



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Board Meeting Tuesday, September 27, 2022 ♦ 7:00 p.m. Boardroom

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

Senior Administration:
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), 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 the Board Minutes – June 27, 2022

Pages 3-9

Approval of Special Meeting of the Board Minutes – August 11, 2022

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Approval of Special Meeting of the Board Minutes – August 29, 2022

Page 11

1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

4.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting - September 20, 2022

Pages 12-16

5. Committee and Staff Reports

5.1 Municipal Election Compliance Audit Committee

Pages 17-19

Presenter: Scott Keys, Superintendent of Business & Treasurer

5.2 Student Trustee Update (to be distributed)

Presenter: Halaena Buenviaje, Student Trustee

6. Information and Correspondence

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

Pages 20-21

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, June 27, 2022 ♦ 7:00 p.m. Boardroom

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

Senior Administration:
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Kevin Greco, 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

Attendance was as noted above.

Chair Petrella welcomed Halaena Buenviaje as the 2022-23 Student Trustee.

1.3 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 27, 2022 Board meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Board Meeting Minutes – May 24, 2022

Moved by: Dan Dignard

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 24, 2022 Meeting of the Board.

Carried

Approval of Special Board Meeting Minutes – June 14, 2022

Moved by: Dan Dignard

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 14, 2022 Special Meeting of the Board.

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 Unapproved Minutes and Recommendation of the Committee of the Whole Meeting
- June 21, 2022**

Vice-Chair Luciani reviewed the business of the June 21, 2022 Committee of the Whole meeting and brought forward the following recommendations:

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2022-23 Salaries and Benefits Budget, in the amount of \$121,054,568.

Carried

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2022-23 Other Operations Budget, in the amount of \$31,763,695.

Carried

Moved by: Mark Watson

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2022-23 Capital Budget, in the amount of \$6,551,173.

Carried

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (THE "Board")

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on September 1, 2022 and ending on August 31, 2023 (the "Period").
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.



- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") authorized for borrowing purposes in accordance with Section 243 of the Act] a sum or sums not exceeding in the aggregate Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all the moneys collected or received in respect of the current revenues of the Board;

The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of June 21, 2022.

Carried

5.2 Q3 Financial Report (May 31, 2022)

Superintendent Keys noted an increase in enrolment and an average daily enrolment (ADE) of 65 students. He also advised of additional expenses more than planned as a result of the pandemic and its restrictions, isolation requirements and cancellation of professional development activities. A summary of the financial results dashboard was shared.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board receive the Q3 Financial Report (May 31, 2022).

Carried



5.3 Annual Special Education Report

Superintendent Greco underscored the Board's commitment to providing inclusive education. An outline of the strategic implementation of professional learning and training for staff was shared along with updates regarding programs and supports in place across the system for learners. A review of the dialogue with community partners, school staff, parents and students in secondary self-contained programs was provided including areas of improvement that were identified such as more awareness and information regarding available supports for students upon graduating secondary school. A summary of the three pathways was also shared including Specialized College Program, Transitional Age Youth Services, and Employment Programs.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Special Education Annual Report 2021-22.

Carried

5.4 Strategic Plan Progress

Director McDonald reviewed the strategic plan goals. The pandemic played a role in the how the board changed delivery methods of business and impacted the ability for staff and students to interact and unfortunately deterred the focus from the strategic plan. Discussion was held regarding the various topics such as teaching and learning, belonging, and wellness.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Progress Report.

Carried

5.5 Board By-Law Revision

Chair Petrella outlined the proposed changes to provisions of delegations in order to align with other boards. With an increasing number of capital projects it was recommended that a committee be established to review the project. Due to changes in regulation and term of office for school boards, it was recommended to amend the inaugural meeting date. The following revisions and housekeeping items were brought forward:

6.10 Delegations

- 6.10.1 Any Catholic School elector or group may request to address the Board as a delegation.
- 6.10.2 The delegation must provide the request in writing to the Director of Education of the Chair of the Board, ~~at least five (5) days prior to the next regular meeting of the Board or Committee at which the Delegation wishes to be heard.~~ **15 days prior to the meeting which the Delegation wishes to be heard.**
 - 6.10.2.1 The request shall contain the topic to be discussed and the identity of the Spokesperson(s).



- 6.10.2.2 The person(s) wishing to address the Board or Committee shall be notified of the date, time and location of the meeting at which the presentation will be made.
- 6.10.2.3 Delegations will, upon notification, have these regulations shared with them prior to their presentation.
- 6.10.2.3 Delegations will, upon notification, have these regulations shared with them prior to their presentation.
- 6.10.2.4 Copies of the presentation shall be shared with the Board of Committee ~~at the same time that the agenda is distributed or at such time as the presentation is made.~~ **15 days in advance of the proposed date of presentation, failure to do so will result in the cancellation of the scheduled presentation. The board may also cancel said meeting request should the proposed content of the presentation should it be deemed inappropriate or contrary to the Catholic values of the Board.**
- 6.10.2.5 In any case, the subject matter of the Delegation will not be discussed, **or debated**, nor will a decision be made at the meeting at which the presentation is made unless the matter is on the agenda as pre-determined.
- 6.10.2.6 Delegations will be advised that the Chair will not allow content or language which is not consistent with the values of the Board, **and any violations or inappropriate conduct will result in the immediate cessation of the presentation at the discretion of the Chair.**
- 6.10.2.7 Following the presentation by the Delegation, questions of clarification only will be allowed through the Chair.
- 6.10.3 A delegation's presentation will be limited to **10** minutes. Amendments as to the length of time are at the discretion of the Chair.
- 6.10.4 In-Camera rules shall apply to Delegations of an In-Camera nature.
- 6.10.5 Notwithstanding the above, the Board retains the discretion to decide all matters concerning delegations.



8.2 Advisory Committees of the Board

8.2.6 Capital Project Review Committee

Composed of one (1) Trustee from City of Brantford or County of Brant, one (1) Trustee from Norfolk County, one (1) Trustee from Haldimand County, Superintendent of Business & Treasurer and Manager of Facilities. Function is to review capital projects.

6.2 Regular Meetings of the Board

6.2.1.2 School Holidays

During the months of March and December, school holidays impact on the regularly scheduled meeting dates. In December, there will be two meetings: ~~the Inaugural or Annual Meeting as legislated, and a Board Meeting on the second Tuesday of the month.~~ **The last and second last Tuesday prior to Christmas break.** In March, both the Committee of the Whole Meeting and the Board Meeting will be scheduled after the planned March Break.

Trustee Casey noted his opposition to having delegates provide a copy of their presentation to the Board as outlined in Section 6.10.2.4.

Trustee Casey requested that capital project be defined in the terms of reference in reference to Section 8.2.6 Capital Project Review Committee.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the amendments to the Board By-Laws including revisions to Section 6.10 Delegations, the addition of 8.2.6 Capital Project Review Committee and revisions to Section 6.2.1.2 to reflect changes to the board meeting schedule following the new term of office.

Carried

5.6 Student Trustee Update

Student Trustee O'Brien advised that Assumption College School recently hosted a successful athletic banquet along with the first prom in two year and an in-person liturgy. Holy Trinity Holy Trinity sold Student Price Cards and have started getting ready for next year's Fall Fair. The school also held an in-person school Mass and a great prom night. St. John's College School also had a very successful prom night. Students also made an end of the year video to play for the whole school.

On behalf of the Board and Senior Administration, Chair Petrella thanked Student Trustee O'Brien for his commitment to the Board throughout the year and presented him with a letter of commendation.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

Catholic Education Centre
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Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

6. Information and Correspondence - Nil

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: Bill Chopp

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

Carried

11. 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

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 June 21, 2022 Board meeting.

Carried

Next meeting: Monday, September 27, 2022, 7:00 p.m. – Boardroom



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Special Meeting of the Board Thursday, August 11, 2022 ♦ 1:00 pm Microsoft Teams

Trustees:

Present: Rick Petrella (Chair), Cliff Casey, Bill Chopp, Mark Watson

Absent: Carol Luciani (Vice-Chair), Dan Dignard

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer) Rob De Rubeis, Kevin Greco, 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

1.3 Approval of the Agenda

Moved by: Mark Watson

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the August 11, 2022 Special Meeting of the Board.

Carried

2. Business In-Camera

Moved by: Bill Chopp

Seconded by: Mark Watson

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

Carried

3. Report on the In-Camera Session

Moved by: Mark Watson

Seconded by: Cliff Casey

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

Carried

4. Closing Prayer

The meeting was closed with prayer led by Chair Petrella.

5. Adjournment

Moved by: Mark Watson

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the August 11, 2022 Special Meeting of the Board.

Carried



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Special Meeting of the Board Thursday, August 29, 2022 ♦ 1:00 pm Boardroom

Trustees:

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

Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer) Kevin Greco, 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

1.3 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the August 29, 2022 Special Meeting of the Board.

Carried

2. 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

3. Report on the In-Camera Session

Moved by: Bill Chopp

Seconded by: Mark Watson

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

Carried

4. Closing Prayer

The meeting was closed with prayer led by Chair Petrella.

5. Adjournment

Moved by: Mark Watson

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the August 29, 2022 Special Meeting of the Board.

Carried



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, September 20, 2022 ♦ 7:00 pm
Boardroom**

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

Senior Administration:
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Kevin Greco, 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

Attendance was as noted above.

1.3 Approval of the Agenda

Item 5.5 was removed as it was received in June 2022.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 20, 2022 meeting, as amended.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Committee of the Whole Meeting Minutes – June 21, 2022

Moved by: Dan Dignard

Seconded by: Mark Watson

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 21, 2022 meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations - Nil

3. Delegations – Nil



4. Consent Agenda

4.1 Unapproved Minutes from the Mental Health Steering Committee Meeting – March 8, 2022

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board received the unapproved minutes of the Mental Health Steering Committee Meeting of March 8, 2022.

Carried

4.2 Unapproved Minutes from the Regional Catholic Parent Involvement Committee Meeting – May 25, 2022

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of May 25, 2022.

Carried

5. Committee and Staff Reports

5.1 Summary of 2021-22 Reports to Board

Director McDonald presented a summary of the reports and presentations that were made to the Board during the 2021-22 school year.

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the 2021-22 Reports to Board Summary to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Summer Programs Update

Superintendent Temple shared an overview of programs offered during the summer. It was noted that to help students remain engaged during a school closure period, several summer school programming opportunities were made available during the summer of 2022. A summary of programs offered was shared including but not limited to Camp Blast, Emergent Readers, LLI Readers, Focus on Youth and After Schools Skills Development. Superintendent Temple also highlighted the commitment of Child and Youth Workers to working throughout the summer to provide additional support to students.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Committee of the Whole refers the Summer Programs Update Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



5.3 Board Improvement Plan 2022-23

Superintendent Temple shared a folder of materials, including the School Improvement Plan template and guiding documents, that were distributed to administrators and highlighted the Equity Plan. An outline of the creation of the material was shared. It was noted that the Improvement Plan for Student Achievement (BIPSA) stems from, aligns with, and is an extension of the Board's Multi-Year Strategic Plan.

Moved by: Dan Dignard

Seconded by: Bill Chopp

That the Committee of the Whole refers the Board Improvement Plan for 2022-23 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.4 Religion and Family Life Programming

Superintendent Temple reviewed the programming across the province and noted that the board's programming is also outlined by the Institute of Catholic Education and the Assembly of Catholic Bishops. A synopsis of resources used to foster welcoming, nurturing, and inclusive environments where all students can learn and grow in their faith was shared. Superintendent Temple also noted the focus of both programs is learning about our faith and family life through social justice action; life and dignity of the human person, equity; and most importantly, loving one another as God loves us.

Moved by:

Seconded by:

That the Committee of the Whole refers the Religion and Family Life Programming to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.5 Student Support Services and Mental Health and Addictions Strategy Annual Report 2021-22

Please refer to Item 1.3 for the disposition of this item.

5.6 Contract Summary (Q3/Q4 2022)

Superintendent Keys shared a summary of contracts awarded by the Board from March 1, 2022 to August 31, 2022.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Committee of the Whole refers the Contract Summary (Q2/Q3 2022) report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



5.7 Student Climate Survey

Director McDonald presented the Student Climate Survey which all school boards are required by the Ministry of Education to administer at least every two years. The purpose of the survey is to assess perceptions of safety, students' school experiences, and effectiveness of programming. The survey was administered from May 19 to June 24, 2022, to students in Grades 4-12 with a total of 4620 students completing the survey. A report will be brought forward with the results.

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Student Climate Survey Report.

Carried

6. Information and Correspondence

6.1 Start-Up Enrolment and School Organization Update

Superintendent Greco shared an update on school enrolment. The board is in compliance as of September 13, 2021. It was noted that 91% of classes are under 20 students per class with an average of 24.2 students per junior/intermediate class and 23 students per kindergarten class.

6.2 Transportation Update

Superintendent Keys provided an update on the current transportation status. There are currently seven open routes defined as a route with no permanent driver however they are being covered by supply drivers at this time. We are not anticipating any cancellations in the near future.

Moved by: Cliff Casey

Seconded by: Mark Watson

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

Carried

7. Trustee Inquiries

Trustee Dignard requested an update on how the board is alleviating the supply shortage.

Superintendent Greco advised that there is currently a central posting for uncertified teachers and emergency instructors.

8. Business In-Camera

Moved by: Carol Luciani

Seconded by: Bill Chopp

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

Carried



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9. Report on the In-Camera Session

Moved by: Cliff Casey

Seconded by: Dan Dignard

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

Carried

10. Future Meetings and Events

Chair 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: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the September 20, 2022 meeting.

Carried

Next meeting: Tuesday, October 18, 2022, 7:00 p.m. – Boardroom

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: September 27, 2022
Submitted by: Chris Roehrig, Director of Education & Secretary

MUNICIPAL ELECTION COMPLIANCE AUDIT COMMITTEE Public Session

BACKGROUND INFORMATION:

Subsections 88.33 through 88.36 of the *Municipal Elections Act*, 1996, as amended (MEA) requires all municipalities and local school boards to establish Municipal Election Compliance Audit Committees (MECAC). The MECAC enables an elector, who is entitled to vote in an election and believes on reasonable grounds, that a candidate or third-party advertiser has contravened a provision of the Act relating to election campaign finances, may apply for a compliance audit of the candidate's or third-party advertiser's election campaign finances. An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local school board for which the candidate was nominated for office.

The term of office for the MECAC is four years beginning on December 1, 2022. The Committee will deal with applications related to the regular election and any by-elections during their term.

The MECAC is a quasi-judicial body and will be required to:

- a) review and consider a compliance audit application submitted by an elector and decide whether it should be granted or rejected;
- b) if the application is granted, appoint an auditor to conduct a compliance audit;
- c) receive the auditor's report;
- d) consider the auditor's report and if the report concludes that the candidate appears to have contravened a provision of the *Municipal Elections Act*, 1996, as amended, relating to election campaign finances, the committee may commence legal proceedings against the candidate for the apparent contravention;
- e) review and consider any reports prepared by the Clerk pursuant to subsection 88.34 or 88.36 of the Act;
- f) in the case where the Clerk's report identifies that a contributor has contravened the Act, as described in subsection 88.34 or 88.36, the committee may commence legal proceedings against the contributor for the apparent contravention.

The Committee shall meet as needed, with meetings to be scheduled by the Clerk of the host municipality or his/her designate when a municipal election compliance audit application is received, or Clerk's report is submitted.

Composition of Election Compliance Audit Committee

The MECAC shall be composed of five members. Where possible, a minimum of one qualified elector within each of the municipalities. As per Subsection 88.37(2) of the Act, membership shall not include:

- a) employees or officers of the municipality or local school board;
- b) members of the council or local school board;
- c) any persons who are candidates in the election for which the Committee is established; or
- d) any persons who are registered third parties in the municipality in the election for which the Committee is established.

The City of Brantford, the County of Brant, Haldimand County and Norfolk County coordinated a joint approach regarding the recruitment, selection and establishment of administrative practices and procedures to strengthen the pool of candidates who possess the required skills to perform legislated duties as part of a MECAC. Individuals making application to be appointed to the Municipal committees were also asked whether they wished to serve in a similar capacity for either the Brant Haldimand Norfolk Catholic District School Board and / or the Grand Erie District School Board.

Applicants must be at least 18 years of age and preference was given to those who reside or own property in the City of Brantford, the County of Brant, Haldimand County and Norfolk County.

Each municipality / school board participating in this coordinated approach will be responsible for any costs associated with Committee business related to an application submitted to review a candidate, third party advertiser or a contributor's financials within its jurisdiction. The coordinated approach provides for the benefit of one orientation meeting in order that the Committee can elect a Chair and Vice-Chair; receive training regarding their legislated powers under the Act, review Committee practices and procedures as well as appeal hearing processes.

Selection of Members

The Clerks (or designates) from the municipalities of the City of Brantford, County of Brant, Haldimand County and Norfolk County will meet to review the applications. Appointment selection will be approved by the majority vote of the Clerks. The approved names will be put forward to each Council for appointment to the Committee. Recommended skill sets for members of the MECAC include:

- Accounting and/or auditing experience;
- Academic experience with expertise in political science or local government administration;
- Legal experience and/or education;
- Others with knowledge of the campaign finance rules contained in the Act.

Criteria used to determine membership may include:

- Demonstrated knowledge and understanding of the municipal election finance rules;
- Analytical and decision-making skills;
- Availability for meetings;
- Previous committee experience.

The Brant Haldimand Norfolk Catholic District School Board has never had a request for a Compliance Audit in any previous Municipal Election.

DEVELOPMENTS:

Jointly, the Municipalities have appointed four individuals to their MECAC; however, it is still the responsibility of the school boards to formally appoint individuals to their own MECAC. Members of the MECAC are now eligible for remuneration (\$150, plus mileage from the member's home to the host municipality meeting location and return trip).

The Board received four applications for citizen appointment to its MECAC. Board staff are recommending that three individuals be approved for membership to its MECAC.

The members, as well as a summary of their background, are:

Frank Gelinas, Norfolk County (Simcoe)

- CPA Designation
- Member of the 2018 MECAC
- Involvement in local community committees and associations

Carol Mummery, Norfolk County (Simcoe)

- Ontario Public Service and Ministry of Labour employee
- Involvement in local community committees and associations

Krista Russ, County of Brant (Paris)

- Working in management in the insurance and financial sector
- Worked with Elections Canada for the past four terms

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Frank Gelinas, Carol Mummery and Krista Russ to its Municipal Election Compliance Audit Committee for the purposes of Subsections 88.33 through 88.36 of the *Municipal Elections Act*, 1996, as amended for the period December 1, 2022 to November 30, 2023.

2022-23
Trustee Meetings and Events

Date	Time	Meeting/Event
September 29, 2022	1:00 pm	Faith Advisory Committee
October 12, 2022	3:00 pm	Executive Council Meeting
October 18, 2022	9:00 am	Mental Health Steering Committee
October 18, 2022	1:00 pm	Special Education Advisory Committee
October 18, 2022	7:00 pm	Committee of the Whole
October 25, 2021	1:00 pm	Accessibility Steering Committee
October 25, 2022	7:00 pm	Board Meeting
October 26, 2022	7:00 pm	Regional Catholic Parent Involvement Committee
November 9, 2022	3:00 pm	Executive Council
November 14, 2022	5:00 pm	Audit Committee
November 15, 2022	1:00 pm	Special Education Advisory Committee
November 16, 2022	7:00 pm	Regional Catholic Parent Involvement Committee
November 22, 2022	7:00 pm	Inaugural Board Meeting
November 18, 2022	1:00 pm	Faith Advisory Committee
November 23, 2022	7:00 pm	Board Meeting
November 24, 2022r	7:00 pm	Regional Catholic Parent Involvement Committee
December 7, 2022	3:00 pm	Executive Council
December 8, 2022	9:00 am	Mental Health Steering Committee
December 13, 2022	3:00 pm	Budget Committee
December 13, 2022	7:00 pm	Committee of the Whole
December 20, 2022	1:00 pm	Special Education Advisory Committee
December 20, 2022	7:00 pm	Board Meeting
<i>December 26 2022- January 6, 2023</i>		CHRISTMAS BREAK
January 11, 2023	3:00 pm	Executive Council Meeting
January 20-21, 2023		OCSTA Trustees Seminar
January 17, 2023	1:00 pm	Special Education Advisory Committee
January 17, 2023	7:00 pm	Committee of the Whole
January 24, 2023	7:00 pm	Board Meeting
February 15, 2023	3:00 pm	Executive Council Meeting
February 21, 2023	1:00 pm	Special Education Advisory Committee
February 21, 2023	7:00 pm	Committee of the Whole
February 22, 2023	7:00 pm	Regional Catholic Parent Involvement Committee
February 28, 2023	9:00 am	Student Transportation Services BHN
February 28, 2023	1:15 pm	Accessibility Steering Committee
February 28, 2023	7:00 pm	Board Meeting
March 8, 2023	3:00 pm	Executive Council Meeting
March 10, 2022	3:00 pm	Policy Committee
<i>March 13-17, 2023</i>		MARCH BREAK
March 21, 2023	9:00 am	Mental Health Steering Committee
March 21, 2023	1:00 pm	Special Education Advisory Committee
March 21, 2023	3:00 pm	Accommodations Committee
March 21, 2023	7:00 pm	Committee of the Whole
March 28, 2023	7:00 pm	Board Meeting
April 12, 2023	3:00 pm	Executive Council Meeting
April 18, 2023	1:00 pm	Special Education Advisory Committee
April 18, 2023	7:00 pm	Committee of the Whole
April 25, 2023	3:00 pm	Budget Committee
April 25, 2023	7:00 pm	Board Meeting
April 26, 2022	7:00 pm	Regional Catholic Parent Involvement Committee
April 27-29, 2023		OCSTA AGM & Conference

Date	Time	Meeting/Event
<i>April 30 - May 5, 2023</i>		<i>Catholic Education Week</i>
May 1, 2023	5:00 pm	Catholic Student Leadership Awards
May 10, 2023	3:00 pm	Executive Council Meeting
May 16, 2023	1:00 pm	Special Education Advisory Committee
May 16, 2023	7:00 pm	Committee of the Whole
May 23, 2023	7:00 pm	Board Meeting
May 26, 2023	9:00 am	Student Transportation Services BHN
May 30, 2023	1:15 pm	Accessibility Steering Committee
June 1-3, 2023		CCSTA AGM
June 13, 2023	3:00 pm	Budget Committee
June 14, 2023	3:00 pm	Executive Council Meeting
June 19, 2023	5:00 pm	Audit Committee
June 20, 2023	7:00 pm	Committee of the Whole
June 27, 2023	7:00 pm	Board Meeting
June 28, 2023	4:45 pm 6:30 pm	Assumption College Graduation Holy Trinity Graduation
TBD	TBD	St. John's College Graduation

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