



**Board Meeting
Tuesday, April 28, 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:

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

1. Opening Business

1.1 Opening Prayer

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 – March 24, 2026.

Pages 3-6

1.6 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

**4.1 Unapproved Minutes from the Committee of the Whole Meeting
– March 24, 2026**

Pages 7-11

5. Committee and Staff Reports

**5.1 Unapproved Minutes and Recommendations of the Committee of the Whole Meeting
- April 28, 2026**

Pages 12-26

Presenter: Bill Chopp, Vice- Chair of the Board

- Information and Communications Technology Use Policy #600.02 (pages 13-23)
- Electronic Security Policy #400.18 (pages 24-26)

5.2 Student Trustee Update

Pages 27-28

Presenter: Mulan How, Riley O'Brien, Student Trustees

5.3 Issuance of Tender #T-2026

Page 29

Presenter: Rajini Nelson, Superintendent of Business & Treasurer



- 5.4** Issuance of Tender #T-2126 Page 30
Presenter: Rajini Nelson, Superintendent of Business & Treasurer

6. Information and Correspondence

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

Trustee Blake submitted the following notice of motion,

- 8.1** THAT the Brant Haldimand Norfolk Catholic District School Board hereby rescinds all previous motions regarding boundary review changes for Norfolk County Catholic elementary schools that were scheduled to take effect in the 2026–27 school year.

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 her 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 31

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, May 26, 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, 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

The meeting was opened with prayer led by Trustee Poirier.

1.2 Attendance

Attendance was as noted above.

1.3 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: Bill Chopp

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

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Board Meeting Minutes – February 24, 2026

Moved by: Toni Poirier

Seconded by: Dan Dignard

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

Carried

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

Moved by: Toni Poirier

Seconded by: Dan Dignard

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

Carried

1.7 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 – February 24, 2026

Moved by: Toni Poirier

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives the minutes of the February 24, 2026, Committee of the Whole.

Carried

5. Committee and Staff Reports

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

Vice-Chair of the Board, Trustee Chopp presented a summary of the March 24, 2026, Committee of the Whole recommendations which includes.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Police Records Check Policy #300.15.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Community Use of Schools Policy #400.05.

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.

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.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed Global South Encounter – Guatemala international excursion.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the following Trustee Determination & 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.

Moved by: Dennis Blake

Seconded by: Bill Chopp

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

Carried

5.2 Student Trustee Report – March 2026

Student Trustees Mulan How and Riley O'Brien presented the March student trustee report. The success of the various sports teams from the three high schools were noted which include city championships won by the SCJ junior boys basketball team, ACS junior girls volleyball team, SJC senior girls volleyball team, ACS senior boys basketball team, SJC girls curling team, ACS mixed curling team, SJC swimming team and the Holy Trinity junior girls volleyball team. Additional highlights include pink shirt day on February 26th to show support for bullying



prevention, black history month assemblies, a dress down day for St. Vincent de Paul Society which raised over \$2000, and a Lenten food donation drive was held to support those in need.

Moved by: Dennis Blake

Seconded by: Toni Poirier

THAT the Brant Haldimand Norfolk Catholic District School Board receives the March 2026 Student Trustee Report.

Carried

5.3 Internet Services RFP # P-0726

Superintendent Nelson presented the request for proposal #P-0726 for the provision of Internet Services. Other than price, a review of qualitative criteria such as customer service, reliability of service (uptime), monitoring, reporting and security will be evaluated.

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

Carried

5.4 Blessed Sacrament Septic Replacement Tender # T-0826

Superintendent Nelson presented the issuance of tender report for the replacement of the septic system at Blessed Sacrament School in Burford. The scope of work was discussed.

Moved by: Toni Poirier

Seconded by: Dan Dignard

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

Carried

5.5 Holy Trinity Catholic High School Roof Rehabilitation Tender # T-1326

Superintendent Nelson presented the issuance of tender report for the replacement of the roof at Holy Trinity Catholic High School. The scope of work was discussed.

Moved by: Dennis Blake

Seconded by: Bill Chopp

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

Carried

6. Information and Correspondence - Nil

7. Notices of Motion - Nil

8. Notices of Motion being Considered for Adoption - Nil

9. Business In-Camera

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

Carried



10. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Bill Chopp

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

THAT the Brant Haldimand Norfolk Catholic District School Board approves the leave of absence request for Trustee Rick Petrella from March 18, 2026, to June 30, 2026.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the extension of the Director of Education, Mike McDonald's personal services contract, to an end date of August 31, 2028.

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.

14. Adjournment

Moved by: Toni Poirier

Seconded by: Dennis Blake

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

Carried

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

Committee of the Whole Tuesday, March 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 Della Fortuna.

1.2 Opening Prayer

The meeting was opened with prayer led by Trustee Dignard.

1.3 Attendance

Attendance was as noted above.

1.4 Approval of the Agenda

Moved by: Toni Poirier

Seconded by: Dennis Blake

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

Carried

1.5 Declaration of Interest – Nil

1.6 Approval of Committee of the Whole Meeting Minutes – February 24, 2026

Moved by: Dan Dignard

Seconded by: Toni Poirier

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the February 24, 2026, 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 – February 17, 2026

Moved by: Dennis Blake

Seconded by: Bill Chopp

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 February 17, 2026.

Carried

4.2 Unapproved Minutes from the Mental Health Advisory Committee – February 19, 2026

Moved by: Dennis Blake

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Mental Health Advisory Committee Meeting of February 19, 2026.

Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting – March 10, 2026

Trustee Dignard presented the unapproved minutes and recommendations from the Policy Committee meeting. A question was raised about shifting approval of Community Use of Schools rental rates from the Trustees to the Superintendent of Business. It was noted that this is an operational item, as rates follow a cost-recovery model, and any increases will be provided to the Board for information.

- THAT the Committee of the Whole refers the Police Records Check Policy #300.15 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT the Committee of the Whole refers the Community Use of Schools Policy #400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of March 10, 2026, to the Brant Haldimand Norfolk Catholic District School Board for approval as amended

Carried

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of March 10, 2026, to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 International Excursions March 2028

Superintendent Lawlor presented the International Excursion report. Two international excursions were presented for the 2027/2028 school year: one to Greece and one with stops in France, Monaco, and Italy and the Vatican. Discussion was had regarding affordability, and it was noted that international excursions are brought to the Board two years in advance to give students and families time to plan and fundraise. Student trustees also shared their views, noting that peers who returned from the 2026 international excursions described them as incredible learning experiences.



Moved by: Dan Dignard

Seconded by: Toni Poirier

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

Carried

Moved by: Dan Dignard

Seconded by: Toni Poirier

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.

Carried

5.3 Global South Encounter - Guatemala

Superintendent Lawlor presented the Global South Encounter – Guatemala report. This International service excursion is open to grade 11 and 12 students to learn about and encounter their Catholic call to service. The positive aspects of the trip for both staff and students were noted.

Moved by: Dan Dignard

Seconded by: Toni Poirier

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.

Carried

5.4 Trustee Determination

Superintendent Nelson presented the Trustee Determination report. 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. Discussion regarding the forthcoming changes to the legislation regarding governance was had. Enrollment within the BHNCD SB is increasing however Catholic rate payers are declining year over year. Under Ontario provincial legislation, Catholic high schools accept students from both Catholic and public-school supporters. Correspondence will be sent to the local parishes, city clerks and parents to confirm their rate payer status.



Moved by: Dennis Blake

Seconded by: Toni Poirier

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.

Carried

5.5 Student Achievement Update

Superintendent Wilson presented the Student Achievement Update. Some of the updates provided include success in early literacy and numeracy, achievement in grade nine mathematics, Ontario Secondary School Literacy Test action plans and achievement targets and the deployment of tablets in kindergarten to support teaching, learning and documentation of student progress. The alignment with the BHNCD SB strategic plan was noted along with next steps. System leaders will continue to work collaboratively with school teams to ensure that instructional practices and interventions remain responsive to student needs.

Moved by: Dennis Blake

Seconded by: Toni Poirier

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

Carried

6. Information and Correspondence

6.1 New School Build Updates

Superintendent Nelson provided an update regarding the new Brantford Secondary School. Construction is well underway and staff continue to meet on a bi-weekly basis.

6.2 Attendance Boundary Review Updates

Director McDonald provided an update regarding the three ongoing attendance boundary reviews. The Brant County public review meeting was held on Monday March 23, 2026. The new format was well received by the public. The feedback from the public will go back to the committee for consideration. The timelines for implementation include: The Brantford Secondary School Attendance Boundary Review recommendation coming to the Board in April, City of Brantford School Attendance Boundary Review in May, and Brant County School Attendance Boundary Review in June. The various methods of communication including (search tools, school messenger messages, school newsletters, social media, etc.) that have been sent out to the impacted families and communities were noted.

6.3 Staffing Timelines

Superintendent Greco presented the Staffing Timelines update. Staffing timelines are aligned to be competitive with other local school boards. Enrollment within the BHNCD SB continues to grow significantly year-over-year at both the elementary and secondary levels.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

7. Business In-Camera

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

Carried

8. Report on the In-Camera Session

Moved by: Toni Poirier

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: Bill Chopp

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the March 24, 2026, meeting.

Carried

Next meeting: Tuesday, April 28, 2026, 4:30 p.m. – Boardroom

**RECOMMENDATIONS FOR THE BOARD FROM THE
COMMITTEE OF THE WHOLE**

April 28, 2026

AGENDA ITEM	MOTION
5.1	THAT the Brant Haldimand Norfolk Catholic District School Board approves the Information and Communications Technology Use Policy #600.02. THAT the Brant Haldimand Norfolk Catholic District School Board approves the Electronic Security Policy #400.18.

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of April 28, 2026.



Information and Communications Technology Use ITS #600.02

Adopted:	September 9, 2003
Last Reviewed/Revised:	May 2026
Responsibility:	Superintendent of Education, Information/Technology
Next Scheduled Review:	2029-2030

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board believes that network, computer systems, and associated resources are integral to the education environment and must be available for student learning and the Board's business. We commit to using these technologies in a manner consistent with Catholic values, emphasizing responsible and appropriate use. In alignment with PPM 128, access to social media platforms is restricted on all Board/school networks and devices, and personal mobile devices must not be used during instructional time except under specific circumstances. Further, the Board believes in the benefits that technology can bring to support its daily operating activities and student achievement. As a Catholic learning community, we commit to use these and all technologies in a manner, which is consistent with the Mission and Vision of Catholic education and the teachings of the Catholic faith.

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- Information and Communication Technology tools and resources are integral to driving improvement in staff and student learning and efficiency.
- Board owned classroom and staff computers and devices will be used solely for education or work-related purposes.
- Information and Communication Technology tools and resources enable the Board to broaden its communication networks and provide the Board with the ability to connect with all geographic areas under the Board's jurisdiction.
- Staff and students must be given and be prepared to use Information and Communication Technology tools and resources to ensure they become collaborators in learning, seekers of knowledge and acquirers of new skills.
- All Board assets and equipment are to be protected.
- The use of technology must be appropriate.
- Information and Communication Technology tools and resources must be used such that they provide a safe and nurturing environment for learning and working.

Application and Scope

The purpose of this Policy and Administrative Procedure is to protect both the Board and its users from risks associated with using these resources, including but not limited to; virus attacks, spam, loss of data, invasion of privacy, loss of service and an array of legal issues and to promote effective use and efficient business practices as well as to promote student achievement through activities initiated by the IT Governance Council (ITGC). Through this administrative procedure, the Board endeavors to educate staff and students with the intent to maximize the value that its information and communications technology (ICT) investment brings to support student achievement.



References

- Copyright. Act (R.S.C., 1985, c. C-42)
- Education Act, R.S.O., 1990, c. E.2
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, c. M.56
- Human Rights Code, R.S.O. 1990, c. H.19
- Criminal Code (R.S.C., 1985, c. C-46)
- Highway Traffic Act, R.S.O. 1990, c. H.8
- Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009,
- S.O. 2009, c. 23 – Bill 168
- 300.01P – Workplace Harassment Policy
- 300.20P – Workplace Violence Prevention Policy
- 600.03P – Electronic Web Sites Policy
- 600.31 Laptop/Netbook/Portable Device Usage for Staff Procedures Board Policy
- 600.32 Laptop/Netbook/Portable Device Support for Staff Procedures Board Policy
- 600.33 Laptop/Netbook/Portable Device Security for Staff Procedures Board Policy
- BHNCD SB Artificial Intelligence Guideline for Educators
- BHNCD SB Artificial Intelligence Guideline for Responsible Corporate use of GenAI

Forms

- 600.02.01F – Information and Communications Technology Use Acknowledgement Form.
- 600.02.02F – Technology Use Agreement – Primary Students.
- 600.02.03F – Technology Use Agreement – Junior Students.
- 600.02.04F – Technology Use Agreement – Intermediate and Senior Students.

Appendices

- N/A

Definitions

Administrators: Principals and Vice-Principals in a school.

Appropriate Use: Relevant federal and provincial laws and regulations govern the use of the computer and information technology systems of the Board. In addition, use must be always consistent with Board policies and procedures. Users are expected to use the Board's information technology systems and resources, as well as internet and email services in a lawful, responsible, and ethical manner consistent with the educational, informational, and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse. Misuse of these systems may also, in some instances, subject the Board to lawsuits.



Computer Operations Personnel: Personnel employed to provide software and hardware support for computer systems such as the Chief Information Officer of Information Technology, Network and Systems Administrator, Computer Technicians, and staff within the Data Services Department.

Electronic Communication: E-mail, electronic conferencing, personal and group electronic chat sessions, video conferencing, text messaging and any other means of electronic communication.

Information and Communications Technology: Usually called ICT, is often used as an extended synonym for information technology (IT) but is usually a more general term that stresses the role of unified communications and the integration of telecommunications (telephone lines and wireless signals), intelligent building management systems and audio-visual systems in modern information technology. ICT consists of all technical means used to handle information and aid communication, including computer and network hardware, communication middleware as well as necessary software. In other words, ICT consists of IT as well as telephony, broadcast media, all types of audio and video processing and transmission and network-based control and monitoring functions.

System Administrator: Personnel responsible for maintenance of server software, global conferences, and other related duties.

User: All employees, students, trustees, members of Board committees, school council chairs, parents/guardians, and all other persons given authorized access to the Board's computing and information technology facilities and resources are considered users. Users may access these tools from locations other than their work locations. Using Board-provided technology from the office, home or other location is using a corporate asset. Therefore, the Board, its employees and students are responsible for any misuse of its technology. If an employee sends personal views, they must provide appropriate disclaimers so that the remarks are not taken as representative of the Board.

Administrative Procedures

Superintendents, Administrators and Managers

- Ensure that staff, upon hiring and annually thereafter, are made aware of Board Information and Communications Technology Policies and Procedures.
- Ensure that staff and students are aware of the expectations regarding the use of any Board-supplied technology or personal device that is connecting to the Board's network and/or Board-provisioned technology services.
- Determine appropriate action, corrective, and disciplinary measures to address staff and student violations of this procedure in consultation with senior management as necessary on a case-by-case basis for situations where staff and students are not in compliance with Board Information Technology Policies and Procedures.
- Ensure staff and students are aware of restrictions on personal mobile device usage and social media access as per PPM 128.
- Enforce policies requiring that personal mobile devices for students in grades 9 to 12 be stored out of view and powered off or set to silent mode during instructional time, except when explicitly permitted by an educator.
- For grades K-8, enforce policies requiring that personal mobile devices be stored out of view and powered off or set to silent mode throughout the instructional day.



Administrators

- Coordinate and manage technologies within their school in accordance with the directives from the IT Governance Council (ITGC) to promote student achievement.
- Develop an understanding for, as well as monitor and supervise the acceptable use of electronic communication and social media technologies when used in any Board facility.

Teachers

- Manage the collection of Student Information and Communications Technology Use Agreement forms pertaining to the Board's Information Technology Policies, Procedures and Acceptable Use.
- Manage student use of computing and information technology facilities and resources within their assigned teaching areas in accordance with the directives from the IT Governance Council (ITGC) to promote student achievement.
- Instruct and model for students, the appropriate use of technology.
- Instruct all students to comprehend and as well as supervise students in their adherence to all Board Information Technology Policies and Procedures.
- Consult with the school administrators, as necessary, and use the Board Information Technology Policies and Procedures and/or the School's Code of Conduct when applying sanctions for misuse and/or illegal use of the Board's computing and information technology facilities and resources.
- Teach proper techniques and standards for learning, collaboration, and creating evidence of learning using digital tools and resources with an emphasis on privacy, copyright infringement, online etiquette, and cyber bullying.
- Monitor and enforce the appropriate use of personal mobile devices and social media within their teaching areas.
- Explicitly permit the use of personal mobile devices for educational purposes, health and medical purposes, or to support special education needs as outlined in PPM 128.
- Confiscate personal mobile devices that are not stored out of view during instructional time and require students to place them in a designated storage area.

Students

- Abide by the Board's Information Technology Policies, Procedures and Acceptable Use Agreement.
- Student users of the Board's technology resources must complete, with applicable signatures, a Brant Haldimand Norfolk Catholic District School Board Student Information and Communications Technology Use Agreement. Access to Board technology resources will be denied to students that do not have this form signed and on file. Without a signed form, an active student network account will not be generated.
- Students that violate the Student Information and Communications Technology Use Agreement will be reported to the administrator of their respective school and their computing privileges will be suspended or revoked depending on the severity of the violation. All illegal activities will be reported to the Superintendent or designate and fully prosecuted of the law.
- Computer use by students is a privilege, not a right.
- Store personal mobile devices out of view and ensure they are powered off or set to silent mode during instructional time, except when use is explicitly permitted by an educator.
- For grades K-6, store personal mobile devices out of view and powered off or set to silent mode throughout the instructional day.
- Hand in personal mobile devices if seen by an educator and store them in a designated area.



All Users

- Ensure that technology resources are used in an effective, efficient, moral, and ethical, equitable and lawful manner.
- All users (e.g., staff, students, parents/guardians, outside agencies, volunteers, Trustees etc.) of Board software/systems (e.g., Brightspace, Office 365, Teams, Outlook email, the BHNHub, etc.) are required to sign in using their personal board-provided username and password and participate with transparency in a manner consistent with this policy.
- Users must not impersonate other users (e.g., another staff member, another student, another parent/guardian's, etc.) to gain access to information (e.g., Brightspace class page, Student Portfolios, Teams resources, emails, files, etc.) or activities (e.g., Brightspace discussions, Teams meetings, Teams chat conversations, etc.).
- All users are responsible for creating and maintaining a strong password for each board software/system they have been provided access to.
- All users are responsible for safeguarding board software/systems and the information contained in them by following appropriate behaviours (e.g., ensuring that they lock or sign out before leaving their device unattended, keeping passwords private, not forwarding links, messages, emails, or files, etc.).
- Users who use personal devices (e.g., cell phones, tablets, laptops, desktop computers) when accessing board software/systems must take every reasonable effort to ensure their device is free of malware and protected by appropriate means (e.g., anti-virus software, password, lock screen, etc.).
- Users who use shared personal devices (e.g., the home computer, shared iPad, etc.) must sign out of all board software/systems (e.g., Brightspace, Office 365, Teams, Outlook email, the BHNHub, etc.) before leaving the device for others to use.
- Only BHNCD SB-approved VPN software may be used on Board devices and to access Board resources. Use of consumer VPNs is prohibited
- Ensure that all users authenticate to networks, devices, and applications as themselves and not assume another person's identification during the authentication process.
- Use the Board's network, technology, and technology services in a lawful, responsible, and moral and ethical manner consistent with the educational, informational, and recreational purposes for which they are provided.
- Agree never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which (s)he is authorized, or any attempt to deprive other authorized users of resources or access to any Board computer system shall be regarded as malicious and may be treated as an illegal act.
- Upon finding a possible security lapse of any kind on any system, all users are obliged to report the security lapse to the system administrator who will investigate the problem.



Information

The Board's network and computer systems are provided to support education, research, academic development, and Board-related business. Access to social media platforms is restricted, and personal mobile devices must not be used during instructional time except for educational purposes, health and medical purposes, or to support special education needs as directed by an educator. The Board is not responsible for any consequences arising from unauthorized use.

Procedures

1. Rights

Computer systems, networks, facilities, and accounts are owned and operated by the Board. The Board reserves all rights, including termination of service without notice, to the computing resources which it owns and operates. These procedures shall not be construed as a waiver of any rights of the Board, nor shall they conflict with applicable acts of law. Users have rights that may be protected by Federal, Provincial, and local laws.

2. Privileges

Access and privileges on the Board's network and computing systems are assigned and managed by the administrators of specific individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.

Users may not, under any circumstances, transfer or confer these privileges to other individuals. Any account assigned to an individual shall not be used by others without written permission from the system administrator. The authorized user is responsible for the proper use of the system, including password protection.

3. Accounts

Users do not own accounts on Board devices and technology but are granted the privilege of exclusive use.

4. Confidentiality

No Expectation of Privacy

Users should not expect privacy regarding any activities conducted using the Board's computer and/or telecommunication property, systems, or services. The use of passwords, usernames, or account numbers does not create a reasonable expectation of privacy or confidentiality for information maintained or transmitted. The Board reserves the right to review, retrieve, read, and disclose any files, messages, or communications created, sent, received, or stored on Board systems and/or equipment.

The Board's right to review—also referred to as monitoring—is exercised to ensure the security and protection of business records, prevent unlawful and/or inappropriate conduct, and maintain a productive and safe work environment.

Reporting Concerns and Access Authority

If policy violations are suspected or discovered, concerns must be reported to the Chief Information Officer of Information Technology, who is responsible for coordinating the technical response and escalating matters as required.

No IT staff member may intentionally view, read, or access private or confidential user information without explicit approval from the Superintendent responsible for Information Technology or the Director of Education. Such approval may only be granted when access is necessary for the purposes outlined above.



Exceptions for IT Operational Duties

Exceptions exist for IT staff who may require access to system data as part of their roles and responsibilities. This includes circumstances where systems personnel must inspect corrupted, damaged, or malfunctioning data in order to restore functionality or troubleshoot technical issues. Any such access must be strictly limited to the least invasive level required to perform assigned duties.

This exception does not remove IT staff from the obligation to maintain confidentiality. Personal or confidential information encountered during the performance of technical duties must not be disclosed or used in any manner, except where disclosure is necessary in good faith to restore an otherwise unusable document or system.

5. Copyright

Software is protected by copyright laws. Therefore, the Board network and computing facilities are not to be used to copy software except as permitted by law or by contract with the owner of the copyright software. This means that software may only be copied to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a division, department or in the district exceeds the number of original copies purchased by that division, department, or the district.

Content is also protected by copyright laws. Therefore, the Board network and computing facilities are not to be used to copy or distribute copyrighted content except as permitted by law or by contract with the owner of the copyrighted material. Users are to become familiar with the laws related to copyright to educate themselves and to avoid possible infringement. See <https://www.accesscopyright.ca/> for more information.

6. Violations

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of Board Policies or Administrative Procedures. Such suspected violations will be confidentially reported to the appropriate Manager in the case of staff and to the School Administrator in the case of students. The Manager or School Administrator will consult with the appropriate Superintendent to determine appropriate action. The violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, dismissal from the Board and legal action. Violations of some of the above policies may constitute a criminal offense.

Minor infractions of this Policy and Administrative Procedure, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the person administering the accounts or network. This may be done through electronic mail or in-person discussion and education.

Repeated minor infractions or misconduct, which are of a more serious nature, may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software or content, repeated harassment, or threatening behavior. In addition, offenders may be referred to their department supervisor or supervisory officer for further action.



Any offense which violates local, provincial, or federal laws will be referred to appropriate supervisory officers and/or law enforcement authorities and may result in immediate loss of all Board computer privileges.

This Policy and Administrative Procedure provides general conduct guidelines and examples of prohibited uses for illustrative purposes but does not attempt to state all required or prohibited activities by users.

Staff and students who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator or site administrator. Failure to comply with Board policies or other established procedures or rules governing information technology use may result in disciplinary action, up to and including discharge. Illegal uses of the Board's Information Technology will also result in referral to law enforcement authorities.

Conduct which violates this Policy and Administrative Procedure includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account.
- Using the Board network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the Board network.
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Unauthorized attempts to run software not deemed to be appropriate for the purpose of student learning and the business of the Board. This includes, but is not limited to, creating and/or running applications from thumb drives such as video games, security hack tools, torrents, etc.
- Unauthorized attempts to circumvent internet content filters. This includes, but is not limited to, creating and/or running programs that are designed to use external proxies to bypass local filters.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network.
- Deliberately wasting/overloading computing resources, such as printing too many copies of a document.
- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language.
- Damaging computers, computer systems or computer networks; vandalizing, damaging, or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or the spreading of computer viruses through the inappropriate use of files, software, or portable media.



- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Using Board resources for commercial activity such as creating products or services for personal or financial gain.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists or individuals, i.e., spamming, flooding, or bombing.
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or Board regulations.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner of the files or software.
- Participating in gambling activities, including games of chance and wagering.
- Misrepresenting oneself or the Board.
- Lobbying elected officials.
- Use of the internet for personal use during regularly scheduled working hours.
- Taking part in other activities that could cause congestion and disruption of networks and systems.
- Intentionally deleting email with informational value to the detriment of legal and statutory Board operations.
- Willfully collecting, maintaining, or disclosing personal information in contravention of the Municipal Freedom of Information and Protection of Privacy Act.
- Contravening Board policies and procedures.
- Unauthorized use of personal mobile devices during instructional time.
- Use of social media platforms on Board/school networks and devices for non-educational purposes.
- Failure to store personal mobile devices out of view and powered off or set to silent mode as required.
- Refusal to hand in personal mobile devices when requested by an educator.



Additional Guidelines

Information Technology Services staff, Student Achievement Team Members as well as other Board expert staff will establish more detailed procedures and guidelines, as needed, for specific computer systems, networks, and applications. These procedures and guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for building accounts and other items related to administering the system.

- Schools must send annual notifications to parents and students reminding them of the policy on personal mobile device use and social media access, its requirements, and consequences for non-compliance.
- Educators should be provided with best practices for managing technology use in the classroom and enforcing these policies effectively.

Information Security and Privacy Training

All employees and trustees of the Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) are required to complete information security and privacy training:

- **Upon Hire:** All new staff must complete the Board's approved cybersecurity and privacy training modules before being granted access to Board technology resources.
- **Upon Election:** All Trustees at the beginning of their term must complete the Board's approved cybersecurity and privacy training modules before being granted access to Board technology resources
- **Quarterly Requirement:** All employees and trustees must complete a minimum of three (3) training modules on information security and privacy each year, as directed by the Board.
- **Additional Training:** Employees and Trustees may be required to complete additional training modules as determined by changes in legislation, Board policy, or emerging cybersecurity threats.

Incident Reporting

All employees of the Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) must promptly report any suspected cybersecurity or privacy incident, including data breaches, unauthorized access, or compromise of Board information assets.

- **Immediate Reporting:** A breach occurs when there is unauthorized access to or collection, use, disclosure or disposal of personal information or data. When a breach or suspected breach occurs, an employee must contact their immediate supervisor and notify them of the breach/suspected breach. The supervisor will contact the applicable Superintendent of Education, the Chief Information Officer of Information Technology Services and the Manager of Communications and Community Relations (Privacy Officer). location. It is important that you speak to the above individuals. Please do not leave an email or phone message. If applicable and depending on each situation, a senior staff member (Superintendent or Manager) may contact the police.
- **Do Not Forward Suspicious Communications:** Employees must not forward suspicious emails, messages, or files, as this may increase risk or propagate threats. Instead, report the incident directly to IT as described above.
- **Incident Response:** The IT department will investigate reported incidents according to Board policy and applicable legislation and will communicate with affected parties as needed.



Governance of Digital Tools, Applications, and Web Services

To ensure the safe, effective, and compliant use of digital tools and resources, the Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) will implement a formal governance process for the approval and management of all digital applications, platforms, and web services.

A. Taxonomy of Digital Tools

All digital tools, applications, and web services will be classified into the following categories:

- **Approved (Green):** Tools that have been assessed and determined to be safe and appropriate for use within BHNCDSB.
- **Restricted (Yellow):** Tools that are approved for limited or specific uses (e.g., Special Education, pilot programs) and subject to additional conditions or safeguards.
- **Prohibited (Red):** Tools that are not approved for use due to security, privacy, or compliance risks. These must not be used under any circumstances.

B. Intake and Review Workflow

All requests for new digital tools, applications, Artificial Intelligence platforms, or web services, or for the deployment of existing tools, must follow this intake and review process:

1. **Submission:** Staff must submit a request for review through BHN Apps, specifying the intended use, target audience, and any relevant details.
2. **Pedagogical Review:** The Program Department will evaluate the tool for instructional value and ensure it does not duplicate existing approved functionality.
3. **IT and Security Review:** The Information Technology department will assess integration, technical compatibility, and security risks, including privacy impact assessments (e.g., using ECNO VASP or similar frameworks). If these frameworks do not contain adequate assessment information a third party PIA must be obtained at the cost of requesting party.
4. **Privacy and Records Management Review:** The Privacy Officer upon request will review a PIA for compliance.
5. **Procurement and Budget Approval:** If required, the request will be reviewed for budgetary impact and procurement compliance.
6. **Final Approval:** The Superintendent or designated authority will provide final approval, as needed.
7. **Documentation:** Approved tools will be added to the BHNCDSB Approved Apps List, maintained by ITS and published internally for staff reference.

C. Data Minimization

- **Data Minimization:** Use of restricted tools must follow strict data minimization and depersonalization practices. Personal identifiers must be removed once the activity is complete.

D. Transparency and Communication

- The Approved Apps List will be accessible to all staff.



Electronic Security OPS #400.18

Adopted:	October 31, 2022
Last Reviewed/Revised:	N/A
Responsibility:	Superintendent of Education, Information/Technology
Next Scheduled Review:	2029-2030

Purpose

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to continued safety and efficiency of its operations and ensuring a safe environment for the work of our students and staff. The purpose of this Administrative Procedure is to inform employees on how the Board uses technology to monitor its technology resources in all its physical and virtual locations. This Administrative Procedure is based on recent updates to Ontario’s Employment Standards Act.

Application and Scope

This Administrative Procedure outlines how and in what circumstances the Board electronically monitors its employees, the mechanisms, and the purpose(s) for doing so. There is no expectation of privacy in using Board technology. The Board may monitor and access electronic communications, internet history/traffic, files, documents, and overall system use. The monitoring mechanisms ensure the system’s integrity and compliance with Board policies and procedures.

This Administrative Procedure applies to all Board staff, including third parties and trustees, assignment employees and trustees, in the workplace or working remotely.

References

- [Working for Workers Act, 2022](#)
- [ITS 600.02.P - Information and Communications Technology Use](#)
- [OPS 400.11.P - Video Security Surveillance](#)
- [OPS 400.13.P - Records and Information Management](#)
- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
- Relevant and Applicable Collective Agreements

Forms

- N/A

Appendices

- OPS 400.18.XA – Electronic Monitoring

Definitions

Electronic Monitoring: The use of technology to monitor digital activities to ensure organizations comply with security, health and safety, and regulatory requirements (see Appendix A).



Administration Procedures

All electronic communication and internet communications sent and received by users while using their Board-provided credentials are the property of the Board. Communications are not private or personal despite any such designation by the sender or the recipient, unless subject to specific legal or legislative requirements. Personal or private communications transmitted on the Board's electronic information system may be accessed, reviewed, copied, deleted, retained, or disclosed at any time without notice.

The Board conducts electronic monitoring to:

1. Protect staff, students, and technology from harm.
2. Keep our facilities and property safe and secure.
3. Protect electronic resources from unauthorized access and use.
4. Protect against loss, theft, or vandalism.

From time-to-time, the Board may access data collected via our electronic systems (Board provided technology or personal devices when using Board credentials) in a number of situations, including but not limited to:

- a) To comply with legislative disclosure or access requirements under MFIPPA or to assist with the investigation and resolution of a Privacy Breach.
- b) For Board-owned technology, because of regular or special maintenance of the electronic information systems.
- c) For Board-owned technology, when the Board has a business-related need to access the employee's system, including, for example, when the employee is absent from work or otherwise unavailable.
- d) To comply with obligations to disclose relevant information in the course of legal proceedings.
- e) When the Board has reason to believe that there has been a policy violation or is undertaking an administrative, legal or disciplinary investigation.

An electronic copy of this Administrative Procedure will be provided to each employee within 30 calendar days of implementation/review. Should any changes be made to the administrative procedure after its implementation, each employee will be provided a copy of the revised administrative procedures within 30 days of the revisions being made. A copy of this Administrative Procedure will be retained for three years after it ceases to be in effect.



ELECTRONIC MONITORING

Tool	Circumstances	How	Purpose
Access/Security Cards	All school and Board facilities	Door readers and systems	Control and monitor access to buildings
Account Authentication	Staff login to servers and/or cloud services	Azure Active Directory Domain Controllers Active Directory tools	Protect against unauthorized access
Board Supported Applications	Overall usage	Embedded tools in Board Supported Applications	To protect against unauthorized access and monitor overall usage
Board Supported Network Infrastructure	Overall usage	Network Management and monitoring tools	Protect against unauthorized access, monitor overall integrity and availability of the network
Device Management (Android/Chromebook/Windows)	Installed on all Board Chromebooks, Desktops, Laptops, and Android devices registered to cloud management	Management Software	Protect against loss/theft, and enforce security settings
Electronic Communications	Electronic communications traffic (i.e., all incoming/outgoing email)	O365 integrated filters	Prevent the transmission of private/confidential/inappropriate data over insecure email
Global Position Systems (GPS)	All Board fleet maintenance vehicles	GPS tracking systems and associated software	Protect against loss and theft. Staff safety in case of breakdown. Administrative investigations. Dispatching decisions.
Phone Systems	School and office phone systems	Private Branch Exchange (PBX) phone system	Call quality, reliability, and availability (call volume and voicemail storage monitoring)
Video Surveillance	Most schools, Board facilities and Transportation Services	Video surveillance cameras and recording systems	Safety, theft, illegal activity, behavioral/incident monitoring and review
Web Filtering	All internet traffic	Network management and monitoring tools	Protect from harmful and inappropriate content

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: April 28, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

DEVELOPMENTS:

The Student Senate met on Tuesday, April 14, 2026, at St. John's College to share information about their school events and discuss next year's Student Senate.

SCHOOL NEWS:

Assumption College School's (ACS) Student Council had a retreat on March 12 to collaborate and bond. Assumption's spring Coffee House was held on April 22 and the spring Dance will happen on April 30 featuring a "Back to the 90's" theme.

Academically, ACS hosted several mathematics contests for Grades 9-12 students on March 31. The school letter and Lion award was released for Grade 11 and 12 students. Several students travelled to France and Italy or Germany and Switzerland as part of classes/programs that they belong to at ACS. Parent-Teacher Interviews took place on March 25. Furthermore, the Social Justice class sold donuts to raise money to support families with socio-economic challenges on March 27 and Grade 11 Career Day happened on April 1. The OECTA Young Authors Contest resulted in five winners from ACS who will move on to the provincial level. The ACS Prefect program has now recruited new prefects. Lastly, the school hosted its annual STEM Olympics.

Assumption's Boys' and Girls' Soccer teams have started tryouts and practices. Furthermore, the Boys' and Girls' Rugby teams have started their seasons. The Boys' team took part in a tournament to start their competitive year. ACS's Ultimate Frisbee team also had a tournament to kick off their season. As well, the Track and Field team has started practicing and the Badminton team had a tournament recently. ACS also hosted the All-star Volleyball game which was run by the Social Justice Club to raise money for charity.

Holy Trinity's (HT) Student Council and co-curricular clubs have organized several events this Spring. Student Council had their 'gold of the luck draw', which saw random homerooms selected to win a prize to celebrate St. Patrick's Day. HT celebrated Holy Week with mass on March 31. Shortly afterwards, the school concluded its Lenten food drive which resulted in Grade 10 classes receiving a prize for collecting the most food. The campaign for 2026-27 Student Council Presidents took place and the winners were Deanna Lopez and Russell Godby. Applications for next year's Student Council were available from March 30 – April 2. In addition, 20 students attended and passed a Canadian welding certification program on March 30. On April 2, a makeshift Family Feud game was held during lunch in the cafeteria. A flowerpot painting event was also made available to students on April 10. Student Council will host a Coffee House on May 27 that will feature student talent. Furthermore, the Prom Committee

decided that “Golden Hour” will be the theme of the event on May 23. As well, auditions for the Spring play took place the week before March Break. The HT Knit Club created awareness squares and blankets for the local hospital. Also notable, the Jazz and Concert Band each placed 1st in their respective categories at the Norfolk Music Arts festival. As well, students recently wrote the DELF French language assessment and Ontario’s southwestern colleges facilitated a presentation on the value of a post-secondary school diploma.

The Holy Trinity graduating class chose Khayla Phagu to be their valedictorian. Additionally, the school Yearbook Committee is working on the formatting, inputting, and editing particularly to accommodate the graduation senior quotes that have been submitted. HT has also facilitated a tattoo art design contest and the winning student will have their art displayed on spirit wear.

Holy Trinity’s Boys’ and Girls’ Rugby teams had tournaments to begin their seasons. The Varsity Girls’ Soccer team had early April tryouts. The Badminton teams have selected their athletes and the Senior Badminton team competed in a tournament where athletes placed 1st in mixed doubles, 1st and 2nd in boys’ singles, and 3rd in girls’ singles. The Junior Badminton team also had a tournament where athletes placed 1st in boys’ singles, 2nd in girls’ singles, and 2nd in boys’ doubles.

St. Mary’s Learning Centre kicked off April with an Easter egg painting activity that provided a great opportunity for students to connect with one another. At the same time, students worked hard to prepare for the Ontario Secondary School Literacy Test (OSSLT). Preparation classes were run to help build students’ confidence and skills in reading and writing. The OSSLT testing occurred from April 13-16. Additionally, the Student Council has been preparing for Mental Health Week. This year’s focus is to promote healthy coping strategies for teens, with an emphasis on making positive choices and avoiding substance use. Students can participate in a variety of physical activities and games, both individually and in group settings, to encourage connection, stress relief, and overall well-being.

St. John’s College’s (SJC) Student Council began April with an Easter egg hunt for students in the school’s courtyard. Planning for the Spring Tropical Dance continues and tickets are being sold. Early bird tickets are priced at \$10 until April 24 and increase to \$15 from there. The theme for the last Pep Rally of the school year will be “Colour Wars”, with each grade being assigned a specific colour to wear that day. The new school mascot will be revealed at the Pep Rally. On April 22, the Eco Team went tree planting and promoted ways to keep the earth green on Earth Day. The Coding and Robotics Club recruited members to participate in the Sphero Race and Obstacle Competition.

SJC’s annual Student vs. Teacher Hockey game took place on April 14 and the student team won. The Rugby teams, Ultimate Frisbee team, and Girls’ Flag Football team have started up and all teams have competed in their first competition of the season. On April 8, a badminton tournament took place at St. John’s College and multiple students successfully moved on to the CWOSSA level.

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: April 28, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

External Site Servicing, St. Padre Pio, Powerline Rd –Tender # T-2026

Public Session

BACKGROUND INFORMATION:

The Board requires the construction of new sewers and road improvements on Powerline Road from Old Farm Road to Park Road North to support the ongoing construction of St. Padre Pio Catholic Secondary School, located in the north end of Brantford, Ontario.

This project involves reconstruction and servicing within the Powerline Road right-of-way from Park Road North to Old Farm Road. The scope includes installation of underground municipal services, boulevard improvements, and road widening to facilitate turning movements to the school block.

Tender #T-2026 – External Site Servicing, St. Padre Pio

External site services - reconstruction and servicing of roadway

DEVELOPMENTS:

The tender invites prequalified general 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 4.

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

Issue of Tender	April 29, 2026
Closing Date & Time of Tender	May 28, 2026
Award of Tender	Early June 2026
Execution of Contract	Mid June 2026
Project Start	June 2026
Phase 1 - Substantial Performance of the Work	December 6, 2026
Phase 1 – Total Performance of the Work	December 20, 2026
Phase 2 - Project Start up Meeting	Early Spring 2028
Phase 2 - Substantial Performance of the Work	Late Spring 2028
Phase 2 – Total Performance of the Work	Early Summer 2028

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approve the issuance of Tender #T-2026.

**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: April 28, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

St. Patrick School Brantford Asphalt Reconstruction – Tender # T-2126

Public Session

BACKGROUND INFORMATION:

Life cycle analysis has determined that the playground and areas between the school and Catholic Education Centre asphalt pavement requires replacement due to its deteriorated condition, it is recommended the asphalt be replaced in 2026.

Tender #T-2126 – St Patrick School Brantford Asphalt Reconstruction
Asphalt Reconstruction

DEVELOPMENTS:

The Tender invites Bidders to provide contractor services for the supply of all labour, tools, materials, and equipment necessary for pavement reconstruction at St. Patrick School, Brantford, Ontario. To further qualify Bidders, the Board will request bonding as part of the project. The resulting contract will be in the form of a CCDC-4.

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

- | | |
|---------------------------------|---------------------|
| • Issue of Tender | Early-Mid May 2026 |
| • Closing Date & Time of Tender | Early-Mid June 2026 |
| • Award of Tender | Late June 2026 |
| • Execution of Contract | Early July 2026 |
| • Project Start | Early-Mid July 2026 |
| • Ready-for-Takeover | September 1, 2026 |

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approve the issuance of Tender #T-2126

2025-2026
Trustee Meetings and Events

Date	Time	Meeting/Event
April 28, 2026	4:30 pm	Committee of the Whole
April 28, 2026	6:30 pm	Board Meeting
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	Committee of the Whole
May 26, 2026	6:30 pm	Board Meeting
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
June 23, 2026	4:30 pm	Committee of the Whole
June 23, 2026	6:30 pm	Board Meeting
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