



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

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### Board Meeting Tuesday, September 25, 2018 ♦ 7:00 p.m. Boardroom

**Members:** **Trustees:**  
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani,  
Bonnie McKinnon, Kaiya Daly (Student Trustee)

**Senior Administration:**  
Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of  
Business & Treasurer), Michael McDonald, Michelle Shypula and Leslie Telfer (Superintendents  
of Education)

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#### 1. Opening Business

##### 1.1 Opening Prayer

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

##### 1.2 Attendance

##### 1.3 Approval of the Agenda

Pages 1 - 2

##### 1.4 Declaration of Interest

##### 1.5 Approval of Board Meeting Minutes - June 26, 2018

Pages 3 - 7

Approval of Special Meeting of the Board Minutes - July 10, 2018

Pages 8 - 9

Approval of Special Meeting of the Board Minutes - July 12, 2018

Pages 10-11

Approval of Special Meeting of the Board Minutes - August 30, 2018

Pages 12 - 13

Approval of Special Meeting of the Board Minutes - September 18, 2018

Pages 14 - 16

##### 1.6 Business Arising from the Minutes

#### 2. Presentations

#### 3. Delegations

#### 4. Consent Agenda

#### 5. Committee and Staff Reports

##### 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting - September 18, 2018

Pages 18 - 21

Presenter: Dan Dignard, Vice-Chair

- Election Compliance Audit Committee (pages 22 - 24)

##### 5.2 Student Trustee Update

Pages 25

Presenter: Kaiya Daly, Student Trustee

#### 6. Information and Correspondence

#### 7. Notices of Motion

#### 8. Notices of Motion Being Considered for Adoption



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## 9. Trustee Inquiries

## 10. Business In-Camera

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- The security of the property of the board;
  - 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;
  - The acquisition or disposal of a school site;
  - Decisions in respect of negotiations with employees of the board; or
  - Litigation affecting the board.

## 11. Report on the In-Camera Session

## 12. Future Meetings and Events

Pages 26-27

## 13. Closing Prayer

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***

## 14. Adjournment



**Board Meeting**  
**Tuesday, June 26, 2018 ♦ 7:00 pm**  
**Boardroom**

**Present:** **Trustees:**  
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Bonnie McKinnon,  
Olivia O'Neill (Student Trustee)

**Absent:** Carol Luciani

**Senior Administration:**  
Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of  
Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of  
Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee McKinnon.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the  
June 26, 2018 meeting.

**Carried**

**1.4 Declaration of Interest**

Vice-Chair Dignard and Trustees Chopp and Casey declared conflicts of interest on Item 5.1,  
2018-19 Salaries and Benefits Budget, due to the nature of the employment of their children  
with the Board.

**1.5 Approval of Board Meeting Minutes – May 22, 2018**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the  
May 22, 2018 Board meeting.

**Carried**

**1.6 Business Arising from the Minutes – Nil**

**2. Presentations**

**2.1 Memorial Statement for Ryan Cattrysse, Former Student Trustee**

A memorial statement for Ryan Cattrysse, former Student Trustee, was read by  
Trustee Casey.



**2.2 Recognition of the retirement of Monsignor Earl Talbot, St. Basil Catholic Church**

Director Roehrig congratulated Monsignor Talbot on his retirement and thanked him for the honour of working with him. He shared Monsignor Talbot's illustration of what it means for a priest to be connected to the school district and how he communicates with students in a special way.

**2.3 Council for Exceptional Children Award Recipients**

Superintendent Shypula described the Council for Exceptional Children as a community of educational partners in learning. The local chapter has been making a difference and raising awareness for over 30 years. This year's event was hosted at Jean Vanier Catholic Elementary School and brought together people to recognize the importance of special education.

Carmen McDermid, Student Achievement Leader – Special Education, was excited to have been in the presence of some remarkable people. She explained how the award recipients live our theme of acting justly, walking humbly and loving tenderly. The winners have shown true dedication and overcome many obstacles and were recognized for their hard work.

Chair Petrella congratulated the following recipients: Rob Riley, St. John's College and Isla Thompson, St. Gabriel Catholic School on receiving the Student Achievement Award; Meaghan Baker, Holy Trinity Catholic High School, on receiving the Life Skills Student Award; Kathy Kelly, Our Lady of Providence Catholic Elementary School and Ronnie Whitcomb, St. John's College, on receiving the Paraprofessional Award; Georgia Abele, St. Joseph's School, on receiving the Teacher of the Year Award; and Theresa Mamela, St. Leo School, on receiving the Coaching to Inclusion Award.

**2.4 Spring Fling Presentation**

Superintendent Shypula introduced Melissa Lancaster, Teacher at ACS; Mary Bradford, Spec Ed Department Head at ACS; Deb Dignan, Itinerant SERT and Ireland Connell, Grade 12 student at ACS, as the team who coordinated the Tri-High Spring Fling which was held on May 4, 2018. The event was a barrier free formal for students in secondary special education programs. Over 60 students from all three high schools attended and had the opportunity to socialize and make new friendships over dinner and a dance. Students were supported during the event by a host of volunteers including students, teachers and community members.

**3. Delegations – Nil**

**4. Consent Agenda**

**4.1 Unapproved Mental Health Steering Committee Meeting minutes – June 13, 2018**

Moved by: Bill Chopp

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved Mental Health Steering Committee Minutes of June 13, 2018.

**Carried**



## 5. Committee and Staff Reports

### 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – June 19, 2018

Vice-Chair Dignard reviewed the business of the June 19, 2018 Committee of the Whole meeting. As Vice-Chair Dignard and Trustees Chopp and Casey had declared conflicts of interest with respect to the 2018-19 Salaries and Benefits Budget recommendation in Item 1.4, they did not discuss nor vote on this recommendation. Chair Petrella indicated his intention to vote on the three 2018-19 Budget recommendations coming forward from the Committee of the Whole.

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the 2018-19 Salaries and Benefits Budget, in the amount of \$105,478,873, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the 2018-19 Operations Budget, in the amount of \$28,778,923, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the 2018-19 Capital Budget, in the amount of \$6,657,056, 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 the request St. John's College for an excursion to New York City, NY from Tuesday, March 12, 2019 to Friday, March 15, 2019.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to France and Italy from Thursday (evening), March 7 to Saturday, March 16, 2019.

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of June 19, 2018.

**Carried**

### 5.2 Special Education Services Department Annual Report 2017-18

Superintendent Shypula presented the Special Education Services Department Annual Report 2017-18. The Department's goals align with the strategic plan for improving student achievement, building teacher capacity, building parent confidence in programming and helping bridge community partnerships. The role of Debbie Dignan, Itinerant SERT, was highlighted as supporting classroom teachers and providing programming. Superintendent Shypula outlined the goals of knowing the learner, what type of assessment tools are needed to identify learning needs and what kind of programming to provide. A summary was provided of the Job skills Program and Personal Active Living (PAL) Program.



Moved by: Bill Chopp

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Special Education Services Department Annual Report 2017-18.

**Carried**

### **5.3 Student Trustee Update**

Student Trustee O'Neill reviewed the year-end meeting of the Student Senate and Leadership Symposium. Assumption College held a Cosplay Convention for the first time and was enjoyed so much that students hope to make it an annual event. St. John's College hosted a Coffee House to support the Stedman Hospice and the Senior Boys' Rugby Team won the silver medal from AAA OFSAA. Students from Holy Trinity held their athletic banquet and honoured athletes. All three secondary schools are busy organizing and looking forward to their graduation proms and ceremonies.

On behalf of the Board and Senior Administration, Chair Petrella thanked Student Trustee O'Neill for her involvement with and commitment to the Board throughout the school year and presented her with a letter of commendation.

Moved by: Cliff Casey

Seconded by: Dan Dignard

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

**Carried**

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

Chair Petrella presented a correspondence from the Office of the Prime Minister of Canada in response to the Board's letter regarding the Summer Jobs Program.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

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

**Carried**

### **7. Notices of Motion for Consideration at Next Board Meeting – Nil**

### **8. Notices of Motion Being Considered for Adoption – Nil**

### **9. Trustee Inquiries - Nil**

### **10. Business In-Camera**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

**Carried**



**11. Report on the In-Camera Session**

Moved by: Cliff Casey

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**

Chair Petrella drew attention to the list of upcoming meetings and events.

**13. Closing Prayer**

Chair Petrella led the closing prayer.

**14. Adjournment**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of June 26, 2018.

**Carried**



**Special Meeting of the Board  
Tuesday, July 10, 2018 ♦ 1:00 p.m.  
Boardroom**

**Trustees:**

**Present:** Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon

**Absent:** Leslie Telfer (Superintendent of Education)

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance** – As noted above.

**1.3 Approval of the Agenda**

Item 2.2 - St. Mary's Catholic Learning Centre – Sprucedale Campus (Dedicated to St. Giovanni (John) Bosco\*) was moved to the in-camera agenda.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of July 10, 2018, as amended.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Committee and Staff Reports**

**2.1 Addition – St. Frances Cabrini School, Delhi**

Superintendent Grice provided an overview of the construction of an addition to St. Frances Cabrini School, Delhi. A tender for the construction of the addition closed on June 13, 2018. A summary of the contractor bids was provided. The Ministry allocation, architect fees and overall costs to the project were also reviewed.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the awarding of the contract for the two-room addition at St. Frances Cabrini School, Delhi to Gen-Pro (1320376) Ontario Ltd., in the amount of \$1,222,975, excluding HST.

**Carried**





**2.2 St. Mary's Catholic Learning Centre – Sprucedale Campus (Dedicated to St. Giovanni (John) Bosco\*)**

The above item was moved to the in-camera session for further discussion.

**3. Business In-Camera**

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session of the Special Meeting of the Board.

**Carried**

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

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session of the Special Meeting of the Board.

**Carried**

**5. Adjournment**

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of July 10, 2018.

**Carried**



**Special Meeting of the Board  
Tuesday, July 12, 2018 ♦ 9:00 a.m.  
Trustee Meeting Room**

**Trustees:**

**Present:** Rick Petrella (Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon

**Absent:** Dan Dignard (Vice-Chair), Michelle Shypula, Leslie Telfer (Superintendents of Education)

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly (Superintendent of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance**

Trustees Cliff Casey, Carol Luciani and Bonnie McKinnon attended via teleconference.

**1.3 Approval of the Agenda**

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of July 12, 2018.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Committee and Staff Reports - Nil**

**3. Business In-Camera**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session of the Special Meeting of the Board.

**Carried**

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

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session of the Special Meeting of the Board.

**Carried**



**Brant Haldimand Norfolk  
Catholic District School Board**

**Minutes**

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**5. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of July 12, 2018.

**Carried**

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Next Meeting: Tuesday, September 25, 2018, 7:00 p.m. - Boardroom



**Special Meeting of the Board**  
(Board By-Laws S. 6.3.3)  
**Thursday, August 30, 2018 ♦ 9:00 a.m.**  
**Trustee Meeting Room**

**Members:** **Trustees:**  
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Carol Luciani

**Via Teleconference:**  
Bill Chopp, Bonnie McKinnon

**Absent:** Nil

**Senior Administration:**  
Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Michelle Shypula (Superintendent of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance** - As noted above.

**1.3 Approval of the Agenda**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of August 30, 2018.

**Carried**

**1.4 Declaration of Interest** - Nil

**2. Committee and Staff Reports**

**2.1 Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes and/or Epilepsy)**

Superintendent Shypula advised that in February 2018, the Ministry released P/PM 161 that requires boards to create policies to support students with prevalent medical conditions: anaphylaxis, asthma, diabetes and epilepsy. She explained that there is already legislation that requires boards to have policies in place for students with anaphylaxis and asthma, but that the new policy encompasses all of the required medical conditions, similar to the Student Behaviour, Discipline and Safety policy. There was a robust consultation and vetting process, including, but not limited to, Senior Administration, principals, teachers, OECTA, OSSTF, students, parents, health care providers, and the student trustee.



Trustee Casey inquired why the policy did not go to Policy Committee. Director Roehrig explained that the legislation has mandated the policy to be in effect as of September 1, 2018. Trustee Casey also inquired why the Notification of Risk of Injury and Student Safety Plan Administrative Procedure was not reviewed at Policy Committee. Director Roehrig indicated that there was a push from the unions to revise this administrative procedure to ensure that staff and students are kept safe. He also said that the administrative procedure is a cleaned-up version of past practice. Trustee Casey has requested that both policies and administrative procedures be brought to the next Policy Committee meeting.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board rescinds the following Policies/Administrative procedures:

- Management of Student with Asthma 200.05
- Protection of Anaphylactic Pupils 200.18

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the new Students with Prevalent Medical Conditions: Anaphylaxis, Asthma, Diabetes and/or Epilepsy Policy.

**Carried**

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

Moved by: Bonnie McKinnon

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session of the Special Meeting of the Board.

**Carried**

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

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session of the Special Meeting of the Board.

**Carried**

### **5. Adjournment**

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of August 30, 2018.

**Carried**



**Special Meeting of the Board**  
(Board By-Laws S. 6.3.3)  
**Tuesday, September 18, 2018 ♦ 6:30 p.m.**  
**Boardroom**

**Trustees:**

**Members:** Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Bonnie McKinnon, Kaiya Daly (Student Trustee)

**Absent:** Carol Luciani

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of September 18, 2018.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Delegations**

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board grants an exception to the Board's approved Rules and Regulations and allows for presentations to be made from the floor at the two Education Development Charges public meetings.

**Carried**



## **2. Committee and Staff Reports**

### **2.1 Education Development Charges**

Jack Ammendolia, Director, Education at Watson and Associates Economists Ltd. drew attention to the Board's current EDC by-law and the expiration date, which is November 1, 2018 unless it is repealed at an earlier date. Mr. Ammendolia explained that each Board must conduct a review of the EDC policies prior to renewing their EDC by-law. He reviewed the existing EDC policies and clarified that there are no proposed changes to the policies yet.

Brad Teichman, Lawyer from Overland LLP discussed the legal requirements that must be met before the EDC by-law can be passed. The Board is required to hold a public meeting, give notice of the public meeting and receive Ministry approval. At the conclusion of the meeting, the Board will have fulfilled all of the requirements needed, with the exception of the Ministry approval.

Moved by: Bonnie McKinnon

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board receives as information the EDC Policies verbal report from Watson and Associates.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board receives as information the Legislative Requirements verbal report from Overland LLP.

**Carried**

### **Trustee Inquiries**

Trustee Casey was inquiring if the meeting was advertised as there was no representation from the City or local developers. Mr. Ammendolia explained that the meeting information was provided to the necessary media contacts. He also indicated that he had reached out to his contacts to ensure they were aware of the meeting.

### **2.2 Education Development Charges**

Mr. Ammendolia explained that the costs that we receive or the cost that the Board collects can only be used for land costs and no monies can go towards capital construction. He reviewed the requirements that need to be met in order to pass the EDC by-law. Mr. Ammendolia explained how the EDC was calculated and reviewed the Board's proposed EDC based on the calculation. He indicated that they were initially looking at the renewal of the EDC for next week, however, the Ministry is currently reviewing the EDC by-laws so there will be a delay.

Mr. Teichman indicated that there is an exempt area in City of Brantford for development, as well as an area in the County of Brant. He further explained why an area might be exempt from development (i.e. First Nations Reserves).



Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives as information the Methodology and Proposed Charges verbal report from Watson and Associates.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board receives as information the Draft By-law verbal report from Overland LLP.

**Carried**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the statement that there is not an operating surplus available in the non-classroom portion of the budget that can be applied to reduce growth-related net education land costs.

**Carried**

THAT the Brant Haldimand Norfolk Catholic District School Board approves the statement that there have been no opportunities to implement alternative accommodation arrangements.

**Carried**

### **Trustee Inquiries**

Trustee Casey inquired about the costing of the high density areas (i.e. apartment buildings). Mr. Ammendolia indicated that it is per unit, not per building.

Trustee Casey also inquired about the likelihood of EDCs in the Haldimand and Norfolk areas. Mr. Ammendolia indicated that there has been discussion around this and they are hopeful to move forward with it in the near future.

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

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

### **5. Adjournment**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of September 18, 2018.

**Carried**



# RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

September 18, 2018

<b>AGENDA ITEM</b>	<b>MOTION</b>
5.3	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Alec Cowan, Frank Gelinis, Donald Musson, Guiditta Poelzl and Marilyn Sewell to its Election Compliance Audit Committee for the purposes of Subsection 88.37(1) and Subsection 88.37(2) of the <i>Municipal Elections Act</i> , 1996 for the period December 1, 2018 to November 30, 2022.

## **RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of September 18, 2018.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of September 18, 2018.



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

Catholic Education Centre  
322 Fairview Drive  
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**Committee of the Whole  
Tuesday, September 18, 2018 ♦ 7:00 pm  
Boardroom**

**Members:** **Trustees:**  
Rick Petrella (Chair), Dan Dignard (Vice-Chair), Cliff Casey, Bill Chopp, Bonnie McKinnon,  
Kaiya Daly (Student Trustee)

**Absent:** Carol Luciani (Trustee)

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of  
Business & Treasurer), Michelle Shypula and Leslie Telfer (Superintendents of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Petrella.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 18, 2018 meeting.

**Carried**

**1.4 Declaration of Interest - Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes - June 19, 2018**

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 19, 2018 Committee of the Whole meeting.

**Carried**

**1.6 Business Arising from the Minutes - Nil**

**2. Presentations - Nil**

**3. Delegations - Nil**

**4. Consent Agenda**

**4.1** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of June 19, 2018.

**4.2** THAT the Committee of the Whole refers the 2018 CEFO Catholic Student Award Recipients – Father Patrick Fogarty Awards Dinner update to the Brant Haldimand Norfolk Catholic District School Board for receipt.



Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

**Carried**

## **5. Committee and Staff Reports**

### **5.1 Start-up Enrolment & School Organization**

Superintendent Grice indicated that we are above our projections in both elementary and secondary. Previously, we had to meet primary class size compliance, but it has now been expanded to include junior and intermediate classes as well. Mr. Grice indicated that we went to compliancy on the third school day of September.

Moved by: Bill Chopp

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Start-up Enrolment & School Organization to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **Trustee Inquiries**

Trustee Chopp inquired about Assumption College School's enrolment. Superintendent Grice indicated that the actual numbers and the projects numbers are only off by approximately 13 students. However, if all of these students are taken in the first semester it would inflate the numbers.

Trustee Chopp inquired where the new teachers have been added since September.

Superintendent Grice indicated that a class was inserted at Jean Vanier. This will allow for more support to be given to a school that needs it. Trustee Chopp suggested that this information should be communicated to the Trustees prior to the meeting. Chair Petrella inquired about the Kindergarten programs at St. Francis Cabrini and why they were not allotted another teacher. Mr. Grice indicated that they are restrained for space. Hopefully, the addition will be completed early next year which will create more space.

Trustee Casey inquired about the number of people on the Occasional Teachers list and if it is something to be concerned about. Superintendent Grice indicated that we have a contractual number that we must meet on your Occasional Teachers list, we are always in the process of replenishing the list. Director Roehrig explained that it is likely we will experience shortages as the year progresses but will have to manage them as they arise. He indicated that some boards have temporarily suspended professional development, which is not the case with our Board.

Chair Petrella inquired about some schools with concerningly low numbers such as Our Lady of Fatima and St. Michael's, Walsh. However, the school capacity is only 110 students. There is no concern for these schools at this time.



**5.2 Summary of 2017-18 Reports to Board**

Director Roehrig indicated that this is an annual report used to highlight the work of the Board in the previous school year.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the 2017-18 Reports to Board Summary to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

**5.3 Municipal Election Compliance Audit Committee**

Superintendent Grice indicated that the Board is required to establish an Election Compliance Audit Committee that would conduct an audit on a candidate or third-party advertiser if it is reported that there has been a contravention of the Act relating to election campaign finances. There has been an attempt to align with the City of Brantford, the County of Brant and Grand Erie District School Board (GEDSB). Two of the selected candidates align with GEDSB and three of the candidates were selected from each county.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Alec Cowan, Frank Gelinias, Donald Musson, Guiditta Poelzl and Marilyn Sewell to its Election Compliance Audit Committee for the purposes of Subsection 88.37(1) and Subsection 88.37(2) of the *Municipal Elections Act*, 1996 for the period December 1, 2018 to November 30, 2022.

**Carried**

**Trustee Inquiries**

Chair Petrella questioned the term of the position. Superintendent Grice indicated that this is the term as outlined in the Act.

**6. Information and Correspondence - Nil**

**7. Trustee Inquiries - Nil**

**8. Business In-Camera**

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

**Carried**

**9. Report on the In-Camera Session**

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

**Carried**



## BRANT HALDIMAND NORFOLK Catholic District School Board

### Minutes

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

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#### 10. Future Meetings and Events

Chair Petrella drew trustee attention to upcoming meetings and events.

#### 11. Closing Prayer

Chair Petrella led the closing prayer.

#### 12. 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 meeting of September 18, 2018.

**Carried**

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: September 18, 2018  
Submitted by: Chris Roehrig, Director of Education & Secretary

### ELECTION COMPLIANCE AUDIT COMMITTEE

Public Session

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#### **BACKGROUND INFORMATION:**

Subsection 88.37(1) and Subsection 88.37(2) of the *Municipal Elections Act*, 1996 (MEA) requires all municipalities and local school boards to establish Election Compliance Audit Committees (ECAC). The ECAC enables an elector, who is entitled to vote in an election and believes on reasonable grounds, that a candidate or third-party advertiser has contravened a provision of this Act relating to election campaign finances, may apply for a compliance audit of the candidate's or third-party advertiser's election campaign finances. An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local school board for which the candidate was nominated for office.

The term of office for the ECAC is four years beginning on December 1, 2018. The Committee will deal with applications related to the regular election and any by-elections during their term.

The ECAC will meet to process Compliance Audit applications submitted per the following deadlines. The application must be made within 90 days after the latest of the following dates:

- a) The filing date under section 88.30;
- b) The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30;
- c) The candidate's supplementary filing date, if any, under section 88.30;
- d) The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

The Committee shall meet as needed with meetings to be scheduled.

#### **Composition of Election Compliance Audit Committee**

The ECAC shall be composed of not fewer than three and not more than seven members and shall not include:

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

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

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

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

### **Selection of Members**

The Committee would ideally be comprised of members from each jurisdiction, drawing from a larger pool of potential candidates with the required skills set to perform their legislated duties. Recommended skill sets for members of the ECAC include:

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

Criteria used to determine membership may include:

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

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

### **DEVELOPMENTS:**

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

The Board received 11 applications for citizen appointment to its ECAC. Two of these individuals have also been appointed to the Municipal ECAC. Board staff are recommending that five individuals be approved for membership to its ECAC.

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

#### Alec Cowan, Haldimand County (Dunnville)

- Certified and designated personal financial planner
- Involvement in local community committees and associations

#### Frank Gelinias, Norfolk County (Simcoe)

- CPA – CGA Designation
- Involvement in local community committees and associations

Donald Musson, City of Brantford (Brantford)

- Controller and Finance Manager
- Involvement in local community committees and associations

Guiditta Poelzi, City of Brantford (Brantford)

- CPA (CMA Program)
- Involvement in local community committees and associations

Marilyn Sewell, Brant County (Paris)

- Involvement in local community committees and associations

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Alec Cowan, Frank Gelinias, Donald Musson, Guiditta Poelzl and Marilyn Sewell to its Election Compliance Audit Committee for the purposes of Subsection 88.37(1) and Subsection 88.37(2) of the *Municipal Elections Act*, 1996 for the period December 1, 2018 to November 30, 2022.



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

Prepared by: Kaiya Daly, Student Trustee  
Presented to: Board of Trustees  
Submitted on: September 25, 2018  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### STUDENT TRUSTEE REPORT

Public Session

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#### **BACKGROUND INFORMATION:**

During the first week of school, all three catholic high schools in the Board sent their student councils to Camp Brebouf for the Fall Leadership Retreat. While participating in this retreat, student council representatives were tasked with team building exercises. They were also encouraged to meet and share ideas with the other school's student councils. Each high school held orientation and special events for the new grade nine students, with all three schools continuing to hold their annual colour nights, which consists of games and a dance with only the grade nine students in attendance, and those helping with the event.

#### **DEVELOPMENTS:**

Each of the three high school student councils have been focusing on encouraging the grade nine students to run for the representative position. St John's College had two elected grade nine representatives at their colour night on September 19, 2018. Assumption College School and an application deadline of September 21, 2018 and will start the interview process soon after. Holy Trinity Catholic High School is currently reviewing applications from the grade nine students who have shown an interest in joining their student council.

#### **SCHOOL NEWS:**

During the first month, St John's College has had a successful parent night where the parents of the grade nines students get a chance to tour the school and meet the teachers. Through the collaborative forces of the campus ministry group and the student council students of St John's College, they have helped in the moving of St Vincent De Paul to their new location.

Assumption College School has been focusing on the kick off to some of their sports, specifically the start to the football season. Their student council will be attending these games to help with the concession and do some cheers for their team. Assumption's student council has also begun the planning for their Homecoming dance, which is set to take place on October 5, 2018.

At the start of year, Holy Trinity held their grade level assemblies as an introduction to the school year and the new student council. However, they have been spending most of their resources and time towards preparations for Fair. Fair is a competition between all of the schools, public and catholic, in their county. They have been painting large banners and brainstorming ideas and cheers to use on October 2, 2018 when they go up against the other schools.

#### **RECOMMENDATION:**

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

**2018-19**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>September 25, 2018</b>	4:30 pm <b>7:00 pm</b>	New Employee Commissioning Mass <b>Board Meeting</b>	
September 26, 2018	9:30 am	OCSTA Fall Regional Session (@ NCDSB, Welland)	
September 27, 2018	4:30 pm	Audit Committee Mtg.	
October 2, 2018		Norfolk Fair Day	
October 10, 2018	3:00 pm	Executive Council Mtg.	
<b>October 16, 2018</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
October 17, 2018	5:15 pm	Retiree/Service Recognition Dinner	
October 22, 2018	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
<b>October 23, 2018</b>	3:00 pm <b>7:00 pm</b>	STEM Event (@ Assumption College) <b>Board Meeting</b>	
October 24, 2018	1:00 pm	Catholic Education Advisory Committee Mtg.	
October 25–27, 2018		When Faith Meets Pedagogy Conference	
October 30, 2018	9:00 am	STSBHN Meeting	
November 14, 2018	3:00 pm	Executive Council Mtg.	
<b>November 19, 2018</b>	4:30 pm	Audit Committee Mtg.	
<b>November 20, 2018</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>November 27, 2018</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
November 28, 2018	7:00 pm	System-Wide Parent Councils Adobe Connect Session	
<b>December 4, 2018</b>	6:30 pm <b>7:00 pm</b>	Annual Meeting Mass (Bishop Dabrowski) <b>Inaugural Board Meeting</b>	
December 5, 2018	3:00 pm	Executive Council Mtg.	
<b>December 11, 2018</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Board Meeting</b>	
<i>December 24, 2018 - January 4, 2019</i>		<i>CHRISTMAS BREAK</i>	
January 9, 2019	3:00 pm	Executive Council Mtg.	
<b>January 15, 2019</b>	<b>9:30 am</b> <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>January 22, 2019</b>	4:00 pm <b>7:00 pm</b>	Legal Expenses Committee Mtg. <b>Board Meeting</b>	
February 13, 2019	3:00 pm	Executive Council Mtg.	
<b>February 19, 2019</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
February 25, 2019	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
<b>February 26, 2019</b>	9:00 am 9:30 am <b>7:00 pm</b>	STSBHN Meeting SEAC Meeting <b>Board Meeting</b>	
March 6, 2019	3:00 pm	Executive Council Mtg.	
<i>March 11-15, 2019</i>		<i>MARCH BREAK</i>	
<b>March 19, 2019</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>March 26, 2019</b>	4:00 pm <b>7:00 pm</b>	Legal Expenses Committee Mtg. <b>Board Meeting</b>	
March 27, 2019	1:00 pm	Catholic Education Advisory Committee Mtg.	
April 5, 2019	9:00 am	Council of Catholic Service Organizations Committee Mtg.	
April 10, 2019	3:00 pm 7:00 pm	Executive Council Mtg. System-Wide Parent Council Adobe Connect Session	
<b>April 16, 2019</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>April 23, 2019</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
April 25-27, 2019		OCSTA AGM (Toronto)	
<i>May 5-May 10, 2019</i>		<i>Catholic Education Week</i>	
May 13, 2019	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
May 15, 2019	3:00 pm	Executive Council Mtg.	
<b>May 21, 2019</b>	<b>9:30 am</b> <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>May 28, 2019</b>	9:00 am <b>7:00 pm</b>	STSBHN Meeting <b>Board Meeting</b>	
May 30-June 1, 2019		CCSTA AGM	
June 12, 2019	3:00 pm	Executive Council Mtg.	
<b>June 18, 2019</b>	9:30 am <b>7:00 pm</b>	SEAC Meeting <b>Committee of the Whole</b>	
<b>June 25, 2019</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
June 29, 2017	4:45 pm	Assumption College Graduation	
June 29, 2017	6:30 pm	Holy Trinity Graduation	
June 29, 2017	7:00 pm	St. John's College Graduation	

Meetings scheduled at the Call of the Chair: Accommodations Committee, Audit Committee, Budget Committee, Communications and Information Technology Advisory Committee, Legal Expenses Review Committee, Mental Health Leadership Steering Committee, Policy Committee