Brant Haldimand Norfolk
Catholic District School Board

Agenda

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

Inaugural Board Meeting
Tuesday, November 17, 2026 ♦ 6:30 p.m.
Norfolk Room

Trustees:
Wenda Allicock, Dennis Blake, Birkin Culp, Carol Luciani, David Miller, Toni Poirier
Jenna Ugwu (Student Trustee), Joshua Ocampo (Student Trustee)

Senior Administration:
Mike McDonald (Chief Executive Officer & Secretary)
John Della Fortuna, Kevin Greco, Michael Lawlor, Jennifer Varnam (Superintendent of Education)

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1. Opening Business — **Mike McDonald**

1.1 Opening Prayer

God our creator, life giving energy, you have called us to pass on life in our Catholic schools. You have blessed us with intellect and will, soul and body. You have told us that "to whom much is given, much is expected". Teach us to know the wonder of your gifts that in knowing our potential we will call forth the gifts of this school community. Through encouragement and support of teachers, may our influence enrich this board as we call forth prophetic leadership for the future. We ask this in Your name. AMEN

1.2 Attendance and Welcome — **Mike McDonald**

1.3 Approval of the Agenda

2. Certification of Election Results by the Municipal Clerks — **Mike McDonald**
(Section 6.1.2.1, Board By-Laws, 2025)

3. Declaration of Office and Oath of Allegiance — **Trustees**
(Section 6.1.2.1, Board By-Laws, 2025)

4. Appointment of Scrutineers — **Mike McDonald**
(Section 5.2.1, Board By-Laws, 2025)

5. Nomination and Election of Chair — **Mike McDonald**
(Section 5.2, Board By-Laws, 2025)

6. Nomination and Election of Vice-Chair — **Chair**
(Section 5.3, Board By-Laws, 2025)

7. Appointment of Board Auditor — **Mike McDonald**
(Section 6.1.3.1, Board By-Laws, 2025)

8. Inaugural Address by the Chair of the Board — **Chair**

9. Adjournment — **Chair**

Next Meeting: Tuesday, November 24, 2026, 6:30 p.m. - Boardroom

5.0 OFFICERS OF THE BOARD

5.1 The Officers of the Board shall consist of:

- the Chair;
- the Vice Chair;
- the Director of Education and Secretary of the Board; and
- the Superintendent of Business and Treasurer.

5.2 Election of Chair

5.2.1 Appointment of Scrutineers
The presiding officer shall name two (2) scrutineers for the election of officers.

5.2.2 Nomination and Election of Chair
The Presiding Officer shall conduct the election for the office of the Chair of the Board, which shall be as follows:

5.2.3 Nomination shall be by secret ballot.

5.2.4 The Presiding Officer shall announce the result of the nominations by declaring the names of those nominated. The nominees will declare their intention. The count shall not be declared.

5.2.5 Voting shall be conducted by secret ballot.

5.2.6 The Trustee receiving a clear majority of the votes cast by all Trustees present shall be declared elected.

5.2.7 Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chair is elected.

5.2.8 In case of equality of votes (with only two candidates remaining), one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position as per Section 208(8) of the Education Act.

5.2.9 The Presiding Officer shall announce the result of the ballot by declaring the name of the Trustee who has received a clear majority of the votes cast and shall not declare the count.

5.3 Election of Vice Chair

5.3.1 The Chair shall then take the Chair and shall conduct the election for the office of Vice Chair using the same procedures as set out for the election of the office of the Chair.

5.3.2 At the first meeting after a vacancy occurs in the office of Vice Chair, the vacancy shall be filled by the same method used for the election at the inaugural meeting.

6.0 MEETINGS OF THE BOARD

6.1 Inaugural and Annual Meetings

6.1.1 Presiding Officer

The Presiding Officer at the Inaugural Meeting and Annual Meeting shall be the Director of Education and Secretary of the Board or designate until the Chair is elected.

6.1.2 Meeting Proceedings

6.1.2.1 Inaugural Meeting

- The Inaugural Meeting to be held in the calendar year in which all Trustees are elected or acclaimed at the regular Municipal Election under the Municipal Elections Act shall be held in accordance with the Act.
- The Inaugural Meeting shall include an Inaugural Liturgy.
- At the Inaugural Meeting of the Board, the Chief Executive Officer shall read the returns of the election as certified by the Municipal Clerks.
- At the Inaugural Meeting of the Board, every Trustee elected to the Board shall make and sign the Declaration of Office and Oath of Allegiance before the Secretary of the Board or before such person authorized to administer an oath.

6.1.2.3 Annual Meeting

- The Annual Meeting of the Board, to be convened in the years between Municipal Elections, shall be held in accordance with the Act.
- The Annual Meeting shall include a Liturgy.

6.1.3 Additional Business

The Inaugural and Annual meetings shall include further business as follows:

6.1.3.1 the appointment of the Auditors for the Board;

6.1.3.2 any urgent business of the Board.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Michael McDonald, Chief Executive Officer & Secretary
Presented to: Board of Trustees
Submitted on: November 17, 2026
Submitted by: Michael McDonald, Chief Executive Officer & Secretary

APPOINTMENT OF AUDITORS

Public Session

On October 21, 2025, the Board of Trustees approved KPMG LLP audit firm to provide external audit services beginning with the fiscal year ending August 31, 2025. The term of that agreement will end in April 2029.

The Board's By-Laws 6.1.3.1 state that auditors are to be appointed at the Inaugural and Annual Meetings of the Board. In the absence of the need for approval, due to the term of the current agreement, this report serves as a reminder of the that agreement with KPMG.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Appointment of Auditors report.