment Policy 300.01 (pgs. 14-28)
- Employee Expenses Policy 700.04 (pgs. 29-36)

5.2 Unapproved Minutes and Recommendations from the Budget Committee Meeting - January 21, 2020 Pages 37-40

- Revised Estimates – 2019-20 (pgs. 41-44)
- 2020-21 Budget Plan (pg. 45)



BRANT HALDIMAND NORFOLK Catholic District School Board

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

- 5.3** Trustee Expenses Pages 46-47
Presenter: Scott Keys, Superintendent of Business & Treasurer
- 5.4** Student Trustee Update Page 48
Presenter: Taylor Carroll, Student Trustee
- 6. Information and Correspondence**
- 6.1** Director's Annual Report: 2018-19
- 7. Notices of Motion**
- 8. Notices of Motion Being Considered for Adoption**
- 9. Trustee Inquiries**
- 10. 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 negotiations with employees of the board; or
 - e. Litigation affecting the board.
- 11. Report on the In-Camera Session**
- 12. Future Meetings and Events** Page 49
- 13. 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***
- 14. Adjournment**



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Board Meeting
Tuesday, December 10, 2019 ♦ 7:00 p.m.
Boardroom**

Members: **Trustees:**
Rick Petrella (Chair), Carol Luciani (Vice-Chair), Cliff Casey, Bill Chopp, Dan Dignard,
Mark Watson, Taylor Carroll (Student Trustee)

Absent: Rob De Rubeis (Superintendent of Education)

Senior Administration:
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business &
Treasurer), Michelle Shypula and Lorrie Temple (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Vice-Chair Luciani.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Bill Chopp

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the December 10, 2019 Board meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Board Meeting Minutes – November 26, 2019

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 26, 2019 Board meeting.

Carried

Approval of Special Meeting of the Board Minutes – November 29, 2019

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 29, 2019 Special meeting of the Board.

Carried



Approval of Annual Board Meeting Minutes – December 3, 2019

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the December 3, 2019 Annual Board meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda - Nil

5. Committee and Staff Reports

5.1 Trustee Expenses

The Trustee Expense Report was deferred to the next Board meeting.

6. Information and Correspondence

6.1 Strategic Plan Update

Director McDonald reviewed the feedback received from stakeholders at the strategic planning session. An overview of the proposed strategic plan goals and actions was presented. The plan will focus on Belonging, Wellness, Teaching and Learning. Next steps will include identifying measurables and accountability.

Moved by: Cliff Casey

Seconded by: Dan Dignard

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

Carried

7. Notices of Motion - Nil

8. Notices of Motion Being Considered for Adoption – Nil

9. Trustee Inquiries - Nil

10. Business In-Camera

Moved by: Carol Luciani

Seconded by: Dan Dignard

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

Carried



11. Report on the In-Camera Session

Trustees Bill Chopp and Dan Dignard declared a conflict of interest in Item #6 of the in-camera session and left the room/ They did not take part in the consideration or discussion of or vote on any question with relation to this item.

Moved by: Carol Luciani

Seconded by: Mark Watson

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

Carried

12. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

13. Closing Prayer

The closing prayer was led by Chair Petrella.

14. Adjournment

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the November 26, 2019 Board meeting.

Carried



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Special Meeting of the Board
Friday, December 20, 2019 ♦ 6:00 p.m.
Trustee Meeting Room**

Trustees:

Present: Rick Petrella (Chair), Carol Luciani (Vice-Chair), Cliff Casey, Bill Chopp, Mark Watson

Absent: Dan Dignard

Senior Administration:

Mike McDonald (Director of Education & Secretary)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Petrella.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the December 20, 2019 Special Meeting of the Board.

Carried

1.4 Declaration of Interest – Nil

2. Committee and Staff Reports – Nil

3. Business In-Camera

Moved by: Mark Watson

Seconded by: Carol Luciani

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

Carried

9. Report on the In-Camera Session

Moved by: Mark Watson

Seconded by: Bill Chopp

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

Carried

10. Closing Prayer

The meeting was closed with prayer led by Chair Petrella.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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11. Adjournment

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the December 20, 2019 Special Meeting of the Board.

Carried

Next meeting: Tuesday, January 28, 2020, 7:00 p.m. – Boardroom

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

January 21, 2020

| AGENDA ITEM | MOTION |
|------------------------|---|
| 5.1 | THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an Art and Music trip to New York, NY from Thursday, May 14 to Monday, May 18, 2020. |
| 5.2 | THAT the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Workplace Harassment Policy and Procedure 300.01. |
| 5.3 | THAT the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Employee Expenses Policy 700.04. |

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of January 21, 2020.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of January 21, 2020.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Committee of the Whole Tuesday, January 21, 2020 ♦ 7:00 pm Boardroom

Members: **Trustees:**
Rick Petrella (Chair), Carol Luciani (Vice-Chair), Cliff Casey, Bill Chopp, Dan Dignard,
Taylor Carroll (Student Trustee)

Absent:

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Lorrie Temple (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee Luciani.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Mark Watson

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the January 21, 2020 meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Committee of the Whole Meeting Minutes – November 19, 2019

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 19, 2019 meeting.

Carried

1.6 Business Arising from the Minutes - Nil

2. Presentations - Nil

3. Delegations - Nil

4. Consent Agenda

- 4.1** THAT the Committee of the Whole refers the unapproved minutes of the Mental Health Steering Committee Meeting of September 25, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 4.2** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of November 19, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of December 10, 2019 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

Carried

5. Committee and Staff Reports

5.1 Excursion – New York City, NY

Superintendent De Rubeis presented a request from St. John's College for an arts and music trip to New York City, NY. Students will be visiting various museums, galleries and architectural sites within the city. Students will also have an opportunity to experience a Broadway show and attend Mass at St. Patrick's Cathedral.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an Art and Music trip to New York, NY from Thursday, May 14 to Monday, May 18, 2020.

Carried

5.2 Strategic Plan Process

Director McDonald provided an outline of the strategic planning process. The process included information gathering, review of the previous plan, data analysis and development of a new plan. Stakeholders were involved in the planning process through consulting and providing feedback. Major themes that were identified included faith woven throughout the plan, an inclusive plan which reflects all stakeholders and a concise plan written in accessible language. A commitment has been made to ensure that the new strategic plan will be lived and referred to.

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Strategic Plan Process Report to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.3 Workplace Harassment Policy 300.01

Director McDonald presented the revised policy. The policy was circulated to stakeholders for feedback. The importance of dignity and respect in the workplace was underscored. Changes were made to language to reflect updated legislation and address the issue of parental harassment.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Workplace Harassment Policy and Procedure 300.01.

Carried

5.4 Employee Expenses Policy 700.04

Superintendent Keys presented the revised Employee Expenses Policy and reviewed the policy renewal process. Revisions included meal reimbursements, clarity surrounding mileage and work locations as well as professional memberships. Language in the policy was also updated to reflect the most recent legislation..

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Employee Expenses Policy 700.04.

Carried

6. Information and Correspondence

6.1 French Immersion Update

Superintendent Temple provided an update regarding registration for the French Immersion Program. A cap for registrations has been instituted. The process for registration was reviewed which included date stamping the registrations and tracking of siblings within the program. A French Immersion poster was presented that highlighted frequently asked questions. The information provided was gathered by working alongside transportation and other stakeholders to ensure compliance with policies.

Moved by: Carol Luciani

Seconded by: Dan Dignard

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: Carol Luciani

Seconded by: Dan Dignard

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: Carol Luciani

Seconded by: Mark Watson

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

Carried



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

Catholic Education Centre
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Brantford, ON N3T 5M8

10. Future Meetings and Events

Chair Petrella drew attention to the upcoming meetings and events.

11. Closing Prayer

The closing prayer was led by Chair Petrella.

12. Adjournment

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the January 21, 2020 meeting.

Carried

Next meeting: Tuesday, February 18, 2020, 7:00 p.m. – Boardroom

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

Prepared by: Robert De Rubeis, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 21, 2020
Submitted by: Mike McDonald, Director of Education

EXCURSION – NEW YORK CITY, NY
Public Session

BACKGROUND INFORMATION:

A request has been received on behalf of St. John's College (SJC) to send approximately 40 students on an Art and Music trip to New York City, NY during the period of Thursday, May 14 to Monday, May 18, 2020. Supervision will be provided by four SJC staff members.

DEVELOPMENTS:

New York City is one of the major cultural centres of the world. This tour provides Art and Music students an opportunity to make connections with the course curriculum they are studying and experience the rich and diverse culture of New York City.

Visits include:

- Metropolitan Museum of Art, Museum of Modern Art, Radio City Music Hall, Times Square, Grand Central Station
- The Museum of Moving Images which will provide students with an interactive tour that will guide them through the developments of technology since the 1800s
- A variety of key architectural sites including Rockefeller Centre, Ground Zero Empire State Building which allows students to experience firsthand the impact of space in the context of early-mid 20th Century and modern-day architecture

A Broadway show is included as another example of the important role that art and music has on our lives and how it helps to define, capture and preserve culture.

Visiting such a culturally rich destination such as New York City also opens students' minds to the career opportunities that are available within the Arts. Music, Fashion Design, Media Communications and Architecture sectors.

Students will be attending a Mass at St. Patrick's Cathedral and a visit to the Neo Gothic Cathedral of St. John the Divine is also planned.

The students and supervisors will travel by bus and the anticipated cost of the trip for each student is approximately \$1095.00. Breakfast and dinner are included in this fee.

All information has been provided in accordance with Board policy and procedures.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an Art and Music trip to New York, NY from Thursday, May 14 to Monday, May 18, 2020.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE

Prepared by: Mike McDonald, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 21, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

WORKPLACE HARASSMENT POLICY 300.01

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the Board) recognizes that the inherent right of all individuals to be treated with dignity and respect is central to Catholic values and beliefs and supports a safe and nurturing environment for all staff and students. As such, all of its employees should work and learn in an environment that is free from harassment in all of its forms and sources: including but not limited to employees, supervisors, parents, visitors, members of the public and any other individuals who come into contact with employees of the Board.

DEVELOPMENTS:

In order to ensure that the Workplace Harassment Policy and Procedure policy was up to date, revisions to the policy were developed in consultation with legal advice. As such, changes were made to reflect updated legislative language and best practice and on September 26th, this new draft policy and procedure was presented to Policy Committee. Policy committee approved the changes and the policy and procedure was circulated for stakeholder feedback. As per the BHNCDSB policy renewal process, the policy and procedure went out for feedback from September 27, 2019 to November 29th, 2019 and five comments were received.

As a result of feedback suggested from stakeholders, changes were made to the policy to clarify the process in the event of that workplace harassment is reported from an employee to be coming from a parent as well as clarification around the process of reporting.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Workplace Harassment Policy and Procedure 300.01.



Policy: Workplace Harassment

| | | | |
|---------------------------------|-------------------------------------|------------------------------|-----------------|
| | | Policy Number: | 300.01 |
| Adopted: | April 23, 2002 | Former Policy Number: | N/A |
| Revised: | November 24, 2015; June 27, 2017 | Policy Category: | Human Resources |
| Subsequent Review Dates: | TBD | Pages: | 3 |

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that the inherent right of all individuals to be treated with dignity and respect is central to Catholic values and beliefs and supports a safe and nurturing environment for all staff and students. As a Catholic Learning Community, the Board believes that all of its employees should work and learn in a respectful, non-threatening environment that is free from harassment in all of its forms and from all sources, including but not limited to employees, supervisors, parents, visitors, members of the public and any other individuals who come into contact with employees of the Board.

Policy Statement:

The Board recognizes its duties regarding Workplace Harassment and Workplace Sexual Harassment under the Ontario *Human Rights Code* and the *Occupational Health and Safety Act*.

Employees are encouraged to report workplace harassment. The Board will investigate and deal with all complaints or incidents of workplace harassment in a fair and timely manner. Information about a complaint or incident will not be disclosed except to the extent necessary to protect employees, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

An employee will not be penalized for reporting an incident or participating in a workplace harassment investigation.

If an employee needs assistance, he or she may contact the Joint Health and Safety Committee, their union representative (if applicable), or the Human Rights Legal Support Centre.

In order to protect its employees, the Board will ensure that:

- In consultation with the Joint Health and Safety Committee, the Board will maintain a Workplace Harassment Administrative Procedure to implement this policy as required under clause 32.0.1(1)(b), of the *Occupational Health and Safety Act*.
- The Administrative Procedure includes measures for:
 - a working environment that is free from harassment.
 - all employees to be educated on harassment in the workplace, to ensure an understanding of the importance of the policy and to be made aware that harassment is not acceptable and will not be tolerated.
 - all those working for the Board, and those using the services of the Board, to be informed that harassment in the workplace or in the provision of services; (i.e., educational and other) may be an offence under the law.
 - employees to be made aware of the types of behaviour that may be considered harassment.
 - the Board’s responsibilities relative to harassment, identified in terms of awareness, prevention and response.
 - an impartial external investigator to receive and investigate a report of workplace harassment, if the alleged respondent(s) are in a position of authority or perceived authority.



Glossary of Key Policy Terms:

Harassment

The Ontario *Human Rights Code* defines Harassment as “engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known, or ought reasonably to be known to be unwelcome”. This includes among other things, disparaging comments (i.e., inappropriate gender-related comments), distribution of discriminatory materials, behaviour intended to incite hatred or other verbal or physical conduct of a nature, which is known or ought reasonably to be known to be unwelcome, or where such conduct involves any of the prohibited grounds of discrimination as defined by the Ontario *Human Rights Code*.

Prohibited Grounds

- a. Race
- b. Ancestry
- c. Place of origin
- d. Colour
- e. Ethnic origin
- f. Citizenship
- g. Creed
- h. Sexual orientation
- i. Gender identity
- j. Gender expression
- k. Age (in employment - over 18)
- l. Record of offences (in employment - a conviction for an offence under provincial law or a conviction under the *Criminal Code* for which a pardon has been granted and not revoked)
- m. Sex (includes pregnancy)
- n. Marital status
- o. Family status (parent and child relationship)
- p. Disability or perceived disability (under the Ontario *Human Rights Code*). This means that the person has or has had, or is believed to have or have had:
 - any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
 - a condition of mental impairment or a developmental disability;
 - a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
 - a mental disorder; or
 - an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Workplace Harassment

The *Occupational Health and Safety Act* defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. The definition of workplace harassment includes workplace sexual harassment.

Behaviours that may be considered workplace harassment include:

- bullying;
- teasing;
- intimidating or offensive jokes or innuendos;
- displaying or circulating offensive pictures or materials;
- offensive or intimidating telephone calls, email or text messages.



Workplace harassment is broad enough to include what is often called psychological harassment or personal harassment.

Reasonable action taken by an employer or supervisor relating to the management and direction of a worker or the workplace is not workplace harassment.

Workplace Sexual Harassment

The *Occupational Health and Safety Act* defines workplace harassment as:

- Engaging in a course of vexatious comment or conduct against a worker in the workplace because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known, or ought reasonably to be known, to be unwelcome; or
- Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual Solicitation or Advances

Section 7(3)(a) of the Ontario *Human Rights Code* sets out a person's right to be free from a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome. This provision of the Ontario *Human Rights Code* is violated when the person making the solicitation or advance knows, or should reasonably know, that such behaviour is unwelcome.

References

Education Act

Ontario Human Rights Code

Criminal Code of Canada

Canadian Charter of Rights and Freedoms

Occupational Health and Safety Act

Brant Haldimand Norfolk Catholic District School Board Volunteers Policy 300.12

Brant Haldimand Norfolk Catholic District School Board Workplace Violence Policy 300.20



Workplace Harassment AP 300.01

Procedure for: All Staff

Submitted by: Superintendent of Business

Category: Human Resources

Adopted: April 23, 2002

Revised: November 23, 2010; November 24, 2015;

June 27, 2017; **[Date]**

Purpose:

This Administrative Procedure has been developed to support and implement the Workplace Harassment Policy (300.01) in order to clarify roles and responsibilities regarding workplace harassment, to assist employees with their complaint and to provide direction to supervisors in receiving and responding to a complaint.

The Board has a legal, ethical and moral responsibility to investigate allegations of workplace harassment. This policy applies to and addresses workplace harassment from all sources, including but not limited to employees, supervisors, parents, visitors, members of the public and any other individuals who come into contact with employees of the Board.

Definition of Terms:

Workplace Harassment:

Any alleged behaviour that appears to meet the definition of harassment, workplace harassment or sexual harassment found in the *Glossary of Key Policy Terms* of the Workplace Harassment Policy.

Complainant:

A person who considers that ~~he/she has~~ they have been subjected to harassment or harassment related reprisal even though that individual may not lay a formal written complaint.

Respondent:

A person who is alleged to have engaged in Workplace harassment as defined in the *Glossary of Key Policy Terms* of the Workplace Harassment Policy.

Investigator:

An Investigator may include Human Resources, Superintendent of Education, the Director of Education, or an external investigator.

Reprisal:

A reprisal is an action, or threat, that is intended as retaliation for claiming or enforcing a right under the Ontario *Human Rights Code* or the *Occupational Health and Safety Act*.

Responsibilities:

The Administration of the Board is responsible for:

- discouraging and preventing employment-related harassment and harassment in the provision of services;
- ensuring that an investigation is conducted into incidents and complaints of workplace harassment that is appropriate in the circumstances;
- ensuring that the employee who has allegedly experienced workplace harassment (the "Complainant") and the alleged harasser (the "Respondent"), if he or she is an employee of the Board, are informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation;



- imposing appropriate remedial and preventive measures, which may include discipline up to and including dismissal of an employee(s) when a complaint of harassment is found to have been substantiated;
- providing appropriate procedural assistance to a Complainant(s), as well as to Respondent(s);
- formally acknowledging to a person found to have been harassed that harassment has taken place and to provide [him/her/them](#) with support and assistance as appropriate;
- formally acknowledging to a person who has been named as a harasser if harassment is not found to have taken place;
- regularly reviewing the Workplace Harassment Administrative Procedure to ensure alignment with the Workplace Harassment Policy;
- maintaining records as required;
- providing awareness of the Board's commitment to providing a harassment-free environment and the existence of the procedures available under the Policy; and
- providing training and resources for all those working for and providing services to the Board to fulfill their responsibilities under the Workplace Harassment Policy.

Employees are responsible for:

- promoting a working and learning environment that is free from harassment and assisting anyone who believes [he/she is/they are](#) being or may have been harassed;
- notifying the supervisor or principal if they believe that a colleague or another person employed by the Board has been the victim of harassment; and
- completing the mandatory *Violence and Harassment in the Workplace* online training module within one month of date of hire.

Information

The Ontario *Human Rights Code* requires that employers have procedures to prevent and respond to allegations of harassment or discrimination. The *Occupational Health and Safety Act* has been amended to include workplace harassment (including sexual harassment) as a hazard for which employers must develop prevention and response strategies. These procedures support the legislated requirements and the Board's commitment to providing a safe working environment.

Workplace Harassment

The *Occupational Health and Safety Act* defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Harassment may also be a form of discrimination if based on one of the Prohibited Grounds as outlined in the Ontario *Human Rights Code*.

- a) Types of behaviour which may constitute harassment include, but are not limited to:**
- jokes causing embarrassment or offence, told or carried out after the person telling the jokes has been advised that they are offensive, or that are by their nature clearly embarrassing or offensive;
 - racial epithets;
 - mimicking of person's accent or pronunciation of words;
 - comments ridiculing individuals because of race-related characteristics or religious dress;
 - the display of offensive material and graffiti (including electronic format, fax or voice mail);
 - the display of symbols or emblems, including dress, that indicates or incites hatred or notions of supremacy;
 - degrading words used to describe a person;
 - derogatory remarks directed towards members of a group protected under the Ontario *Human Rights Code*;
 - verbal and non-verbal abuse, intimidation or threats.



b) Types of behaviour associated with sexual harassment include, but are not limited to:

- leering (prolonged and intense staring);
- sexually suggestive or obscene comments or gestures;
- unwelcome sexual flirtations, advances, propositions;
- sexual solicitation or advance from a person in a position to confer, grant or deny a benefit;
- unwanted gifts;
- unwanted and persistent requests for dates;
- requests for sexual favours;
- unwanted touching;
- verbal abuse or threats of a sexual nature;
- bragging about sexual prowess;
- questions or discussions about sexual activities;
- stalking;
- gender-based remarks about a person's physical appearance or behaviour;
- persistent unwanted contact or attention after the end of a consensual relationship;
- sexual assault;
- any comments, gestures or above-identified behaviour in relation to sexual orientation or gender identity
- reprisal or threat of reprisal for rejection of a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit.

c) Other Types of Harassment:

Poisoned Work Environment

The notion/concept of a poisoned environment is one which is created when a workplace is hostile or unwelcoming because of insulting or degrading comments or offensive actions aimed at an employee or others within the workplace. Negative comments or conduct which humiliates, demeans and is devaluing of members of groups targeted by the unwelcome behaviour can be considered to poison a work environment.

d) What is not Harassment?

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

e) Parental Harassment

Parental Harassment may be understood as persistent parental or community criticism of, or interference with, school programs or teacher performance or a course of interaction that is vexatious, unwarranted or unsubstantiated. Parental harassment does not include the normal interaction of parents with school staff regarding their children. A staff member who believes they have been subjected to harassment by a parent should follow the procedures for reporting workplace harassment as outlined in this Administrative Procedure.

Procedure: Reporting Workplace Harassment

Any employee of the Board has the right to file a complaint about situations which they believe to be discriminatory or harassing behaviour, whether they are directly involved as the victim of the behaviour or have observed the behaviour exercised against another or others. Employees can report incidents or complaints of workplace harassment verbally or in writing.

When submitting a written complaint, the Complainant may provide the details of their complaint in writing or by completing the *Brant Haldimand Norfolk Catholic District School Board's Workplace Harassment Complaint Form* (Appendix A).



If submitting a written complaint outside of the prescribed form, please include the following:

- Name of the Complainant(s) and contact information;
- Name of the Respondent(s), position and contact information (if known);
- Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known);
- Details of what happened including date(s), frequency and location(s) of the alleged incident(s);
- Any supporting documents the Complainant(s) may have in ~~his/her~~ their possession that are relevant to the complaint; and
- A list of any documents a witness, another person or the Respondent(s) may have in their possession that are relevant to the complaint.

Once completed, the complaint, completed form and any supporting documentation should be forwarded in confidence to the Manager of Human Resources at hmanager@bhncdsb.ca.

When reporting verbally, the reporting contact, along with the Complainant, will record the necessary information.

The procedures set out below should also be used by any employee who believes they have been the subject of any act of reprisal for bringing an instance of discriminatory or harassing conduct to the attention of the Board through these procedures or otherwise.

Harassment or discrimination involving a student of the Board will be addressed under the *Safe Schools Act* and should be reported to the appropriate School or Board Administration.

1.0 Employee Responsibilities: Bringing Forward a Complaint

- 1.2 A Complainant is encouraged to bring the matter to the attention of the Respondent by making direct and clear objection indicating that the comment or conduct is not acceptable. This may resolve the issue. It is important that the Complainant document (note the details of) any communication ~~he or she has~~ they have with the Respondent (i.e., date, time, place, witnesses, etc.).
- 1.3 Where the Complainant does not feel able to bring the matter directly to the attention of the Respondent, or where such an approach is attempted and does not produce a satisfactory result, the Complainant should report the harassment to their direct supervisor.
- 1.4 In the case where the Respondent is the Complainant's direct supervisor, the Complainant should report the harassment to the next level of management or another Board employee who is in a position to provide guidance and assistance with the complaint. This may include another Supervisor, Principal, Manager, Superintendent or Director of Education.
- 1.5 If the Complainant wishes to bring forward a formal written complaint, they may do so by providing the details of their complaint in writing or by completing the *Brant Haldimand Norfolk Catholic District School Board's Workplace Harassment Complaint Form* (Appendix A). Once completed, the complaint, completed form and any supporting documentation should be forwarded in confidence to the Manager of Human Resources at hmanager@bhncdsb.ca.
- 1.6 A complaint should be brought to the attention of the Board within six (6) months of the occurrence of the events which gave rise to the complaint. However, where a reasonable circumstance exists for failing to bring the complaint within six (6) months and the delay would not result in any prejudice to the Respondent, a complaint may be accepted beyond the six (6) month limit.



2.0 Supervisor Responsibilities: Responding to a Complaint

Where an allegation of harassment is brought forward by an employee, the Supervisor or Board personnel receiving the complaint will advise the Complainant of the following:

- 2.1 the option to request assistance from ~~his/her~~ their Principal/Supervisor, or next higher level of management if the Principal/Supervisor is the Respondent, in resolving the complaint informally; this may include meeting with all parties to discuss the matter; exploring the notion of conflict resolution, mediation or any other options to affect a satisfactory solution;
- 2.2 the availability of counseling and other support services provided by the Board, such as the Employee Assistance Plan (EAP);
- 2.3 the right to lay-submit a formal written complaint under Policy 300.01. If the Complainant chooses to lay a formal written complaint, the Complainant should be advised that their complaint will be forwarded to the Manager of Human Resources to initiate the formal investigation process.
- 2.4 the right to withdraw from any further action in connection with the complaint at any stage. The Complainant should be advised that the Board has a legal obligation to investigate allegations of harassment and will continue to investigate the complaint even if they choose to withdraw from any further action;
- 2.5 all incidents or complaints of workplace harassment, including identifying information about any individuals involved, shall be kept confidential by all parties involved in an investigation, except to the extent where it is necessary to reveal details in order to protect employees, to investigate the complaint, to take corrective action or otherwise as required by law.

3.0 Formal Complaint Process

- 3.1 The Board personnel who received the complaint or the Complainant will inform the Manager of Human Resources that ~~she/he wishes~~ they wish to lay-submit a formal written complaint. This should be done within 24 hours of receiving the complaint. If the Complainant wishes to bring forward a formal written complaint, they should do so by providing the details of their complaint in writing or by completing the *Brant Haldimand Norfolk Catholic District School Board's Workplace Harassment Complaint Form* (Appendix A). Once completed, the complaint, completed form and/or any supporting documentation should be forwarded in confidence to the Manager of Human Resources at hmanager@bhncdsb.ca.
- 3.2 The Manager of Human Resources will assign the investigation to the appropriate Board personnel who will conduct an impartial investigation into the complaint. Investigations may be conducted by a member of the Human Resources Department, a Superintendent of Education, the Director of Education or an external investigator, dependent upon the position of the Complainant or Respondent and at the discretion of the Manager of Human Resources.
- 3.3 While the investigation is on-going, the Complainant, the Respondent, and any witnesses will be instructed not to discuss the complaint, incident(s) or the investigation with other employees or witnesses unless necessary to obtain advice about their rights.
- 3.4 The assigned Investigator will meet with the Complainant and Respondent individually and will outline the formal complaint process as outlined in the following stages.



4.0 Stage 1: Documentation and Notification Process

- 4.1 The Investigator will advise the Complainant of their right to take other avenues of recourse such as:
 - utilizing any applicable provisions of the Collective Agreement;
 - filing a complaint with the Ontario Human Rights Commission;
 - filing a complaint with the Ministry of Labour;
 - resolving the issue through federation/union mechanism if both Complainant and Respondent are members of the same bargaining unit;
 - taking civil action;
 - reporting the incident to the police and take action under the *Criminal Code*.
- 4.2 The Investigator will advise the Complainant that the Respondent is entitled to receive information regarding the allegations made against them so that they can respond accordingly.
- 4.3 Both parties will be advised that even if the matter is resolved to the satisfaction of the Complainant, the Board is obliged under the *Occupational Health and Safety Act* and the *Ontario Human Rights Code* to continue the inquiry into the complaint and to take whatever remedial action is appropriate.

5.0 Stage 2: Investigation

- 5.1 The assigned Investigator will collect evidence by meeting with the Complainant and Respondent (separately), interview witnesses and otherwise investigate all aspects of the matter that are relevant in determining whether or not the allegations of harassment are substantiated.
- 5.2 All individuals who are interviewed will be advised that they may be accompanied by a union representative (if applicable). The union representative will be advised that their participation in the investigation is to support the employee through the process.
- 5.3 All parties involved in the investigation including the Complainant, Respondent and any witnesses will be advised that confidentiality must be maintained by all parties throughout and following the investigation process.
- 5.4 Comprehensive, confidential notes will be kept by the Investigator.

6.0 Stage 3: Report and Conclusion

- 6.1 At the conclusion of the investigation, the Investigator will prepare a summary of the investigation findings.
- 6.2 Both the Complainant and the Respondent will be informed in writing whether the allegations of harassment are substantiated or unsubstantiated.
- 6.3 The Investigator will recommend appropriate remedial action which should be taken in the circumstances. It should be noted that remedial action may be recommended regardless if the allegations of harassment are substantiated or unsubstantiated.
- 6.4 Such remedial action may include, but not be limited to:
 - counseling;
 - education on harassment;



- formal written apology;
- change of work assignment of the Complainant and/or Respondent;
- disciplinary action up to and including dismissal.

6.5 The Investigator will advise the appropriate Supervisor of the investigation findings in writing, and recommend any disciplinary and/or remedial action to be taken. The Supervisor, in consultation with a member of Senior Administration is responsible for determining the level of disciplinary action and/or remedial action to be taken, based on the investigative findings.

7.0 Stage 4: Appeal of the Decision

7.1 The Complainant and/or Respondent may appeal the decision to the Director of Education who will review the investigative findings and determine whether an additional investigation will be conducted either by another Investigator employed by the Board or by an external investigator.

8.0 Retention of Records

8.1 Records of the investigation will include:

- a) a copy of the complaint or details about the incident;
- b) a record of the investigation including notes;
- c) a copy of witness statements, if taken;
- d) a copy of the investigation report;
- e) a summary of the results of the investigation that was provided to the Complainant and to the Respondent, if an employee of the Board;
- f) a record of any corrective action taken to address the complaint or incident of workplace harassment;
- g) a copy of any appeal related records;
- h) a copy of any corrective action taken to address the complaint or incident of workplace harassment.

8.2 All documentation collected during the formal process must be kept confidential and maintained in a filing system in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. All documents must be kept in a sealed envelope and stored in the office of the Manager of Human Resources.

8.3 The results of an investigation, and any report created in the course of, or for the purposes of the investigation, are not a report respecting occupational health and safety for the purposes of subsection 25(2) in the *Occupational Health and Safety Act*, and therefore are not required to be shared with the Joint Health and Safety Committee.

8.4 For the purposes of the *Occupational Health and Safety Act*, records must be kept for at least one year from the conclusion of the investigation.



9.0 Reprisal

- 9.1 The Ontario *Human Rights Code* (Section 8) and the *Occupational Health and Safety Act* (Section 50), require that employers protect employees from reprisal or threats of reprisal. A reprisal is an action, or threat, that is intended as retaliation for claiming or enforcing a right under the *Code*.
- 9.2 Employees who file a complaint under the Workplace Harassment policy or who are involved in an investigation related to Workplace Harassment will be protected against reprisal and retaliation.
- 9.3 Under the Ontario *Human Rights Code* and the *Occupational Health and Safety Act*, reprisal against an individual will be treated as harassment when such actions occur, for;
- having invoked the Policy (whether on behalf of oneself or another individual);
 - having participated or cooperated in an inquiry or investigation process under the Policy; or
 - having associated with a person who has invoked the Policy or participated in these Administrative Procedures.
- 9.4 In the event that an employee is shown to have not acted in good faith and has initiated a complaint under the Workplace Harassment policy in a frivolous or malicious manner, the Board may take formal disciplinary action against the Complainant. Such discipline is not considered reprisal or a breach of this policy. Documentation regarding the disciplinary action will be placed in the employee's personnel file.

10.0 Consequences of Engaging in Harassment

10.1 Under Statute

- 10.1.1 Persons who engage in harassment prohibited by the Ontario *Human Rights Code* are liable under the *Code* for damages payable to the Complainant. In addition, a person who violates the *Code* or who obstructs a Human Rights investigation may also be liable to prosecution under the *Code* and, on conviction, subject to a monetary fine as determined by the Ontario Human Rights Commission.
- 10.1.2 Persons who engage in workplace harassment prohibited by the *Occupational Health and Safety Act* are liable for disciplinary action up to and including dismissal.
- 10.1.3 Persons who have knowledge of, or who acquiesce in, harassment may be found in violation of the Ontario *Human Rights Code*, or the *Occupational Health and Safety Act*, as having indirectly engaged in prohibited activity and are subject to the same consequences as those who directly engage in discrimination or harassment.

10.2 At Common Law

- 10.2.1 Persons who engage in harassment or discrimination, directly or indirectly, may be sued.

10.3 In Employment

- 10.3.1 Employees who engage, directly or indirectly, in discrimination or harassment may be disciplined up to and including dismissal.



11.0 Confidentiality

- 11.1 The Board understands that it is difficult to come forward with a complaint of harassment and recognizes a Complainant's interest in keeping the matter confidential.
- 11.2 To protect the interests of the Complainant, the Respondent and any others who may report incidents of harassment, confidentiality will be maintained throughout the investigation process to the extent practicable and appropriate under the circumstances.

References

Education Act

Ontario Human Rights Code

Criminal Code of Canada

Canadian Charter of Rights and Freedom

Occupational Health and Safety Act

Brant Haldimand Norfolk Catholic District School Board Workplace Harassment Policy 300.1

Brant Haldimand Norfolk Catholic District School Volunteers Policy 300.12



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

WORKPLACE HARASSMENT COMPLAINT FORM

EMPLOYEE INFORMATION:

| | |
|--------------------|--|
| Employee Name: | |
| Employee Position: | |
| Location: | |
| Date: | |
| Supervisor Name: | |

RESPONDENT INFORMATION:

| | |
|--|--|
| Respondent Name: | |
| Respondent Position: | |
| Relationship of the Respondent to Complainant: | <input type="checkbox"/> Co-worker <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Supervisor <input type="checkbox"/> Principal <input type="checkbox"/> Visitor <input type="checkbox"/> Other: _____ |

DETAILS OF ALLEGED HARASSMENT:

Please describe the incident(s) of alleged harassment in as much detail as possible, including details such as but not limited to:

- When the incident(s) took place (dates and times);
- Where the incident(s) happened;
- Who was involved in the incident(s);
- The nature of the incident(s) – specifically what was said or done (words, tones actions);
- Who witnessed the incident(s);
- A verbal/written report of the incident(s) to management (who, when, where, how); and,
- How the incident impacted you.

Please add additional pages if the space insufficient. If applicable, please attach any supporting documentation which is relevant to the complaint or provide a list of any documentation that a witness, other person or the Respondent may have in their possession that is relevant to the complaint.

WITNESS INFORMATION:

Please provide the names and contact information of any witnesses or other person(s) with relevant information to provide about the alleged incident:

ACKNOWLEDGEMENT & SIGNATURE:

- I acknowledge that I have read and reviewed the Brant Haldimand Norfolk Catholic District School Board's Workplace Harassment Policy and Administrative Procedure, 300.01.

- I understand that I shall not be subject to any adverse treatment as a result of making this complaint, provided that it has not been made for an improper purpose and that I have provided information that I know not be incorrect, untrue, malicious or misleading. To the best of my knowledge, I certify that information provided in this complaint is accurate, true, and complete.

- I understand that all incidents or complaints of harassment, including identifying information about individuals involved shall be kept confidential to the *greatest extent possible* by all parties, except to the extent where it is necessary to reveal details in order to protect employees, to investigate the complaint, to take corrective action or otherwise as required by law. This may include but is not limited providing full disclosure and related information of the complaint to the Respondent during the investigation process.

- I acknowledge that in order to preserve the integrity of the investigation process and to protect the interest of all parties, I am required to maintain confidentiality and will not alert or discuss this complaint, or any ensuing investigation, with any employees or witnesses until necessary to obtain advice about their rights.

NAME (Please Print):

SIGNATURE:

DATE:

Please forward this completed form and any additional or supporting documentation in confidence to the Manager of Human Resources at hrmanager@bhncdsb.ca

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

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: January 21, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

EMPLOYEE EXPENSES POLICY 700.04

Public Session

BACKGROUND INFORMATION:

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.

This policy and administrative procedure establishes and outlines the appropriate reimbursement of expenses incurred by individuals while on Board business and applies to all staff making an expense claim.

DEVELOPMENTS:

In order to ensure that the Employee Expenses Policy and Administrative Procedure was up to date, revisions to the policy were developed in consultation with Finance and Accounting, Procurement, Senior Administration and other internal stakeholders. As such, changes were made to reflect best practices and language consistent with the Broader Public Sector, Meal and Hospitality Expenses Directive.

On September 26, 2019, this new draft policy and administrative procedure was presented to the Policy Committee. The Policy Committee approved the changes and the policy and administrative procedure was circulated for stakeholder feedback from September 27, 2019 to November 29, 2019, as per the BHNCD SB policy renewal process. A few minor comments were received.

As a result of feedback suggested from stakeholders, changes were made to the policy to clarify language and remove the section on professional memberships as this is not an expense to be reimbursed while on Board business. The same section was also renamed to *Conferences, Seminars, and Workshops*.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revisions to the Employee Expenses Policy 700.04.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Employee Expenses

| | | | |
|---------------------------------|---|------------------------------|---------|
| | | Policy Number: | 700.04 |
| Adopted: | March 29, 2005 | Former Policy Number: | N/A |
| Revised: | June 26, 2007; February 23, 2010; June 28, 2011; February 1, 2020 | Policy Category: | Finance |
| Subsequent Review Dates: | September 2023 | Pages: | 1 |

Belief Statement:

The Brant Haldimand Norfolk Catholic District School 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.

Policy Statement:

This policy establishes the appropriate reimbursement of expense incurred by individuals while on Board business and applies to all staff making an expense claim.

Glossary of Key Policy Terms: Nil.

Refer to Administrative Procedure 700.04.

References:

- Education Act and Regulations
- The Income Tax Act
- Broader Public Sector Travel, Meal and Hospitality Expenses Directive
- Broader Public Sector Perquisites Directive
- 700.05 – Fundraising and School Generated Funds
- 700.07 – Corporate Credit Cards and Purchase Cards
- 700.10 – School Operating Budgets
- Vehicle Rented for School Board Purposes (March 17, 2014)



**Employee Expenses
AP 700.04**

| | | | |
|-----------------------|--|-----------------|---|
| Procedure for: | All Employees | Adopted: | March 29, 2005 |
| Submitted by: | Superintendent of Business & Treasurer | Revised: | June 26, 2007; February 23, 2010; June 28, 2011; March 5, 2015; April 24, 2018; February 1, 2020 |
| Category: | Finance | | |

Purpose

The purpose of this administrative procedure is to outline and provide direction regarding appropriate reimbursement of expenses incurred by employees while on Board business.

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") policy and this administrative procedure. In some cases, within this 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

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.

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.

Procedures

1.0 Reporting Requirements

- 1.1 Staff are expected to submit an approved Expense Reimbursement Form at least on a quarterly basis to Financial Services. 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.
- 1.2 All approved expense claims (including mileage) must be received by Financial Services by September 10th of each year or the following business day should the 10th fall on a weekend. Reimbursement requests for prior year expenses received after that date will be refused and will not be paid, without exception.
- 1.3 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.
- 1.4 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.

2.0 Travel Costs

- 2.1 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 approved by the Director of Education & Secretary.
- 2.2 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 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.



- 2.3 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.
- 2.4 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**.
- 2.5 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.

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

- 2.6 Staff whose duties require them to travel throughout all or a portion of the district will be 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.

During workdays, eligible employees will be reimbursed for the distance actually travelled each day from their **first work location**, **between** to the various destinations and ending at the last work location of the day using the prescribed BHNCD SB 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 lessor 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.

- 2.7 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).

- 2.8 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.

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



3.0 Accommodations

- 3.1 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.
- 3.2 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.
- 3.3 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.

4.0 Meals

- 4.1 Reasonable and appropriate meals will be reimbursed while away on business at actual cost to a maximum of \$75.00 (Canadian dollars) per person, per day including taxes, gratuities and other sundry expenses. The lesser of the actual cost or the maximum will be reimbursed. This is not a per diem rate.
- 4.2 For greater clarity, reimbursement for meals is subject to the following limits:
- Breakfast \$10.00
 - Lunch \$20.00
 - Dinner \$45.00
- 4.3 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 the required documentation in order to ensure reimbursement.
- 4.4 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.

5.0 Alcohol

- 5.1 Alcohol cannot be claimed and will not **be** reimbursed.
- 5.2 Approval from the Director of Education & Secretary is required where alcohol is being expensed to facilitate Board business or to respect cultural expectations.

6.0 Conferences, Seminars and Workshops

- 6.1 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 approved by the Director of Education & Secretary.

~~6.2 Professional memberships required as part of an employee's role with the Board will be paid directly by the Board or reimbursed by the Board. Payment of any late fees are associated with late payments are personal and will not be reimbursed by the Board under any circumstances.~~



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

6.4 The Board does not issue cash advances to employees.

7.0 Hospitality

7.1 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.

7.2 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.

7.3 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).

8.0 Perquisites

8.1 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.

8.2 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)

8.3 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

8.4 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.

9.0 Community Events, Consultants and Other Expenses

9.1 Staff will not be reimbursed for tickets to community 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.

- 9.2 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.
- 9.3 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
- 9.4 Reimbursements for allowable expenses under this administrative procedure can be claimed only when the consultant or contractor's agreement with the Board specifically allows for it.
- 9.5 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.
- 9.6 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.
- 9.7 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.

RECOMMENDATIONS FOR THE BOARD FROM THE BUDGET COMMITTEE

January 21, 2020

| AGENDA ITEM | MOTION |
|------------------------|--|
| 5.1 | THAT the Brant Haldimand Norfolk Catholic District School Board approves the Revised Estimates – 2019-20 Operating Expenditure, in the amount of \$135,314,144. THAT the Brant Haldimand Norfolk Catholic District School Board approved the Revised Estimates – 2019-20 Capital Expenditure, in the amount of \$7,662,590. |
| 5.2 | THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2020-21 Budget Plan Report and Consultation Survey. |

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Budget Committee Meeting of January 21, 2020.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Budget Committee Meeting of January 21, 2020.



**Budget Committee
Tuesday, January 21, 2020 – 5:30 p.m.
Boardroom**

Present: Rick Petrella (Chair), Cliff Casey, Bill Chopp, Rob De Rubeis, Dan Dignard, Scott Keys, Carol Luciani, Mike McDonald, Lorrie Temple, Mark Watson

Regrets: Jagoda Kirilo

1. Opening Prayer

Rick Petrella opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Budget Committee approves the agenda of January 21, 2020.

Carried

3. Approval of the Minutes

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Budget Committee approves the Minutes of June 24, 2019.

Carried

4. Declaration of Conflict of Interest: Nil.

5. Business Arising from the Minutes: Nil.

6. Staff Reports and Information Items

6.1 Revised Estimates – 2019-20

Superintendent Keys reviewed the Revised Estimates. He noted that a balanced Revised Budget was submitted to the Ministry on December 15, 2019. Superintendent Keys explained that an enrolment increase, which was greater than anticipated, mainly drove the increase in revenue. He provided details regarding the key changes to the Grants for Student Needs (GSNs), which increased by approximately \$650,000 at revised estimates. Operating Expenditures increased by approximately \$650,000 due to additional staff, continued support for computer technology, increased PPF and continued support for programming.

Superintendent Keys reviewed the changes in full-time equivalent (FTE) staffing, which included additional teachers, early childhood educators (ECEs) and educational assistants (EAs) as a result of increased enrollment, to maintain class size compliance and student needs. The Capital Budget increased by approximately \$1.2 million. These funds were used for the purchase of



additional portables at St. Basil Catholic Elementary School and St. Joseph's School and property improvements at various schools.

Superintendent Keys noted that he and Jagoda Kirilo, Manager of Finance, are working toward aligning the financial reporting process, including the budget, to allow trustees to have a clear picture of funding and expenditures in the various planning areas. Trustee Casey noted that this may prove difficult if the Ministry changes funding, line items, etc.

Trustees requested that more detail be provided regarding expenditures to better know the amount of revenues received versus the dollars spent against the revenues. Superintendent Keys noted that trustees should contact him should they have specific questions regarding expenditures.

Vice-Chair Luciani enquired about the guidelines regarding the Proceeds of Disposition. Superintendent Keys noted that when Board property is sold, the proceeds from the sale are deposited into a fund. The Ministry will now allow school boards to use these funds for school renewal; provided they approve the school renewal projects and required funds.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the Revised Estimates – 2019-20 Operating Expenditure, in the amount of \$135,314,144.

Carried

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the Revised Estimates – 2019-20 Capital Expenditure, in the amount of \$7,662,590.

Carried

6.1 2020-21 Budget Plan

Superintendent Keys noted that the Budget Manual, which has been used in the past, has been replaced with a presentation-style information session. Principals, managers and staff responsible for budgets will be provided a copy of the *Budget Process* presentation and will be schooled on zero-based budgeting. He explained that zero-based budgeting is a method of budgeting where all expenses must be justified. The process begins from a zero base and every function / cost is analyzed for its needs, costs and how the needs / costs relate to the Board's Strategic Plan. Superintendent Keys reviewed the Budget Guiding Principles, noting that the development of the budget will be a collaborative process and the Board's Strategic Plan will drive decisions regarding funding resources, conservatism, etc.

Superintendent Keys also explained that as part of the budget process, a Budget Consultation Survey will be forwarded to all Board employees, students, community members, parishes, etc., to obtain their feedback regarding where Board funding should be prioritized. The Budget Survey will be available in February and interested parties will have approximately four weeks to



complete the Survey. Superintendent Keys asked trustees to review the Survey questions and provide feedback to him before January 24th.

Chair Petrella asked that the budget process clearly articulate that the Board will always maintain a balanced budget.

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the 2020-21 Budget Plan Report and Consultation Survey.

Carried

7. Trustee Inquiries:

Vice-Chair Luciani asked if Superintendent Keys if he will be able to monitor the response to the budget consultation survey; should there be a low response? Superintendent Keys noted the he will be able to monitor the response rate. The Survey will be tweeted out, information will be placed in school newsletters, on the Board website, assistance will be requested from principals, school council members, RCPIC members, parishes, etc., to spread the word about the survey and encourage individuals to complete it.

8. Business of the In-Camera Committee

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Budget Committee moves to an in-camera session.

Carried

9. Report on the In-Camera Session

THAT the Budget Committee approves the business of the In-Camera session.

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Budget Committee approves the business of the In-Camera Session.

Carried

10. Adjournment

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Budget Committee adjourns the meeting of January 21, 2020.

Carried

Next Meeting: Monday, April 20, 2020 – 5:00 pm

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD BUDGET COMMITTEE

Prepared by: Jagoda Kirilo, Manager of Financial Services
Submitted by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Budget Committee
Submitted on: January 21, 2020
Submitted by: Mike MacDonald, Director of Education & Secretary

REVISED ESTIMATES – 2019-20

Public Session

BACKGROUND INFORMATION:

Each year, the Ministry requires school boards to complete revised estimates to address any changes from the original estimates submitted to the Ministry by June 30th (this year the deadline was July 24th) of the prior school year. The Ministry does not require that Revised Estimates be approved by school boards; however, the practice has been to recommend approval by the Board.

DEVELOPMENTS:

The 2019-20 Revised Budget is attached for your information as Appendix A.

Enrolment

September 2019 saw a significant increase in student enrolment from preliminary projections, in both the elementary and secondary panels. As a result, the Board's average daily enrolment (ADE) is expected to increase by 166 students (90 students in elementary and 76 students in secondary). Enrolment is based on the initial count date as of October 31st.

Revenue

Revenues from operating grants are received from the Ministry of Education, largely through the Grants for Student Needs (GSNs) and represents a significant percentage of the Board's total operating revenues.

The Ministry of Education also announced renewed and additional investments in education through the new Priorities and Partnership Funds (PPF), which replaces the previous Education Program – Other funding (EPO). Many PPFs are received throughout the school year and are reflected in the revised estimates.

Revenue is projected to increase by \$659,364. The growth in enrolment contributed to a projected increase in GSN revenue of approximately \$1.4 million. This increase is offset by a decrease in the teacher qualification grid of \$485,000 as a result of teacher movement on the grid. As teachers retire, new teachers are hired and start at the lower end of the grid. The Early Childhood Educator (ECE) qualification has also decreased by approximately \$75,000 as a result of movement on the grid. The transportation allocation has decreased by \$80,000 as result of the 2018-19 surplus in transportation, which is factored into the funding formula.

There was a decrease in operating temporary accommodation revenue of \$40,000 as this was moved to capital with the purchase of new portables. Offsetting the decrease was an increase in revenue of \$112,000 in the priorities and partnership funding, resulting from further PPF announcements made subsequent to the submission of the preliminary estimates.

Expense

Expenses are projected to increase by \$659,364.

Staffing throughout the Board increased by 13.4 full-time equivalency (FTE) and can be attributed to the following:

- 8.0 teachers and 2.0 ECEs were hired as a result of the significant increase in enrolment and to achieve compliance with the Ministry's class size ratios.
- 2.0 Educational Assistants (EAs) were hired to address higher-than-expected student needs and safety concerns.
- 1.3 clerical staff were added; 1.0 FTE secretary in the superintendent's office and 0.3 FTE in the Human Resources Department to reflect a previous change not captured at estimates time.
- 1.2 FTE in custodial staff were hired to address specific needs at the following schools: St. Basil Catholic Elementary School, St. Joseph's School, St. Mary Catholic Learning Centre, St. Patrick's School (Caledonia) and St. Bernard of Clairvaux School.
- 1.0 FTE Child Youth Worker (CYW) reduction due to an oversight in the preliminary estimates

The total change in staffing resulted in an increase in salary and benefits of approximately \$195,000.

An increase in staff development is projected of \$17,000 and this is directly tied to a priorities and partnership fund.

An increase of \$550,000 in supplies and services primarily resulted from technology needs of \$240,000 related to routine computer refresh for staff. The remaining projected increase results from classroom/program supplies and is associated with funding from a PPF.

Fees and contractual services are projected to increase by \$53,000, primarily related to additional arbitrations being scheduled in the coming months.

Capital

An increase of \$650,000 is projected for new portables. The increase relates to portable replacements at Assumption College School and additional portables at St. Joseph's School and Holy Family School. Also, mechanical system upgrades (\$1 million) are now planned at a number of schools and are funded using our proceeds of disposition. An increase in school renewal (\$22,000) is funded through the additional GSNs received through the increase in enrolment.

RECOMMENDATIONS:

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the Revised Estimates – 2019-20 Operating Expenditure, in the amount of \$135,314,144.

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the Revised Estimates – 2019-20 Capital Expenditure, in the amount of \$7,662,590.

| Brant Haldimand Norfolk Catholic District School Board | | | | |
|---|--------------------|--------------------|----------------|-------------|
| REVENUE REVISED ESTIMATES 2019-2020 | | | | |
| | Budget | Revised Budget | In Year Change | |
| | | | \$ | % |
| Pupil Foundation Allocation | 53,066,742 | 53,886,996 | 820,254 | 1.5% |
| School Foundation | 8,497,850 | 8,546,235 | 48,385 | 0.6% |
| Special Education Allocation | 16,750,543 | 16,970,154 | 219,611 | 1.3% |
| Language Allocation | 1,838,513 | 1,842,640 | 4,127 | 0.2% |
| Distant Schools/Small Schools Allocation | 4,899 | 219 | (4,680) | -95.5% |
| Remote & Rural Allocation | 1,296,722 | 1,281,833 | (14,889) | -1.1% |
| Rural & Northern Education Allocation | 237,371 | 237,371 | - | 0.0% |
| Learning Opportunity Allocation | 1,425,429 | 1,429,212 | 3,783 | 0.3% |
| Adult & Continuing Education & Summer School | 303,908 | 423,246 | 119,338 | 39.3% |
| Teacher Compensation Allocation | 9,284,240 | 8,945,499 | (338,741) | -3.6% |
| Benefits Trust Funding | 1,301,485 | 1,301,485 | - | 0.0% |
| Teacher Job Protection Funding | 3,023,819 | 2,877,597 | (146,222) | -4.8% |
| New Teacher Induction Program (NTIP) | 90,809 | 109,242 | 18,433 | 20.3% |
| ECE Q&E Allocation | 645,966 | 571,193 | (74,773) | -11.6% |
| Restraint Savings | (67,355) | (67,355) | - | 0.0% |
| Transportation Allocation | 5,641,361 | 5,561,323 | (80,038) | -1.4% |
| Administration & Governance Allocation | 4,787,451 | 4,752,995 | (34,456) | -0.7% |
| School Operations Allocations | 10,740,227 | 10,968,921 | 228,694 | 2.1% |
| Community Use of Schools | 146,889 | 146,889 | - | 0.0% |
| Declining Enrolment Adjustment | - | - | - | 0.0% |
| Indigenous Education Allocation | 338,186 | 337,904 | (282) | -0.1% |
| Safe and Accepting Schools Allocation | 216,840 | 220,210 | 3,370 | 1.6% |
| Permanent Financing of NPF | 146,395 | 146,395 | - | 0.0% |
| Total: OPERATING | 119,718,290 | 120,490,204 | 771,914 | 0.6% |
| Temporary Accommodation | 40,000 | - | (40,000) | -100.0% |
| Trustee Association Fee | 43,017 | 43,017 | - | 0.0% |
| Debt Charges Allocation -Interest | 2,064,110 | 2,064,110 | - | 0.0% |
| Short Term Financing | 25,196 | 20,196 | (5,000) | -19.8% |
| TOTAL LEGISLATIVE GRANT-OPERATING | 121,890,613 | 122,617,527 | 726,914 | 0.6% |
| Capital Allocation | | | | |
| School Renewal Allocation | 1,658,930 | 1,681,654 | 22,724 | 1.4% |
| School Renewal Allocation to Capital / DCC /Deferred | (812,837) | (835,561) | (22,724) | 2.8% |
| School Renewal Allocation to Deferred | - | - | - | 0.0% |
| TOTAL LEGISLATIVE GRANT-OPERATING(AFTER CAPITAL) | 122,736,706 | 123,463,620 | 726,914 | 0.6% |
| Amortization of DCC | 4,827,178 | 4,656,289 | (170,889) | -3.5% |
| Allocate to Deferred Revenue DCC(re MTA) | (70,000) | (70,000) | - | 0.0% |
| SEA Formula based Funding ((to) fr Deferred) | 434,638 | 287,115 | (147,523) | -33.9% |
| Enveloped Funding (to) fr Deferred | (150,680) | (10,459) | 140,221 | -93.1% |
| | 127,777,842 | 128,326,565 | 548,723 | 0.4% |
| OTHER REVENUE | | | | |
| Tuition fees | 1,225,894 | 1,190,381 | (35,513) | -2.9% |
| Rental Revenue | 173,098 | 174,829 | 1,731 | 1.0% |
| Interest | 230,000 | 230,000 | - | 0.0% |
| Miscellaneous Revenue | 118,742 | 117,301 | (1,441) | -1.2% |
| Shared Facilities | 357,275 | 367,705 | 10,430 | 2.9% |
| EDC Fund Revenue (re: Debenture Payment) | 44,569 | 44,569 | - | 0.0% |
| <i>Miscellaneous Gov't Grants</i> | | | | |
| Misc Grants PPF/EFIS | 945,623 | 1,058,143 | 112,520 | 11.9% |
| Deferred Revenue | - | - | - | 0.0% |
| French Monitor Program | 25,000 | 25,000 | - | 0.0% |
| Misc | - | - | - | 0.0% |
| Summer Literacy | 67,000 | 67,000 | - | 0.0% |
| SCWI / SWAC | 80,000 | 80,000 | - | 0.0% |
| Ontario Youth Apprenticeship Program | 109,736 | 132,651 | 22,915 | 20.9% |
| Total Other Revenue | 3,376,937 | 3,487,579 | 110,641 | 3.3% |
| TOTAL REVENUE | 131,154,779 | 131,814,144 | 659,364 | 0.5% |
| School Generated Funds | 3,500,000 | 3,500,000 | - | 0.0% |
| NET REVENUE | 134,654,779 | 135,314,144 | 659,364 | 0.5% |

Brant Haldimand Norfolk Catholic District School Board
EXPENSES REVISED ESTIMATES 2019-2020

| | Budget | Revised Estimates | In-Year Change | |
|---|--------------------|----------------------|------------------|--------------|
| | | | \$ | % |
| <u>Classroom Instruction</u> | | | | |
| Teachers | 65,582,872 | 65,923,757 | 340,885 | 0.5% |
| Supply Teachers | 3,038,343 | 3,000,640 | (37,703) | -1.2% |
| Educational Assistants | 8,513,735 | 8,468,554 | (45,181) | -0.5% |
| Early Childcare Educators | 2,657,032 | 2,659,487 | 2,455 | 0.1% |
| Classroom Computers | 1,748,224 | 2,152,114 | 403,890 | 23.1% |
| Textbooks & Supplies | 2,720,938 | 2,893,212 | 172,274 | 6.3% |
| Professionals and Paraprofessionals | 3,591,816 | 3,512,612 | (79,204) | -2.2% |
| Library and Guidance | 2,012,695 | 2,044,575 | 31,880 | 1.6% |
| Staff Development | 1,018,029 | 895,491 | (122,538) | -12.0% |
| Departement Heads | 237,583 | 237,583 | - | 0.0% |
| School Generated Funds | 3,500,000 | 3,500,000 | - | 0.0% |
| Total Classroom Instruction & Learning | 94,621,267 | 95,288,025 | 666,758 | 0.7% |
| <u>School Management</u> | | | | |
| Principals & Vice Principals | 5,504,324 | 5,555,730 | 51,406 | 0.9% |
| School Office | 3,218,030 | 3,206,043 | (11,987) | -0.4% |
| Co-ordinators and Consultants | 1,646,152 | 1,636,887 | (9,265) | -0.6% |
| Continuing Education | 325,655 | 333,801 | 8,146 | 2.5% |
| Total School Management | 10,694,161 | 10,732,461 | 38,300 | 0.4% |
| <u>Student Transporation</u> | 5,439,178 | 5,439,178 | - | 0.0% |
| <u>Administration</u> | | | | |
| Trustees | 125,933 | 125,933 | - | 0.0% |
| Director and Supervisory Officers | 944,784 | 984,684 | 39,900 | 4.2% |
| Board Administration | 3,275,141 | 3,375,520 | 100,379 | 3.1% |
| Total Adminsitration | 4,345,858 | 4,486,137 | 140,279 | 3.2% |
| <u>Pupil Accomodation</u> | | | | |
| School Operations and Maintenance | 11,351,897 | 11,336,814 | (15,083) | -0.1% |
| School Renewal | 846,093 | 846,093 | - | 0.0% |
| Interest of Captial Debt | 2,348,283 | 2,348,283 | - | 0.0% |
| Amortization | 5,008,042 | 4,837,153 | (170,889) | -3.4% |
| Total Pupil Accomodation | 19,554,315 | 19,368,343 | (185,972) | -1.0% |
| Total Expenditures | 134,654,779 | 135,314,144 | 659,365 | 0.5% |

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD BUDGET COMMITTEE

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Budget Committee
Submitted on: January 21, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

2020-21 BUDGET PLAN

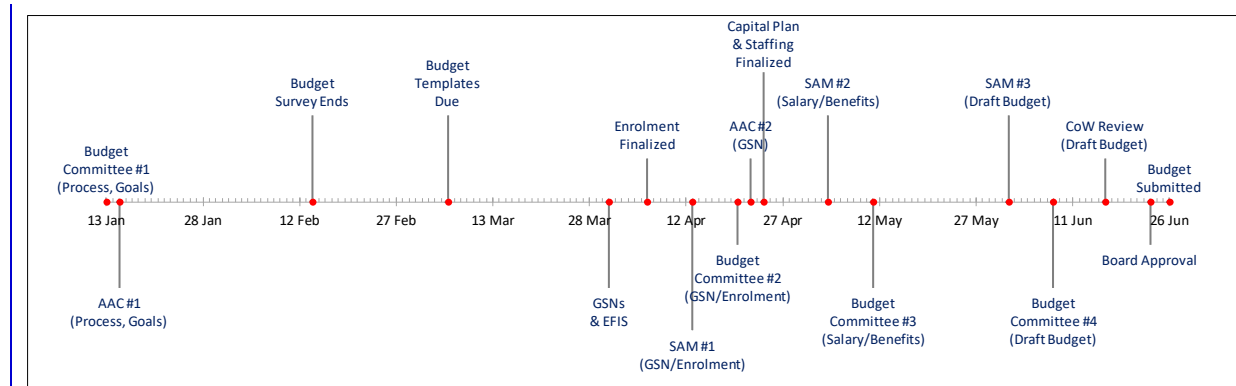
Public Session

BACKGROUND INFORMATION:

Annually and in order for the Board to meet Ministry deadlines for budget submission, staff must clearly plan the timing of the budget development and approval process. Budget planning will commence in January 2020 and conclude with the presentation of the budget to the Budget Committee on June 3, 2020. Administration will request budget approval on June 23, 2020 in order to file the budget within Ministry timelines.

DEVELOPMENTS:

For the 2020-21 budget year, the Board budget development process will follow a similar structure to prior year. The major timelines are proposed below and are subject to the timely release of the Grants for Student Needs (GSNs) by the Ministry of Education.



Timelines:

1. Development and approval of budget consultation survey (January 15, 2020).
2. Public Consultation Survey
 - a. Online questionnaire open January 20 – February 14, 2020.
3. Initial submission from budget holders (March 6, 2020).
4. Budget finalization and presentations:
 - a. Formal budget presentation (Budget Committee – June 10, 2020).
 - b. Budget deliberation period (June 11 – June 23, 2020).
 - c. Budget approval (June 23, 2020).
 - d. Budget submission to the Ministry (June 29, 2020).

RECOMMENDATION:

THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approve the 2020-21 Budget Plan Report and Consultation Survey.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Scott Keys, Superintendent of Business & Treasurer
Presented to: Board of Trustees
Submitted on: January 28, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

TRUSTEE EXPENSES

Public Session

BACKGROUND INFORMATION:

Trustees are elected to serve parents, students, taxpayers and the Catholic school system. They are the link between the communities they represent and the Brant Haldimand Norfolk Catholic District School Board.

During their term in office, trustees are entitled to be reimbursed for expenses incurred while carrying out their responsibilities. Trustees require a computer, software, internet access and other equipment that allows them to consult with and contact their constituents. Other acceptable expenses may be for transportation, professional development and conferences, office supplies, etc.

Board Policy 100.10 details provisions with respect to Trustee Expenses. Section 7.7 states that trustee expenses will be reported to the Board in a public session annually and will be posted on the Board's website following the close of the previous school year's financial records.

DEVELOPMENTS:

The table, as presented in Appendix A, summarizes trustee expenses for the period September 1, 2018 to August 31, 2019. This table will be posted on the Board's website in compliance with the above policy.

The annual Trustee Expense Report indicates that trustees have underspent their budget allocation for the year ended August 31, 2019.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approve the Trustee Expenses Report for the period September 1, 2018 to August 31, 2019.



Annual Trustee Expense Report
 September 1, 2018 to August 31, 2019

| Trustee | Travel | Communications | Professional Development / Conferences | Service Equipment (computer, modem, printer / scanner, copier) | Other | Total Expenses by Trustee |
|--|--------------------|--------------------|--|---|--------------------|---------------------------|
| Rick Petrella, Chair | 659.84 | 2,092.61 | 7,230.87 | - | 1,538.97 | \$ 11,522.29 |
| Dan Dignard, Vice-Chair | 1,546.38 | 1,669.13 | 6,237.44 | - | 1,568.05 | \$ 11,021.00 |
| Cliff Casey | 3,057.21 | 630.22 | 4,427.11 | - | 1,634.90 | \$ 9,749.44 |
| Bill Chopp | 130.10 | 1,949.75 | 1,302.18 | - | 1,422.99 | \$ 4,805.02 |
| Carol Luciani | 1,905.10 | 1,092.51 | 691.21 | - | 1,568.06 | \$ 5,256.88 |
| Mark Watson | 782.89 | 1,069.64 | 563.68 | 2,247.05 | 1,448.47 | \$ 6,111.73 |
| TOTAL | \$ 8,081.52 | \$ 8,503.86 | \$ 20,452.49 | \$ 2,247.05 | \$ 9,181.44 | \$ 48,466.36 |
| General Expenses, not identified by trustee (including photocopying charges) | | | | | | \$ 2,789.94 |
| 2018-19 Total Trustee Expenses | | | | | | \$ 51,256.30 |
| 2018-19 TRUSTEE BUDGET | | | | | | \$ 55,800.00 |
| <i>The trustees were \$4,543.70 under budget for the year ended Augusts 31, 2019.</i> | | | | | | |

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

Prepared by: Taylor Carroll, Student Trustee
Presented to: Board of Trustees
Submitted on: January 28, 2020
Submitted by: Mike McDonald, Director of Education & Secretary

STUDENT TRUSTEE REPORT
Public Session

BACKGROUND INFORMATION:

All schools had a 12 days of Christmas in December, which included dress down days, having an ugly Christmas sweater day and games and building gingerbread houses. Each school also had their spirit of Christmas day on December 20th. This day was filled with pep rallies, Christmas signing and turkey lunches.

DEVELOPMENTS:

Holy Trinity, Assumption and St. John's had their grade eight nights. All high schools had student council and other volunteers give the grade eights tours and answered any general questions they had about high school. Holy Trinity went one step further with their grade eight night and gave out samples of cafeteria food and had passports made for each coming grade eight with classes and class descriptions placed inside. And each school participated in exam preparations for the grade nines.

SCHOOL NEWS:

St. John's additionally had a Christmas coffee house (gingerbread house) during December where students could show their musical talents and have hot chocolate. St. John's angel campaign was a huge success, raising about \$20,000 to purchase toys and food items for the less fortunate in our community. To help students with exams, St. John's also held an Instagram livestream for council members to answer the student's questions regarding the exams.

Assumption had an impressive turnout at their spirit of Christmas day. They held selling days for carnations to be delivered on valentines' day too. They are currently in the process of ordering the carnations and preparing what classes each carnation will be sent to.

Throughout the month of December, Holy Trinity held events to raise money to The Giving Tree charity which included having a movie buyout for \$2 where students were exempt from period four to watch a Christmas movie, they sold hot chocolate and candy and had dress down days for those who donated. In total they raised about \$5,000 for The Giving Tree! They will also be holding a "techsploration" day during exams for elementary students to experience Holy Trinity's tech classes.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.

2019-20
Trustee Meetings and Events

| Date | Time | Meeting/Event | New / Revised |
|--|---------------------------|--|---------------|
| February 11, 2020 | 9:30 am | SEAC Meeting | |
| February 12, 2020 (to be confirmed) | 3:00 pm | Executive Council Meeting | |
| February 18, 2020 | 7:00 pm | Committee of the Whole | |
| February 25, 2020 | 9:00 am 7:00 pm | STSBHN Meeting Board Meeting | |
| March 2, 2020 | 7:00 pm | Regional Catholic Parent Involvement Committee Meeting (RCPIC) | |
| March 11, 2020 (to be confirmed) | 9:00 am 3:00 pm | Mental Health Steering Committee Meeting Executive Council Meeting | |
| <i>March 16-20, 2020</i> | | <i>MARCH BREAK</i> | |
| March 24, 2020 | 9:30 am 7:00 pm | SEAC Meeting Committee of the Whole | |
| March 31, 2020 | 5:00 pm | Legal Expense Review Committee | |
| March 31, 2020 | 7:00 pm | Board Meeting | |
| April 15, 2020 (to be confirmed) | 3:00 pm | Executive Council Meeting | |
| April 21, 2020 | 9:30 am 7:00 pm | SEAC Meeting Committee of the Whole | |
| April 28, 2020 | 7:00 pm | Board Meeting | |
| April 30, 2020 April 30 – May 2, 2020 | | OCSTA/OCSBOA Business Seminar (Ottawa) OCSTA AGM (Ottawa) | |
| April 29 – May 1, 2020 | | Board Art Show (Haldimand Museum in Cayuga, Eva Brook Donly Museum in Simcoe and Wayne Gretzky Centre in Brantford) | |
| <i>May 3 - May 8, 2020</i> | | <i>Catholic Education Week</i> | |
| May 4, 2020 | 5:00 pm | Catholic Student Leadership Awards @ ACS | |
| May 5, 2020 | 6:30 pm | Celebration of the Arts (@ Sanderson Centre) | |
| May 11, 2020 | 7:00 pm | Regional Catholic Parent Involvement Committee Meeting (RCPIC) | |
| May 12, 2020 | 9:30 am | SEAC Meeting | |
| May 13, 2020 (to be confirmed) | 3:00 pm | Executive Council Meeting | |
| May 19, 2020 | 7:00 pm | Committee of the Whole | |
| May 26, 2020 | 9:00 am 7:00 pm | STSBHN Meeting Board Meeting | |
| June 4-6, 2020 | | CCSTA AGM (Collingwood) | |
| June 8, 2020 | 5:00 pm | Audit Committee Meeting | |
| June 10, 2020 (to be confirmed) | 9:00 am 3:00 pm | Mental Health Steering Committee Meeting Executive Council Meeting | |
| June 16, 2020 | 9:30 am | SEAC Meeting | |
| June 18, 2020 | 7:00 pm | Committee of the Whole | |
| June 23, 2020 | 7:00 pm | Board Meeting | |
| June 25, 2020 | 4:45 pm | Assumption College Graduation | |
| June 25, 2020 | 6:30 pm | Holy Trinity Graduation | |
| June 25, 2020 | 7:00 pm | St. John's College Graduation (@ Sanderson Centre) | |

Meetings scheduled at the Call of the Committee Chair: Accommodations Committee, Audit Committee, Budget Committee, Catholic Education Advisory Committee, Communications and Information Technology Advisory Committee, Legal Expenses Review Committee, Policy Committee