



**Board Meeting**  
**Tuesday, February 24, 2026 ♦ 6:30 p.m.**  
**Boardroom**

**Trustees:**

Carol Luciani (Chair), Bill Chopp (Vice-Chair), Dennis Blake, Dan Dignard, Toni Poirier  
Rick Petrella (on-leave), Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

**Senior Administration:**

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

---

**1. Opening Business**

**1.1 Opening Prayer**

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

**1.2 Attendance**

**1.3 Approval of the Agenda**

Pages 1-2

**1.4 Declaration of Interest**

**1.5 Approval of Annual Meeting of the Board Minutes – December 9, 2025**

Pages 3-4

**1.6 Approval of Board Meeting Minutes – December 16, 2025**

Pages 5-7

**1.7 Approval of Special Meeting of the Board Minutes – January 13, 2026**

Pages 8-9

**1.8 Approval of Special Meeting of the Board Minutes – February 2, 2026**

Pages 10-11

**1.9 Business Arising from the Minutes**

**2. Presentations**

**3. Delegations**

**4. Consent Agenda**

**4.1 Unapproved Minutes of the Committee of the Whole Meeting  
– December 16, 2025**

Pages 12-14

**5. Committee and Staff Reports**

**5.1 Unapproved Recommendations from the Committee of the Whole Meeting  
– February 24, 2026**

Pages 15-52

Presenter: Bill Chopp, Vice-Chair of the Board

- Professional and Respectful Workplace (Employees) Policy #300.45
- Naming of Schools Policy #400.17
- Volunteers Policy #300.12
- Religious Accommodation Policy #200.04
- 2025/26 School Year Calendar
- International Student Tuition Fees



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

---

- 5.2** Student Trustee Update - January 2026  
Presenters: Mulan How (Student Trustee), Riley O'Brien (Student Trustee) Pages 53-54
- 5.3** Student Trustee Update - February 2026  
Presenters: Mulan How (Student Trustee), Riley O'Brien (Student Trustee) Pages 55-56
- 5.4** Brantford Catholic Secondary School Update  
Presenter: Rajini Nelson, Superintendent of Business & Treasurer Pages 57-58
- 5.5** Senior Administration & Trustee Expenses - Q1  
Presenter: Rajini Nelson, Superintendent of Business & Treasurer Pages 59-60
- 6. Information and Correspondence**
- 6.1** 2026 Outstanding Contribution to Catholic Education Award  
Presenter: Carol Luciani, Chair of the Board
- 6.2** 2026 Distinguished Catholic Graduate Award  
Presenter: Carol Luciani, Chair of the Board
- 6.3** Superintendent Portfolio Updates  
Presenter: Senior Administration
- 7. Notices of Motion**
- 8. Notices of Motion Being Considered for Adoption**
- 9. 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.
- 10. Report on the In-Camera Session** Page 61
- 11. Future Meetings and Events**
- 12. 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*
- 13. Adjournment**
- 

**Next Meeting:** Tuesday, March 24, 2026, 6:30 p.m. – Boardroom



**Annual Board Meeting  
Tuesday, December 9, 2025 ♦ 6:30 p.m.  
Boardroom**

**Trustees:**

Dennis Blake, Bill Chopp, Dan Dignard, Carol Luciani  
Rick Petrella (on-leave) Mulan How (Student Trustee) Riley O'Brien (Student Trustee)

**Senior Administration:**

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

---

**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with prayer, led by Director McDonald.

**1.2 Attendance and Welcome**

Director McDonald welcomed trustees, senior administrators and staff members. He noted that everyone was in attendance.

**1.3 Approval of Agenda**

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Annual Meeting of the Board of December 9, 2025.

**Carried**

**2. Appointment of Scrutineers**

Director McDonald appointed Superintendents Michael Lawlor and Rajini Nelson as Scrutineers for the nomination and election of the Chair and Vice Chair of the Board.

**3. Nomination and Election of the Chair of the Board**

Director McDonald requested that ballots for the nomination of the Chair of the Board be distributed. Trustees Carol Luciani and Dennis Blake were nominated. Both Trustees let their names stand and an election took place. Director McDonald declared Trustee Carol Luciani elected to the position of Chair of the Board.

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board destroys all ballots in the nomination and election of the Chair of the Board.

**Carried**



**4. Nomination and Election of the Vice-Chair of the Board**

Trustee Carol Luciani assumed the Chair of the Board and requested that ballots for the nomination of the Vice-Chair be distributed. Trustee Bill Chopp was nominated and let his name stand. Trustee Chopp was acclaimed for the position of Vice-Chair of the Board.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board destroys all ballots in the nomination and election of the Vice Chair of the Board.

**Carried**

**5. Appointment of Board Auditor**

Superintendent Nelson presented the staff's recommendation that KPMG LLP Accountants be recognized in their role as the Board's auditors.

Moved by: Bill Chopp

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board appoints KPMG LLP, as auditors for the year ending August 31, 2025.

**Carried**

**6. Address by the Chair of the Board**

Chair Luciani thanked everyone who was in attendance. She thanked the Trustees and Senior Administration for their support over the past year. She noted that the board's focus remains steadfast: fostering belonging, advancing teaching and learning, and promoting wellness for every student and staff member in our care. Chair Luciani expressed her appreciation to Trustee Dignard for his service as Vice-Chair for 2025 and looks forward to working with Trustee Chopp in 2026.

**7. Adjournment**

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Annual meeting of December 9, 2025.

**Carried**



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

---

### Board Meeting Tuesday, December 16, 2025 ♦ 6:30 p.m. Boardroom

#### Trustees:

Carol Luciani (Chair), Bill Chopp (Vice-Chair), Dennis Blake, Dan Dignard  
Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

#### Regrets:

Rick Petrella (on-leave)

#### Senior Administration:

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

---

## 1. Opening Business

### 1.1 Opening Prayer

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

### 1.2 Attendance

Attendance was as noted above.

### 1.3 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the December 16, 2025, Board meeting.

**Carried**

### 1.4 Declaration of Interest - Nil.

### 1.5 Approval of Board Meeting Minutes – November 25, 2025

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 25, 2025, Meeting of the Board.

**Carried**

### 1.6 Business Arising from the Minutes – Nil

## 2. Presentations – Nil

## 3. Delegations - Nil

## 4. Consent Agenda

### 4.1 Unapproved Minutes of the Committee of the Whole Meeting – November 25, 2025

Moved by: Dan Dignard

Seconded by: Dennis Blake



THAT the Brant Haldimand Norfolk Catholic District School Board receives the minutes of the Committee of the Whole Meeting of November 25, 2025.

**Carried**

**5. Committee and Staff Reports**

**5.1 Senior Team and Trustee Annual Expenses**

Superintendent Nelson presented the senior team and trustee annual expenses report. In compliance with governance review requirements, aggregate annual expenses for the senior leadership team and trustees are summarized in this report and will be made publicly available on the Board's website. These expenses have also been publicly disclosed on a quarterly basis.

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Trustee Expense and Senior Team Expense Report.

**Carried**

**5.2 Student Trustee Report**

Student Trustees Mulan How and Riley O'Brien presented their third report for the 2025/2026 school year. Highlights include semi formal dances at all three schools, Christmas themed events, outreach initiatives, sports team and vocal ensemble accomplishments and elementary feeder school tours.

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

**Carried**

**6. Information and Correspondence**

**6.1 Staff Wellness Initiative**

Superintendent Greco presented an update on the staff wellness initiative that was kicked off in January 2024. A staff wellness and engagement committee was created, and employee feedback and insight were collected through surveys and site visits. The data was collated and a staff wellness strategy was developed and recently released along with a three-year action plan. The action plan includes a new and enhanced employee assistance program, expanded onboarding and mentorship, changing support models for students, completion of safety and accessibility audits, parking and congestion audits, along with outfitting each board location with cameras. Further resources are available through a staff wellness section on the internal hub.

**7. Notices of Motion – Nil**

**8. Notices of Motion Being Considered for Adoption- Nil**

**9. Business In-Camera**

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

**Carried**



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

## **Minutes**

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

---

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

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

**Carried**

### **11. Future Meetings and Events**

Chair Luciani drew attention to the upcoming meetings and events.

### **12. Closing Prayer**

The closing prayer was led by Chair Luciani.

### **13. Adjournment**

Moved by: Dennis Blake

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the December 16, 2025, Board meeting.

**Carried**

---

**Next Meeting:** Tuesday, January 27, 2026, 6:30 p.m. – Boardroom



**Special Meeting of the Board  
Tuesday January 13, 2026 ♦ 6:30 p.m.  
Board Room**

**Trustees:**

Carol Luciani (Chair), Bill Chopp (Vice Chair), Dennis Blake, Dan Dignard  
Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

**Regrets:** Rick Petrella (on leave)

**Senior Administration:**

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

**Regrets:**

---

**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Dignard.

**1.2 Attendance**

Attendance was as noted above

**1.3 Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the January 13, 2026, Special Meeting of the Board.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Committee and Staff Reports**

**2.1 Haldimand County Trustee Vacancy**

Prior to the beginning of the meeting, candidate Roy Walsh withdrew his application. In alphabetical order the following candidates made a 5-minute presentation to the Board of Trustees:

Kevin Brandt

Toni Poirier

John Vamos

Constant Verschoore

The Trustees proceeded to vote by secret ballot. Director McDonald and Superintendent Nelson acted as scrutineers and counted the votes. Toni Poirier was voted as Trustee representing Haldimand County.



Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board appoint Toni Poirier as the Trustee representing Haldimand County for the Brant Haldimand Norfolk Catholic District School Board.

**Carried**

## **2.2 Declaration of Office and Oath of Allegiance**

Trustee Poirier read and signed the Declaration of Office and Oath of Allegiance.

## **3. Business In-Camera**

Moved by: Dennis Blake

Seconded by: Dan Dignard

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

**Carried**

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

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session which includes, THAT the Brant Haldimand Norfolk Catholic District School Board approves the leave of absence request for Trustee Rick Petrella from December 17, 2025, to March 17, 2026.

**Carried**

## **5. Closing Prayer**

The meeting was closed with prayer led by Chair Luciani.

## **6. Adjournment**

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the January 13, 2026, Special Meeting of the Board.

**Carried**

---

**Next meeting:** Tuesday, January 27, 2026, 6:30 p.m. – Boardroom



**Special Meeting of the Board  
Monday, February 2, 2026 ♦ 3:00 p.m.  
Boardroom/TEAMS**

**Trustees:**

Carol Luciani (Chair), Bill Chopp (Vice-Chair), Dennis Blake, Dan Dignard, Toni Poirier

**Regrets:**

Rick Petrella (on-leave), Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

**Senior Administration:**

Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer)

**Regrets:**

John Della Fortuna, Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

---

**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Luciani.

**1.2 Attendance**

Attendance was as noted above.

**1.3 Approval of the Agenda**

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 2, 2026, Special Meeting of the Board.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Committee and Staff Reports**

**2.1 Financial Statements – 2023/2024**

Superintendent Nelson presented the draft consolidated financial statements for the year ended August 31, 2024, together with the independent auditor's report from the Board's external auditors, Millard, Rouse, Rosebrugh LLP. Superintendent Nelson noted that the Consolidated Statement of Operations reports an annual surplus of \$10.7 million for the fiscal year ended August 31, 2024, and is primarily attributable to revenues recognized for land. Discussion was had regarding school generated funds along with the BHNCDSD portion of the Transportation Consortium. Superintendent Nelson noted that the 2024/2025 Board financials will be coming to the board for approval in February.

Moved by: Dennis Blake

Seconded by: Toni Poirier

THAT the Brant Haldimand Norfolk Catholic District School Board approves the draft financial statements for the year-ended August 31, 2024.

**Carried**



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

## **Minutes**

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

---

### **3. Business In-Camera**

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

**Carried**

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

Moved by: Toni Poirier

Seconded by: Dan Dignard

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

**Carried**

### **5. Closing Prayer**

The closing prayer was led by Chair Luciani.

### **6. Adjournment**

Moved by: Bill Chopp

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the February 2, 2026, Special Meeting of the Board.

**Carried**

---

**Next meeting:** Tuesday, February 24, 2026, 7:00 p.m. – Boardroom



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

---

### Committee of the Whole Tuesday, December 16, 2025 ♦ 4:30 pm Boardroom

#### Trustees:

Carol Luciani (Chair), Bill Chopp (Vice Chair), Dennis Blake, Dan Dignard  
Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

**Regrets:** Rick Petrella (on leave)

#### Senior Administration:

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

---

## 1. Opening Business

### 1.1 Land Acknowledgement

The meeting was opened with a land acknowledgement by Director McDonald.

### 1.2 Opening Prayer

Vice-Chair Chopp led the meeting in prayer.

### 1.3 Attendance

Attendance was as noted above.

### 1.4 Approval of the Agenda

Chair Luciani noted that there are no in-camera Committee of the Whole agenda items, therefore the committee will not move to an in-camera meeting.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the December 16, 2025, meeting as amended.

**Carried as amended**

### 1.5 Declaration of Interest – Nil

### 1.6 Approval of Committee of the Whole Meeting Minutes – November 25, 2025

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 25, 2025, meeting.

**Carried**

### 1.7 Business from the Minutes - Nil

## 2. Presentations – Nil

## 3. Delegations – Nil



**4. Consent Agenda**

**4.1 Unapproved Minutes from the Regional Catholic Parent Involvement Committee – November 10, 2025**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Regional Catholic Parent Committee Meeting of November 10, 2025.

**Carried**

**4.2 Unapproved Minutes from the Special Education Advisory Committee – November 18, 2025**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Special Education Advisory Committee Meeting of November 18, 2025.

**Carried**

**5. Committee and Staff Reports**

**5.1 EQAO Update**

Superintendent Wilson presented the EQAO update report. EQAO results offer an important snapshot of system performance in relation to the Ontario curriculum expectations and support the Board in monitoring progress toward strategic priorities in literacy, numeracy, and student achievement. The Board remains committed to using EQAO evidence alongside classroom assessment and local data to celebrate successes, identify areas requiring focused improvement, and guide system-level support that advance the board's mission. In response to emerging achievement needs and prior to the EQAO release, BHNCDSB strengthened system supports in 2025 through purposeful restructuring and staffing investments. Discussion regarding the various media outlet coverage was had. It was noted that a media release was sent out to the local newspapers and posted on social media and the BHNCDSB website. The successes in the priority schools were highlighted, especially at Holy Cross Catholic Elementary School.

Moved by: Dennis Blake

Seconded by: Bill Chopp

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

**Carried**

**6. Information and Correspondence**

**6.1 New School Builds Updates**

Superintendent Nelson provided an update on the Brantford Catholic Secondary school as the board has received the building permit from the City of Brantford.

**7. Business In-Camera- Nil**

**8. Report on the In-Camera Session – Nil**

**9. Future Meetings and Events**

Chair Luciani drew attention to the upcoming meetings and events.

**10. Closing Prayer**



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

---

The closing prayer was led by Chair Luciani.

### 11. Adjournment

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the December 16, 2025, meeting.

**Carried**

---

**Next meeting:** Tuesday, January 27, 2025 - 4:30 p.m. – Boardroom

# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

February 24, 2026

AGENDA ITEM	MOTION
5.1	<p>THAT the Committee of the Whole refers the Professional and Respectful Workplace (Employees) Policy #300.45 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the Naming of Schools Policy #400.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the Volunteers Policy #300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the Religious Accommodation Policy #200.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the 2025/26 School Year Calendar to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves an annual tuition fee of \$13,800 for secondary non-resident students, as defined by the Education Act.</p> <p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves an annual tuition fee of \$12,900 for elementary non-resident students, as defined by the Education Act.</p> <p>THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of \$400, a Cancellation Fee of \$100 be charged where a Study Permit is not granted, and a Cancellation Fee of \$500 in all other circumstances, with tuition refunds pro-rated based on the date of cancellation within the term, subject to review and approval by the Superintendent of Business &amp; Treasurer.</p>

**RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of February 24, 2026.



## Respectful and Professional Workplace (Employees) # 300.45

---

<b>Adopted:</b>	February 24, 2026
<b>Last Reviewed/Revised:</b>	NEW
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2029-2030

---

### **POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board is committed to fostering a respectful, inclusive and psychologically safe workplace. Building a psychologically safe and inclusive environment depends on treating one another with civility and respect. All employees are expected to conduct themselves with respect, courtesy and professionalism in all workplace interactions. A culture of mutual respect supports individual well-being and contributes to a collaborative and effective work environment aligned with Catholic values.

### **APPLICATION AND SCOPE:**

This policy applies to all employees of the Brant Haldimand Norfolk Catholic District School. All individuals are expected to engage in communication and behaviour that upholds dignity and respect. Actions or language that are offensive, intimidating, embarrassing or bullying in nature – whether verbal, digital, written or non-verbal – are not acceptable in the BHNCDSB workplace. The Board recognizes that differences of opinion and conflict may occur; however, these must be addressed in a constructive and respectful manner. The Board is committed to a proactive approach in preventing and managing workplace incivility, and to promoting dialogue, inclusion, and the respectful exchange of diverse perspectives. It expects employees to address these issues promptly and respectfully. The Board values diversity of viewpoints among staff, recognizing that when properly managed, this can foster creativity and continuous improvement.

### **REFERENCES:**

- [Education Act](#)
- [Ontario College of Teachers Act, 1996](#)
- [The Ontario Human Rights Code | Ontario Human Rights Commission \(ohrc.on.ca\)](#)
- [Employment Standards Act | ontario.ca](#)
- [HRS 300.17.P - Professional Standards and Conflict of Interest - Employees.pdf](#)
- [HRS 300.19.P - Progressive Discipline \(Employees\)](#)
- [HRS 300.01.P - Workplace Harassment](#)
- [HRS 300.02 – Dress Code and Appearance Standards for Staff](#)

### **FORMS:**

- N/A

### **APPENDICES:**

- N/A



## **DEFINITIONS:**

**Civility:** The act of showing regard for others and recognizing the inherent value of everyone in the workplace.

**Unacceptable conduct:** Objectionable, or unwelcome conduct with moderate impact, which may or may not have intent to cause harm and has a negative effect on an individual, group or work environment.

**Employee:** An individual employed by the Board in a permanent, temporary or casual position. This also includes volunteers.

**Professional:** Working, dressing, and behaving with integrity in such a way that others think of them as competent, reliable, and respectful. Professionals are a credit not only to themselves, but also to others.

**Supervisor:** The Occupational Health and Safety Act defines a supervisor as a person who has charge of a workplace or authority over a worker.

**Unprofessional:** Behaviours and/or actions that are below or contrary to Board Policy and the standards expected in a particular profession.

**Workplace:** For this policy, the workplace is any location in which you are engaged in work related activities, including, but not limited to, board offices, schools, board properties, vehicles used to complete work and travel between work sites, and external locations such as conferences, hotels, and restaurants. Workplace also includes communications via telephone, email, virtual/digital platforms, social media (including comments, emoticons or reactions such as likes and dislikes).

## **ADMINISTRATIVE PROCEDURE:**

**1.0 Roles and Responsibilities:** It is a shared responsibility among all individuals to create a culture where everyone is treated fairly, and with compassion and where differences are acknowledged and valued. This means ensuring that all communications and interactions are conducted in a professional, constructive and courteous manner, both in tone and content.

### **1.1 Senior Administration:**

- Supporting a safe, respectful and inclusive workplace environment.
- Providing ongoing education and training on what behaviour is and is not appropriate.
- Identifying and eliminating barriers to a psychologically safe and inclusive workplace.

### **1.2 Supervisors, Managers, Principals:**

- Provide a work environment consistent with the objectives stated in this policy. This includes actively promoting a positive work environment and intervening whenever conduct below the standards set out in this policy occur.
- Act as champions of a respectful workplace.
- Confer with Human Resources regarding effective processes for handling any concerns raised under this standard.
- Support the Board's training on respectful workplaces and related topics.
- Keep a record and maintain confidentiality.

### **1.3 Employees:**

- Share the responsibility of fostering a civil, respectful workplace by ensuring that all communications and interactions related to work are consistent with the required standards.
- Are responsible for adhering to this policy.



- Are encouraged to communicate with co-workers that their conduct and comments are unwanted and objectionable whenever they are exposed to conduct representing incivility, bullying, harassment, and/or discrimination.
- Raise any concerns to management.
- Understand, and participate in any training.
- Cooperate and participate in preventative measures.
- Cooperate fully in investigations of incidents in breach of this policy.

#### **1.4 Human Resource Services:**

- Provide regular communication about this policy including options for submitting and addressing complaints.
- Assist with the interpretation and application of Respectful Workplace policy and developing and assisting with related training of this policy.
- Support supervisors, managers, principals in responding to incivility and providing resources to support and manage conflicts.
- Assist in facilitating informal resolutions, mediations and investigations as required.

#### **1.5 Union Representatives:**

- Provide confidential support and representation to the employee they represent in accordance with the applicable collective agreement.

### **2.0 Commitment**

2.1 The Board is committed to ensuring that all employees of our workplace community contribute to a workplace environment consistent with equal rights and respectful standards through the following initiatives:

- 2.1.1 Knowledge: Ensuring all employees are aware of the standards of acceptable conduct.
- 2.1.2 Empowerment: Providing an environment where everyone can expect and experience respectful interactions aligned with this policy.
- 2.1.3 Accountability: Holding all individuals accountable for maintaining appropriate behaviour in the workplace.

### **3.0 Intent vs Impact**

3.1 It does not matter whether an individual intends to offend someone. Intent does not determine whether behaviour is acceptable. What matters is whether the behaviour was or should have reasonably been known to be unwelcome. Even if disrespectful behaviour does not rise to the level of harassment, it may still harm workplace relationships and culture. Failing to address such conduct is equivalent to condoning such behaviour.

### **4.0 Unacceptable Conduct**

4.1 Unacceptable conduct refers to behaviour that undermines employee wellbeing and is inconsistent with the Board's commitment to a civil and respectful workplace. Examples of unacceptable conduct include, but are not limited to:

- Yelling or screaming;
- Volatile or explosive displays of anger;
- Speaking in a belittling, condescending, or disrespectful tone;
- Making snide, sarcastic or demeaning comments;
- Using foul, abusive or threatening language toward anyone in the workplace;
- Repeatedly interrupting or speaking over others;



- Non-verbal expressions of disrespect such as glaring, finger-pointing, or eye-rolling;
- Undermining a colleague's reputation or work relationships through disparaging remarks;
- Gossiping, including sharing private information or speaking negatively about someone behind their back;
- Intentionally ignoring or excluding someone;
- Embarrassing or humiliating a colleague;
- Publicly criticizing another employee's performance;
- Engaging in passive aggressive behaviour, such as refusing to directly communicate with someone about an issue and instead complaining to others behind their back;
- Using profanity or unprofessional language.

4.2 Depending on the context, circumstances, frequency, and impact, some of the examples above may also meet the threshold of workplace harassment and be subject to Board Policy 300.01 Workplace Harassment.

4.3 This policy does not preclude reasonable action taken by an employer or supervisor relating to the management and direction of workers.

4.4 Determining if unacceptable conduct has occurred is based on an objective assessment of the specific facts of each situation, and not solely on the perceptions or intentions of those involved.

4.5 Unacceptable conduct at any work-related social event (including school related activities and social gatherings outside of work) that could impact the workplace and harm workplace relationships and culture, is also covered under this policy.

## **5.0 Unacceptable Conduct Does Not Include**

5.1 Constructive, respectful discussions or disagreements.

5.2 Reasonable performance management discussions.

5.3 Stressful or high-pressure situations that are a normal and expected part of workplace duties.

## **6.0 Professional Expectations**

6.1 Being professional in the workplace ensures a respectful, inclusive, and effective work environment that aligns with Catholic values and models civility to students and community.

6.2 Professionalism in a Catholic setting begins with unwavering integrity and ethical conduct. Staff are expected to meet universal professional standards and the spiritual commitments that shape Catholic institutions into communities of faith and learning.

6.3 In accordance with Board policies, collective agreements, and applicable legislation all employees of the BHNCD SB, including school-based and central office personnel, are expected to consistently meet the expectations of a professional and dignified Catholic workplace by:

6.3.1 Aligning their work with the mission of the Church.

6.3.2 Upholding Catholic Social Teachings and the ethical standards rooted in Gospel values.

6.3.3 Advocating for equity, justice, and respect for human dignity.

6.3.4 Supporting the Catholic identity of the institution in behavior and communication.

6.3.5 Upholding the dignity and integrity of their role as educators and public servants.

6.3.6 Demonstrating responsibility, accountability, and ethical behavior while maintaining high standards in teaching, leadership, and administration.

6.3.7 Protecting sensitive information about students, staff, and Board operations.



- 6.3.8 Maintaining professional relationships with students and colleagues. Avoid favoritism, inappropriate familiarity, or any conduct that could be perceived as unscrupulous, toxic, careless, or unprincipled.
- 6.3.9 Respecting personal boundaries.
- 6.3.10 Utilizing board technology responsibly. Do not engage in unsanctioned digital communication with students and staff, or excessive personal use during work hours.
- 6.3.11 Adhering to Board Policy 300.02 - Dress Code and Appearance Standards for Staff.
- 6.3.12 Supporting the holistic wellbeing and development of students and staff.
- 6.3.13 Serving others with humility.

6.4 Staff adhere to universal principles of professionalism while supporting the mission-driven values of Catholic education. Educators are further committed to Catholic mission and faith integration into daily responsibilities and interactions with students. They take a pastoral approach that provides compassionate and empathetic guidance and support to others.

## **7.0 Interpersonal Relationship Conflict**

- 7.1 **Personality Conflicts:** Personality conflicts arise when two or more employees become involved in ongoing interpersonal disputes or conflict. This can create stress not only for those directly involved, but also for other employees in the workplace.
- 7.2 **Team Difficulties:** Team-related issues can emerge when there is a lack of cohesiveness, role clarity, and/or cooperation. These factors can disrupt the productivity of a team due to increased levels of stress and dysfunction within the group.
- 7.3 **Conflict Resolution:** Conflicts and misunderstandings are a natural part of any workplace. Employees that are in conflict with another person(s) are expected to take the initiative to address it respectfully and try to resolve it. If direct resolution is not possible, seek support from your supervisor or Human Resource Services. Early intervention helps maintain a healthy and productive work environment.

## **8.0 Reporting**

- 8.1 Concerns about breaches of workplace respect and professionalism should be reported promptly to a supervisor.
- 8.2 The Board will ensure fair and consistent application of policies and provide support for resolution.
- 8.3 Violations may result in corrective measures under the Board's Progressive Discipline Policy.

## **9.0 Support**

- 9.1 The Board has an Employee Assistance Program (EAP) available to employees for confidential and anonymous counselling.
- 9.2 Both supervisory and non-supervisory employees have an obligation to uphold this standard and ensure a safe, comfortable non-hostile environment for everyone. This means acknowledging and valuing differences, being open and honest about behaviour that makes you or someone else feel uncomfortable, communicating in ways that are non-threatening and inviting dialogue and providing support to those who are seeking advice. We must all do our part by ensuring that our individual behaviour does not violate this policy and by fostering a work environment based on respect.



## Naming of Schools

### #400.17

---

<b>Adopted:</b>	June 26, 2007
<b>Last Reviewed/Revised:</b>	February 24, 2026
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2029-2030

---

#### **POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board recognizes the symbolic significance of a school’s name and the opportunity to honour a person, event or symbol associated with the Catholic Church and the Catholic Community.

#### **APPLICATION AND SCOPE:**

The Brant Haldimand Norfolk Catholic District School Board shall determine names for schools that respect the Catholic identity of our school system through a consultative process.

In the naming of a new school, the following criteria shall be observed:

- Schools shall be designated as either “Catholic Elementary or Catholic Secondary School” in their official school name unless otherwise approved by the Board.
- A school shall be given the name of Our Lord, Our Lady, a Saint, an exemplary Catholic figure of historical significance or a Catholic tradition.
- The duplication of names within the board will not be permitted
- The possessive form shall not be used.
- The naming committee shall include a local trustee(s), the appropriate superintendent of schools, the local pastor, a principal, a teacher, and a representative(s) designated by the appropriate school council(s) within the catchment area.

#### **REFERENCES:**

*Bill 33, Supporting Children and Students Act, 2025*

#### **FORMS:**

N/A

#### **APPENDICES:**

N/A

#### **DEFINITIONS:**

N/A



## **ADMINISTRATIVE PROCEDURES:**

### **1.0 Consultative Process**

The purpose of this Administrative Procedure is to provide direction to staff and community partners for proposing names for schools in the Brant Haldimand Norfolk Catholic District School Board.

The Superintendent of schools is responsible for implementing this Administrative Procedure.

The Superintendent of schools shall issue a memorandum inviting suggestions for names of the new school from the school community, all other communities of the BHNCDSB, and all employees of the Board.

The Superintendent of schools will convene and chair a school-naming committee consisting of a local trustee(s), the local pastor, a principal, a teacher and a representative(s) designated by the appropriate school council(s), to review the suggested names and submit a maximum of three names to the Board of Trustees for consideration. Their submission will also include a summary of all the proposed names, as well as a detailed description of the process and any other relevant consultation input for the Board to deliberate on in an Open session of the board.

If an existing school facility is closed or replaced and the pupils are relocated to a new school facility, the name of the closed school facility shall become the name of the new school facility, unless the Catholic School Council requests in writing to the Chair of the Board that a name change be considered for the school.

The Bishop of the Diocese where the new school is to be located, and the Minister of Education will be consulted as to the suitability of the name submitted.



## **Volunteers**

### **#300.12**

---

<b>Adopted:</b>	May 29, 2015
<b>Last Reviewed/Revised:</b>	February 24, 2026
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2029-2030

---

### **Policy Statement**

The Brant Haldimand Norfolk Catholic District School Board (the Board) believes that the support of volunteers increases and enhances learning opportunities for students and assists staff in the daily operations of the school. Volunteerism is recognized as a core component of the Catholic teachings on the importance of service and stewardship to others. When parents/guardians or community members contribute their time and effort to support curricular and co-curricular programming in schools, they are carrying out the mission of the Catholic Church by helping young people to reach their full potential.

The safety of pupils, staff and property is paramount to the Brant Haldimand Norfolk Catholic District School Board. Every precaution is taken, in all situations, to provide and maintain safe, welcoming and secure learning and working environments. All volunteers, particularly those working in schools, must be vetted by the school principal or supervisor of the building they will be serving. The vetting process will include the volunteer submitting a Vulnerable Sector Check (VSC) which will be collected and stored by the school principal or supervisor of the building that the volunteer will be serving. Volunteers must complete an Accessibility for Ontarians with Disabilities Act (AODA) training module as well as review a Rowan's Law Concussion Awareness Resource and the Board's Concussion Code of Conduct. Volunteers are subject to the same professional standards and safety provisions to which Board employees are held. That is the Brant Haldimand Norfolk Catholic District School Board expects all its volunteers to act in *loco parentis* of the children they are serving.

### **Application and Scope**

The intention of this Policy and Administrative Procedure is to provide direction to supervisors of volunteers. The Brant Haldimand Norfolk Catholic District School Board through its various supervisors will ensure that:

- volunteers provide current Vulnerable Sector Check (VSC) prior to the commencement of any volunteer service
- volunteers will henceforward provide an updated Vulnerable Sector Check (VSC) every five years;
- volunteers provide a completed *Volunteer Criminal Offence Declaration* form each year a Vulnerable Sector Check (VSC) is not required;
- volunteers provide a signed Volunteer Confidentiality Agreement;
- volunteers complete the Accessibility for Ontarians with Disabilities Act (AODA) training module prior to the commencement of any volunteer service;
- volunteers complete the Concussion Awareness Training and Acknowledgement process annually; and,
- volunteers are trained and supported by the appropriate principal or supervisor.



## References

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
- Education Act and Regulation 521/01, as amended by Regulation 323/03 Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)
- Occupational Health and Safety Act, PART III.0.1 Violence and Harassment Retention Schedule
- 300.15 Police Records Check/Vulnerable Sector Check (VSC)
- 500.01 Educational Field Trips Policy Board Expenditure Guidelines
- Safe Schools Act, Reg. 521/02
- Concussions Policy and Administrative Procedure 200.08
- Privacy and Information Management Generic Records Retention Schedule, MAY 8, 2019
- Brant Haldimand Norfolk Catholic District School Board website, *Volunteers*, found here:  
<https://www1.bhncdsb.ca/volunteers/>

## Forms

- Vulnerable Sector Check (VSC) Request form
- Volunteer Criminal Offence Declaration form
- Volunteer Confidentiality Agreement
- Volunteer Concussion Awareness Acknowledgement form
- Volunteer Tracking Checklist

## Definitions

***loco parentis***: a Latin term meaning "in the place of a parent," referring to a legal concept where a person or organization assumes the duties, rights, and responsibilities of a prudent parent, even without a biological or adoptive link to the child.

**Principal**: the individual who is the supervisor of a particular school as defined by the Ontario Education Act.

**Site Supervisor**: the individual who is the supervisor of a board building or department that is not part of a school.

**Supervisor**: the individual responsible for the activity at the site where the volunteer is offering his/her (their) time.

**Volunteer**: an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports any learning environment, or system-wide program.



## **Administrative Procedures**

### **1.0 Principals or Supervisor**

#### **1.1 Determining the Need for Volunteers**

The principal or site supervisor will determine if there is a need for a volunteer and will determine the duties that a volunteer will fulfill. In school, if the supervisor is not the principal, the supervisor will submit an outline of the volunteer program to the school principal for approval. The principal or supervisor may delegate this responsibility to another staff member, however, the principal or supervisor must ultimately approve all volunteers and their corresponding duties.

#### **1.2 Planning for Volunteers for the Upcoming School Year**

The principal or site supervisor may communicate to parents/guardians before the end of June each year outlining the Vulnerable Sector Check (VSC) process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the Vulnerable Sector Check (VSC) process for the upcoming school year.

Vulnerable Sector Checks (VSC) can take a lengthy time to process. It is recommended that principals or site supervisors provide potential volunteers with as much time as possible to complete the process.

#### **1.3 Processing Forms**

The principal or site supervisor (or designate) will provide the following forms for completion to a potential volunteer:

- Vulnerable Sector Check (VSC) Request form
- Volunteer Confidentiality Agreement form

To ensure privacy, all forms must be returned in a sealed envelope directly to the principal or site supervisor. In jurisdictions where volunteers are charged for a Vulnerable Sector Check (VSC) and any supplementary items or processes attached with this police screening, the Board will not pay such costs.

A potential volunteer must provide a current (i.e. issued within three months of submission) Vulnerable Sector Check (VSC) that indicates that the volunteer has no offences or occurrences to the principal or site supervisor.

The principal or site supervisor will provide the volunteer's name and the date of the Vulnerable Sector Check (VSC) to the school or site secretary for tracking. If a volunteer changes location or volunteers in more than one location, the Vulnerable Sector Check (VSC) information follows them or can be shared according to privacy of information legislation. Confirm that each location has a copy of all forms to ensure consistent tracking.

The principal or site supervisor must collect and retain a completed annual Volunteer Criminal Offence Declaration form from the volunteer (if still active) for the next four years. The volunteer must provide a Vulnerable Sector Check (VSC) every five years to the principal or site supervisor.

Individuals who provide a Vulnerable Sector Check (VSC) that indicates that the applicant has an offence or occurrence shall not be approved to volunteer in a school or board building.



### **Processing Forms of a Volunteer Who is an Employee of the Board**

A Board employee may volunteer at a school, other board site or for an activity connected to a school or other board site as long as the volunteering does not conflict with their workday. The principal or site supervisor must contact in writing (e.g. e-mail) the appropriate Human Resources Coordinator and request confirmation that the Board possesses an up-to-date Vulnerable Sector Check (VSC) or Offence Declaration. Human Resources will provide confirmation in writing which the principal or site supervisor must keep on file in place of the paper copy of the volunteer's Vulnerable Sector Check (VSC) or Volunteer Criminal Offence Declaration. If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education or designate for adjudication. The principal or site supervisor must:

- annually request and receive confirmation that the employee/volunteer's Vulnerable Sector Check (VSC) or Offence Declaration is current;
- ensure that all other volunteer sections of the Volunteer Administration Procedures apply.

### **Storage of Forms**

All Vulnerable Sector Check (VSC) certificates, Volunteer Criminal Offence Declaration forms, Volunteer Concussion Awareness Acknowledgement forms and Volunteer Confidentiality Agreements, must be received in a sealed envelope by the principal or site supervisor and kept in a secure location accessible only to the principal or site supervisor. All records must be disposed of in accordance with the Board's Privacy and Information Management Guidelines and in accordance with the Board's retention schedule.

### **Maintaining Ongoing Records**

Principals and site supervisors must consider the following when maintaining ongoing records:

- All volunteers should appear on a school or site Volunteer Tracking Checklist maintained by the secretary. Each year this list must be reviewed, and the appropriate forms filled out and submitted;
- Volunteers must provide a Vulnerable Sector Check (VSC) every five years;
- Volunteers will sign the annual Volunteer Criminal Offence Declaration form in the four years in which they do not have to submit the Vulnerable Sector Check (VSC); and,
- The Volunteer Tracking Checklist must verify that each year a Vulnerable Sector Check (VSC) or (if appropriate) annual Volunteer Criminal Offence Declaration form has been submitted and a Volunteer Confidentiality Agreement has been signed.

### **Volunteers on Educational Field Trips and/or Excursions**

A current Vulnerable Sector Check (VSC) and a completed Volunteer Confidentiality Agreement must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date.



### **Providing Information to Volunteers**

Once the volunteer has provided the principal or site supervisor with an acceptable Vulnerable Sector Check (VSC) (or a completed Volunteer Criminal Offence Declaration) and a completed Volunteer Confidentiality Agreement, the principal or site supervisor will provide an orientation of the work site. The orientation program will consist of training that outlines the duties and obligations of the volunteer.

Volunteers are insured under the Board's Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment.

Volunteers are required to complete/review:

- an Accessibility for Ontarians with Disabilities Act (AODA) training module;
- a Rowan's Law Concussion Awareness Resource; and,
- the Board's Concussion Code of Conduct.

### **Terminating Volunteer Service**

Principals or site supervisors are expected to provide clear direction and expectations for volunteers and mentor volunteers as they learn the role. Volunteers who do not adhere to Board policies and procedures, undertake an unauthorized role or conduct themselves in a way that is inconsistent with the values espoused by the Board or is contrary to the law, may have their assignment terminated at the discretion of the principal.

## **2.0 Volunteers**

### **2.1 Role of the Volunteer**

A volunteer is expected to:

- Support and model the beliefs and values of our Catholic faith;
- Perform assigned duties as directed by the principal or site supervisor;
- Neither be responsible for the discipline or the evaluation of students;
- Not violate any collective agreement requirements;
- Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation;
- Follow dress and behavior codes and wear an identification badge when volunteering;
- Notify their supervisor of any absence as far in advance as possible;
- Follow Board health and safety rules; and,
- Meet all expectations regarding training and other requirements of the Board.

### **2.2 Required Forms**

Prospective volunteers must obtain the necessary forms from the school or site they wish to volunteer. Volunteers are required to provide a Vulnerable Sector Check (VSC) every five years or if there is a break in the volunteer's service for more than one year. The Vulnerable Sector Check (VSC) must be obtained from the police service that attends to the region or municipality that the volunteer resides. Any costs associated with the Vulnerable Sector Check (VSC) are to be incurred by the volunteer. In the years that a Vulnerable Sector Check (VSC) is not required, the volunteer must complete the Volunteer Criminal Offence



Declaration form in advance of contact with student(s).

Volunteers are required to complete a Volunteer Confidentiality Agreement and the Volunteer Concussion Awareness Acknowledgement every year.

### **2.3 Submitting the Required Forms:**

All documentation must be submitted to the school principal or site supervisor in a sealed envelope.

### **3.0 Required Training**

#### **Rowan's Law – Concussion Awareness Resources and Brant Haldimand Norfolk Catholic District School Board Concussion Code of Conduct**

It is incumbent upon the Brant Haldimand Norfolk Catholic District School Board to ensure concussion education and awareness and that its administrative procedure is made available and followed by all school personnel and volunteers. Furthermore, the Board needs to ensure that all staff, volunteers, parents/guardians, and students understand their roles and responsibilities.

Rowan's Law requires the Board to confirm that all volunteers have received the Rowan's Law Concussion Awareness Resource and the Board Concussion Code of Conduct through a signed acknowledgement before a volunteer can work with students or participate at any Board inter-school sport.

Volunteers will access the:

- Rowan's Law Concussion Awareness Resource;
- BHNCD SB Concussion Code of Conduct; and
- Volunteer Concussion Awareness Acknowledgement form

on the Get Involved – Volunteers page of the Board's website ([www.bhncdsb.ca](http://www.bhncdsb.ca)).

The Volunteer Concussion Awareness Acknowledgement form must be submitted to the school principal or site supervisor in a sealed envelope. Acknowledgement is valid for the current school year (September 1 to August 31) and must be renewed for each year of volunteer work.

#### **Accessibility for Ontarians with Disabilities Act (AODA)**

All prospective volunteers must complete an online Accessibility for Ontarians with Disabilities Act (AODA) training module. Once a volunteer completes the online training, a certificate acknowledging completion must be provided to the principal or site supervisor of the location where the volunteering will occur in advance of contact with student(s). Volunteers who are serving at more than one location may provide a photocopy of the certificate.

Volunteers will access the Accessibility for Ontarians with Disabilities Act (AODA) training module on the Get Involved – Volunteers page of the Board's website ([www.bhncdsb.ca](http://www.bhncdsb.ca)).



# Vulnerable Sector Check (VSC) Request Form

The Brant Haldimand Norfolk Catholic District School Board partners with volunteers inside and outside of the classroom. We value our volunteers and the services they provide. A Vulnerable Sector Police Check AND completion of an Accessibility for Ontarians with Disabilities ACT (A.O.D.A.) training module are requirements of the Brant Haldimand Norfolk Catholic District School Board for all volunteers.

The following individual is a volunteer and receives no compensation for their work other than (if applicable) an allowance for expenses or an honorarium and excludes a person receiving some other form of credit such as academic credit or fulfilling a sentence requirement.

## Volunteer Information

Date (yyyymmdd):

Legal Name of Volunteer (First, Middle, Last):

Date of Birth of Volunteer (yyyymmdd):

Volunteer Position (include a brief description of duties):

How does this volunteer position relate to working with vulnerable people:

## Board (Agency) Contact

Name:

Title/Position:

Email:

Phone:

Signature (electronic):

**Online VSC Brantford City Police:** visit [www.brantfordpolice.ca](http://www.brantfordpolice.ca) (Choose the **Police Records Check** item from the **Links** menu).

**Online VSC Ontario Provincial Police:** visit [Ontario Provincial Police - Police Record Checks](http://Ontario Provincial Police - Police Record Checks) ([opp.ca](http://opp.ca))

### Information Collection Authorization

*Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56). If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 ([communications@bhncdsb.ca](mailto:communications@bhncdsb.ca)). For the full Notice of Collection visit [www.bhncdsb.ca](http://www.bhncdsb.ca).*



## Volunteer Criminal Offence Declaration

Surname		Given Names	
Maiden Name or Other Names used (if applicable)		Place of Birth	
D.O.B. YYYY   MM   DD	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Area Telephone (Res.)	Driver's License Number
Address: Number	Street	Apt./Unit	City/Town/Municipality Postal Code

I, \_\_\_\_\_, hereby declare that:

I have no convictions for offences under the Criminal Code of Canada up to and including the \_\_\_\_\_ date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada).

**OR**

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the *Criminal Records Act* (Canada) has not been used or granted:

---



---



---

Signature of Volunteer

Date

**\*PLEASE RETURN FORM TO SCHOOL PRINCIPAL IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL: VOLUNTEER CRIMINAL OFFENCE DECLARATION'**

Office Use Only	
Received on:	By:
Recorded on Volunteer Tracking Form:	

### Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



## Volunteer Confidentiality Agreement

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), I have read the Confidentiality Agreement provided by the Brant Haldimand Norfolk Catholic District School Board pertaining to the duties and responsibilities of a volunteer.

In accepting the duties and responsibilities of a volunteer with the Brant Haldimand Norfolk Catholic District School Board, I agree to abide by the following terms of confidentiality:

- In the course of the duties as a volunteer, I may become aware of personal and confidential information. The Brant Haldimand Norfolk Catholic District School Board depends on the maturity and loyalty of its volunteers to keep private any such information.
- All information that I may come to know regarding the Board, school, staff, students and their families shall be kept completely confidential.
- It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future volunteer opportunities.

**I understand and agree to the terms of this confidentiality agreement.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

### Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



## Volunteer Concussion Awareness Acknowledgement Form

Surname		Given Names		
Address: Number	Street	Apt./Unit	City/Town/Municipality	Postal Code

I, \_\_\_\_\_, hereby declare that:

I have reviewed the Brant Haldimand Norfolk Catholic District School Board's Rowan's Law Concussion Awareness Resource and the Concussion Code of Conduct.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

**\*PLEASE RETURN FORM TO SCHOOL PRINCIPAL IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL: VOLUNTEER CONCUSSION AWARENESS ACKNOWLEDGEMENT'**

Office Use Only	
Received on:	By:
Recorded on Volunteer Tracking Form:	

### Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

Brant Haldimand Norfolk Catholic District School Board  
SAMPLE - School Volunteer Tracking Form

Surname	First Name	CITY/OPP	AODA training complete	Vol. Conf. Agr.	Clearance Certificate Date Approved to Volunteer	Declaration Year 1	Declaration Year 2	Clearance Certificate EXPIRY DATE	Relationship to Student
<b>IF THERE IS A YELLOW HIGHLIGHTED BOX THE PERSON CANNOT VOLUNTEER AT THIS TIME.</b>									
<b>Monday, January 26, 2026</b>									
Lastname	Firsname	City	o/s	✓	17-Jul-14	o/s		17-Jul-17	mother
Lastname	Firsname	City	o/s	✓	06-Oct-14	10-Oct-15		06-Oct-17	mother
Lastname	Firsname	City	o/s	✓	22-Jan-15	04-Feb-16		22-Jan-18	mother
Lastname	Firsname	City	o/s	✓	02-Feb-15	o/s		02-Feb-18	mother
Lastname	Firsname	City	o/s	✓	07-Nov-13	07-Apr-15	o/s	07-Nov-16	strong start volunteer
Lastname	Firsname	City	o/s	✓	02-Dec-13	06-Apr-15	o/s	02-Dec-16	father
Lastname	Firsname	City	o/s	✓	23-Apr-15	06-Apr-16		23-Apr-18	father
Lastname	Firsname	City	o/s	✓	15-May-16			15-May-19	mother
Lastname	Firsname	City	o/s	✓	19-Jun-13	26-May-14	23-Oct-15	19-Jun-16	mother
Lastname	Firsname	City	o/s	✓	11-May-16			11-May-19	mother
Lastname	Firsname	City	o/s	✓	13-May-16			13-May-19	father
Lastname	Firsname	City	✓	✓	13-Mar-15	07-Apr-16		13-Mar-18	mother
Lastname	Firsname	City	✓	✓	15-Mar-15	07-Apr-16		15-Mar-18	father
Lastname	Firsname	City	✓	✓	23-Oct-13	10-Feb-15	09-Feb-16	23-Oct-16	mother
Lastname	Firsname	City	o/s	✓	21-May-14	30-Nov-15		21-May-17	mother
Lastname	Firsname	City	o/s	✓	02-Sep-15			02-Sep-18	mother
Lastname	Firsname	London	o/s	✓	17-Mar-16			17-Mar-19	Western University
Lastname	Firsname	City	o/s	✓	28-Sep-14	14-Jan-16		28-Sep-17	grandparent
Lastname	Firsname	City	o/s	✓	03-Oct-14	14-Jan-16		03-Oct-17	grandparent
Lastname	Firsname	County	o/s	✓	30-Sep-15			30-Sep-18	father
Lastname	Firsname	City	✓	✓	10-Sep-15			10-Sep-18	grandparent
Lastname	Firsname	City	o/s	✓	30-May-16			30-May-19	aunt
Lastname	Firsname	City	o/s	✓	15-Jun-13	09-May-14	10-Apr-15	15-Jun-16	mother
Lastname	Firsname	City	o/s	✓	16-Sep-15			16-Sep-18	student teacher
Lastname	Firsname	City	o/s	✓	31-May-16			31-May-19	mother
Lastname	Firsname	City	✓	✓	15-Apr-15	15-Apr-16		15-Apr-18	mother
Lastname	Firsname	City	o/s	✓	02-Jun-16			02-Jun-19	father
Lastname	Firsname	City	o/s	✓	31-Mar-16			31-Mar-19	mother
Lastname	Firsname	County	o/s	✓	05-Feb-16			05-Feb-19	step-dad

\* Board employee, principal refer to Administrative Procedure.

\*\* Staff, see school principal for details about this volunteer BEFORE the event.



## Religious Accommodation #200.04

---

<b>Adopted:</b>	October 23, 2012
<b>Last Reviewed/Revised:</b>	February 24, 2026
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2029-2030

---

### Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the Board) has a primary responsibility to create Catholic learning and work environments shaped by the Ontario curriculum, informed by the tenets of the Catholic faith and modelled after the teachings of Jesus Christ. The Constitution Act, 1982, the Ontario Human Rights Code, and the Ontario Education Act permit Catholic school districts to establish policies, procedures, practices and academic programs that are informed by Catholicism. In turn, the Catholic Social Teachings uphold the dignity of all people and recognizes their equality as children formed in the image of God. The Board values freedom of religion and strives to recognize, value and honour the many customs, traditions and beliefs that make up the Catholic school and work community.

Freedom of religion is an individual right and a collective responsibility. The Board commits to working with the community it serves and employs to foster inclusive learning and work environments that protect individuals from religious discrimination and harassment. The Board will take all reasonable steps to provide religious accommodations to staff, students and parents/guardians within the legal rights afforded to the Catholic school system.

The Brant Haldimand Norfolk Catholic District School Board commits to provide, in all its operations, an educational and work environment which promotes and supports diversity as well as the equal attainment of life opportunities for all students, staff and parents/guardians.

### Application and Scope

The Brant Haldimand Norfolk Catholic District School Board believes that maintaining the dignity of all people is a paramount Catholic value and, therefore, will ensure that the right of all pupils, staff, volunteers, parents/guardians and other educational stakeholders to religious freedom is upheld. All stakeholders are entitled to freedom from discriminatory and harassing behaviours based on religion. The Board will grant, upon request and when compatible with the legal rights afforded to Catholic school districts in Ontario, religious accommodations to pupils, staff and parents/guardians as set forth in this policy and administrative procedure.

### References

- The Canadian Charter of Rights and Freedoms
- The Ontario Human Rights Code (The Code)
- Ontario Education Act, 1990
- PPM No 108, "Opening or Closing Exercises in Public Elementary and Secondary Schools"
- R.R.O. 1990, Regulation 298, "Operation of School-General" s 4 under the heading "Opening or Closing Exercises" and s 27-29, under the heading "Religion in Schools"
- PPM No. 119, "Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools"
- BHNCD SB STU 200.23.P – Equity and Inclusion Education
- BHNCD SB STU 200.14.P – Admission of Elementary Students
- BHNCD SB STU 200.14.F03 – Non-Catholic Student Registration Request
- BHNCD SB STU 200.15.P – Admission of Secondary Students



- BHNCD SB STU 200.43. AP – Catholic Secondary Schools Religious Studies Courses – Requests for Exemption
- “Directory of the Application of Principles and Norms on Ecumenism”, Holy See, 1993

## Forms

- N/A

## Appendices

- Appendix A: Guideline For Kirpan Accommodation

## Definitions

### Accommodation

The Ontario Human Rights Commission’s Policy on Creed and the Accommodation of Religious Observances defines “accommodation” as a duty corresponding to the right to be free from discrimination:

*The Code provides the right to be free from discrimination, and there is a general corresponding duty to protect the right: the “duty to accommodate.” The duty arises when a person’s religious beliefs conflict with a requirement, qualification or practice. The Code imposes a duty to accommodate based on the needs of the group of which the person making the request is a member. Accommodation may modify a rule or make an exception to all or part of it for the person requesting accommodation. (Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission, October 20, 1996, pg. 5)*

The duty to accommodate is an obligation that arises when requirements, factors, or qualifications, which are imposed in good faith, have an adverse impact on, or provide an unfair preference for, a group of persons based on a protected ground under the Code. The duty to accommodate must be provided to the point of undue hardship. In determining whether there is undue hardship, section 24(2) of the Code provides that reference should be made to the cost of accommodation, outside sources of funding, if any, and health and safety requirements.

### Creed

Creed is interpreted by the Ontario Human Rights Commission’s 1996 Policy on Creed and the Accommodation of Religious Observances as “religious creed” or “religion.” It is defined as a professed system and confession of faith, including both beliefs and observances of worship.

The existence of religious beliefs and practices are both necessary and sufficient to the meaning of creed, if the beliefs and practices are sincerely held and/or observed.

Creed does not include secular, moral, or ethical beliefs or political convictions. This policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law (Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission, October 20, 1996, pg. 2).

### Undue Hardship

Accommodation will be provided to the point of undue hardship, as defined by the OHRC (for example in the Policy and Guidelines on Disability and the Duty to Accommodate). A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence. For more information about the evidence needed to prove undue hardship, see Human



Rights at Work, p. 133-134 and Appendix E.

A determination that an accommodation will create undue hardship carries with it significant liability for the Board. It should be made only with the approval of the appropriate Supervisory Officer or where appropriate the Board of Trustees.

Where a determination is made that an accommodation would create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon. The accommodation seeker shall be informed of his or her recourse under the Board's Equity and Inclusive Education Policy and Anti-Discrimination Policy and Procedure, and under the Ontario Human Rights Code.

Where a determination has been made that an accommodation would cause undue hardship, the Board will proceed to implement the next best accommodation short of undue hardship or will consider phasing in the requested accommodation.



## Administration Procedures

### Purpose

The purpose of the administrative procedure is to ensure that all Brant Haldimand Norfolk Catholic District School Board staff, students, parents/guardians and other members of the school community are aware of their rights and responsibilities under the Ontario Human Rights Code and the Ontario Education Act with respect to religious accommodation.

### Responsibilities

#### Superintendent of Education

The Superintendent of Education will ensure that staff, students, parents/guardians and other members of the school community are aware of the Board's Policy and Administrative Procedures related to Religious Accommodation by confirming its publication on the school board website and ensuring that it is reviewed, with an opportunity for public consultation, every four (4) years. The Superintendent of Education will counsel school principals and parents/guardians as needed to ensure that the provisions within the Policy and Administrative Procedure are followed.

#### School Principal

The principal will respond to the parents/guardians of a pupil or a student that is aged 18 or older that request religious accommodation and will:

- review, for a religious accommodation request for an elementary pupil, the provisions of *STU 200.14.P – Admission of Elementary Students* and, specifically, its associated form *STU 200.14.F03 – Non-Catholic Student Registration Request* with the parent/guardian
- review, for a religious accommodation request for a secondary pupil, the provisions of *STU 200.15.P – Admission of Secondary Students* and *STU 200.43.AP – Catholic Secondary Schools Religious Studies Courses – Requests for Exemption*, if appropriate, with the parent/guardian or the student if aged 18 or older
- provide the parents/guardians or a student that is aged 18 or older with an opportunity to consider if they would like to proceed with a request for religious accommodation
- take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices
- base the decision to provide religious accommodation to a pupil by applying the Code's criteria of undue hardship, as well as the principal's ability to fulfill his/her duties under Board policies and the Education Act.

#### Staff

Staff will:

- treat all non-Catholic students and colleagues and their respective religious practices with respect
- work with the school's principal or their site supervisor to execute any student's or colleague's religious accommodations
- bring any concerns about the execution of a student's or colleague's religious accommodation to the school's principal or site supervisor
- formally request any religious accommodation for themselves in writing to their immediate supervisor
- be respectful of the Catholic education and traditions that take place at schools and/or in the workplace.



### **Parent/Guardian**

Parents/guardians of a pupil or a student that is aged 18 or older applying for religious accommodation will:

- formally request the religious accommodation in writing to their school's principal
- work with the school's principal and staff to execute the religious accommodation
- bring any concerns about the execution of the religious accommodation to the school's principal
- be respectful of the Catholic education and traditions that take place at the school.

### **Student**

Any student who has been religiously accommodated will:

- work with the school's principal and staff to execute the religious accommodation
- bring any concerns about the execution of the religious accommodation to the school's principal
- be respectful of the Catholic education and traditions that take place at the school
- attend all classes, events, liturgical celebrations and the like that are part of the school day unless otherwise stipulated in the religious accommodation provided by the school principal.

## **Religious Accommodations that Apply to the School or Workday**

The Brant Haldimand Norfolk Catholic District School Board and its staff will take reasonable steps to ensure freedom of religion consistent with the principles of the Ontario Human Rights Code, the Constitution Act, 1982 and the Canadian Charter of Rights and Freedom. However, it is recognized that the Catholic school system gives pre-eminence to the tenets of the Catholic faith.

Areas of religious accommodation include, but are not limited to, the following:

- School opening and closing exercises
- Leave of absence for Religious Holy Days
- Prayer
- Dietary requirements
- Fasting
- Religious dress
- Modesty requirements in physical education
- Participation in daily activities and curriculum
- Limitations to religious accommodations

The Board supports freedom of religion and an individual's right to manifest his/her religious beliefs and observances. The right to freedom of religion, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.

The Board, at all times, will seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs but the principles of the Catholic Church.

### **Worship and Prayer Space**

Members of other faith traditions should not be using a school chapel as their own place of prayer. Instead, the school principal should provide another space, such as a meeting room or unused classroom, for members of other faith traditions to worship.



Catholic school chapels are specifically designed and furnished for prayer and liturgy within the Catholic tradition and are not to be considered multi-faith chapels. Following the general custom of the Church, non-Catholics are welcome to join in prayer services and liturgical celebrations of the Catholic Church community (keeping in mind some restrictions such as sharing in Holy Communion). Such a chapel is open to all people for individual silent prayer or meditation. However, it is not appropriate that non-Catholic liturgies, worships or group prayers be held in this setting.

## Procedures

### 1.0 School Opening and Closing Exercises

- All elementary and secondary schools will include the singing of *O Canada* in their opening exercises in accordance with Section 304(2) of the Education Act and are permitted to include prayer in accordance with Section 4(2) of Ontario Regulation 298. Parents/guardians of a pupil or a student who is aged 18 or older who object to part or all of the opening and closing exercises, including the singing of *O Canada* and the recitation of prayer, due to religious beliefs may request in writing to the principal a religious accommodation that will exempt the student from these proceedings.
- A student who is granted an exemption from a school's opening and/or closing exercises by the principal will be given the option not to participate and to remain in class or in an agreed upon location through the duration of these exercises.

### 2.0 Absence for Religious Holy Days

- All staff and students who observe religious holidays in accordance with Section 21 (2)(g) of the Education Act may be excused from attendance subject to the particular request for religious leave process.
- Non-Catholic staff and students are encouraged to identify their religious holy days at the beginning of each school year.
- Staff requesting a leave of absence to observe a religious holy day shall be granted permission in accordance with the terms of the appropriate collective agreement.
- Parents/guardians of a pupil or a student who is aged 18 or older requesting a leave of absence to observe a religious holy day should give verbal or written notice to the school principal at, or as close as possible, the beginning of the school year. School principals shall ensure that procedures regarding a student's leave of absence to observe a religious holy day are easy to understand and follow.
- The principal should include information about the procedures for requesting leaves in student agendas, school newsletters and announcements.
- Principals and managers should contact their respective Superintendent of Education for consultation and/or further clarification should there be any discrepancies about a student's or staff member's leave of absence to observe a religious holy day.
- Students who maintain that his or her rights have been compromised may refer the matter to the appropriate Superintendent of Education.

### 3.0 Prayer

- Principals and managers will make reasonable efforts to accommodate individuals' requirements for daily prayer by providing an appropriate location within the building for Non-Catholic students and staff to participate in prayer. A supervising adult should only be present if the principal or manager deems that the sole presence of the accommodated student or staff member is not sufficient to prevent undo harm or danger.



#### 4.0 Dietary Restrictions

- Schools must be sensitive to different dietary restrictions of various religious groups within schools, including breakfast and lunch programs, at school sponsored activities and community events. Special attention should be given to overnight outdoor education activities and field trips that extend over a mealtime period.

#### 5.0 Fasting

- Schools will endeavor to provide appropriate space, other than cafeterias or lunchrooms, for individuals who are fasting as part of a religious observance. Exemptions from certain physical education classes may be necessary and the school principal should make reasonable efforts for accommodation.

#### 6.0 Religious Dress

- Principals will reasonably accommodate a parent/guardian of a pupil or a student who is aged 18 or older's written request to wear religious attire when it is worn to school as part of a religious observation.
- Principals or managers will reasonably accommodate a staff member's written request to wear religious attire when it is worn to work as part of a religious observation.
- Religious attire that should be reasonably accommodated in schools and places of work includes, but is not limited to:
  - Head covers: Yarmulkes, turbans, hijabs, Rastafarian headdress
  - Adornments: Crucifixes, Stars of David, and other modest religious jewelry
  - Items of ceremonial dress.
- In schools that require uniform as part of the dress code, a student's religious attire must be the same colour as the uniform. The Principal may exempt a student from this provision in cases where the student's faith dictates that their religious attire must be a specific colour.
- Further religious dress accommodations may be necessary for students to participate in physical education and school organized sports. Principals should work with students and their parents/guardians to determine when further accommodation is necessary.
- Specific items of ceremonial dress which may contravene Board policies are addressed in Appendix "A".

#### 7.0 Modesty Requirements for Dress in Physical Education Classes

- Principals will reasonably accommodate a parent/guardian of a pupil or a student who is aged 18 or older's written request for religious accommodation to wear attire that is more modest than the school's physical education class uniform. The Principal will take into account the modesty requirements of the student's religion and the curriculum requirements of the Ministry of Education. Students who are granted such accommodation must choose clothing that is the same colour as the school uniform and free of logos, graphics and phrases.

#### 8.0 Participation in Daily Activities and Curriculum

- Parents/guardians of a pupil or a student who is aged 18 or older who object to part or all of a school routine, activity or curriculum due to religious beliefs may request in writing to the principal a religious accommodation that will exempt the student from these proceedings.
- The principal will have an informed discussion with the parents/guardians of a pupil or a student who is aged 18 or older to understand the request for religious accommodation. The principal will highlight any compatibilities between Catholicism and the pupil's religion that may rectify the objection. The principal will consider extending reasonable religious accommodation where the pupil's religion and cultural practices conflict with the challenged school routine, activity or curriculum. The accommodation cannot conflict with mandated Ministry of Education and Board policies.
- For accommodations requesting exemption from a secondary school religious education course, principals will refer to STU 200.43.AP – *Catholic Secondary Schools Religious Studies Courses – Requests for Exemption*.



## Appendix A: Guideline For Kirpan Accommodation

Kirpan is a ceremonial sword that must be worn by all baptized Khalsa Sikhs. The Board seeks to accommodate Khalsa Sikhs who wear a Kirpan under the following conditions:

- At the beginning of the school year or upon registration, the student and parents/guardians must report to their respective school administration that they are Khalsa Sikhs and wear the five articles of faith, including a Kirpan.
- The principal, in consultation with the student and his/her parents/guardians, will develop appropriate accommodations to allow the student to wear the Kirpan while ensuring the safety of others. These may include the following conditions:
  - The Kirpan is six inches or less.
  - The Kirpan will be sufficiently secured with a stitched flap so it is not easily removed from its sheath.
  - The Kirpan will not be worn visibly but instead will be worn under the wearer's clothing.
  - There is notification in writing to the principal by the parents/guardians and student and, where possible, from the Guardwara (place of worship), confirming that the student requesting accommodation is a Khalsa Sikh.
  - Students under the age of eighteen must be accompanied by parents/guardians when discussing the rules regarding the wearing of a Kirpan.

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

Prepared by: Michael Lawlor, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: 27, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

# SCHOOL YEAR CALENDAR 2026-2027

Public Session

---

### **BACKGROUND INFORMATION:**

Ontario Regulation 304 *School Year Calendar, Professional Activity Days* outlines the conditions that district school boards must meet in the creation of a school year calendar. The regulation is supported by a series of Ontario Ministry of Education memoranda to Directors of Education which highlight specific requirements that a district must fulfill in the design of its school year calendar. These memoranda replace and augment Policy/Program Memorandum (PPM) 151: *Professional Activity Days Devoted to Provincial Education Priorities* which was retired by the Ministry of Education as of August 31, 2025.

The following are the base criteria established by the Ministry of Education for school year calendars:

- the school year commences on or after September 1 and ends on or before June 30
- the minimum number of school days required is 194
- the minimum number of instructional days required is 187
- school boards must dedicate three professional activity (PA) days per school year to provincial education priorities and may dedicate up to four additional PA days per school year for local education priorities
- a school board may designate up to ten instructional days as examination days
- districts are required to submit their school board endorsed proposed school year calendars by March 1, 2026.

Furthermore, Ontario Regulation 304 specifies that a district's school year calendar must identify the following school holidays:

- every Saturday and Sunday
- when the school is open during July, Canada Day
- Labour Day
- a day appointed by the Governor General or the Lieutenant Governor as a public holiday or for Thanksgiving
- a Christmas vacation consisting of fourteen consecutive days commencing on the Monday next following the Friday preceding the 21<sup>st</sup> day of December, but when the 21<sup>st</sup> day of December is a Thursday or a Friday, commencing on the Monday next following
- Family Day, being the third Monday in February
- five consecutive days commencing on the Monday next following the Friday preceding the 14<sup>th</sup> day of March
- Good Friday
- Easter Monday
- Victoria Day.

New as of June 2026, Ontario Regulation 304 proclaims that all school year calendars will identify June 1, or the preceding Friday if June 1 falls on a Saturday or Sunday, as Ontario Day. Ontario Day must be an instructional day whereby:

- schools are in-session and actively celebrating the province (i.e. history, culture)
- no professional activity (PA) day or examination day is scheduled
- no test required under the Education Quality and Accountability Office Act, 1996 or financial literacy assessment required to graduate secondary school is scheduled.

Professional activities are focussed on ensuring equity of outcome and wellbeing for all students. The three mandatory Ministry-designated PA days must be focused on teachers' professional learning with respect to the following current provincial education priorities as outlined in Ontario Regulation 224/23: *Provincial Priorities in Education - Student Achievement*:

1. Achievement of learning outcomes in core academic skills
2. Preparation of students for future success
3. Student engagement and well-being.

The Ministry of Education has not yet announced the specific professional development topics for 2026-2027. The initial school year calendar submission only requires districts to identify their proposed dates for PA days. It does not require districts to identify Ministry-designated or Board-designated PA day topics. PA day topics and detailed descriptions do not need to be submitted to the Ministry of Education until August. The Brant Haldimand Norfolk Catholic District School Board is committed to celebrating Catholicism through professional activities that take place on one or more of the Board-designated PA days.

## **DEVELOPMENTS:**

The corresponding condensed (i.e. elementary and secondary) 2026-2027 school year calendar draft (see Appendix A) has been developed for consideration by the Brant Haldimand Norfolk Catholic District School Board of Trustees. As has been past practice, the proposed calendar has been designed in collaboration with the Grand Erie District School Board to maximize efficiencies in transportation and community services. Specifically, aligning professional activity (PA) days with the co-terminus board has made this possible and will represent a significant cost savings in transportation services alone for both district school boards.

With a late Labour Day in 2026 (i.e. September 7), it was necessary to schedule two professional activity (PA) days on Wednesday, September 2 and Thursday, September 3, 2026, to achieve the Ministry of Education's mandated 194 school days. As such, the proposed school year calendar features the following:

- 194 school days
- the first day of school, a PA day, will be on Wednesday, September 2, 2026. Educational staff and support staff will report to work for professional activities on this day. Students will not be in attendance on this day
- the final day of the school year, a PA day, will be on Wednesday, June 30, 2027. Educational staff and support staff will report to work for professional activities on this day. Students will not be in attendance on this day

- seven PA days (three Ministry-designated days; four Board-designated days). Of the seven days, five are shared between secondary and elementary
- the three Ministry-designated PA days will be observed by both the elementary and secondary panels (i.e. September 2, 2026, September 3, 2026, November 20, 2026)
- the PA day on October 6, 2026 (i.e. Norfolk County Young Canada or “Fair” Day) will be a Board-designated day that will be observed by both the elementary and secondary panels
- the elementary panel includes two PA days for mark reporting (i.e. January 22, 2027, June 11, 2027)
- the secondary panel includes two PA days for mark reporting and professional development activities (i.e. February 4, 2027, February 5, 2027)

An option remains available to have St. Cecilia Elementary School (Port Dover) pivot to remote learning, if necessary, on Friday, November 13, 2026, dependent on the weather.

The School Year Calendar Committee was convened on December 16, 2025, to review and recommend amendments as needed to the corresponding draft (see Appendix A). Any recommendations have been considered for inclusion in the proposed calendar. The committee consists of representatives from OECTA, OSSTF (i.e. Educational Support Staff, Early Childhood Educators, Plant Support Staff, and CPCO as well as from the Curriculum and Special Education Departments, Senior Administration, Board of Trustees, and the Regional Catholic Parent Involvement Committee (RCPIC) executive.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the proposed School Year Calendar 2026-2027 to the Brant Haldimand Norfolk Catholic District School Board for approval.

# Appendix A: 2026-2027 School Year Calendar Proposal

## LEGEND

**RED** – Days that students are not in attendance at school (e.g. PA Days, Holidays)

**BLUE** – Days of note that students are attending school (e.g. Final Exam Days)

### Secondary Semester Breakdown:

Semester 1 = 89 Class Days + 5 Exam Days + 4 PA Days = 98 Days

Semester 2 = 88 Class Days + 5 Exam Days + 3 PA Days = 96 Days

## September 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2 <b>PA DAY</b>	3 <b>PA DAY</b>	4	5	6
7 <b>Labour Day</b>	8 <b>First Day</b>	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6 <b>PA DAY</b>	7	8	9	10	11
12 <b>Thanksgiving</b>	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5 <b>MIDTERM (Secondary)</b>	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 <b>PA DAY</b>	21	22
23	24	25	26	27	28	29
30						

## December 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 <b>Christmas Holidays</b>	22 <b>Christmas Holidays</b>	23 <b>Christmas Holidays</b>	24 <b>Christmas Holidays</b>	25 <b>Christmas Holidays</b>	26	27
28 <b>Christmas Holidays</b>	29 <b>Christmas Holidays</b>	30 <b>Christmas Holidays</b>	31 <b>Christmas Holidays</b>			

## January 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 <b>Christmas Holidays</b>	2	3
4 <b>School Resumes</b>	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 <b>PA DAY (Elementary)</b>	23	24
25	26	27	28 <b>FINAL EXAM (Secondary)</b>	29 <b>FINAL EXAM (Secondary)</b>	30	31

## February 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 FINAL EXAM (Secondary)	2 DAY 97 FINAL EXAM (Secondary)	3 FINAL EXAM (Secondary)	4 PA DAY (Secondary)	5 PA DAY (Secondary)	6	7
8 Semester 2 Classes Begin	9	10	11	12	13	14
15 Family Day	16	17	18	19	20	21
22	23	24	25	26	27	28

## March 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 March Break	16 March Break	17 March Break	18 March Break	19 March Break	20	21
22 School Resumes	23	24	25	26 Good Friday	27	28 Easter
29 Easter Monday	30	31				

## April 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 MIDTERM (Secondary)	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 Victoria Day	25	26	27	28	29	30
31						

## June 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 ONTARIO DAY	2	3	4	5	6
7	8	9	10	11 PA DAY (Elementary)	12	13
14	15	16	17	18	19	20
21	22	23 FINAL EXAM (Secondary)	24 FINAL EXAM (Secondary)	25 FINAL EXAM (Secondary)	26	27
28 FINAL EXAM (Secondary)	29 FINAL EXAM (Secondary)	30 DAY 194 PA DAY				

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

Prepared by: Rajini Nelson, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: February 24, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

## TUITION FEES FOR NON-RESIDENT STUDENTS IN ONTARIO Public Session

---

### **BACKGROUND INFORMATION:**

The Tuition Fee Regulation under the Education Act requires school boards to charge tuition fees to students who are not residents of Ontario.

Under section 49(6) of the Education Act, students who are temporary residents in Canada including those holding a Study Permit or whose parent/guardian holds a Study or Work Permit are classified as fee-paying students unless they qualify for a statutory exemption.

Students residing on tax-exempt land (e.g., First Nations lands) are also required to pay tuition; however, these fees are generally paid for by the Government of Canada under an agreement with the school board.

Ontario Regulation 349/24 establishes the framework for calculating the minimum tuition fee boards must charge, based on operating costs and enrolment. While boards must meet the minimum calculation, they may charge higher tuition amounts.

In February 2023, the Board approved the following annual tuition fees:

- Elementary: \$12,700
- Secondary: \$13,500
- Non-refundable Administration/Application Fee: \$400

### **DEVELOPMENTS:**

A survey of school boards indicates the following tuition fee ranges:

	<b>Secondary</b>	<b>Elementary</b>
<b>High</b>	\$18,000	\$17,000
<b>Low</b>	\$13,600	\$12,700
<b>Average</b>	\$15,800	\$14,850

School boards charge a non-refundable administration/application fee ranging from \$0 to \$500.

Staff recalculated the fees to reflect board's current operating costs and to remain reasonably aligned with comparable school boards.

Accordingly, Administration recommends that the Board approve revised annual tuition fees, effective September 1, 2026, as follows:

- Elementary: \$12,900
- Secondary: \$13,800

Administration further recommends maintaining the non-refundable Administration/Application Fee of \$400, Cancellation Fee of \$100 where a Study Permit is not granted, and a Cancellation Fee of \$500 in all other cancellation circumstances.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves an annual tuition fee of \$13,800 for secondary non-resident students, as defined by the Education Act.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves an annual tuition fee of \$12,900 for elementary non-resident students, as defined by the Education Act.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of \$400, a Cancellation Fee of \$100 be charged where a Study Permit is not granted, and a Cancellation Fee of \$500 in all other circumstances, with tuition refunds pro-rated based on the date of cancellation within the term, subject to review and approval by the Superintendent of Business & Treasurer.

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

Prepared by: Riley O'Brien, Mulan How, Student Trustees  
Presented to: Board of Trustees  
Submitted on: February 24, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

### STUDENT TRUSTEE REPORT - JANUARY 2026 Public Session

---

---

#### **DEVELOPMENTS:**

The Student Senate met on Tuesday, January 13, 2026, at St. John's College for their first meeting of the new year to share information about their school events and start planning for the Spring Student Council Retreat.

#### **SCHOOL NEWS:**

Assumption College School (ACS) ended the 2025 portion of the school year with several Christmas and Winter themed events organized by the school's Student Council. Assumption hosted its semi-formal, a midnight stars theme, which was a great success and was well received by students. Additionally, Assumption's Student Council joined its counterparts from the other Catholic secondary schools to participate in the annual Fall Student Council Retreat. Furthermore, ACS had Christmas spirit week during the last week of school in December. Later that week, ACS celebrated the annual Spirit of Christmas event where students watched several fun performances including the teachers versus students' volleyball game, a dance team routine, and the vocal class's performance of "All you need is Christmas."

Assumption's sports teams have continued their transition between Fall and Winter sports. The Senior Boys' Basketball team is currently first in the league standings, while the Junior Boys' Basketball team is in second place in their league. The Junior Girls' Volleyball team is currently ranked first in their league's standings. The Boys' Hockey team is presently in second place and the Girls' Hockey team is in first place.

ACS's Visual Arts program travelled to the Royal Ontario Museum (ROM) in December. Additionally, the band performed their annual Christmas concert, the school hosted the annual Model UN event, the Pennies from Heaven campaign ended, and the Jack chapter hosted a karaoke/just dance party.

Holy Trinity (HT) has had a quiet start to 2026, but Student Council has organized a couple of events. The Grade 8 Open House was held on January 15 and a fundraiser to support a cure for diabetes happened during the lunch period. Prior to the Christmas break, HT hosted a Christmas liturgy, and the Leadership class hosted various fun activities throughout the last day of school. Senior student quotes are due on January 31.

Holy Trinity has had a successful start to the Winter sports season. The Girls' Hockey team won against Simcoe Composite 12-1 and tied Hagersville 1-1. The Junior and Senior Girls' Volleyball teams both won 3-0 against Valley Heights and will play several future games. The Junior Boys' Basketball team also won 71-20 against Valley Heights.

St. John's College (SJC) wrapped up 2025 with memorable events organized by the Student Council, sports teams, and clubs. Students counted down the days until Christmas break with the Twelve Days of Christmas hosted by Student Council. Each of the days had a special event such as free hot chocolate and football caroling. The final day of the countdown was the Spirit of Christmas Day whereby students participated in a Christmas mass, a turkey lunch, and a pep rally on the last day before the break. SJC's Student Council is planning an Exam De-Stress Week to help relieve the anxiety that Grade 9 students may have as their first exams approach.

St. John's College Winter sports teams have had a successful start to their season. The Boys' Hockey team and Junior Boys' Basketball team remain undefeated. The Junior Girls' Basketball team competed against teachers in a fun student versus teacher's basketball game on the last day before the break. The SJC Athletic Department hosted Media Day for all the Winter sports teams on January 12.

The St. John's College STEM Club invited two doctors from the Brantford General Hospital as guest speakers for students interested in pursuing a career in the medical field. The Black Student Association (BSA) continue to meet and have begun planning events for Black History Month. In addition, the SJC Gazette released their first issue of the school year which discussed topics like high school retrospective, the cross-country team, Taylor Swift, and more. The Grade 12 Guitar class and the Visual Art classes were busy organizing their own events, hosting a guitar concert on January 14 and an art show in the Gym on January 16.

**RECOMMENDATION:**

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

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

Prepared by: Riley O'Brien, Mulan How, Student Trustees  
Presented to: Board of Trustees  
Submitted on: February 24, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

### STUDENT TRUSTEE REPORT – FEBRUARY 2026 Public Session

---

---

#### **DEVELOPMENTS:**

The Student Senate met on Tuesday, February 10, 2026, at the Catholic Education Centre to share information about their school events and confirm the location of the Spring Student Council Retreat.

#### **SCHOOL NEWS:**

Assumption College School's (ACS) Student Council has been at work planning events. Student Council sold carnations during the week leading up to Valentine's Day to be distributed. Student Council also helped facilitate Grade 8 Night, an information and orientation event for prospective students, which was a success thanks to the help of many teacher and student volunteers.

Several clubs are resuming their activities now that Semester 2 has started. The Junior Vocal Ensemble and Senior Concert band have continued their rehearsals. In addition, the ACS prefect program is taking new applicants for tutoring this semester and the CWAYC mock trial team is preparing for an upcoming competition. In the month of February, Assumption comes together to recognise the achievements of the black community in Canada through various events over ATV and through a Black History Month assembly.

Assumption's athletics program has thrived. ACS's Girls' Hockey team beat Paris 1-0 in the final game of the season solidifying their undefeated record. The Boys' Hockey team finished the season 7-1 claiming first-place in their league. Badminton has started tryouts. Assumption's Senior Boys' Basketball team leads its league as the season concludes. Curling tournaments have started and the Boys' team has gone undefeated in the first four games.

Holy Trinity's (HT) Student Council has planned several events in February. Student Council distributed candy to students for Valentine's Day and had students participate in "buddy cam". Additionally, students have started to sign up for the Waterloo Math Contest and an Exam Study Tips workshop was offered Grade 9's. February morning announcement prayer will highlight a person every day in recognition of Black History Month. The Knitting club is starting up again and their first project is creating carnations and blankets for the local hospital. Art club has also resumed following Semester 1 Exams and meets every Thursday at lunch. Senior quotes have been completed and the yearbook is well underway. Grade 8 Open House, an information and orientation event for prospective students, was rescheduled to February 5<sup>th</sup> and many future Titans were welcomed to the school.

Athletic programming at Holy Trinity resumed following Semester 1 Exams. The Junior Boys' Basketball team competed at ACS, winning 80-75 and ended with an undefeated season. HT's academy hockey class's annual Titans vs O.P.P. charity game resulted in a 6-4 win for the

school after being down 4-1 earlier in the game. The game was a success and several donations for Simcoe Caring Food Cupboard were collected. Members of the Boys' Soccer team organized a fundraising activity during Semester 1 final exams to support their upcoming soccer trip to Portugal. Additionally, the Girls' Ice Hockey team defeated Waterford 5-0 in their final game of the regular season, the Swim team competed at the AABHN level, and the Curling team had their first tournament.

St. John's College (SJC) resumed Student Council events, club activities and sports competitions at the beginning of Semester 2. The Student Council led Exam De-Stress Week was a success and featured board game days in the Library and a words of affirmation activity in the Cafeteria. In February, St. John's hosted an Elimination Draw evening event with live music, a cash bar, silent auctions, and a grand prize of \$4000. The money raised from the Elimination Draw will go towards buying a new scoreboard for the gymnasium. Later that month, the Student Council sold Valentine's candy grams, including a flower and goodie bag, that were delivered to students on February 13. Throughout the month on the morning announcements, the Black Student Association have begun daily fun facts about historical black contributions.

Sports teams have resumed their schedules at St. John's College. The SJC Swim Team competed at the AABHN swim meet, with multiple swimmers qualifying for CWOSSA and OFSAA. As well, the Wrestling team, Curling team, and Junior and Senior Boys' Basketball teams have resumed competitions. In addition, the SJC Athletics Department announced that October's Pink Out charitable basketball game fundraised \$2200 for the Juravinski Cancer Centre.

St. Mary Catholic Learning Centre (SMCLC) and their Student Council have dedicated the month of February to promoting kindness, connection, and school spirit within their community. The Student Council is leading a "Show Some Love" activity that encourages students to focus on both self-compassion and kindness towards others. Students have been participating in a variety of meaningful activities, including writing letters to their future selves, creating and distributing Valentine's messages, setting personal academic goals, recognizing their daily "glimmers" (i.e. small moments of positivity), and developing gratitude lists. The students have been very engaged, and it has helped create a more supportive and reflective atmosphere within the school. Furthermore, on February 13, the homeroom classes took part in a Valentine's Day trivia competition designed to build teamwork and friendly competition. On the same day, they also hosted a school-wide colouring contest, which gives students a creative and relaxing way to participate in our February celebrations.

**RECOMMENDATION:**

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

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

Prepared by: Rajini Nelson, Superintendent of Business and Treasurer  
Presented to: Board of Trustees  
Submitted on: February 24, 2026  
Submitted by: Michael McDonald, Director of Education & Secretary

### BRANTFORD CATHOLIC SECONDARY SCHOOL UPDATE

Public Session

---

#### **EXECUTIVE SUMMARY**

This report provides an update on the new-build project for a secondary school in Brantford. The project addresses sustained enrollment growth, limitations of existing facilities, and the Board's commitment to providing safe, inclusive, and modern Catholic learning environments.

#### **PROJECT OVERVIEW**

The new school consists of a 165,704 square foot secondary school designed to accommodate approximately 1,257 pupil places. The Ministry of Education provided final approval to proceed on July 14, 2025, with the approval subject to an embargo period ending August 11, 2025.

#### **SITE ACQUISITION**

The land required for the new secondary school was purchased in November 2023. The site supports the scale of the proposed facility and allows for appropriate building placement, accessibility, and safe traffic circulation.

#### **FUNDING AND COST**

The total approved project funding is \$81.1 million, inclusive of acknowledged Education Development Charge (EDC) funds and Board surplus funding. In accordance with Ministry requirements, no additional funding will be provided should project costs exceed the approved amount. The Board is responsible for ensuring the project is delivered within the approved funding envelope, and Ministry approval would be required should total project costs exceed the funding granted.

Should cost pressures arise, the Board would be required to manage the project through measures such as identifying cost savings through a value engineering exercise, identifying other Board funding sources, or being directed to redesign the project to reduce space and improve efficiency.

As per the Ministry's approval, the Board is required to internally restrict \$5.0 million from accumulated surplus to support the project and to report through EFIS in Detail. During the 2025–26 budget process, Trustees approved the allocation of \$5.0 million from accumulated surplus on July 22, 2025.

The chart below provides a high-level summary of the estimated costs to construct the school and the funding sources supporting the project. The costs outlined in this report relate solely to the construction of the school building and do not include land acquisition or sports field development. Project cost estimates are based on market pricing at the time of submission, with appropriate contingencies included to mitigate risks associated with construction market fluctuations.

	<b>Estimated Costs (\$ Million)</b>	
<b>Building Related</b>		
Construction base cost	\$ 48.9	
Construction design and site works	\$ 13.3	
<b>Sub-total building</b>		<b>\$ 62.2</b>
<b>Other costs</b>		
Site improvement, architect and storm water	\$ 9.8	
All other cost (furniture, equipment and incidental unique costs)	\$ 7.4	
<b>Sub-total Other</b>		<b>\$ 17.2</b>
<b>Grand Total Building and other ( excluding HST)</b>		<b>\$ 79.4</b>
<b>Grand Total (including unrecoverable HST)</b>		<b>\$ 81.1</b>
<b>Funding Sources</b>		
Capital Priorities (provincial) funding	\$ 60.0	
Child Care Capital (provincial) funding	\$ 7.4	
Education Development Charges (municipalities)	\$ 8.7	
Accumulated Surplus (Board's) funding	\$ 5.0	
<b>Total Funding assigned</b>		<b>\$ 81.1</b>

**PROJECT STATUS**

The following outlines the contracts awarded to date related to the construction:

<b>Date</b>	<b>Awarded to</b>	<b>Project</b>	<b>Amount (\$ in million)</b>
October 2025	Tambro Construction	School build and stormwater channel	\$ 55.01
April 2024	Network Sewer & Watermain	Site pregrading	\$ 2.09
April 2023	Svedas Architects	Architecture	\$ 1.82
July 2022	Colliers	Project Management	0.89

The project is currently in the construction phase and is expected to be completed within 22–24 months, with a planned school opening for the 2027–28 school year.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the New Secondary school build (Brantford) update for information, acknowledging the Ministry of Education approval, project funding requirements and current construction status as outlined in the report.

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

Prepared by: Rajini Nelson, Superintendent of Business & Treasurer  
Presented to: Board of Trustees  
Submitted on: February 24, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

**SENIOR ADMINISTRATION & TRUSTEE EXPENSES  
(Q1 2025-26)**

Public Session

---

**BACKGROUND INFORMATION:**

Elected trustees help guide and oversee Catholic education in the Board. To support them in carrying out this work, trustees may be reimbursed for approved expenses, as permitted under the *Education Act* and the *Broader Public Services Expenses Directive*.

Trustees may claim eligible expenses related to Board business, such as mileage, professional development and conference costs, office supplies, and communication supports, in accordance with Board Policy #100.10 – Trustee Expenses.

To ensure openness and accountability, trustee expenses are summarized and shared on the Board’s website every quarter, with a full annual report at the end of the fiscal year.

**Developments**

Board employees are also supported when carrying out Board business. Under Employee Expense Policy #700.04, eligible expenses such as travel, meals, mileage, and hospitality may be reimbursed when there is a clear business purpose.

To meet transparency and governance requirements, quarterly summaries and an annual report of aggregate Senior Leadership Team expenses are posted on the Board’s website.

**Appendix A** summarizes the Q1 Trustee and Senior Leadership Team expenses for the period September 1, 2025, to November 30, 2025. The expenses reported reflect those submitted and reimbursed during the first quarter.

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Senior Administration and Trustee Expense Report.

## Appendix A

<b>Q1 2025-2026 Trustee &amp; Senior Leadership Team Expenses for the Period: September 1, 2025 to November 30, 2025</b>					
Trustees	Mileage	Communications	Professional Development / Conferences / Travel	Supplies/ Other	Total Expenses by Trustee
Carol Luciani, Chair		91	-		91
Dan Dignard, Vice Chair		168	-		168
Dennis Blake	317	225	-		542
Bill Chopp		171			171
Mark Watson		56			56
Rick Petrella, (on Leave)					-
<b>TOTAL TRUSTEE Expenses</b>	<b>317</b>	<b>711</b>	<b>-</b>	<b>-</b>	<b>1,028</b>
<b>2025-26 Trustee Budget</b>	<b>7,000</b>	<b>8,100</b>	<b>19,000</b>	<b>1,500</b>	<b>35,600</b>
Senior Team	Mileage	Communications	Professional Development / Conferences / Travel	Supplies/ Other	Total Expenses by Senior Team
Mike McDonald	496	244	931		1,670
John Della Fortuna	280	35	-		316
Kevin Greco	341	78	3,280		3,699
Mike Lawlor	28	135	-		163
Rajini Nelson	510	182	638		1,329
Phil Wilson	-	170	-		170
<b>2024-25 TOTAL Senior Team Expenses</b>	<b>1,655</b>	<b>844</b>	<b>4,848</b>	<b>-</b>	<b>7,347</b>

**2025-2026**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>
February 24, 2026	1:00 pm	Accessibility Steering Committee
<b>February 24, 2026</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>February 24, 2026</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
March 10, 2026	3:00 pm	Policy Committee
March 12, 2026	3:00 pm	Executive Council Meeting
<i>March 16-20, 2026</i>		<i>MARCH BREAK</i>
March 24, 2026	1:00 pm	Special Education Advisory Committee
<b>March 24, 2026</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>March 24, 2026</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
March 30, 2026	6:30 pm	Regional Catholic Parent Involvement Committee
April 1, 2026	3:00 pm	Accommodations Committee Meeting
April 9, 2026	3:00 pm	Executive Council Meeting
April 14, 2026	2:00 pm	Student Transportation Services BHN
April 16, 2026	1:30 pm	Faith Advisory Committee
April 21, 2026	1:00 pm	Special Education Advisory Committee
April 21, 2026	3:00 pm	Policy committee
April 28, 2026	4:30 pm	<b>Committee of the Whole</b>
April 28, 2026	6:30 pm	<b>Board Meeting</b>
April 30, 2026 – May 2, 2026		OCSTA AGM & Conference
<i>May 3-8, 2026</i>		<i>Catholic Education Week</i>
May 4, 2026	5:00 pm	Catholic Student Leadership Awards
May 11, 2026	3:00 pm	Budget Committee
May 11, 2026	6:30 pm	Regional Catholic Parent Involvement Committee
May 14, 2026	3:00 pm	Executive Council
May 19, 2026	1:00 pm	Special Education Advisory Committee
May 19, 2026	3:00 pm	Policy Committee
May 21, 2026	1:30 pm	Mental Health Steering Committee
May 26, 2026	1:00 pm	Accessibility Steering Committee
May 26, 2026	4:30 pm	<b>Committee of the Whole</b>
May 26, 2026	6:30 pm	<b>Board Meeting</b>
June 2026		CCSTA AGM
June 9, 2026	1:30 pm	Faith Advisory Committee
June 9, 2026	2:00 pm	Student Transportation Services BHN
June 11, 2026	3:00 pm	Executive Council
June 15, 2026	5:00 pm	Audit Committee
June 16, 2026	1:00 pm	Special Education Advisory Committee
June 16, 2026	3:00 pm	Policy Committee
June 22, 2026	3:00 pm	Budget Committee
June 23, 2026	1:00 pm	Accessibility Steering Committee
<b>June 23, 2026</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>June 23, 2026</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
June 25, 2026	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's College Graduation

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