



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

---

### Board Meeting Tuesday, March 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 Board Meeting Minutes – February 24, 2026

Pages 3-8

#### 1.6 Approval of Special Meeting of the Board Minutes – February 26, 2026

Pages 9-10

#### 1.7 Business Arising from the Minutes

### 2. Presentations

### 3. Delegations

### 4. Consent Agenda

#### 4.1 Unapproved Minutes of the Committee of the Whole Meeting

– February 24, 2026

Pages 11-16

### 5. Committee and Staff Reports

#### 5.1 Unapproved Recommendations from the Committee of the Whole Meeting

Pages 17-47

– February 24, 2026

Presenter: Bill Chopp, Vice-Chair of the Board

- Police Records Check Policy #300.15
- Community Use of Schools Policy #400.05
- International Excursions 2028
- International Service Trip
- Trustee Determination

#### 5.2 Student Trustee Update – March 2026

Pages 48-49

Presenters: Mulan How (Student Trustee), Riley O'Brien (Student Trustee)



# BRANT HALDIMAND NORFOLK Catholic District School Board

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

---

- 5.3** Issuance of Tender # P-0726 Page 50  
Presenter: Rajini Nelson, Superintendent of Business & Treasurer
- 5.4** Issuance of Tender #T-0826 Page 51  
Presenter: Rajini Nelson, Superintendent of Business & Treasurer
- 5.5** Issuance of Tender #1326 Page 52  
Presenter: Rajini Nelson, Superintendent of Business & Treasurer
- 6. Information and Correspondence**
- 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**
- 11. Future Meetings and Events** Page 53
- 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, April 28, 2026, 6:30 p.m. – Boardroom



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

---

**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**

The meeting was opened with prayer led by Trustee Poirier.

**1.2 Attendance**

Attendance was as noted above.

**1.3 Approval of the Agenda**

Chair Luciani noted that due to Inclement Weather, the Board Meeting scheduled for January 27, 2026, was cancelled and the agenda items were moved to the February 24, 2026, Board meeting.

Moved by: Dennis Blake

Seconded by: Toni Poirier

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 24, 2026, Board meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

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

Moved by: Dennis Blake

Seconded by: Toni Poirier

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

**Carried**

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

Moved by: Dennis Blake

Seconded by: Toni Poirier

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

**Carried**



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

Moved by: Dennis Blake

Seconded by: Toni Poirier

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

**Carried**

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

Moved by: Dennis Blake

Seconded by: Toni Poirier

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

**Carried**

**1.9 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 – December 16, 2025**

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

**Carried**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting - February 24, 2026**

Vice-Chair of the Board, Trustee Chopp presented a summary of the February 17, 2026, Committee of the Whole recommendations which includes.

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.

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.

THAT the Committee of the Whole refers the Volunteers Policy #300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the Religious Accommodation Policy #200.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the 2025/26 School Year Calendar to the Brant Haldimand Norfolk Catholic District School Board for approval.

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.

Moved by: Toni Poirier

Seconded by: Dennis Blake

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

**Carried**

### **5.2/5.3 Student Trustee Report – January and February 2026**

Student Trustees Mulan How and Riley O'Brien presented the January and February student trustee reports. The highlights from the February 2026 report include continued success in athletics at all three schools, future grade nine nights for current grade 8 students, examination preparations, Valentines Day activities and Black History Month initiatives. Outreach activities included a basketball fundraiser at SJC that raised \$2200 for Juravinski Cancer Center and the Holy Trinity's annual Titans vs. O.P.P. charity hockey game that collected donations for the Simcoe Caring Food Cupboard. Student Council at the St. Mary Catholic Learning Center dedicated the month of February to promoting kindness, connection and school spirit within their community.

Moved by: Toni Poirier

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the January and February 2026 Student Trustee Reports

**Carried**

### **5.4 Brantford Catholic Secondary School Update**

Superintendent Nelson presented the Brantford Catholic Secondary School Update report. The report included the size, number of pupil spaces, funding and completion timeline. Conversation regarding the track and sports field along with the capital equipment outside of regular classroom furniture was had with regards to funding, community partnerships and donations.

Moved by: Bill Chopp

Seconded by: Dan Dignard

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.

**Carried**

### **5.5 Senior Administration & Trustee Expenses - Q1**

Superintendent Nelson presented the Q1 Senior Administration & Trustee Expense report. 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. 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. The expenses reported reflect those submitted and reimbursed during the first quarter.

Moved by: Toni Poirier

Seconded by: Dan Dignard

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

**Carried**

## **6. Information and Correspondence**

### **6.1 Outstanding Contribution to Catholic Education Award**

Chair Luciani presented the nominations for the Outstanding Contribution to Catholic Education award. The 2025-2026 nominees are Brendan Ryan and Peter Giordano. Both candidates are faith-filled Catholics who have contributed in unique ways to the growth and success of Catholic education, and both will be honored as recipients of the Outstanding Contribution to Catholic Education Award at the 2026 Catholic Student Leadership Awards.

### **6.2 Distinguished Catholic Graduate Award**

Chair Luciani presented the nomination for the Outstanding Contribution to Catholic Education award. The 2025-2026 nominee for the Distinguished Catholic Graduate Award is Jeff DeProsperis. Mr. DeProsperis, a committed Catholic, receives his nomination posthumously as a Catholic graduate and staff member of the Brant Haldimand Norfolk Catholic District School Board who embodied the values espoused in the Catholic Graduate Expectations. He will be honoured as the recipient of the Distinguished Catholic Graduate Award at the 2026 Catholic Student Leadership Awards.

### **6.3 Superintendent updates**

The Superintendents of Education presented updates from their various portfolios.

Superintendent Nelson began with an update from Business Services. The department is working on the 2026-2027 budget. As part of the process, the annual budget survey will be sent out to various stakeholders for public input. The 2025 T4's have been issued and are now available in the employee HUB. The Public sector salary disclosure (Sunshine List) will be reported by the March 6, 2026 deadline and donations tax receipts have all been mailed out.

Superintendent Greco presented the updates from his various portfolios. Health and safety updates were presented including the launch of a new online warehouse for safety data sheets to be aligned with WHMIS. An enhanced onboarding and staff orientation process has been developed. In accordance with Bill 33, a new process regarding police record checks for staff has been implemented. Board leadership strategies continue to be implemented along with a comprehensive risk assessment with the coterminous board and community partners.

Superintendent Della Fortuna provided his portfolio updates. He noted that over 400 grade 11 & 12 students across the three high schools are registered as part of the SHSM program. In Innovation and Technology, over 350 tablets have been deployed to elementary students, three BHNCDSD schools are taking part in innovation and technology endeavours (coding, drones and next generation energy projects) and Sig and Mig welding certificates are being issued through the Canadian Welding Bureau at Holy Trinity Catholic High School. Sprucedale Youth Center has entered a partnership with Fanshawe College offering a dual credit welding program, along with college level programming for students who have completed high school. The tutoring and academic support offered at the three high schools were highlighted along with the credit



achievements happening in Alternative Education. In Norfolk County, the Think AG Career Competition attracted 600 students from both local school boards. A caregiver night will occur on March 9, 2026, centered around building resilient youth.

Superintendent Lawlor followed with updates from his portfolio. In Religion and Family Life, the Catholic Education Week package from OCSTA has been received and shared with schools across the system. The grade two and three Family Life curriculum has been successfully implemented in classrooms, and the grade nine Religious Education curriculum is being piloted in three secondary schools with the support of five professional development sessions for teachers. Equity and Inclusion updates were provided including ongoing training from Dr. Nicole West Burns and grade six teachers attending the Holocaust Memoirs program at the Holocaust Museum in Toronto. In Parent Engagement, the second Regional Parent Involvement Committee (RCPIC) session was held on January 19 focusing on the topic of Youth Vaping and Prevention. Additionally, the mid-year Catholic School Advisory Council (CSAC) session was held for CSAC Chair people and Vice-Chair people on February 17 focusing on the topic of synodal conversations.

Additionally, Superintendent Wilson presented his portfolio updates. The New Teacher Induction Program (NTIP) is well underway with 110 new teachers being mentored. Release time is being used effectively for the program. The BHCNDSB recently launched the Educational Assistants Induction Program (EATIP) which will be a two-year program. All secondary schools have implemented targeted Semester 2 OSSLT action plans with a strong focus on precision intervention, particularly for students performing just below the provincial standard. Robust monitoring structures are in place at both the school and board levels, with regular check-ins to ensure we remain responsive, strategic, and on track to meet our goals. Allocations in the budget have been provided for school principals to submit proposals regarding new sensory spaces for implementation in September. The Educational Assistant allocation process is beginning, and the Spectrum Abilities Program is expanding to St. Patrick School in Caledonia and one other location in Brantford to be announced soon. The recent Educational Assistant professional development in January was also highlighted.

**7. Notices of Motion - Nil**

**8. Notices of Motion being Considered for Adoption**

**9. Business In-Camera**

Moved by: Dennis Blake

Seconded by: Toni Poirier

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

**Carried**

**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**

**12. Future Meetings and Events**

Chair Luciani drew attention to the upcoming meetings and events.

**13. Closing Prayer**

The closing prayer was led by Chair Luciani.



## BRANT HALDIMAND NORFOLK Catholic District School Board

### Minutes

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

---

#### 14. Adjournment

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the February 24, 2026, Board meeting.

**Carried**

---

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



**Special Meeting of the Board  
Monday, February 26, 2026 ♦ 2:30 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: Toni Poirier

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 26, 2026, Special Meeting of the Board.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Committee and Staff Reports**

**2.1 Financial Statements – 2024/2025**

Superintendent Nelson presented the draft consolidated financial statements for the year ended August 31, 2025, together with the independent auditor's report from the Board's external auditors, KPMG. The Consolidated Statement of Operations reports an annual surplus of \$4.8 million for the fiscal year ended August 31, 2025. The surplus is primarily attributable to higher provincial legislative grants than originally planned for benchmark increases, additional transportation funding and retroactive pay adjustments related to collective agreements. While the annual surplus contributes positively to accumulated surplus, significant capital investments during the year have resulted in increased financial commitments. The board remains financially stable supported by positive accumulated surplus, strong capital asset base and continued repayment of long-term debt. However, the board's cash position has tightened, financial commitments continue to grow due to capital activity, and the annual surplus margin is shrinking. A question regarding the net debt was had. It was explained that when new capital assets are purchased the board enters into financial commitments (net debt) and there were increased capital purchases made in the 2024/2025 fiscal year contributing to the increase. Further clarification was sought regarding benefits paid and pay equity.



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

---

Moved by: Toni Poirier

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the draft financial statements for the year-ended August 31, 2025.

**Carried**

### 3. Business In-Camera

Moved by: Dennis Blake

Seconded by: Bill Chopp

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.

**Carried**

### 5. Closing Prayer

The closing prayer was led by Chair Luciaini.

### 6. Adjournment

Moved by: Toni Poirier

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the February 26, 2026, Special Meeting of the Board.

**Carried**

---

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



---

**Committee of the Whole  
Tuesday, February 24, 2026 ♦ 4:30 pm  
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 Land Acknowledgement**

The meeting was opened with a land acknowledgement by Superintendent Lawlor.

**1.2 Opening Prayer**

The meeting was opened with prayer led by Trustee Poirier.

**1.3 Attendance**

Attendance was as noted above.

**1.4 Approval of the Agenda**

Chair Luciani noted that due to inclement weather, the Committee of the Whole meeting scheduled for January 27, 2026, was cancelled and agenda items were moved to the February 24, 2026 Committee of the Whole Meeting.

Moved by: Toni Poirier

Seconded by: Dan Dignard

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

**Carried**

**1.5 Declaration of Interest – Nil**

**1.6 Approval of Committee of the Whole Meeting Minutes – December 16, 2025**

Moved by: Bill Chopp

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the December 16, 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 Special Education Advisory Committee – December 16, 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 December 16, 2025

**Carried**

**4.2 Unapproved Minutes from the School Year Calendar Committee – December 16, 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 School Year Calendar Committee Meeting of December 16, 2025.

**Carried**

**4.3 Unapproved Minutes from the Regional Catholic Parent Involvement Committee – January 19, 2026**

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 Involvement Committee Meeting of January 19, 2026.

**Carried**

**4.4 Unapproved Minutes from the Faith Advisory Committee – January 19, 2026**

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 Faith Advisory Committee Meeting of January 19, 2026.

**Carried**

**4.5 Unapproved Minutes from the Special Education Advisory Committee – January 20, 2026**

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 January 20, 2026.

**Carried**

**4.6 Unapproved Minutes from the Budget Committee Meeting – February 12, 2026**

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 Budget Committee Meeting of February 12, 2026.

**Carried**

**5. Committee and Staff Reports**

**5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting – February 17, 2026**

Trustee Chopp requested that the Electronic Monitoring Policy #400.18 be removed from the motion and voted on separately.



Trustee Dignard presented the unapproved minutes and recommendations from the Policy Committee meeting which includes:

- THAT the Committee of the Whole refers the Respectful Workplace Policy #300.45 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- 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.
- THAT Committee of the Whole refers the Volunteers Policy #300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT Committee of the Whole refers the Religious Accommodation Policy #200.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dan Dignard

Seconded by: Toni Poirier

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of February 17, 2026, to the Brant Haldimand Norfolk Catholic District School Board for approval as amended

**Carried**

Moved by: Dan Dignard

Seconded by: Toni Poirier

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of February 17, 2026, to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5.1.1** Trustee Chopp put forward the following motion regarding the Electronic Monitoring Policy #400.18;

THAT the board amend the electronic monitoring and related administrative procedures to explicitly exclude trustees from any form of electronic monitoring, tracking data access or oversight process designed for employees;

THAT the Trustee Bylaws be amended to include a new section affirming that we as Trustees are elected officials and shall not be subject to employee-based electronic protocols;

THAT any access to Trustee devices or data occur only when required by law or the Chair acting on legal advice, or by a formal process approved by the board;

THAT the Director ensures all policies, procedures and IT practices are aligned with these governance requirements.

Moved by: Bill Chopp

Seconded by: Dan Dignard

The motion was on the floor for discussion. Staff spoke against the motion for various reasons and noted that it was not in the best interest of transparency to have the Board of Trustees removed from an electronic monitoring policy.

Speaking to his motion, Trustee Chopp stated that Trustees are not employees but elected officials and should be exempt from IT security and monitoring as it relates to employees. He requested to define electronic monitoring of Trustees with different requirements in the Board By-Laws. Staff noted that regardless of the stakeholder group



the policy applies to all those using Board devices and that the Information and Communications Technology Use Policy #600.02 which refers to Trustee emails will be coming to a Policy Committee soon.

Trustee Dignard tabled the motion to a future policy committee meeting when The Information and Communications Technology Use Policy #600.02 is brought to the policy committee to review both policies at that time.

**5.2 2026/ 2027 School Year Calendar**

Superintendent Lawlor presented the 2026/2027 school year calendar. The school year calendar committee meeting was held on December 16, 2025. The draft calendars were shared and vetted by representatives from the three unions, staff, parent council, senior team and trustees. As has been past practice, the proposed calendars were also shared with representatives from the co-terminus board to maximize efficiencies in transportation and once again the calendars have complete alignment. Professional Development topics will be forthcoming from the Ministry. The Professional Development days were noted along with the secondary semesters.

Moved by: Toni Poirier

Seconded by: Dennis Blake

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

**Carried**

**5.3 Kindergarten Registration Update**

Superintendent Lawlor presented the Kindergarten Registration Update report. Traditionally the kindergarten registration period would open in January of the year that children would enter year one of the kindergarten program. There are many benefits of an earlier registration process which include providing time for health and community service agencies to assess and support incoming early learners. The Brant Haldimand Norfolk Catholic District School Board will begin registering prospective Kindergarten students in October in the year prior to a child entering year one of school. This will commence in October 2026 for incoming pupils registering for the 2027-2028 school year. A working group that involves representation from the Early Years, Special Education, Communications, Student Achievement and Information Technology departments is developing a transition plan and infrastructure supports to achieve this goal. Discussion regarding French Immersion programming in kindergarten was had.

Moved by: Toni Poirier

Seconded by: Dennis Blake

THAT the Committee of the Whole refers the Kindergarten Registration Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5.4 Tuition Fees for Non-Resident Students in Ontario**

Superintendent Nelson presented the Tuition Fees for Non-Resident Students in Ontario report. The fees were last reviewed by the board in 2023. A survey of school boards found a variety of tuition fee ranges including the non-refundable administration/ application fee. Staff recalculated the fees to reflect board's current operating costs and to remain reasonably aligned with comparable school boards which are being presented to the board for approval.

Moved by: Dan Dignard

Seconded by: Bill Chopp



THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves 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.

**Carried**

#### **5.5 Manager of Information Technology Title Change**

Superintendent Della Fortuna presented the Manager of Information Technology Title Change report. The change in title reflects responsibilities that are already being carried out and provides clarity and alignment with sector practices, legislative expectations, and the Board's governance framework. This change represents a title alignment only and does not involve any change to duties, reporting structure, or financial impact.

Moved by: Dennis Blake

Seconded by: Toni Poirier

THAT the Committee of the Whole refers the Change in Title - Manager of Information Technology to Chief Information Officer report to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

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

#### **6.1 New School Build Updates**

Superintendent Nelson provided an update on the Brantford Catholic Secondary School. Construction is 40% complete and stonework is underway. Staff are meeting on a bi-weekly basis regarding the construction progress.

#### **6.2 Attendance Boundary Review Updates**

Director McDonald provided an update on the attendance boundary reviews. The City of Brantford boundary review meetings are wrapping up. The final committee meeting for the secondary school boundary review occurred on February 23, 2026. The public session for the Brant County boundary review will be later in March. Board staff will stagger the various attendance boundary reviews reports to the board for approval over the coming months.

### **7. Business In-Camera**

Moved by: Dan Dignard

Seconded by: Toni Poirier

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

**Carried**

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



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

## **Minutes**

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

---

Moved by: Bill Chopp

Seconded by: Dennis Blake

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

**Carried**

### **9. Future Meetings and Events**

Chair Luciani drew attention to the upcoming meetings and events.

### **10. Closing Prayer**

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 February 24, 2026, meeting.

**Carried**

---

**Next meeting:** Tuesday, March 24, 2026, 4:30 p.m. – Boardroom

**RECOMMENDATIONS FOR THE BOARD FROM THE  
COMMITTEE OF THE WHOLE**  
March 24, 2026

<b>AGENDA ITEM</b>	<b>MOTION</b>
5.1	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Police Records Check Policy #300.15.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the Community Use of Schools Policy #400.05.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed international excursion by Assumption College School and St. John’s College to Greece.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed international excursion by Assumption College School, St. John’s College and Holy Trinity Catholic Secondary School to France, Monaco, Italy and the Vatican.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed Global South Encounter – Guatemala international excursion.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the following Trustee Determination &amp; Distribution:</p> <ol style="list-style-type: none"> <li>1. THAT, for purposes of the 2026 election, the number of trustees is determined to be six.</li> <li>2. THAT, for purposes of the 2026 election, the Brant Haldimand Norfolk Catholic District School Board has not designated any low population areas within its jurisdiction.</li> <li>3. THAT, for the purposes of the 2026 election, the Brant Haldimand Norfolk Catholic District School Board has determined the distribution of trustees to be two trustees for the City of Brantford, two trustees for the County of Norfolk, one trustee for the County of Brant and one trustee for the County of Haldimand.</li> </ol>

**RECOMMENDATIONS:**

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



## **Police Records Checks # 300.15**

<b>Adopted:</b>	February 22, 2005
<b>Last Reviewed/Revised:</b>	March 2026
<b>Responsibility:</b>	Superintendent of Education, Human Resources
<b>Next Scheduled Review:</b>	2029-2030

---

### **POLICY STATEMENT:**

The Police Records Check Policy and Administrative Procedure supports the Board's legal responsibility to provide a safe and secure learning and working environment for students and employees. The Board will not hire or continue to employ persons, who have criminal convictions and/or patterns of behaviour which place students or staff at risk.

The Brant Haldimand Norfolk Catholic District School Board will not allow school access to *Service Providers* or *Others* who have direct and regular contact with students:

- who have not provided the appropriate Police Records Check or;
- who have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

This policy and procedure implement the Board's obligations under the Education Act, Ontario Regulation 521/01: Collection of Personal Information, Police Record Checks Reform Act, 2015, Ontario Human Rights Code, and Ontario Regulation 347/18: Exemptions.

The Board shall collect, use, and consider only information authorized for disclosure under the *Police Record Checks Reform Act, 2015*. Information not authorized for release under the Act shall not be requested, collected, retained, or relied upon for employment, placement, or access decisions.

### **APPLICATION AND SCOPE**

The Brant Haldimand Norfolk Catholic District School Board has the responsibility, under The Education Act, to provide a safe and secure working and learning environment for students, employees, volunteers, and visitors. The Board is in a position of trust regarding students and must strive to protect their intellectual, physical, mental, and emotional well-being.

This Policy/Procedure applies to current and prospective BHNCD SB employees, service providers and others who are, or will be turning, 18 years old in the year they are supplying services to the Board. For greater clarity, this Policy also applies to students participating in educational placements, practicum, cooperative education, or other work-integrated learning opportunities within Board schools or facilities, as required under Ontario Regulation 521/01.

For the purposes of this Policy, a position of trust or authority in relation to pupils includes any role in which an individual has direct responsibility for the supervision, instruction, care, or authority over students, whether on a paid or unpaid basis.



**REFERENCES:**

- Ontario Regulation 521/01: Collection of Personal Information
- BHNCD SB Policy HRS 300.11 – Hiring Support Staff
- BHNCD SB Policy HRS 300.10 – Hiring Academic Staff
- BHNCD SB Administrative Procedure HRS 300.18 - Pre-Employment Screening
- BHNCD SB Policy HRS 300.12 - Volunteers
- BHNCD SB Policy OPS 400.06 - Security of Schools, Buildings and Grounds
- Municipal Freedom of Information & Protection of Privacy Act
- Supporting Children and Students Act, 2025, S.O. 2025, c.12.
- BHNCD SB Policy FIN 700.01 - Procurement

**DEFINITIONS (Adapted from Brantford Police Services):**

**Criminal Record Check (CRC) (Level 1):** This check is intended for applicants who are involved as a volunteer, employee or in any situation where a basic CRC is requested (i.e., retail or immigration). This check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons. The Police Criminal Record Check will include criminal convictions, summary convictions (for five years), when identified and findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period (only if requested in accordance with YCJA 119(1)(0)).

**Criminal Record and Judicial Matters Check (CRJMC) (Level 2):** A collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records, where authorized. This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check along with any outstanding charges and outstanding warrants. The agency has determined that a search of pardoned sex offenders database, and contacts relating to mental health apprehensions, is NOT required (i.e., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment in a position of authority and trust relative to vulnerable persons.

**Vulnerable Sector Check (VSC) (Level 3):** This check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to vulnerable persons in Canada only. It is a collection of offence information, including convictions, outstanding warrants, charges, judicial orders, sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness. Non-conviction information shall be released only when it meets the Exceptional Disclosure. This check can only be completed by police in the jurisdiction where the applicant resides.



**The Vulnerable Sector Check will include the following:**

- Criminal convictions.
- Summary convictions (for five years), when identified.
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period (only if requested in accordance with YCJA 119(1)(o).
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders.
- Absolute and Conditional Discharges (for 1 or 3 years respectively).
- In exceptional cases, where it meets the Exceptional Disclosure, non-conviction dispositions including, but not limited to withdrawn and dismissed.
- Not Criminal Responsible by Reason of Mental Disorder.
- All record suspensions as authorized for release by the Minister of Public Safety.

**Offence Declaration:** A written declaration signed by an individual listing all the individual's convictions for offences under the Criminal Records Act (Canada) up to the date of the declaration:

- that are not included in a Police Records Check (Vulnerable Sector Check) last collected by the Board; and,
- for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

**Service Provider:** An individual who is not an employee of the Board and who comes into direct and regular contact with pupils on a regular basis in the normal course of:

- providing goods or services under contract with the Board, carrying out his or her employment functions as an employee, or a person who provides goods or services under contract with the Board; or,
- providing services to a person who provides goods or services under contract with the Minister.

**ADMINISTRATIVE PROCEDURES:**

**1.0 Police Records Checks for Employees**

**1.1 General Requirements**

- 1.1.1 All new employees, volunteers, service providers, individuals requiring a placement for professional certification and other (the "applicant") are required to provide a Police Records Check that is satisfactory to the Board prior to the commencement of any duties.
- 1.1.2 Police Record Checks must be obtained in accordance with legislated and Board established timelines, including:
  - 1.1.2.1 Prior to commencement of employment, placement, or service where required;
  - 1.1.2.2 Every five (5) years thereafter; and
  - 1.1.2.3 As soon as reasonably possible following disclosure of a charge or conviction under the Criminal Code of Canada.



- 1.1.3 Where an individual is permitted to commence duties prior to submission of a Police Record Check due to circumstances beyond their control, the Board shall ensure the individual has applied without delay and that appropriate interim measures are implemented to protect student safety until the Police Record Check is received and reviewed.
- 1.1.4 The type of Police Records Check required for each position will be determined by the Board.
- 1.1.5 Human Resource Services will communicate required timelines for completion, including transitional and renewal schedules, and will require proof of application within prescribed timeframes.
- 1.1.6 The Police Records Check must meet all the conditions outlined below:
  - 1.1.6.1 Must have been completed through a local police service in the area in which they reside within the preceding 6 months;
  - 1.1.6.2 Police Record Checks may be submitted in original or secure electronic format, provided authenticity and completeness can be verified to the satisfaction of the Board.
- 1.1.7 Searches completed by any private company or organization other than a police service will not be accepted.
- 1.1.8 The Board will not cover any cost associated with obtaining a Police Records Check at the time of hire or when required to provide an updated Police Record Check every five (5) years or where there is a requirement to provide an updated Police Records Check based on disclosure of a charge or conviction under the Criminal Code of Canada.

## **1.2 Annual Offence Declaration**

- 1.2.1 Current employees, service providers and volunteers are required to provide the Board with an Offence Declaration by September 1 of each year in which the individual is employed by the Board or provides services for the Board.
- 1.2.2 Inability of an employee to complete the annual offence declaration by the timeline prescribed by the Board will impact their employment status and could include being suspended without pay until the completed offence declaration is received.
- 1.2.3 Employees, service providers and volunteers are required to immediately inform the Board of any new criminal convictions that have not been disclosed in a Police Records Check or annual Offence Declaration.
- 1.2.4 Non-compliance with the provision of the annual offence declaration and not disclosing criminal convictions as required in 1.2.3, may result in disciplinary action up to and including termination.



- 1.2.5 Where an employee, service provider, volunteer, or other individual discloses that they have been charged with or convicted of an offence under the *Criminal Code of Canada*, the Board may require the individual to obtain and submit a new Police Records Check as soon as reasonably possible, for the purpose of reviewing suitability and accommodation considerations.

**Adjudication:**

Employees must obtain a Police Records Check that meets the conditions outlined by presenting a completed " Police Records Check Request" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed. Where evidence is received of a criminal conviction or other relevant conviction, the designated Board contact will conduct an adjudication process which will consider at least the following factors in determining an appropriate course of action:

- a) the length of time since offence(s);
- b) any involvement of children and/or sexual activity and/or violence and/or acts of dishonesty in the offence(s);
- c) the employment history;
- d) the employee's attitude towards offence(s);
- e) any treatment, counseling or other services received since offence;
- f) other steps taken to rehabilitate;
- g) any likelihood offence(s) will be repeated;
- h) if alcohol or illegal drugs were a factor in commission of offence(s);
- i) the degree of cooperation with this investigation;
- j) if the offence(s) committed while employed by the Board;
- k) if the employee is a teacher, relevance of offence(s) to teacher duties as set out in the Education Act and Regulations;
- l) if employee is not a teacher, relevance of offence(s) to their employment duties; and, whether the offence(s) require any action pursuant to The Student Protection Act (including notification of the Ontario College of Teachers).

The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of offer, and shall comply with other Board policies, collective agreements, and legislation.

**Retention:**

The Board shall retain electronic copies of Police Record Checks. Completed Police Records Checks and Offence Declarations will be filed in a separate and secure location. Human Resources will not provide copies to employees. Access to these records is limited and controlled. Retention and disposal process are aligned with the Privacy and Information Management Guidelines and best practices in accordance with the Board's retention schedule.



## **2.0 Police Records Checks for Students Enrolled in Universities and Colleges**

These students reporting for practicum/work placements in Board programs and facilities must submit a Police Records Check (Vulnerable Sector Check – Level 3) to the Principal or Supervisor on or before the first day of their assignment. The student must provide an original copy and have an issue date within one year. Principals are to maintain a copy of the original or electronic version of the Police Records Check (Vulnerable Sector Check – Level 3) for their retention and the original copy of the Police Record Check (Vulnerable Sector Check – Level 3) is returned to the student.

## **3.0 Employees of Colleges and Universities**

Employees not of the Board instructing students of the BHNCD SB must have a Police Records Check (Vulnerable Sector Check – Level 3) completed with adherence to the policies and procedures of their institution. Police Records Check (Vulnerable Sector Check – Level 3) must be submitted to the College prior to the commencement of their assignment.

## **4.0 Service Providers**

Where a service provider is contracted by Procurement Services to provide services that put the service provider and/or its employees into direct and regular contact with students, the Procurement Services representative responsible for entering into the contract will advise the service provider with respect to the requirement to provide Police Records Checks (Vulnerable Sector Check – Level 3).

A service provider who fails to comply with Police Records Check requirements of the Board will be barred from providing goods and/or services to the Board until such time as they are following the procedure.

Service Providers, as outlined in the definitions section, must have a valid Criminal Record and Judicial Matters Check, at minimum. Service Providers who may have unsupervised contact with pupils will be required to have a valid Vulnerable Sector Check. The manner in which these checks are obtained and collected shall be set forth in the contract between the Board and the Service Provider(s), or, in very limited circumstances, a Principal/Administrator/Manager contracts directly with a Service Provider, compliance must be documented.

Procurement Services will advise the Service Provider with respect to the requirement and shall monitor their compliance through the Contract Management and Vendor Performance Evaluation process.

Any Service Provider failing to comply with these requirements will be subject to the Board's Vendor Suspension and/or Removal from Procurement Opportunities process.



## **5.0 Others Having Direct and Regular Contact with Students**

In order to meet legislative requirements to collect Police Record Check from all individuals who have direct and regular contact with students and further the effort to ensure the safety of students and minimize potential Board liability, the Board will collect and adjudicate Police Records Checks on individuals in this category and who have been identified by the Board as potentially coming into direct and regular contact with students. Included in this category are the following:

- a) *Provincial organizations that provide services to schools, but who are not Service Providers as defined in the regulation (including but not limited to) and who are not exempt from these requirements as the organization has standards and practices in place which meet or exceed those of the Board.*
- b) *Based on organizational standards, employees of the following organizations will not be required to present a Police Records Check if they provide a valid organization issued photo-identification card clearly identifying them as an employee of the organization:*
  - *Public Health Departments*
  - *Victorian Order of Nurses*
  - *Community Care Access Centres*
  - *Children's Mental Health Ontario*
  - *Provincial Schools Authority*
  - *Day Nurseries*
  - *Children's Aid Societies*
  - *St. John's Ambulance*
  - *Big Brothers of Canada*
  - *Big Sisters of Canada*
- c) *Trustees will provide a Police Records Check at the beginning of each term prior to the Inaugural Meeting.*
- d) *Students attending university or college programs which require practicum or cooperative placements in schools.*
- e) *School volunteers will provide a Police Record Check every five (5) years, and an offence declaration at the beginning of each school year other than years when they are required to provide a Police Record Check.*
- f) *Persons 18 years of age or over having direct and regular contact with students.*
- g) *Parish priests and other parish personnel will provide confirmation from the Bishop that an acceptable Police Record Check is on file with the Diocese.*



**Requirements:** *Board staff will:*

- *Ensure that all others are in compliance with Regulation 322/03;*
- *Develop a procedure for regularly, as required, updating the Others list, and informing new others about the requirements; and*
- *Ensure that persons who have not provided services to the Board for more than 12 months shall obtain an updated Police Records Check.*

**Adjudication:** *Where evidence is received of a criminal conviction or other relevant conviction, the designated Board contact will consider at least the following factors in determining an appropriate course of action:*

- *the length of time since offence(s);*
- *any involvement of children and/or sexual activity and/or violence and/or acts of dishonesty in the offence(s);*
- *the person's attitude towards offence(s);*
- *any treatment, counseling or other services received since offence;*
- *other steps taken to rehabilitate;*
- *any likelihood offence(s) will be repeated;*
- *if alcohol or illegal drugs were a factor in commission of offence(s); and,*
- *the degree of cooperation with this investigation.*

**Consequences for Non-Compliance:** *Any other who fails to comply with the Police Records Check requirements of the Board will be denied school access pending compliance.*



## Community Use of Schools #400.05

<b>Adopted:</b>	September 9, 2003
<b>Last Reviewed/Revised:</b>	March 2026
<b>Responsibility:</b>	Superintendent of Business & Treasurer
<b>Next Scheduled Review:</b>	2029-2030

---

### Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the “Board” or “BHNCDSB”) believes in building positive relationships and partnerships with our parishes, parents, and communities. The Board acknowledges that educational facilities are an integral part of the community and as such add to the spiritual, educational, recreational, and social development of those who share it. The Board strives to ensure usage is fair, reasonable, and equitable.

It is the intent of the Board to have its facilities used in the best interests of the community, when they are not required for school or Board purposes. The use of Board facilities must be complementary to the goals and beliefs of the Board.

### Application and Scope

This Policy and Administrative Procedure establishes guidelines for school administrators, staff and community stakeholders for the use of Board facilities and applies to all elementary and secondary schools and administrative buildings.

### References

- The Education Act
- Ministry of Education Community Use of Schools, Program Principles.
- Smoke-Free Ontario Act
- R.R.O. 1990, Regulation 834, S.1. Re: Critical Injury

### Forms

- List Not-For-Profit Status Application

### Appendices

- N/A

### Definitions

A list of any relevant definitions required for the Policy and associated Administrative Procedure. Definitions must be formatted as follows:

**Critical Injury:** For the purposes of the Act and the Regulation, critically injured means an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, but not a finger or a toe, involves the amputation of a leg, arm, hand or foot, but not a finger or a toe, consists of burns to a major part of the body, or causes the loss of sight in an eye.



**Permit Supervisor:** Permit supervisor shall be the person designated by the Permit Holder to be the representative present at the permit location. The designated person shall be over the age of 18 years.

**Catholic Churches / Parishes:** Any Roman Catholic Church, within the Dioceses of Hamilton, London and St. Catherine's, and defined as one in Union with the See of Rome.

**BHNCDSB Employee Recreation Groups:** A minimum of 70% of the user group must be employed by the Board to qualify for the subsidized hourly rental rates. The Board reserves the right to request a list of users from permit holders to ensure that the group is meeting the minimum standard.

**Permit Holder:** The person or organization named on the on the Community Use of School permit.

**School Year:** For the purposes of this Policy and Administrative Procedure, the school year begins on the first Monday following Labour Day in September until June 30<sup>th</sup>.

**Historical Booking:** Booking from any classification of user group that have been booking with the Board for three (3) or more consecutive years at the same facility and time. In situations such as priority school bookings and providing equitable access to facilities for all groups may result in the denial of a historical booking application status.



## Administration Procedures

The main body of the Administrative Procedure, this section outlines specific direction, action, and expected standards to implement the policy.

### 1. Classification of Users Groups

#### Type 1: Joint Use of Facility Agreement

Joint Use of Facility Agreement (JUFA) partners for the purpose of offering recreational and/or cultural programs on behalf of the municipality available to all residents of the local community. This does not include tournaments.

#### Type 1 – A: Non-Profit Youth

Non-profit entities or other public agencies that use school facilities; whose primary purpose is to provide programs and/or services that are designed and operated to advance the academic success and healthy lifestyles of youth (under the age of 18 or 28, for those participants under a disability) in the community, i.e., Cubs, Scouts, Brownies or groups donating to the BHNCDSD in the amount greater than the fee charged for the use of the facility. School alumni activities sanctioned by the school administrator.

The Board reserves the right to review activities and approved financial statements of all non-profit groups to support their not-for-profit status.

#### Type 1 – B: Non-Profit Adult

Non-profit entities or other public agencies that use school facilities; whose primary purpose is to provide programs and/or services that serve the local neighborhood or community but are not explicitly designed and operated to advance the academic success and healthy lifestyles of the children in the school and where zero or nominal admission or participation fees are charged. Not for Profit organizations that are not specifically for youth, i.e., YMCA, St. John's Ambulance, approved Health Unit activities, short-term use by municipal emergency services.

#### Type 2: Non-Profit Other

Fundraising events, non-Catholic Church services, service club meetings, amateur drama clubs, non-affiliated community groups, local cultural groups, other educational groups, i.e., colleges and universities, tournaments, Union/Federation events, school alumni activities not sanctioned by the school administrator, non-affiliated adult recreation.

#### Type 3: Commercial or Private User

Commercial enterprises, professional theater, Non-Catholic church services, private individuals, private fitness and dance instructional groups.

#### Type 4: BHNCDSD and Associated User

Student and/or staff events sanctioned by the school administrator, school clubs, school council, administrative or other staff meeting, sporting teams and clubs, and Catholic Church and Catholic Church affiliated group events. This also includes municipal, provincial, or federal polling stations, which covers direct expenses incurred by the Board (i.e., custodial, security, etc.) and public health use (i.e., immunizations, screening).



### Type 5: Non-Profit Priority Schools

Non-profit youth related community groups, non-profit children's recreation providers (not including tournaments), other not-for-profit or charitable groups as defined by the Ministry of Education. The permit type is dependent on funding received by the Ministry of Education. If funding is paused or retracted, permits will be processed according to the appropriate classification of user groups.

### Type 6: Reciprocal User

Non-profit childcare, EarlyON Child and Family Programs and Before and After School Children's Recreation Providers as outlined by an agreement. These do not include tournaments or special events, or spaces not outlined in their agreement with the Board.

## **2. Applications and Permits**

Ontario's schools are community hubs where all people can gather to learn and participate in a range of activities offered by community organizations. In an effort to create affordable access to community facilities, the Ministry of Education has developed the Community Use of Schools grant, which allows the Board to provide subsidized rental rates for not-for-profit groups to use school facilities outside of regular school hours.

The Board will endeavour to make available to the public; facilities and premises for all educational or lawful purposes, which are consistent with the teachings of the Roman Catholic Church and must be complementary to the goals and beliefs of the Board.

Schools are typically available for public use during the following hours:

- Monday-Friday 6:00 pm to 10:00 pm
- Saturday 8:00 am to 8:00 pm
- Sunday 8:00 am to 6:00 pm

The Board has a tiered approval system through the online Community Use of Schools Program. Community groups must complete an Online Application to use school facilities. Applications should be submitted at least two (2) weeks in advance of the requested activity:

1. A new user to the online booking system must create an account with all required information and login.
2. An email will then be forwarded to the email address provided to activate your account. If requesting a new permit as part of a larger community group with several permit holders, the email message may be forwarded to the "leader" of the community group to verify the new user's role within that community group.
3. Once the account has been activated, new permits may be created.
4. For new permits, all information required regarding the new permit must be completed (i.e., category, date(s), time(s), reoccurrences, school, spaces to be used, event supervisors, special instructions, comments to the custodian, etc.) and save and close the permit.
5. Review the permit once again for accuracy, i.e., correct dates / times, etc., to avoid Change Permit Fees after the permit has received final approval and has been locked.
6. Once the permit has been saved, it is placed in a pending category.
7. The Plant Assessment & Community Use Secretary will review the booking to ensure that all details are complete (i.e., there are no conflicts regarding the category, date(s), time(s) or space(s) required, review permit costs and include any additional costs regarding, extra custodial time, insurance, water flushing, etc.) and include comments regarding special instructions or comments for the custodian or permit holder and approve or deny the booking.
8. If the permit is denied, the Plant Assessment & Community Use Secretary will provide a



reason for the denial in the comments section for the permit holder.

9. If the permit is approved by the Plant Assessment & Community Use Secretary, details regarding the booking will then be forwarded to the administrator of the school where the booking will occur.
10. The Plant Assessment & Community Use Secretary will grant final approval only when all information is completed, a valid Certificate of Insurance has been obtained and proof of licensing (where applicable) has been received from the permit holder. Payment is due upon approval of the permit.
11. Once the permit has received final approval, an email is forwarded to the permit holder informing them that their permit has been approved and locked.
12. When a permit has been approved and locked, the permit holder is no longer able to make changes to the permit. Permit changes can only be made by the Plant Assessment & Community Use Secretary and applicable Change Permit fees will apply.

All inquiries, concerns and/or complaints should be directed to the Plant Assessment & Community Use Secretary at [cus@bhncdsb.ca](mailto:cus@bhncdsb.ca). A permit holder can check the status of their permit by using the Board's Online Booking system at any time.

Beginning July 2<sup>nd</sup> and ending September 15<sup>th</sup>, permit holders may submit, for approval, no more than two (2) bookings per week per rental facility to ensure all community members and groups equal opportunity to access Board-owned facilities. Beginning September 30<sup>th</sup>, permit holders may submit, for approval, additional bookings per week per rental facility.

The Board reserves the right to revoke a booking/permit at any time. The Board, schools, and Roman Catholic Churches have first right to all Board-owned facilities and their right to use a booking space can supersede an existing request for permit; if necessary. In addition, the Board must comply with the terms and conditions under the Election Act for use of Board-owned facilities by federal, provincial, and municipal governments. Election permits will take precedent over all other permits. All fees will be refunded for the period of school, Board, parish, or election use.

The Board will endeavor to honour historical permits, providing first right of refusal for the same facility and time. In the event of any conflict, permits will be approved using the following priority sequence:

1. BHNCDSD and Associated Users
2. JUFA
3. Non-Profit Youth
4. Non-Profit Adult
5. Non-Profit Other
6. Non-Profit Priority Schools
7. Reciprocal Users
8. Commercial / Private User

### **3. General Condition of Use**

1. Permits are not transferable.
2. Permits are valid for the current school year only and new applications must be made on an annual basis, beginning July 2<sup>nd</sup>.
3. Applications for the following school year (the first Monday following Labour Day in September until June 30<sup>th</sup>) can be submitted online as of July 2<sup>nd</sup>. New applications submitted prior to July 1<sup>st</sup> will be denied.
4. Outdoor fields are generally available for booking during the months of May to September. Outdoor field use is subject to the conditions of the field and may be impacted by the weather and soil conditions. Start dates for field use may be delayed, or field use may be disrupted or



- prohibited, until field conditions are restored.
5. Permits will be cancelled when schools are closed due to inclement weather or for reasons beyond the control of the Board. Notice of cancellation will be provided as quickly as possible in each situation.
  6. During times of inclement weather, cancellations will be announced on local radio stations and posted on the Board's website ([www.bhncdsb.ca](http://www.bhncdsb.ca)). An email message will also be forwarded to all permit holders on the cancellation day, via the online booking system, to advise permit holders of the cancellation. All fees will be refunded for the period of inclement weather.
  7. Smoking is prohibited on all Board-owned property; 24-hours per day, as outlined in the Smoke-Free Ontario Act. Permit holders are not permitted to smoke outside the building and must vacate Board property for smoking purposes.
  8. No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.
  9. If a Permit Holder's policies or activities are contrary to the philosophy, mission and values of the Board, the Permit Holder shall be denied use of any property of the Board.
  10. A person or persons shall not use Board-owned facilities unless an online Permit Application has been received and approved in accordance with this policy and administrative procedure.
  11. The Permit holder may be required to print a copy of their permit(s) to gain access to the rental space or to verify permission to use specialized gymnasium equipment, audio visual or sound equipment.
  12. Nuts and nut products, shellfish and latex (balloons) are not permitted in Board-owned facilities as these products pose a significant health risk to some of our students and community members.
  13. Clean, rubber-soled, non-skid and non-marking athletic shoes must be worn by all players during athletic functions held in school gymnasiums and / or general-purpose rooms
  14. Signs and decorations may not be attached to walls or elsewhere without prior arrangement and permission from the school administrator and/or Facilities Manager/ Senior Manager of Facilities & Construction.
  15. All additions or alterations to any part of a Board-owned structure are to be noted in the Online Application and must be approved by the Senior Manager of Facilities & Construction/ Manager of Facility Services (or designate).
  16. The use of any outdoor area, i.e., outdoor field and parking lot, must be reserved through the Board's online booking system.
  17. Vehicle parking is permitted in designated parking areas only. Parking is not permitted on grass or asphalt play areas.
  18. Seating capacities in gymnasiums and cafeterias must not exceed the Fire Department's limit indicated on the capacity listings posted in these areas.
  19. The permit holder is responsible for enforcing all fire regulations and must ensure that obstructions are not placed in corridors or in front of fire exits. Some events / bookings, which use tables and chairs, may require the permit holder to submit a floor plan to the Plant Assessment & Community Use Secretary; for approval and to ensure Fire Safety compliance.
  20. In compliance with Fire Regulation and immediately upon the sounding of the fire alarm, house lights will be activated, and the permit holder and their audience will be requested to leave the rental space by the nearest exit(s). Only when the Fire Department has brought the fire under control or has determined that a false alarm has occurred, will the permit holder and their audience be permitted to re-enter the rental space.



#### 4. Restriction and Limitations

1. Except for use as Polling Stations during elections, schools shall not be used for partisan political events.
2. Permits will not normally be issued during the months of July and August, due to annual maintenance of schools and vacation schedules of staff members. Permits will not be issued during the last two weeks of August. The Board will consider granting permits on a case-by-case basis during the excluded dates above.
3. Typically, permits will not be issued during statutory holidays, Easter Monday, professional development days or during Christmas holidays and March Break (this includes the weekends before and after Christmas holidays and March Break).
4. From time-to-time, permits will not be issued at Board-owned facilities when construction or renovations are underway, when major repairs or maintenance have been scheduled, or unforeseen incidents have occurred, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.
5. A limited number of Board-owned facilities may be available for rental during the excluded dates above.
6. Floor hockey, ball hockey, and other high-risk activities are not permitted inside any Board-owned facility.
7. Indoor soccer is permitted, but only with the use of indoor soccer balls.
8. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
9. Elementary school classrooms are not available for rental. If a community member or group requires a classroom-type space, please contact the Plant Assessment & Community Use Secretary to discuss alternative areas. Alternatively, secondary school classrooms are available as rental spaces to community members or groups.

#### 5. Use of Equipment

1. Tables, chairs, dishes, and other equipment, brought into the facility by the permit holder, shall be removed promptly after the permit activity.
2. Permit holders are not permitted to store furniture, equipment, or material in any Board-owned facilities, unless the permit holder has written consent from the school administrator of the facility and/or Senior Manager of Facility Services & Construction/ Manager of Facility Services. This consent should be noted in the online booking.
3. Typically, gymnasium equipment, other than basketball nets and volleyball standards, are not available for use by permit holders. However, the school administrator may grant permission for the use of other gymnasium equipment. Only specific items, requested in the online booking, will be left in the gymnasium by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to specific equipment by the permit holder
4. Typically, the use of audio visual and sound equipment are not available for use by permit holders. However, the school administrator may grant permission for the use of this equipment. Only specific items, requested in the online booking, will be left in the rental space by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to audio visual and sound equipment by the permit holder.
5. Use of the kitchen / staff room, its equipment, and small wares, is not permitted in any school.
6. All scenery, special effects, props, etc. must be approved by the school administrator at least 24 hours prior to presentation or dress rehearsal. All scenery, special effects, props, etc. must be removed from the premises immediately after the booking or within a period of time agreed to by the school administrator and the permit holder.



## 6. Activities Not Approved

1. Permits will not normally be issued for events such as weddings, baby / wedding showers, “buck & doe’s”, birthday parties, large community events / festivals, etc., unless written consent has been granted by the Director of Education or the Superintendent of Business Services or their designate.
2. School board facilities may be used for any function, except those not deemed to be acceptable by the Director of Education, Superintendent of Business & Treasurer, the school administrator or designate.

## 7. Insurance Requirements

The Board’s insurance coverage **does not** protect users or user groups. All user groups must provide proof of general liability insurance (Certificate of Insurance) in the name of the user group for the entire duration of the permit. Permits will not be approved without proof of insurance. User groups agree to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. To supply and provide proof of insurance. User groups shall request a Certificate of Insurance from their insurance provider for general liability insurance in the minimum amount of \$2 million, naming the “Brant Haldimand Norfolk Catholic District School Board” as an additional insured on the policy.
3. During the use and occupations of the premises, the user groups shall indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises, unless such injury or damage results from the sole negligence of the Board.

Groups not covered by liability insurance may purchase the required insurance through the BHNCD SB based on the User Group Policy and Rating Schedule. The cost of the insurance will be reflected in the permit. Failure to provide a certificate of insurance, or to purchase the required insurance coverage prior to the activity, shall result in cancellation of the request.

Permit holders must supply and provide proof of valid insurance five (5) calendar days prior to the first booking. If the certificate is not provided within the designated timeframe, the first booking of the permit will be cancelled and not reinstated.

## 8. Community Use Fees

All fees shall be paid, in advance, directly to the Board. The online Community Use of Schools system allows permit holders to pay by credit card and the Board encourages permit holders to use this method of payment. The permit holder may wish to pay the entire cost of the permit or have it pro-rated over the length of the permit, with monthly installments made to their credit card.

For permit holders who do not have a credit card, cheques must be received at least 14 days prior to the first booking date. Cheques are to be made payable to the BHNCD SB and should quote the permit number, i.e., 2020-13-14-0008.

Cheques should be mailed to the following address:

Brant Haldimand Norfolk Catholic District School Board  
Attention: Plant Assessment & Community Use Secretary  
322 Fairview Drive  
P.O. Box 217  
Brantford, ON N3T 5M8



Failure to pay applicable fees will result in the immediate cancellation of all future permits.

It is the intent of the Board to provide subsidized rental rates to non-profit organizations under the Community Use of Schools grant made available by the Ministry of Education. The rate of subsidy will be determined annually; based on the grant provided to the Board.

The Community Use of Schools Rates and Fees schedule outlining all fees to be paid, shall be established by the Superintendent of Business & Treasurer, and may be adjusted annually, or on an as needed basis, if contractual obligations are required. Fees will be adjusted annually based on Board expenses and the cost recovery model. The Community Use of Schools Rates and Fees schedule will be communicated and posted on the Board website annually.

The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to the building, grounds and equipment and lost or stolen items. The Board will seek full restitution for any theft / loss and / or damage done to its buildings, equipment or grounds by the permit holder.

Notwithstanding anything in this policy, the Board may charge fees for other direct costs associated with use of Board facilities, including, cost of additional staffing, security, or snow removal.

#### Hourly Rental Rates

Community use rental rates are based on the activity of the permit holder and the type of space booked. Refunds are subject to cancellation timelines as established under cancellation fees.

#### Custodial Fees

A Board custodian must be on site for all community use activities. Custodial fees will be applied when a custodian is not already scheduled to work at a school. An on-site custodian varies from each school and a minimum two-and-a-half-hour charge will be applied, which includes time for set-up, clean-up and opening/closing the facility.

Custodial fee refunds are subject to cancellation timelines as established under Cancellation Fees.

#### Permit Application Fee

An application fee is a non-refundable administrative fee applied to each permit. User groups with multiple permits will only be charged a maximum of \$100.00 per school year.

#### Permit Change Fee

Once a permit has received final approval it will be "locked" and changes cannot be made to the permit. If a permit holder requires changes to be made to their booking, a non-refundable permit change fee will be charged for each change requested.

#### Permit Cancellation Fee

A minimum of five (5) calendar days or three (3) business days are required to cancel any permit. A non-refundable cancellation fee will be charged to any permit if the permit holder cancels a booking less than five (5) calendar days or 3 (three) business days before the date of the booking.

#### 'No Show' Fee

If a user group is not in attendance for their scheduled booking date, all fees and costs, including a non-refundable 'no-show' fee will be charged to the permit holder.

A user group may be suspended from future bookings for 'no showing' at the discretion of the Superintendent of Business & Treasurer.

#### False 9-11 / Fire Alarm Fee

If a false alarm is caused by the permit holder or a member of their audience, permit holders will be charged for the costs of security, police, or fire department false alarms.



### Outdoor Lighting Fee

If outdoor facilities such as sports fields are used and the lighting is required for the duration of the permit hours, an outdoor lighting fee will be charged.

## **9. Roles and Responsibilities**

### School Administrator

It is the responsibility of the school principal to:

- Input all school-sanctioned events, before June 1<sup>st</sup> of each school year, into the Board's online booking system so that community groups are aware of the availability of school facilities.
- Verify permits in the Board's online booking system, as required.
- Report, using the online booking system, where possible if:
  - Adequate supervision is not maintained.
  - Participants or spectators/guests enter the rental space before an adult supervisor arrives.
  - There are still participants and/or spectators/guests present after the permit has ended.
  - If exterior doors are propped open.
- Approve or deny requests for the use of gymnasium equipment, other than basketball nets and volleyball standards and for the use of audio visual and / or sound equipment. If such requests are approved by the principal, these specific items will be left in the gymnasium or rental space by the principal or designate.
- Ensure that permitholders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.

### Plant Assessment & Community Use Secretary

It is the responsibility of the Plant Assessment & Community Use Secretary to:

- Ensure that online bookings by community groups are complete and meet the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures, i.e., validation of insurance, Party Alcohol Liability (PAL) insurance, licensing, payment for use of facilities, etc.
- Ensure, before June 1<sup>st</sup> of each school year, that all areas of the online booking system are configured, updated and consistent with the Board's Community Use of Schools policy and procedures, i.e., calendar year, excluded dates, permit types, space types, costs / subsidies, equipment, notifications, comments, frequently asked questions, etc.
- Respond to inquiries and questions regarding the use / rental of Board-owned facilities.
- Respond to inquiries and questions regarding the use of the Board's online booking system.
- Approve or deny the initial request to book a school facility.
- Ensure that permit holders have correctly stated their Permit Type and make changes / corrections where necessary. In the case of a permit type discrepancy, the Plant Assessment & Community Use Secretary's decision is final.
- Allocate custodians for each booking in coordination with the Supervisor of Custodial Services.
- Allocate fees / discounts, as required, to permit holders, i.e., application fees, rental fees, multiple usage discounts, cancellation fees, security card fees, permit change fees, etc.
- Approve custodian time sheets or online submissions, as required, for time required to open / close a school, to water flush a school, to set up and clean the space used by the permit holder, etc.
- Ensure adherence to the regulations and conditions for use as established in the Board's



Community Use of Schools policy and administrative procedures and take necessary action, as required, i.e., discuss infractions, issue warnings, administer fees, cancel bookings, cancel permits, and deny bookings.

- Prepare Ministry and Board reports and other reporting requirements for review.

### Custodian

It is the responsibility of the custodian to:

- Verify permits in the school online calendar, as required, noting space required, dates / times, special instructions, permissions for the use of other gymnasium equipment or audio visual and sound equipment, etc.
- Ensure the care and protection of school property while bookings are in progress.
- Set-up rental spaces as required by the permit holder and ensure that rental spaces are left in a clean orderly fashion by the permit holder.
- Be onsite for the duration of the booking.
- Ensure that youth participants do not enter the rental space before an adult supervisor arrives.
- Ensure, where possible, that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Monitor, when possible, community members and groups to ensure adequate supervision is maintained at all times.
- Ensure that permitholders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.
- Report all violations on the day of the event:
  - To the school administrator via email.
  - To the Plant Assessment & Community Use Secretary using the online booking system.

### Senior Manager of Facilities & Construction

It is the responsibility of the Manager of Facility Services (or designate):

- Advise, the Plant Assessment & Community Use Secretary, before April 1<sup>st</sup> or as soon as it is known, of any Board facility, which cannot be rented due to construction or renovations, major repairs or maintenance, or unforeseen incidents, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.
- Approve or deny all additions or alterations to any part of a Board-owned structure, which are noted in the Online Application.
- Train and familiarize caretakers with eBase and the Community of Use system
- Ensure appropriate custodial coverage is in place for all permits
- Respond to facility emergency situations

### Permit Holder

It is the responsibility of the permit holder to:

- Adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Failure to do so could result in the cancellation of permit(s).
- Complete an Online Application for the rental of Board-owned facilities.
- Make new permit requests at least 14 days prior to the first date of the activity. If the request is not made within this period of time, the Board cannot ensure that final approval of the booking will be granted before the first date required.



- Upload, a valid Certificate of Insurance and proof of licensing (where applicable) to the online permit or purchase insurance through the Online Permit Application process. A minimum of 14 calendar days prior to the date of the start of the permit is required to purchase insurance.
- Provide payment when the permit has received final Approval.
- Ensure that bookings are accurate so that Change Permit Fees are not charged.
- Cancel bookings at least five calendar days or 3 (three) business days before the booking date, so that Cancellation Fees are not charged.
- Assume full responsibility for the acts and conduct of all persons admitted to the premises while their booking is scheduled.
- Ensure that participants and spectators, siblings, etc., remain within the designated rental space.
- Ensure that all participants and spectators leave the rental space before the ending time of the booking.
- Ensure that adequate adult supervision is maintained in all rental spaces, i.e., when many areas are used, an adult supervisor must be present in each of the areas.
- Ensure that youth participants do not enter the rental space before an adult supervisor arrives.
- Ensure that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Report all critical injuries to the Board's Disability Management & Safety Coordinator immediately after the incident at 519-756-6505. A critical injury is an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, involves the amputation of a leg, arm, hand or foot, consists of burns to a major part of the body or causes the loss of sight in an eye.
- Be responsible for all damages incurred while their booking is scheduled. This shall also include reimbursement of costs to repair damage caused to the Board's fields and play spaces.
- Ensure that the rented space used is left in the same, or better, condition than when the booking began.
- Produce an electronic or printed copy of the permit, upon request while onsite.

**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: March 24, 2026  
 Submitted by: Michael McDonald, Director of Education & Secretary

**INTERNATIONAL EXCURSIONS - 2028**

Public Session

**BACKGROUND INFORMATION:**

International excursions (i.e. trips) are an extension of the classroom and rich opportunities to bring the curriculum and/or co-curricular life of the school alive for students. All trips are governed under Policy #500.01.P - *Educational Field Trips and Excursions* which explicitly limits international excursions to secondary school pupils and provides directives about supervision, insurance and missed class time. International excursions fulfill the following Catholic Graduate Expectations:

- A Self-Directed, Responsible Life-long Learner who:
  - Responds to, manages and constructively influences change in a discerning manner
  - Applies effective communication, decision-making, problem-solving, time and resource management skills
- A Responsible Citizen who:
  - Respects and affirms the diversity and interdependence of the world's peoples and cultures
  - Respects and understands the history, cultural heritage and pluralism of today's contemporary society
  - Exercises the rights and responsibilities of Canadian citizenship.

The excursions below will be open to all Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) secondary students (if necessary). The prices provided include flights, buses, hotel accommodations (which include breakfast and dinners for each day), entrance fees to tourist sites, and travel insurance.

**DEVELOPMENTS:**

Assumption College School, St. John's College, and Holy Trinity Catholic Secondary School are seeking approval for the following two international excursions in 2028. The dates indicated are tentative based on flight schedules. All trips are scheduled during the March Break of 2028.

Destination	Date	School(s)	Program/ Team	Tentative Teacher Supervisors	Ratio	Number Students Attending	Approx Cost
Greece	March 11-19, 2028	Assumption St. John's	Arts	Katie Benoit Rachel Meneguzzi Agata Kowalski Steve Glowala	1:8	35-50 (Grades 9-12)	\$5866
France, Monaco, Italy, Vatican	March 9-19, 2028	Assumption St. John's Holy Trinity	French Italian	Anna Lisa Pace Anna Poulimenos Alexandria Bell Jenn Roger Paul DeKeers	1:8	24-40 (Grades 10-12)	\$5763

## **Greece: Arts – Assumption College School and St. John’s College**

The Arts Departments of Assumption College School and St. John’s College are requesting approval to take 35-50 secondary school students to Greece from Saturday, March 11, 2028, to Saturday, March 19, 2028, through EF Educational Tours.

This excursion will provide students with the opportunity to visit some of the classical world’s most historic sites. Pupils will have the opportunity to visit Athens and Corinth as well as the ancient communities of Delphi, Olympia and Mycenae. Ancient Greek visual art, pottery, and architecture will be explored. Student artists will have an opportunity to work at Athens’s famed acropolis, Cape Sounions’s Temple of Poseidon, and the coast of the Aegean Sea. This will allow pupils to achieve a key curriculum expectation: to assess the impact that the creation and analysis of art works has had on their personal identity and values and their perceptions of society. There will be an opportunity to celebrate a Catholic mass and the tour will periodically follow the route that St. Paul took as he preached the Good News to the first century people of Greece. This excursion provides an excellent opportunity for students to view and be inspired by classical art. Additional curriculum expectations and a full itinerary have been provided as part of the trip application process.

## **France, Monaco, Italy and the Vatican: French and Italian – Assumption College School, St. John’s College and Holy Trinity Catholic Secondary School**

The Modern Language Departments of Assumption College School, St. John’s College and Holy Trinity Catholic Secondary School are requesting approval to travel to France, Monaco, Italy and the Vatican with 24-40 Grade 10-12 students from Thursday, March 9, 2028 to Sunday, March 19, 2028, through EF Educational Tours.

This excursion will provide students with the opportunity to realize their curriculum and classroom learning by speaking French and Italian while experiencing the culture of four European countries. While in Paris, students will visit famous landmarks such as the Eiffel Tower, the Latin Quarter and the recently restored Notre Dame Cathedral. Pupils will visit the Louvre, observing the work of several renaissance masters, and have an opportunity to tour the Palace of Versailles. Students will travel to the French Riviera and to neighbouring Monaco, one of Europe’s smallest countries, for a walking tour. In Italy, participants will visit the great cathedral and Tower of Pisa, Il Duomo in Florence, and the Colosseum and the Capitoline Hill in Rome. The trip concludes with a visit to the famed Vatican museum, Sistine Chapel and St. Peter’s Basilica where there will be an option to attend mass. Exploring the art and architecture of these sites as well as the culture of these various communities will allow students to achieve three key expectations of their curriculum: speaking the language to communicate, speaking the language to interact with others, and gaining an intercultural understanding. Additional curriculum expectations and a formal letter requesting the use of two instructional days for this excursion have been provided as part of the trip application process.

### **RECOMMENDATION:**

THAT the Committee of the Whole refers the proposed international excursion by Assumption College School and St. John’s College to Greece to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the proposed international excursion by Assumption College School, St. John’s College and Holy Trinity Catholic Secondary School to France, Monaco, Italy and the Vatican to the Brant Haldimand Norfolk Catholic District School Board for approval.

## 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: March 24, 2026  
Submitted by: Mike McDonald, Director of Education

### GLOBAL SOUTH ENCOUNTER - GUATEMALA

Public Session

---

#### **BACKGROUND INFORMATION:**

International excursions (i.e. trips) are an extension of the classroom and rich opportunities to bring the curriculum and/or co-curricular life of the school alive for students. All trips are governed under Policy #500.01.P - *Educational Field Trips and Excursions* which explicitly limits international excursions to secondary school pupils and provides directives about supervision, insurance and missed class time. International excursions fulfill the following Catholic Graduate Expectations:

- A Self-Directed, Responsible Life-long Learner who:
  - Responds to, manages and constructively influences change in a discerning manner
  - Applies effective communication, decision-making, problem-solving, time and resource management skills
- A Responsible Citizen who:
  - Respects and affirms the diversity and interdependence of the world's peoples and cultures
  - Respects and understands the history, cultural heritage and pluralism of today's contemporary society
  - Exercises the rights and responsibilities of Canadian citizenship.

In April of 2018, 2019, and 2020, the Board approved an international excursion to Guatemala for secondary students to learn about and encounter their Catholic call to service. Specifically, the trip was designed to provide pupils with an opportunity to practice the following Catholic Social Teachings:

- Dignity of the Human Person
- Preferential Option for the Poor and Vulnerable
- Solidarity.

Prior to the departure of the first service excursion, the Brant Haldimand Norfolk Catholic School Board (BHNCDSD) commissioned a staff delegation to work with *One by One*, a travel company specializing in service excursions to Latin America, to determine and survey an appropriate community in Guatemala. This brought about a fruitful, symbiotic relationship with a Guatemalan community that was visited by student excursions for three years, only to be disrupted by the COVID-19 pandemic and continues to be visited by BHNCDSD staff excursions (funded solely by the staff participants). Like several Catholic school boards throughout Ontario, the BHNCDSD's commitment to teach and facilitate the Catholic faith's call to service has directly benefited both our trip participants and a community in the global south.

The student excursions in particular were a blend of service learning (work projects in a Guatemalan community), encounter activities (relationship building with people in the community), historical and cultural learning (through lectures, tours, reading and discussion) and faith formation (prayer and catechesis). The service trips met their objectives successfully and the students returned safely to Canada determined to change the world and humbled by the generosity and kindness they encountered in Guatemala.

**DEVELOPMENTS:**

Given the success of the 2018, 2019 and 2020 student excursions, staff are seeking approval from the Board to resume this opportunity with a January 2027 student service trip to Guatemala. Staff facilitators are committed to offering the same robust training which would include activities related to cultural sensitivity, vaccinations, travel safety, team building, faith formation and catechesis (especially as it relates to the Ontario Catholic School Graduate Expectations and Catholic Social Teaching). The excursion would be open to 15-25 Grade 11 and 12 students from Assumption College School, St. John’s College and Holy Trinity Catholic Secondary School. No instructional time would be missed and any conflicts with Semester 1 Final Examinations would be accommodated. The staff facilitators would be working alongside *One by One* in the hopes of continuing the long-term relationship with the Guatemalan community we have worked with in the past. A sample trip itinerary modelled after the 2020 student excursion has been provided as Appendix A. The objectives of the program that include the academic requirements and catechesis are attached as Appendix B. Opportunities to subsidize the cost of the trip for students through fundraising would occur in the months prior to the trip.

Destination	Date	School(s)	Tentative Teacher Supervisors	Ratio	Number Students Attending	Approx Cost
Guatemala	January 2027	Assumption St. John's Holy Trinity	Tara Williams Keri Calvesbert TBD	1:8	15-25 (Grades 11-12)	\$3000

The staff facilitators are committed to a process of continual review, evaluation and planning to provide as rich of a spiritual and learning opportunity as possible for student participants.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the proposed Global South Encounter – Guatemala international excursion to the Brant Haldimand Norfolk Catholic District School Board for approval.

**APPENDIX A:  
Global South Encounter – Guatemala SAMPLE Itinerary**

Day 1 Friday, January 24, 2020			Day 2 Saturday, January 25, 2020			Day 3 Sunday, January 26, 2020			Day 4 Monday, January 27, 2020			Day 5 Tuesday, January 28, 2020		
M	A	E	M	A	E	M	A	E	M	A	E	M	A	E
		<p><b>Group Arrival</b> Flight 627 Avianca 8:48 pm</p> <p><b>Arrive @ Villas</b> 10:30pm</p> <p><b>Welcome/Snack/ Settle-In/Lights- Out</b> TBD</p> <p><b>Prayer: Abby</b></p>	<p>7:00 am <b>Meditation/Lectio Divina/Check- In/Breakfast</b> (1 Corinthians 12:12-13) <b>Prayer: Nicolle</b></p> <p><b>Community Visit (October 20<sup>th</sup>)</b> Welcome, Introductions, Orientation, Community Tour (Gerardo, Nathan, Community Leaders and School Teachers)</p>	<p><b>Lunch @ Villas</b> 2pm</p> <p><b>Walking Tour of Antigua (Manuel)</b></p> <p><b>Session on Mayan Culture:</b> Customs, Spirituality Clothing, History, Language (Manuel)</p> <p><b>Check-In Circle:</b> Peter to give a 15-minute overview of significance of Chichicastenango market</p>	<p>5:00 pm <b>Dinner</b> <b>Prayer: Kia</b> <b>Mass</b></p> <p><b>Session on Mayan Culture:</b> Customs, Spirituality Clothing, History, Language (Manuel)</p> <p><b>Check-In Circle:</b> Peter to give a 15-minute overview of significance of Chichicastenango market</p>	<p>7:00 am <b>Meditation/Lectio Divina/Check- In/Breakfast</b> (Micah 6:8) <b>Prayer: Ashley</b></p> <p><b>Tour – Ruins of Iximche and Mayan/Tourist Market in Chichicastenango</b> (Manuel – short session) During lunch: Manuel to give an overview of the market and what will be seen in the Church</p> <p><b>Bagged Lunch Provided</b></p>		<p>6:00 pm <b>Dinner</b> <b>Prayer: Olivia</b></p> <p><b>***Reflection:</b> Share Highlights and Challenges of the day. Identify Similarities/Differences between Mayan Peoples and Indigenous Peoples of Canada. What can we learn from the Mayan people?</p> <p><b>Free Time</b></p>	<p>7:00 am <b>Meditation/Lectio Divina/Check- In/Breakfast</b> (1 Timothy 4:12) <b>Prayer: Charlotte</b></p> <p><b>Community October 20<sup>th</sup> Work Projects</b></p> <p><b>Bagged Lunch Provided</b></p> <p>5:00 pm Arrive @ Villas</p>	<p>6:00 pm <b>Dinner</b> <b>Prayer: Caitlyn</b></p> <p><b>***Reflection:</b> Share Highlights and Challenges of the day. Where did you see/experience God today? What impact did today's scripture have on your experiences of the day?</p> <p><b>Free Time</b></p>	<p>7:00 am <b>Meditation/Lectio Divina/Check- In/Breakfast</b> (1 Peter 2:9) <b>Prayer: Sebastian</b></p> <p><b>Community October 20<sup>th</sup> Work Projects</b></p> <p><b>Bagged Lunch Provided</b></p> <p>5:00 pm Arrive @ Villas</p>	<p>6:00 pm <b>Dinner</b> <b>Prayer: Justine</b></p> <p><b>***Reflection:</b> Share Highlights and Challenges of the day. In what ways did you carry the light of Christ today?</p> <p><b>Free Time</b></p>		

**NOTE: \*\*\*Reflections subject to change. Reflections to be based on Scripture and experience in Guatemala\*\*\***

**APPENDIX A:  
Global South Encounter – Guatemala SAMPLE Itinerary**

Day 6 Wednesday, January 29, 2020			Day 7 Thursday, January 30, 2020			Day 8 Friday, January 31, 2020			Day 9 Saturday, February 1, 2020			Day 10 Sunday, February 2, 2020																	
M	A	E	M	A	E	M	A	E	M	A	E	M	A	E															
<p>7:00 am Meditation/Lectio Divina/Check-In/Breakfast <b>(Psalm 24:1-2)</b> Prayer: Alex</p> <p>Community October 20<sup>th</sup> Work Projects (half day)</p> <p>House Visit &amp; Traditional Guatemalan 'Churrasco' Lunch @ Gerardo's</p> <p>5:00 pm Arrive @ Villas</p> <p>Free Time</p> <p>7pm Conversation with Bianka García about Henkel &amp; their Sustainability Program in Guatemala</p>			<p>6:00 pm Dinner Prayer: Damian</p> <p><b>***Reflection:</b> Share highlights/challenges of today. Reflect on our call to care for creation. What role does Canada play in Guatemala's environmental issues?</p> <p>Free Time</p>			<p>7:00 am Meditation/Lectio Divina/Check-In/Breakfast <b>(1 Corinthians 12:24-27)</b> Prayer: Owain</p> <p>Community October 20<sup>th</sup> Work Projects</p> <p>Bagged Lunch Provided</p> <p>5:00 pm Arrive @ Villas</p>			<p>6:00pm Dinner Prayer: Noah</p> <p><b>***Reflection:</b> Share highlights/challenges of your day. Reflect on your experiences of being with our brothers and sisters in the Global South. How has this encounter impacted your faith?</p>			<p>7:00 am Meditation/Lectio Divina/Check-In/Breakfast <b>(Romans 12:9-13)</b> Prayer: Jack</p> <p>Community October 20<sup>th</sup> Work Projects (half day)</p> <p>Visit to Chica Bean small coffee start-up located in Santa Lucia, Milpas Altas, Sacatepequez , empowering women through specialty coffee.</p> <p>Bagged Lunch Provided</p> <p>5:00pm Arrive @ Villas</p>			<p>6:00 pm Dinner Prayer: Molly</p> <p>7pm Dance Lesson with Gloria</p> <p><b>***Reflection:</b> Share highlights and challenges of your day. Reflect on where/how you have experienced hospitality in this encounter. How have you demonstrated/practiced hospitality? How can share with people in need in Guatemala/back at home?</p>			<p>7:00 am Meditation/Lectio Divina/Check-In/Breakfast <b>(Matthew 25:40)</b> Prayer: Fletcher</p> <p>Community October 20<sup>th</sup> Work Projects</p> <p>Farewell</p> <p>1:00 pm Arrive @ Villas</p>			<p>Free Time in Antigua</p> <p>Packing Time</p> <p>Lunch on your own in Antigua</p> <p>4pm <b>***Reflection:</b> Share highlights/challenges of your day(s). Final discussion/reflection: What are you taking back with you from this faith/service-learning Encounter experience? How can/will you apply what you've experienced back at home? How have you grown/changed? How will you live your Faith differently?</p>			<p>Mass</p> <p>Last Group Dinner @ Tre Fratelli (Included) Prayer: Autumn</p>			<p>Transport Pick-up from Villas &gt; Airport 230am</p> <p>Departure 612am Flight 589 Avianca</p>		

## **Appendix B**

### **Global South Encounter – Guatemala Program Objectives An Experience of Action and Contemplation**

#### **Hopes and Expectations based on Ontario Catholic School Graduate Expectations and Catholic Social Teaching**

- Provide students and accompanying staff a meaningful encounter with local and Indigenous people and the culture of Guatemala in the global south
- Contribute to a community service-learning project in a way not experienced as charity
- Contemplate the experience and make connections to our own culture
- Ground students' response in our Christian faith tradition especially through the social teachings of the Church and scripture
- Pay attention to environmental degradation and its root causes
- Become effective communicators in sharing their experience with family, peers, school, parish and local community
- Become reflective and holistic thinkers who respond critically in light of the gospel
- A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good
- A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life

#### **Teaching and Learning Components**

- Catholic social teachings (Development & Peace Resources)
- Community and Growth
- Prayer — liturgical, ritual, contemplative
- Spanish language
- Cultural sensitivity and adaptation
- Travelling abroad
- Environment (Laudato Si')
- Awareness Examen
- Power and Privilege

#### **Pre-Departure Components**

- Team Building
- Group Norms
- History & Introduction to Culture
- Privilege and Oppression (Development & Peace learning games)
- Prayer — visio, lectio and naturae divina (integrate use of photos)
- Medical information
- Risk Management — health & safety, food & water, security, medications and vaccinations
- Ethical storytelling, social media, photography, cell phone use

## 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: March 24, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

### TRUSTEE DETERMINATION AND DISTRIBUTION - 2026 ELECTIONS Public Session

---

#### **BACKGROUND INFORMATION:**

The municipal elections to be held in October 2026 will include the election of school board trustees. In preparation for the election, school boards are required to determine the number of trustees to be elected and the distribution of those trustees in accordance with Ontario Regulation 412/00 under the Education Act.

In addition to determining the number and distribution of trustees, boards must also determine whether to designate one or more municipalities as low population areas. The rationale for designating low population areas is to ensure appropriate representation in geographic areas where the population may not be sufficient to justify a trustee position based solely on the population calculation.

The Education Act also allows district school boards to reduce their number of elected trustees below the number provided for in the Act and Regulation 412/00, provided that the number of trustees does not fall below the legislated minimum of five members. This reduction can only occur through a formal resolution of the Board, and if the Board chooses to exercise this option, the resolution must be passed before March 31 of the election year.

#### **Trustee Determination:**

The Brant Haldimand Norfolk Catholic District School Board has four municipalities:

- The City of Brantford and the Counties of Brant, Haldimand and Norfolk.

Based on data provided by the Municipal Property Assessment Corporation (MPAC), the population of the Board's electoral group is 28,750. Under Table 2 of Regulation 412/00, a board with an electoral group population of less than 30,000 persons corresponds to five (5) trustees.

The regulation also provides for additional trustees based on population density and geographic area. Density is calculated by dividing the population of the electoral group by the board's geographic area. With a board area of 4,067 square kilometres, the resulting density is approximately 6.88 persons per square kilometre.

Under the regulation:

- A density of 4.00 or greater results in zero additional trustees, and
- Boards with a geographic area of less than 8,000 square kilometres are not eligible for additional trustees based on geographic area.

As a result, no additional trustees are added through the density or geographic area provisions.

The regulation also considers dispersal factors for certain boards. As the Board is not listed among boards with a dispersal factor greater than zero, no additional trustees are added under this provision.

Following the population and geographic calculations, the resulting number of trustees is five (5).

### **Enrolment Requirement**

Ontario Regulation 412/00 requires that the calculated number of trustees be compared with a minimum number of trustees based on enrolment.

The Board's Day school average daily enrolment of approximately 12,600 students falls within the 10,000 to 13,999 enrolment range, which establishes a minimum requirement of six (6) trustees.

As the regulation requires that the greater of the calculated number and the enrolment-based minimum be used, the appropriate number of trustees for the Board is six (6).

Based on the calculations required under Ontario Regulation 412/00, the Board's trustee determination for the upcoming municipal election cycle remains six (6) trustees. This reflects the minimum number required based on enrolment, as the population and geographic calculations would otherwise result in five trustees.

### **RECOMMENDATION:**

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves the following Trustee Determination and Distribution:

1. THAT, for purposes of the 2026 election, the number of trustees is determined to be six.
2. THAT, for purposes of the 2026 election, the Brant Haldimand Norfolk Catholic District School Board has not designated any low population areas within its jurisdiction.
3. THAT, for the purposes of the 2026 election, the Brant Haldimand Norfolk Catholic District School Board has determined the distribution of trustees to be two trustees for the City of Brantford, two trustees for the County of Norfolk, one trustee for the County of Brant and one trustee for the County of Haldimand.

## APPENDIX A

### Trustee Determination and Distribution

Trustee Distribution – 2026

Municipality	Electoral Population					Trustee Distribution	
	2010	2014	2018	2022	2026	Electoral Quotient	Number of Trustees
City of Brantford	16,233	15,096	15,512	14,407	13,165	2.77	2
County of Brant	4,777	4,367	4,240	4,209	3,885	0.81	1
County of Haldimand	5,182	4,402	4,254	3,946	3,675	0.76	1
County of Norfolk	10,249	9,420	9,254	8,664	8,025	1.67	2
<b>Total</b>	<b>36,441</b>	<b>33,285</b>	<b>33,260</b>	<b>31,226</b>	<b>28,750</b>	<b>6</b>	<b>6</b>

## 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: March 24, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

---

---

#### **DEVELOPMENTS:**

The Student Senate met on Tuesday, March 10, 2026, at Assumption College School to share information about their school events and confirm the location of the Spring Student Council Retreat.

#### **SCHOOL NEWS:**

Assumption College School has had a busy start to Semester 2. The ACS Student Council participated in a retreat in the week leading up to the March Break. ACS's Prefects are advertising for new members (deadline is March 27) and making new connections with students who need tutoring midway through Semester 2. Although Assumption's Ash Wednesday mass was postponed due to the inclement weather, it was successfully rescheduled for Friday, February 20. Furthermore, Pink Shirt Day on Thursday February 26 was well received and many students wore pink to show support for bullying prevention. Assumption also held its annual Black History Month assembly on Thursday, February 26. ACS's valedictorian vote concluded on March 5, and Stanley Owusu was selected. CWAYC's annual mock trial is on March 27, and the Library Advisory Council (LAC) hosted its first ever "Tea with LAC".

The Winter sports season is coming to its conclusion. ACS's Senior Boys' Basketball team won the AABHN title against PDHS, moving on to CWOSSA. The Junior Girls' Volleyball team won the AABHN title against BCI and continued on to CWOSSA where they won first place in their pool and advanced to the gold medal game. The Mixed Curling team won the AABHN championship against PDHS and went to CWOSSA. Badminton games are beginning, Rugby tryouts have started, and the Girls' Hockey team went to the AAA tournament.

St. Mary's Alternative Learning Centre students have been setting goals with their teachers and working to stay on track as the semester continues. At the end of March, Social Workers and Child and Youth Workers will be starting a wellness initiative called "Spring into Healthy Habits" focusing on healthy routines and the wellbeing of students. In April, St. Mary's will be planning Earth Day activities where they will be planting small plants.

The St. John's College's (SJC) Student Council, school clubs, and sports teams have been active in the month of March. The Student Council has planned the remaining events of the school year, such as the Spring Dance and Spring Pep Rally. The theme for the Spring Dance will be 'Tropical' and the Pep Rally's theme will be 'Colour Wars' as each grade will be assigned a different colour. The Student Council is also planning their first ever Bubble Tea sale to take place in April. On March 4, the STEM Club went on a trip to the Perimeter Institute in Waterloo for a 'Women in STEM' conference. Members of Campus Ministry visited the senior residents of Riverview Terrace and also recently begun making milk bag mattresses. Additionally, March 5

was a toonie dress down day and over \$2000 was raised and donated to the St. Vincent de Paul Society.

St. John's College has had a successful Winter sports season participating in many AABHN champions and CWOSSA finals. The Senior Girls' Volleyball team, Girls' Curling team, Junior Boys' Basketball team, and Swimming team each captured their respective AABHN championships. The Girls' Curling team continued and won silver at CWOSSA, and the Junior Boys' Basketball team won the CWOSSA champions. The SJC Pickle Ball team also competed in their first tournament of the year and two SJC students won silver.

Holy Trinity (HT) has had a busy start to Semester 2 culminating with Grade 11 candidates for Student Council President declaring their interest through applications. The applications were due on March 6, and campaigning will take place March 23-26. Holy Trinity hosted their Ash Wednesday Liturgy on HT TV as the in-person event was postponed due to inclement weather. HT's Student Council has facilitated a Lenten Food Donation Drive collecting non-perishable items every Friday in the Chapel that have been brought in by students.

The HT Junior Girls' Volleyball team proudly took home gold at both AABHN and CWOSSA. Both the Girls' and Boys' Varsity Rugby teams have begun practices. The Co-Ed Badminton team hosted tryouts and finalized their teams. In addition, the HT Cheerleading Team is preparing for their competition in May.

**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 & Treasurer  
Presented to: Board of Trustees  
Submitted on: March 24, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

**Internet Services RFP # P-0726**  
Public Session

---

**BACKGROUND INFORMATION:**

Board internet services contracts are expiring in December 2026. The Board has exercised the two possible one-year extensions already with no further options available. To ensure continuity of service and avoid disruptions, the Board will be issuing a Request for Proposal (RFP) # P-0726.

**DEVELOPMENTS:**

The RFP will solicit Proponents capable of providing secure, scalable, high-bandwidth, and low-latency connectivity to support our growing user base. This may include dual/multiple providers for a site to ensure redundancy. This RFP takes into consideration operational reliability and the current infrastructure already in place. The resulting contract(s) will be based on mutually agreed upon terms, conditions and pricing with an effective date of January 1, 2027 for five years with two optional one-year extensions.

Other than price, a review of qualitative criteria such as customer service, reliability of service (uptime), monitoring, reporting and security will be evaluated.

The following outlines the proposed schedule for this projects (dates are approximate):

- |                              |                                       |
|------------------------------|---------------------------------------|
| • Issue of RFP # P-0726      | mid April 2026                        |
| • Closing Date & Time of RFP | approximately 4 weeks from issue date |
| • Award                      | June 24, 2026                         |
| • Commencement of Contract   | September 1, 2026                     |

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approve the issuance of RFP P-0726 for the provision of Internet Services.

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

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

**Blessed Sacrament Septic Replacement Tender # T-0826  
Public Session**

---

**BACKGROUND INFORMATION:**

Life cycle analysis of the existing septic system at Blessed Sacrament in Burford completed in 2023 recommends that the existing septic system is not to be repurposed due to several deficiencies, insufficient capacity, and the age of the system. To ensure that building standards are maintained, and schools operate within current guidelines, it is recommended this system be replaced in 2026.

The scope of work includes the installation of a new septic system, the replacement and expansion of the existing rear playground asphalt, and provisions for future portable classrooms.

The start of work is subject to the Ministry of the Environment, Conservation and Parks permit approval being approved in time to allow the Contractor to order the septic system.

Tender T-0826 – Blessed Sacrament Septic Replacement  
Supply and installation of new septic system and expanding asphalt area

**DEVELOPMENTS:**

The tender invites prequalified Heavy Equipment Operator Contractors to bid for the supply of all labour, tools, materials, and equipment necessary for upgrades at the site noted above. The resulting contract will be in the form of a CCDC 2 2020.

The following outlines the proposed updated schedule for the project (dates are approximate):

- |                                 |                          |
|---------------------------------|--------------------------|
| • Issue of Tender               | mid-April 2026           |
| • Closing Date & Time of Tender | mid-May 2026             |
| • Award of Tender               | on or after May 27, 2026 |
| • Execution of Contract         | mid-June 2026            |
| • Project Start                 | July 2, 2026             |
| • Ready-for-Takeover            | August 24, 2026          |

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approve the issuance of Tender T-0826.

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

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

**Holy Trinity Catholic High School Roof Rehabilitation Tender # T-1326  
Public Session**

---

**BACKGROUND INFORMATION:**

Life cycle analysis has determined that the roof at Holy Trinity Catholic High School is now due for replacement. The school is 25 years old with the original roof that is at the end of its life cycle.

To ensure that building comfort is maintained, and schools operate within current guidelines, it is recommended the roof be replaced in three phases over a three-year span, with phase 1 to be completed in 2026.

**DEVELOPMENTS:**

The tender invites prequalified roofing Contractors to bid for the supply of all labour, tools, materials, and equipment necessary for upgrades at the site noted above. The resulting contract will be in the form of a CCDC 2 2020.

The following outlines the proposed updated schedule for the project (dates are approximate):

- |                                 |                          |
|---------------------------------|--------------------------|
| • Issue of Tender               | mid-April 2026           |
| • Closing Date & Time of Tender | mid-May 2026             |
| • Award of Tender               | on or after May 27, 2026 |
| • Execution of Contract         | mid-June 2026            |
| • Project Start                 | July 2, 2026             |
| • Ready-for-Takeover            | August 24, 2026          |

**RECOMMENDATION:**

THAT the Brant Haldimand Norfolk Catholic District School Board approve the issuance of Tender T-1326

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

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>
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