BRANT HALDIMAND NORFOLK
Catholic District School Board

Agenda

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

Board Meeting
September 22, 2026 ♦ 6:30 pm
Boardroom

Trustees:
Carol Luciani (Chair), Bill Chopp (Vice-Chair), Dennis Blake, Dan Dignard, Toni Poirier, Joshua Ocampo (Student Trustee), Jenna Ugwu (Student Trustee)

Senior Administration:
Mike McDonald (Chief Executive Officer & Secretary)
Rajini Nelson (Superintendent of Business & Treasurer)
John Della Fortuna, Kevin Greco, Michael Lawlor, Jennifer Varnam (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. ***Amen***

1.2 Attendance

1.3 Approval of the Agenda — Pages 1-2

1.4 Declaration of Interest

1.5 Approval of the Board Minutes – June 23, 2026 — Pages 3-7

1.6 Approval of Special Meeting of the Board Minutes – June 29, 2026 — Pages 8-9

1.7 Approval of Special Meeting of the Board Minutes – August 10, 2026 — Pages 10-11

1.8 Approval of Special Meeting of the Board Minutes – September 2, 2026 — Pages 12-13

1.9 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

4.1 Unapproved Minutes from the Committee of the Whole Meeting - June 23, 2026 — Pages 14-20

5. Committee and Staff Reports

5.1 Unapproved Recommendations of the Committee of the Whole Meeting - September 22, 2026 — Pages 21-32
Presenter: Bill Chopp, Vice-Chair of the Board
- Capital Borrowing Facility Credits
- Bank Operating Credit
- Audit Committee Terms of Reference

6. Information and Correspondence

6.1 School and Family Support Office Update

6.2 New School Build Updates

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

9. Business In-Camera

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
a. The security of the property of the board;
b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
c. The acquisition or disposal of a school site;
d. Decisions in respect of negotiations with employees of the board; or
e. Litigation affecting the board.

10. Report on the In-Camera Session

11. Future Meetings and Events

Pages 33-34

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, October 27, 2026, 6:30 p.m. – Boardroom

Board Meeting
June 23, 2026 ♦ 7:30 p.m.
Boardroom

Trustees:
Carol Luciani (Chair), Bill Chopp (Vice-Chair), Dennis Blake, Toni Porier
Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

Regrets: Dan Dignard (Trustee), Rick Petrella (Trustee

Senior Administration:
Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer)
Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

Regrets: John Della Fortuna (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer by Chair Luciani.

1.2 Attendance

Attendance was as noted above. Chair Luciani shared that she received regrets from Trustee Dignard who submitted a written request to be excused as per *Ontario Regulation 463/97, Section 7 subsection 5.*

Moved by: Toni Poirier
Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the absence of Trustee Dan Dignard as per *Ontario Regulation 463/97, section 7 sub-section 5* from the June 23, 2026, Board meeting**.**

1.3 Approval of the Agenda

Moved by: Bill Chopp
Seconded by: Toni Porier
THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 23, 2026, Board meeting as amended to have area 37 removed from item 5.1 City of Brantford School Attendance Boundary Review.
Carried as amended

1.4 Declaration of Interest

1.5 Approval of Board Meeting Minutes – May 26, 2026

Moved by: Dennis Blake
Seconded by: Bill Chopp
THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 26, 2026, Meeting of the Board.
Carried

1.6 Approval of Special Meeting of the Board Minutes – June 9, 2026

Moved by: Dennis Blake
Seconded by: Bill Chopp
THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 9, 2026, Special Meeting of the Board.
Carried

1.7 Business Arising from the Minutes - Nil

2. Presentations

2.1 Retirement Recognition
The Board recognized the retirement of Karen Wilkinson, principal St. Mary's Catholic Elementary School.

2.2 Farewell, Thanks and Recognition of Phil Wilson, Superintendent of Education
The Board recognized Superintendent of Education Phil Wilson and thanked him for his contributions to Catholic Education and wished him all the best in his future endeavors.

2.3 Student Trustee Recognition

The Board recognized outgoing student Trustees Riley O'Brien and Mulan How and welcomed the 2026/2027 student trustees Joshua Ocampo and Jenna Ugwu.

3. Delegations -Nil

4. Consent Agenda

4.1 Unapproved Minutes form the Committee of the Whole Meeting – May 26, 2026

Moved by: Toni Poirier
Seconded by**:** Dennis Blake
THAT the Brant Haldimand Norfolk Catholic District School Board receives the minutes of the Committee of the Whole meeting of May 26, 2026.
Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting - June 23, 2026
Vice-Chair of the Board, Trustee Chopp presented a summary of the June 23, 2026, Committee of the Whole meeting along with the recommendations which include:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Attendance Support Program Policy #300.47.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the amended City of Brantford elementary school attendance boundaries, as outlined in Figure 4 and Figure 5, with the removal of area 37, where students will remain at St. Peter School, effective September 2028.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the legacy provisions to be implemented that permit Grade 7 and 8 students (currently enrolled Grade 4 and 5 students as of the 2025–26 school year) and their siblings at affected schools to remain at their existing school through to Grade 8.

Moved by: Toni Poirier
Seconded by: Bill Chopp
THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of June 23, 2026.
Carried

5.2 Student Trustee Report

Student Trustees Mulan How and Riley O'Brien and Ryan Toft presented their final student trustee report for the 2025/2026 school year. Some of the highlights across the four high schools included senior proms, year end masses, coffee houses, drama productions and athletic banquets. Other notable successes include the various athletic team achievements in soccer, rugby and track and field at AABHN CWOSSA and OFSAA as well as the students in the knitting club at Holy Trintiy living out their faith by knitting blankets for NICU babies.

Moved by: Dennis Blake
Seconded by: Bill Chopp
THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.
Carried

5.3 Issuance of Tender #T-2726

Superintendent Nelson presented the Issuance of Tender Report for tender #T-2726. The board requires renewal of competitively procured snow removal services across the Board's district. Tender #T-2726 invites contractors to bid for the supply of all labour, tools, materials, and equipment necessary to complete snow removal for all Board locations for a three-year period. The areas to be serviced were noted along with the proposed schedule for the projects.

Moved by: Toni Poirier
Seconded by: Dennis Blake
THAT the Brant Haldimand Norfolk Catholic District School Board approve the issuance of Tender #T-2726.
Carried

5.4 Strategic Plan Update 2023-2027

Director McDonald presented the Strategic Plan report update. Throughout the course of the year the senior team frequently re-visits the plan to ensure adherence to the goals and timelines, as well as ensuring that Board priorities remain the focus. On an annual basis the senior team formally critiques and reviews the goals set out in the plan in the form of a monitoring document. This document (Appendix A) is the avenue through which senior team assesses the overall success of the plan through the monitoring of the goals as indicators of success. Looking ahead, on January 21, 2027, a working group that encompasses all employee groups along with community partners will meet to determine the next strategic plan that will come into effect in June 2027.

Moved by: Toni Poirier
Seconded by: Dennis Blake
THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Progress Report.
Carried

6. Information and Correspondence

6.1 School Climate Survey

Superintendent Greco presented the highlights from the school climate survey. Survey participation rates went up from 52-64% and positive trends were noted across all areas compared to the provincial data.

7. Notices of Motion - Nil

8. Notices of Motion being Considered for Adoption

Trustee Chopp submitted the following Notice of Motion:

THAT the Brant Haldimand Norfolk Catholic District School Board rename the Catholic Secondary School on Powerline Road in Brantford, ON currently known as St. Padre Pio Catholic Secondary School; AND

THAT the Brant Haldimand Norfolk Catholic School Board, starting in the fall of 2026, use the process as outlined in the Naming of Schools Policy OPS #400.17.P, updated in February 2026, to determine a new name prior to going to the Minister of Education and Bishop at the Diocese of Hamilton for final approval

Moved by: Bill Chopp
Seconded by: Dennis Blake

The motion was on the floor for debate.

Trustee Chopp noted since the school boundaries have been determined for the new Catholic Secondary School it is a fitting time to revisit the naming process to ensure good governance by following the recently updated school naming policy that provides a collaborative approach comprised of BHNCDSB staff, local trustees and community members with a goal to begin the process in the fall and to have a new school name in December 2026. Director McDonald noted that the next steps will include communicating the decision to the BHNCDSB community along with the greater Brantford community.

Chair Luciani called the question and noted that she would be voting.

All Trustees voted in favour.
Carried

10. Business In-Camera

Moved by: Toni Poirier
Seconded by: Dennis Blake
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: Bill Chopp
Seconded by: Dennis Blake
THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In- Camera session which includes that the BHNCDSB approves the leave absence request for Trustee Rick Petrella from June 30, 2026, to September 30, 2026.
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: Bill Chopp
Seconded by: Toni Poirier
THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the June 23, 2026, Board meeting.
Carried

Next meeting: Tuesday, September 22, 2026, 6:30 p.m. – Boardroom

Special Meeting of the Board
Tuesday June 29, 2026 ♦ 11:30 a.m.
Haldimand Room /TEAMS

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

Regrets:
Rick Petrella (on-leave)

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

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Luciani.

1.2 Attendance

Attendance was as noted above.

1.3 Approval of the Agenda

Moved by: Dennis Blake
Seconded by: Toni Poirier
THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 29, 2026, Special Meeting of the Board.
Carried

1.4 Declaration of Interest

Trustees Chopp, Dignard and Poirier declared a conflict of interest on item 2.1 of the agenda and did not participate in the discussion or vote on the matter.

2. Committee and Staff Reports

2.1 Unapproved Minutes and Recommendations of the Budget Committee

Trustee Blake presented the recommendations from the June 26, 2026, Budget Committee meeting. The 2026–2027 budget advances the Board's priorities of excellence in learning and faith formation while supporting belonging and well-being for all. Updates covered ministerial funding streams, including Core Education, Capital, and Responsive Education Programs. New investments in classroom supplies and consistent curriculum resources were highlighted, along with projected enrolment growth at the BHNCDSB. The operating and capital and facilities budgets, as well as the use of Board reserves, were also reviewed.

Moved by: Dennis Blake
Seconded by: Carol Luciani
THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2026-27 total OPERATING budget in the amount of $207,210,754 Million.
Carried

Moved by: Dennis Blake
Seconded by: Carol Luciani
THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2026-27 total CAPITAL budget in the amount of $61,854,265 Million.
Carried

Moved by: Dennis Blake
Seconded by: Carol Luciani
THAT the Budget Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2026-27 realignment of the operating surplus (working funds) in the amount of $700,000 Thousand to use for the temporary accommodation needs.
Carried

3. Business In-Camera

Moved by: Toni Poirier
Seconded by: Bill Chopp
THAT the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera session.
Carried

4. Report on the In-Camera Session

Moved by: Toni Poirier
Seconded by: Bill Chopp
THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In- Camera session.
Carried

5. Closing Prayer

The closing prayer was led by Chair Luciani.

6. Adjournment

Moved by: Dennis Blake
Seconded by: Dan Dignard
THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the June 29, 2026, Special Meeting of the Board.
Carried

Next meeting: Tuesday, September 22, 2026, 6:30 p.m. – Boardroom

Special Meeting of the Board
Monday August 10, 2026 ♦ 11:00 a.m.
Microsoft TEAMS

Trustees:

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

Regrets:, Rick Petrella (on leave)

Senior Administration:

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

Regrets: John Della Fortuna, Kevin Greco, Michael Lawlor, Jennifer Varnam (Superintendents of Education)

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1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Luciani.

1.2 **Attendance**- as noted above

1.3 Approval of the Agenda

Moved by: Dan Dignard
Seconded by: Toni Poirier
THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the August 10, 2026, Special Meeting of the Board.
Carried

1.4 Declaration of Interest - Nil

2. Committee and Staff Reports - Nil

3. Business In-Camera

Moved by: Dennis Blake
Seconded by: Bill Chopp
THAT the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera session.
Carried

4. Report on the In-Camera Session

Moved by: Bill Chopp
Seconded by: Dan Dignard
THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the In-Camera session.
Carried

4. Closing Prayer

The meeting was closed with prayer led by Chair Luciani.

5. Adjournment

Moved by: Dennis Blake
Seconded by: Dan Dignard
THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the August 10, 2026, Special Meeting of the Board.
Carried

Next meeting: Tuesday, September 22, 2026, 6:30 p.m. – Boardroom

Special Meeting of the Board
Wednesday September 2, 2026 ♦ 11:00 a.m.
Haldimand Room/ Microsoft TEAMS

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

Regrets: Rick Petrella (on leave)

Senior Administration:
Mike McDonald (Chief Executive Officer & Secretary) Rajini Nelson (Superintendent of Business & Treasurer)

Regrets: John Della Fortuna, Kevin Greco, Michael Lawlor, Jennifer Varnam (Superintendents of Education)

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1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Luciani.

1.2 **Attendance**- as noted above

1.3 Approval of the Agenda

Moved by: Toni Poirier
Seconded by: Bill Chopp
THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 2, 2026, Special Meeting of the Board.
Carried

1.4 Declaration of Interest - Nil

2. Committee and Staff Reports – Nil

2.1 Trustee Resignation

Chief Executive Officer, Mike McDonald presented the Trustee vacancy report. On Tuesday September 1, 2026, the Chief Executive Officer & Secretary of the Board received a letter of resignation from Trustee Rick Petrella, seeking to resign from the Board effective immediately. According to section 220(3) of the Education Act, this resignation will be ratified upon majority vote at the next meeting of the Board.

Moved by: Dennis Blake
Seconded by: Bill Chopp
THAT the Brant Haldimand Norfolk Catholic District School Board approves the resignation of Trustee Rick Petrella, effective September 1, 2026.
Carried

3. Closing Prayer

The meeting was closed with prayer led by Chair Luciani.

4. Adjournment

Moved by: Toni Poirier
Seconded by: Bill Chopp
THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the September 2, 2026, Special Meeting of the Board.
Carried

Next meeting: Tuesday, September 22, 2026, 6:30 p.m. – Boardroom

Committee of the Whole
Tuesday, June 23, 2026 ♦ 5:30 pm
Boardroom

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

Regrets:
Dan Dignard, Rick Petrella (on-leave)

Senior Administration:
Mike McDonald (Director of Education & Secretary), Rajini Nelson (Superintendent of Business & Treasurer)
Kevin Greco, Michael Lawlor, Phil Wilson (Superintendents of Education)

Regrets:
John Della Fortuna (Superintendent of Education)

1. Opening Business

1.1 Land Acknowledgement

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

1.2 Opening Prayer

The meeting was opened with prayer led by Chair Luciani.

1.3 Attendance

Attendance was as noted above. Chair Luciani shared that she received regrets from Trustee Dignard who submitted a written request to be excused as per *Ontario Regulation 463/97, Section 7 subsection 5.*

Moved by: Dennis Blake
Seconded by: Bill Chopp
THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the absence of Trustee Dan Dignard as per *Ontario Regulation 463/97, section 7 sub-section 5* from the June 23, 2026, Committee of the Whole meeting.
Carried

1.4 Approval of the Agenda

Moved by: Bill Chopp
Seconded by: Dennis Blake
THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 23, 2026, meeting.
Carried

1.5 Declaration of Interest – Nil

1.6 Approval of Committee of the Whole Meeting Minutes – May 26, 2026

Moved by: Dennis Blake
Seconded by: Bill Chopp
THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 26, 2026, meeting.
Carried

1.7 Business from the Minutes - Nil

2. Presentations

2.1 BHNCDSB 25 Years of Service Recognition

The Board recognized BHNCDSB staff with 25 years of service with the Brant Haldimand Norfolk Catholic District School Board.

3. Delegations

3.1 City of Brantford Attendance Boundary Review Concern

Catholic Rate Payer, Kristina Durka presented a delegation regarding the City of Brantford Elementary Attendance Boundary Review. Clarification was sought by the Trustees regarding the geographical area (Mission Estates) being presented.

4. Consent Agenda

Trustee Blake requested that 3.1 policy committee meeting minutes be reviewed, specifically item 3.1 succession planning. Trustee Blake will bring this back to a future policy committee meeting for further discussion.

4.1 Unapproved Minutes from the Regional Catholic Parent Involvement Committee Meeting – May 11, 2026

Moved by: Toni Poirier
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 Regional Catholic Parent Involvement Committee Meeting of May 11, 2026.
Carried

4.2 Unapproved Minutes from the Budget Committee Meeting – May 11, 2026

Moved by: Toni Poirier
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 Budget Committee Meeting of May 11, 2026.
Carried

4.3 Unapproved Minutes from the Special Education Advisory Committee –May 19, 2026

Moved by: Toni Poirier
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 May 19, 2026.
Carried

4.4 Unapproved Minutes from the Policy Committee Meeting – May 19, 2026

Moved by: Toni Poirier
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 Policy Committee Meeting of May 19, 2026.
Carried

4.5 Unapproved Minutes from the Accessibility Committee Meeting – May 26, 2026
Moved by: Toni Poirier
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 Accessibility Committee Meeting of May 26, 2026.
Carried

4.6 Unapproved Minutes from the Faith Advisory Committee – June 9, 2026
Moved by: Toni Poirier
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 Faith Advisory Committee Meeting of June 9, 2026.
Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting - June 16, 2026

Trustee Dignard presented the unapproved minutes and recommendations from the Policy Committee meeting.

THAT the Committee of the Whole refers the Attendance Support Program Policy #300.47 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dennis Blake
Seconded by: Toni Poirier
THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of June 16, 2026, to the Brant Haldimand Norfolk Catholic District School Board for approval
Carried

Moved by: Dennis Blake
Seconded by: Toni Poirier
THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of June 16, 2026, to the Brant Haldimand Norfolk Catholic District School Board for receipt.
Carried

5.2 City of Brantford -Wide Elementary School Attendance Boundary Review

Superintendent Nelson presented the City of Brantford wide elementary school attendance boundary review. In accordance with OPS 400.24.AP – *Attendance Boundary Reviews*, an Attendance Boundary Review Committee (ABRC) was established. The committee included administrative and parent representatives from affected schools. Following the final committee meeting and after the committee recommendations were considered, the board received a request from a parent to retain Area 37 within the St. Peter CES attendance boundary rather than reassigning the area to Notre Dame CES. In response, staff further examined this option and assessed its potential impact on enrolment and facility utilization. However, the analysis determined that retaining Area 37 within the St. Peter CES attendance boundary would not

sufficiently address the enrolment and utilization challenges. As a result, staff concluded that the reassignment of Area 37 to Notre Dame CES remains necessary to support a more balanced distribution of students and improve the long-term utilization of available pupil places within the Brantford elementary system

Moved by: Toni Poirier
Seconded by: Dennis Blake
THAT the Committee of the Whole refers the amended City of Brantford elementary school attendance boundaries, as outlined in Figure 4 and Figure 5, effective September 2028 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Toni Poirier
Seconded by: Dennis Blake
THAT the Committee of the Whole recommends that legacy provisions be implemented to permit Grade 7 and 8 students (currently enrolled Grade 4 and 5 students as of the 2025–26 school year) and their siblings at affected schools to remain at their existing school through to Grade 8 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Trustee Chopp put forward the following amendment to the original motion,

THAT Area 37 be removed from the City of Brantford Elementary Attendance Boundary review process and remain at St. Peter School.

Moved by: Bill Chopp
Seconded by: Dennis Blake

The motion was on the floor for debate.

School board staff noted that the goal of the boundary review is to create a school boundary for the new southwest Brantford Catholic elementary school, create more efficient boundaries in Central Brantford at Holy Cross and St. Peter school and address enrolment pressures at St. Leo, and other schools. Trustees shared their concerns regarding not being part of the school attendance boundary committees and responsibility to constituents. Staff spoke to parliamentary integrity under Roberts Rules and administrative principles of procedural fairness and apprehension of bias dictate that the decision making needs to remain within the confines of the board meeting. The slides were provided to the Board of Trustees one week prior to the Committee of the Whole meeting, allowing trustees time to seek clarification and have questions addressed by the senior team. Parents are welcome to and encouraged to reach out to the senior team and committee during the process and make delegations. It was reconfirmed that Trustees do not participate in Attendance Boundary Review Committees to avoid any perception that the final decision-makers have been influenced through lobbying. It was also noted that staff, parent committee members, and school board planning consultants kept students' emotional needs and best interests at the forefront throughout the review. The process seeks to distribute resources more equitably, including addressing situations where a school built for 300 students serves approximately 800. Although the boundary changes will disrupt some families and require students to leave their current schools, staff noted that the changes are necessary to meet student needs and respond to enrolment growth. It was confirmed that only siblings who are currently enrolled in school will be part of the legacy provision, not future siblings.

Chair Luciani called the original motion with the amendment to a vote;

Moved by: Dennis Blake
Seconded by: Bill Chopp
THAT the Committee of the Whole refers the amended City of Brantford elementary school attendance boundaries, as outlined in Figure 4 and Figure 5, with the removal of area 37 to remain at St. Peter School, effective September 2028 to the Brant Haldimand Norfolk Catholic District School Board for approval.
Carried

Moved by: Dennis Blake
Seconded by: Bill Chopp
THAT the Committee of the Whole recommends that legacy provisions be implemented to permit Grade 7 and 8 students (currently enrolled Grade 4 and 5 students as of the 2025–26 school year) and their siblings at affected schools to remain at their existing school through to Grade 8 to the Brant Haldimand Norfolk Catholic District School Board for approval.
Carried

5.3 Trustee and Senior Team Expenses (Q3 2025-26)

Superintendent Nelson presented the senior team and trustee Q3 report. In compliance with governance review requirements, aggregate Q3 expenses for the senior leadership team and trustees are summarized in this report and will be made publicly available on the Board's website. These expenses are also publicly disclosed on an ongoing quarterly and annual basis

Moved by: Bill Chopp
Seconded by: Toni Poirier
THAT the Committee of the Whole refers the Trustee expense and Senior team expense Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.
Carried

5.4 Student Achievement Team Annual Report 2024/2025

Superintendent Wilson introduced Chandra Portelli, Vice Principal of Curriculum, Assessment and Instruction and commended her leadership in revisioning the department and the tremendous success that the Student Achievement team has had in the 2025/2026 school year.

The purpose of this report is to provide the Board of Trustees with an update on the initiatives, programming, and supports led by the Student Achievement Team (SAT) throughout the 2025-2026 school year. Student achievement staff are a broad and diverse team that support students from kindergarten to grade 12. This update highlights the collaborative work completed across all BHNCDSB schools to enhance student learning and achievement through faith-based education, research-informed instructional practices, and targeted professional development. The Student Achievement Team continues to focus on key system priorities, including improving literacy and numeracy outcomes, strengthening Catholic faith formation, integrating technology to support 21st century learning, and advancing equity and inclusion for all students.

Some of the highlights and successes include the reformatting of elementary math and literacy consultants to work 100% in priority schools with targeted interventions in math and literacy at the grade one and grade six levels. Consultants spend their mornings in grade one followed by afternoons in grade six classrooms. In a recent survey, 94% of students reported more confidence in math abilities with 100% teacher confidence. Grade nine math consultants were

assigned to the three high schools and are supporting new and experienced teachers along with targeted student interventions. In grade 10, Intermediate literacy consultants are individually assigned to each of the high schools to work with groups of grade 10 students at risk of not passing the OSSLT and work collaboratively with grade 9 and 10 teachers to embed effective literacy instruction in all subjects. Additional highlights include expanded programs in the arts, skilled trades, Indigenous education, DELF programming and ESL supports.

Professional development for new teachers through the New Teacher Induction Program and new Educational Assistants through the New Education Assistant Induction Program were highlighted, along with professional learning communities for principals and school communities, professional development for secondary department heads, and professional development on artificial intelligence.
The priorities for the 2026–2027 school year include implementing the new Kindergarten curriculum, strengthening early literacy and mathematics, introducing revised history and mental health requirements, expanding faith-based programming, adding a financial literacy graduation requirement, updating secondary assessment policies, and implementing the Edwin digital learning platform.

Moved by: Dennis Blake
Seconded by: Toni Poirier
THAT the Committee of the Whole refers the Student Achievement Department 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 on the new Catholic high school. It was noted that 90% of storm drains have been completed and an updated report will be brought in September.

6.2 Pastoral Theme

Superintendent Lawlor was pleased to share the 2026/2027 Pastoral theme, Artisans of Peace which aligns with the Ontario Catholic School Trustees Association.

6.3 Letter Regarding City of Brantford Attendance Boundary Review

Chair Luciani noted that the letter received was noted prior to the delegation taking place at the beginning of the meeting.

7. Business In-Camera

Moved by: Toni Poirier
Seconded by: Dennis Blake
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: Bill Chopp
Seconded by: Toni Poirer
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: Dennis Blake
Seconded by: Bill Chopp
THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the June 23, 2026, meeting.
Carried

Next meeting: Tuesday, September 22, 2026, 4:30 p.m. – Boardroom

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

September 22, 2026

AGENDA ITEM	MOTION
5.1	THAT the Brant Haldimand Norfolk Catholic District School Board approves: A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (THE "Board") A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to Fifteen Million, Three Hundred Thousand Dollars ($15,300,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on September 1, 2026, and ending on August 31, 2027 (the "Period"). B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period. C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is $0. D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time. **RESOLVED THAT:** 1. The Chair or Vice-Chair and the Treasurer are authorized, on behalf of the Board, to borrow from time to time, by way of promissory note, overdraft or bankers' acceptance, from the Canadian Imperial Bank of Commerce ("CIBC"), as authorized for borrowing purposes in accordance with Section 243 of the Act, a sum or sums not exceeding in the aggregate Fifteen Million, Three Hundred Thousand Dollars ($15,300,000) to meet, until current revenues are received, the current expenditures of the Board for the Period, including amounts required for the purposes identified in Subsections 243(1) and 243(2) of the Act. The Chair or Vice-Chair and the Treasurer are further authorized to provide CIBC with promissory notes or bankers' acceptances, as applicable, sealed with the corporate seal of the Board and signed by any two of the Chair, Vice-Chair and Treasurer, for the sums borrowed together with interest at a rate agreed upon from time to time with CIBC. 2. The interest charged on all sums borrowed pursuant to this Resolution, together with any related charges, shall not exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule I of the Bank Act (Canada) on the date of borrowing.

3. The Treasurer is authorized and directed to apply, in payment of all sums borrowed together with applicable interest, all monies collected or received in respect of the current revenues of the Board.

4. The Treasurer is authorized and directed to provide CIBC, from time to time and upon request, with a statement showing:

   (a) the total amount of unpaid previous borrowings of the Board for current expenditures, together with any applicable debt charges; and

(b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not yet been adopted, the estimated revenues of the previous year, less any current revenues already collected

THAT the Brant Haldimand Norfolk Catholic District School Board approves:

A RESOLUTION AUTHORIZING THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (the "Board") TO BORROW MONEY PURSUANT TO THE PROVISIONS OF THE EDUCATIN ACT (the "Act") TO FINANCE CAPITAL PROJECT COSTS FOR THE CONSTRUCTION OF THE TWO NEW CATHOLIC ELEMENTARY SCHOOLS:
WHEREAS the Ministry of Education has approved capital projects for the construction of a new Catholic elementary school in Southwest Brantford and a new Catholic elementary school in Paris;

AND WHEREAS the Board will incur eligible capital expenditures during the design and construction of these projects prior to the receipt of all applicable Ministry of Education capital funding and other approved project revenues;

AND WHEREAS the Board considers it necessary and prudent to establish temporary capital borrowing facilities to provide sufficient cash flow to meet project-related financial obligations as they become due;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Brant Haldimand Norfolk Catholic District School Board is authorized to borrow from the Canadian Imperial Bank of Commerce ("CIBC"), from time to time, amounts not exceeding Twenty-Four Million Five Hundred Thousand Dollars ($24,500,000) for the construction of the new Southwest Brantford Catholic Elementary School.

2. The Brant Haldimand Norfolk Catholic District School Board is authorized to borrow from CIBC, from time to time, amounts not exceeding Twenty-Four Million Five Hundred Thousand Dollars ($24,500,000) for the construction of the new Paris Catholic Elementary School.

3. The total borrowing authorized under this Resolution shall not exceed Forty-Nine Million Dollars ($49,000,000) in aggregate.

4. The borrowing authorized under this Resolution shall be used solely to provide temporary financing for eligible capital expenditures associated with the two approved capital projects, pending receipt of applicable Ministry of Education capital funding and other approved project revenues.
5. The Superintendent of Business & Treasurer is authorized to draw upon, administer and repay the borrowing facilities from time to time, as required, based on the cash flow requirements of the respective capital projects and in accordance

	with the Education Act, applicable Ministry of Education requirements and Board policies. 6. The Chair or Vice-Chair and the Superintendent of Business & Treasurer are authorized, on behalf of the Board, to execute all promissory notes, banking agreements, borrowing agreements, certificates and other documents necessary to establish, maintain and administer the borrowing facilities with CIBC. 7. All amounts borrowed under this Resolution, together with applicable interest and related charges, shall be repaid from the Ministry of Education capital funding and other approved revenues associated with the respective capital projects, as those funds are received. 8. The Superintendent of Business & Treasurer shall continue to monitor the borrowing requirements, interest costs, capital expenditures and funding receipts related to each project and shall ensure that borrowings are limited to amounts required to meet temporary project cash flow needs. 9. This Resolution shall remain in effect until the borrowing facilities are no longer required for the completion and financing of the Southwest Brantford Catholic Elementary School and Paris Catholic Elementary School capital projects, unless otherwise amended or rescinded by the Board. THAT the Brant Haldimand Norfolk Catholic District School Board approves the Audit Committee Terms of Reference for the 2026-27 school year.

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of September 22, 2026.

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

Prepared by: Rajini Nelson, Superintendent of Business and Treasurer
Presented to: Committee of the Whole
Submitted on: September 22, 2026
Submitted by: Mike McDonald, Chief Executive Officer & Secretary

CAPITAL BORROWING FACILITY CREDITS

Public Session

BACKGROUND INFORMATION:

The Ministry of Education has approved capital projects for the construction of two new Catholic elementary schools: one in Southwest Brantford and one in Paris. The new schools represent significant investments in Catholic education and will provide additional permanent pupil accommodation to support current and projected enrolment growth in these communities.

The Ministry of Education approved funding for the design and construction of the new Catholic elementary school and childcare centre on January 27, 2025. The Board has subsequently advanced (in the process there of) the acquisition of a suitable school site and related planning required to support construction of the new facility.

As these capital projects proceed through design and construction, the Board will incur significant expenditures before the corresponding Ministry capital funding is received. As a result, temporary capital financing is required to provide sufficient cash flow to meet construction related obligations as they become due.

DEVELOPMENTS:

Capital funding for approved school construction projects is generally received over the life of the project based on eligible expenditures and applicable Ministry reporting and funding requirements. The timing of these funding receipts does not necessarily correspond with the timing of payments required under construction contracts.

Under section 247 of the Education Act, district school boards may, subject to the applicable legislative and regulatory requirements, borrow money or incur debt for permanent improvements.

The Ministry of Education's capital funding framework also recognizes short-term financing costs associated with approved capital projects. Where external financing is required, eligible short-term interest costs may be recognized in accordance with applicable Ministry capital funding policies and requirements.

During active construction, the Board will be required to make substantial progress payments to contractors, consultants and other service providers. These payments may be required before the Board receives the related capital funding from the Ministry of Education.

To appropriately manage this timing difference and maintain sufficient liquidity throughout construction, administration recommends establishing temporary capital borrowing facilities with the Canadian Imperial Bank of Commerce (“CIBC”) of up to $24.5 million for each project, as follows:

New Southwest Brantford Catholic Elementary School	$24,500,000
New Paris Catholic Elementary School	$24,500,000
Total Maximum Capital Borrowing Authorization	**$49,000,000**

The proposed facilities credit represents maximum borrowing limits and does not mean that the full $49.0 million will be borrowed at any one time. Administration will draw on the facilities only as required to meet temporary project cash flow requirements.

The proposed borrowing facilities are intended to provide short-term bridge financing for approved capital expenditures and are not intended to fund expenditures beyond the approved funding sources available for the projects. Establishing borrowing facilities of up to $24.5 million for each project will provide the Board with sufficient financial flexibility to meet its contractual obligations while maintaining appropriate cash flow throughout construction.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the following:

A RESOLUTION AUTHORIZING THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (the "Board") TO BORROW MONEY PURSUANT TO THE PROVISIONS OF THE EDUCATIN ACT (the "Act") TO FINANCE CAPITAL PROJECT COSTS FOR THE CONSTRUCTION OF THE TWO NEW CATHOLIC ELEMENTARY SCHOOLS:

WHEREAS the Ministry of Education has approved capital projects for the construction of a new Catholic elementary school in Southwest Brantford and a new Catholic elementary school in Paris;

AND WHEREAS the Board will incur eligible capital expenditures during the design and construction of these projects prior to the receipt of all applicable Ministry of Education capital funding and other approved project revenues;

AND WHEREAS the Board considers it necessary and prudent to establish temporary capital borrowing facilities to provide sufficient cash flow to meet project-related financial obligations as they become due;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Brant Haldimand Norfolk Catholic District School Board is authorized to borrow from the Canadian Imperial Bank of Commerce ("CIBC"), from time to time, amounts not exceeding Twenty-Four Million Five Hundred Thousand Dollars ($24,500,000) for the construction of the new Southwest Brantford Catholic Elementary School.

2. The Brant Haldimand Norfolk Catholic District School Board is authorized to borrow from CIBC, from time to time, amounts not exceeding Twenty-Four Million Five Hundred Thousand Dollars ($24,500,000) for the construction of the new Paris Catholic Elementary School.

3. The total borrowing authorized under this Resolution shall not exceed Forty-Nine Million Dollars ($49,000,000) in aggregate.

4. The borrowing authorized under this Resolution shall be used solely to provide temporary financing for eligible capital expenditures associated with the two approved capital projects, pending receipt of applicable Ministry of Education capital funding and other approved project revenues.
5. The Superintendent of Business & Treasurer is authorized to draw upon, administer and repay the borrowing facilities from time to time, as required, based on the cash flow requirements of the respective capital projects and in accordance with the Education Act, applicable Ministry of Education requirements and Board policies.

6. The Chair or Vice-Chair and the Superintendent of Business & Treasurer are authorized, on behalf of the Board, to execute all promissory notes, banking agreements, borrowing agreements, certificates and other documents necessary to establish, maintain and administer the borrowing facilities with CIBC.

7. All amounts borrowed under this Resolution, together with applicable interest and related charges, shall be repaid from the Ministry of Education capital funding and other approved revenues associated with the respective capital projects, as those funds are received.

8. The Superintendent of Business & Treasurer shall continue to monitor the borrowing requirements, interest costs, capital expenditures and funding receipts related to each project and shall ensure that borrowings are limited to amounts required to meet temporary project cash flow needs.

9. This Resolution shall remain in effect until the borrowing facilities are no longer required for the completion and financing of the Southwest Brantford Catholic Elementary School and Paris Catholic Elementary School capital projects, unless otherwise amended or rescinded by the Board.

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

Prepared by: Rajini Nelson, Superintendent of Business and Treasurer
Presented to: Committee of the Whole
Submitted on: Sept 22, 2026
Submitted by: Mike McDonald, Chief Executive Officer & Secretary

BANK OPERATING CREDIT

Public Session

BACKGROUND INFORMATION:

In accordance with the Education Act, the Board is required to approve an annual borrowing resolution authorizing the Board to borrow funds, as required, to meet current operating expenditures until anticipated revenues are received.

In 2010, the Board established an operating credit facility with Canadian Imperial Bank of Commerce (CIBC), and the current borrowing limit is a revolving credit of $12M.

This operating credit facility provides the Board with short-term liquidity to manage timing differences between the payment of operating expenditures and the receipt of revenues, including grants and other funding from the Ministry of Education.

DEVELOPMENTS:

Since the operating credit facility was originally established, the Board's annual operating expenditures and cash flow requirements have increased significantly. These changes reflect a number of factors, including inflationary pressures, salary benchmark increases, enrolment and operational growth, and increasing costs associated with delivering programs and services across the Board.

Although the Board continues to carefully manage its cash flow, the timing of Ministry grant payments and other revenues does not always align with the timing of the Board's financial obligations. The operating credit facility therefore serves as an important short-term cash management tool, providing sufficient liquidity to meet payroll, vendor payments and other current obligations during periods when expenditures temporarily exceed available cash balances.

Given the growth in the Board's current operating requirements Administration recommends increasing the operating line by $3.0 million, to $15.0 million. The increase will provide additional flexibility to manage temporary cash flow requirements and ensure that the Board can continue to meet its financial obligations as they become due while awaiting the receipt of anticipated revenues.

The total credit is as follows:

Operating Line:	$15,000,000
Purchase Card	$300,000
TOTAL:	**$15,300,000**

The credit facility has a renewal date of September 1, 2026. The Board's Purchase Card credit is underwritten by US Bank.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (THE "Board")

A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to Fifteen Million, Three Hundred Thousand Dollars ($15,300,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on September 1, 2026, and ending on August 31, 2027 (the "Period").

B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.

C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is $0.

D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

1. The Chair or Vice-Chair and the Treasurer are authorized, on behalf of the Board, to borrow from time to time, by way of promissory note, overdraft or bankers' acceptance, from the Canadian Imperial Bank of Commerce ("CIBC"), as authorized for borrowing purposes in accordance with Section 243 of the Act, a sum or sums not exceeding in the aggregate Fifteen Million, Three Hundred Thousand Dollars ($15,300,000) to meet, until current revenues are received, the current expenditures of the Board for the Period, including amounts required for the purposes identified in Subsections 243(1) and 243(2) of the Act.

   The Chair or Vice-Chair and the Treasurer are further authorized to provide CIBC with promissory notes or bankers' acceptances, as applicable, sealed with the corporate seal of the Board and signed by any two of the Chair, Vice-Chair and Treasurer, for the sums borrowed together with interest at a rate agreed upon from time to time with CIBC.

2. The interest charged on all sums borrowed pursuant to this Resolution, together with any related charges, shall not exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule I of the Bank Act (Canada) on the date of borrowing.

3. The Treasurer is authorized and directed to apply, in payment of all sums borrowed together with applicable interest, all monies collected or received in respect of the current revenues of the Board.

4. The Treasurer is authorized and directed to provide CIBC, from time to time and upon request, with a statement showing:

   (a) the total amount of unpaid previous borrowings of the Board for current expenditures, together with any applicable debt charges; and

   (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not yet been adopted, the estimated revenues of the previous year, less any current revenues already collected.

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

Prepared by: Rajini Nelson, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: Sept 22, 2026
Submitted by: Mike McDonald, Chief Executive Officer & Secretary

Audit Committee Terms of Reference

Public Session

PURPOSE:

The purpose of this report is to seek formal approval from the Board of Trustees for the updated Audit Committee Terms of Reference.

BACKGROUND:

Audit Committee Terms of Reference requires annual review by the audit committee itself followed by final approval from the Board of Trustees.

Under Ontario Regulation 361/10 (Audit Committees), Ontario school boards are legislatively mandated to maintain a statutory Audit Committee. To ensure governance practices remain compliant, efficient, and aligned with provincial oversight mandates, the committee's Terms of Reference must undergo regular structural review.

The Audit Committee conducted a comprehensive review of its current Terms of Reference at its meeting on September 14, 2026. The committee voted to recommend the attached updated document to the Board for final authorization.

Terms of Reference consists of the following main categories:

- Mission / purpose of the audit committee
- Composition of committee members
- Meetings and administrative processes
- Mandated duties and responsibilities
- Code of conduct

RECOMMENDATION:

THAT the Committee of the Whole refers the approved Audit Committee Terms of Reference for the 2026-27 school year to the Brant Haldimand Norfolk Catholic District School Board for approval.

BRANT HALDIMAND NORFOLK
Catholic District School Board

Audit Committee
Terms of Reference
~~2025-26~~2026-27

Mission

1. To provide independent advice to the Board of Trustees in the areas of financial reporting, external audit process, risk management and internal controls and compliance matters.

Membership

2. The Audit Committee will be comprised of the following voting members:
   a. Two Trustees as appointed by the Chair of the Board of Trustees.
   b. Two external community members recommended by the Selection Committee.

3. External community members are identified, through an application process, by a Selection Committee as potential candidates for appointment to the Audit Committee. The Selection Committee shall be comprised of at least:
   a. Chair of the Board of Trustees or Trustee designated by the Chair.
   b. Chief Executive Officer and Secretary. ~~Director of Education & Secretary.~~
   c. Superintendent of Business & Treasurer or designated alternate.

4. The Selection Committee shall recommend to the Board of Trustees the external community members as potential candidates. The Board of Trustees approves the appointment of the external community members.

5. An external community member appointed to the Audit Committee must:
   a. Hold an appropriate accounting designation (CPA – CA, CMA, CGA).
   b. Not be employed or an officer of the Brant Haldimand Norfolk Catholic District School Board (the "Board").
   c. Not have a parent, child, or spouse employed or be an officer of the Board.
   d. Not be employed with the current auditor of record for the Board (KPMG LLP).
   e. Be a Catholic School ratepayer and support the values of the Catholic school system.

6. External community members are volunteers and will not receive any remuneration. Any incidental expenses (mileage, parking, etc.) will be reimbursed in accordance with current Board policy.

7. The Manager of Financial Services, reporting directly to the Audit Committee for audit matters, will act as its primary resource. The Chief Executive Officer ~~Director of Education~~ & Secretary and the Superintendent of Business & Treasurer will also be resources to the Audit Committee as required.

8. At the first meeting of the Audit Committee in each fiscal year, the Chair of the Board will appoint the Chair of the Audit Committee. The Chair of the Audit Committee will establish the agenda of the meetings, based on the work plan developed by the Audit Committee.

Term of Office

9. The term of office of an external community member shall be a period of three (3) years; with the possibility of extension to a maximum of one additional term, unless:
   a. The Board advertised the position for at least 30 days, and
   b. After 30 days, the Selection Committee did not identify any potential candidates.
   c. The external community member is willing to remain as a volunteer on the committee.
   d. When the term of the external community member expires, they can continue to be a member of the Audit Committee or until a successor is appointed or the external community member is reappointed.
   e. The community member can resign from this appointment at any time. The ask is that a minimum of two months' notice be given. Should circumstances arise where the external member needs to vacate the position immediately, they should provide notification as soon as possible to the Audit Committee Chair.

Meetings

10. The Audit Committee will meet at least three (3) times per year. Meetings should coincide with the significant financial reporting dates of the Board, including estimates, revised estimates, seven-month financial reporting, and year-end reporting. Additional meetings may be scheduled at the Call of the Chair of the Audit Committee, if deemed necessary to carry out its responsibilities effectively and efficiently.

11. Minutes will be taken at each meeting and will be presented to the Board of Trustees as part of a consent agenda.

12. At least one external Community Member is required for a quorum to be achieved.

Responsibilities

Financial Reporting

13. Review and recommend to the Board, if the Audit Committee considers it appropriate to do so, that the Board approves the annual audited financial statements and any other financial monitoring report.

External Audit Process

14. Recommend to the Board the appointment of the external auditor for a term not exceeding five years. The selection process must also be in accordance with Board procurement procedures.

15. Review all matters, which the external auditor is required to communicate to the Audit Committee, including:
   a. The external auditor's audit plan and audit findings.
   b. The external auditor's engagement letter and independence letter.
   c. Any management representations made to the external auditor and those representations not obtained from management, if any.

16. Meet on a regular basis with the external auditor to discuss any matters that the Audit Committee or the external auditor believes should be discussed.

17. Review at least once in each fiscal year, the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.

18. Recommend to the Board, the pre-approval of all audit and non-audit services to be performed by the external auditor.

Risk Management and Internal Controls

19. A regional internal auditor will perform activities related to the oversight of the Board's risk management issues or financial matters, as requested by the Board.

20. Review and recommend to the Board the content of the annual or multi-year Internal Audit Plan as prepared by the regional internal auditor.

21. Review at least once in each fiscal year the performance of the regional internal auditor and provide the Superintendent of Business Services & Treasurer with comments regarding their performance.

22. Meet on a regular basis with the regional internal auditor and management to discuss any matters that the Audit Committee or regional internal auditor believes should be discussed.

Compliance Matters

23. Review the effectiveness of the Board's system for monitoring compliance with legislative requirements and with the Board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by management to address the non-compliance.

24. Review any significant findings of regulatory entities and any observations of the internal auditor or external auditor related to those findings.

Code of Conduct

25. As part of fulfilling its responsibilities, the Audit Committee must:
    a. Uphold and respect the mission of the Board.
    b. Declare any conflicts of interest that would impede their independence.
    c. Review its mandate annually.
    d. Be accountable to the Board of Trustees, representing the interest of all stakeholders.
    e. Act ethically and independently.
    f. Communicate effectively with staff, management, other committee members and advisors to ensure that they have sufficient knowledge regarding current and perspective audit issues.

2026-2027
Trustee Meetings and Events

Date	Time	Meeting/Event
September 10, 2026	3:00 pm	Executive Council
September 14, 2026	5:30 pm	Audit Committee
September 16, 2026	4:00 pm	Diocesan Celebration of Catholic Education
September 22, 2026	**4:30 pm**	**Committee of the Whole**
September 23, 2026	**6:30 pm**	**Board Meeting**
September 28, 2026	9:00 am	Mental Health Steering Committee
September 29, 2026	9:30 am	OCSTA Virtual Fall Regional Meeting
October 14, 2026	3:00 pm	Accommodations Committee
October 15, 2026	3:00 pm	Executive Council Meeting
October 20, 2026	3:00 pm	Policy Committee
October 20, 2026	1:00 pm	Student Transportation Services BHN
October 27, 2026	1:00 pm	Special Education Advisory Committee
October 27, 2026	**4:30 pm**	**Committee of the Whole**
October 27, 2026	**6:30 pm**	**Board Meeting**
November 2, 2026	6:00 pm	Regional Catholic Parent Involvement Committee
November 3, 2026	1:00 pm	Faith Advisory Committee Meeting
November 17, 2026	**6:30 pm**	**Inaugural Meeting of the Board**
November 19, 2026	3:00 pm	Executive Council
November 23, 2026	5:30 pm	Audit Committee
November 24, 2026	1:00 pm	Special Education Advisory Committee
November 24, 2026	**4:30 pm**	**Committee of the Whole**
November 24, 2026	**6:30 pm**	**Board Meeting**
December 1, 2026	3:00 pm	Student Transportation Services BHN
December 2, 2026	3:00 pm	Accommodations Committee
December 3, 2026	3:00 pm	Executive Council
December 8, 2026	3:00 pm	Policy Committee Meeting
December 9, 2026	2:30 pm	Budget Committee Meeting
December 15, 2026	1:00 pm	Special Education Advisory Committee
December 15, 2026	**4:30 pm**	**Committee of the Whole**
December 15, 2026	**6:30 pm**	**Board Meeting**
December 21, 2026-January 1, 2027		*CHRISTMAS BREAK*
January 14, 2027	3:00 pm	Executive Council Meeting
January 16, 2027	*TBD*	*OCSTA Trustees Seminar*
January 18, 2027	6:00 pm	Regional Catholic Parent Involvement Committee
January 19, 2027	1:00 pm	Faith Advisory Council Meeting
January 19, 2027	3:00 pm	Policy Committee
January 26, 2027	1:00 pm	Special Education Advisory Committee
January 26, 2027	**4:30 pm**	**Committee of the Whole**
January 26, 2027	**6:30 pm**	**Board Meeting**
February 11, 2027	3:00 pm	Executive Council Meeting
February 16, 2027	2:00 pm	Accessibility Steering Committee
February 16, 2027	3:00 pm	Policy Committee
February 22, 2027	9:00 am	Mental Health Steering Committee
February 23, 2027	1:00 pm	Special Education Advisory Committee
February 23, 2027	1:00 pm	Student Transportation Services BHN
February 23, 2027	**4:30 pm**	**Committee of the Whole**
February 23, 2027	**6:30 pm**	**Board Meeting**
March 9, 2027	3:00 pm	Policy Committee
March 11, 2027	3:00 pm	Executive Council Meeting
March 16-20, 2026		*MARCH BREAK*
March 23, 2027	1:00 pm	Special Education Advisory Committee
March 23, 2027	**4:30 pm**	**Committee of the Whole**
March 23, 2027	**6:30 pm**	**Board Meeting**

March 29, 2027	6:00pm	Regional Catholic Parent Involvement Committee
April 7, 2027	3:00 pm	Accommodations Committee Meeting
April 14, 2027	3:00 pm	Executive Council Meeting
April 20, 2027	1:00 pm	Student Transportation Services BHN
April 20, 2027	1:00 pm	Faith Advisory Committee
April 20, 2027	3:00 pm	Policy Committee
April 27, 2027	1:00 pm	Special Education Advisory Committee
April 27, 2027	**4:30 pm**	**Committee of the Whole**
April 27, 2027	**6:30 pm**	**Board Meeting**
May 1, 2027	*TBD*	*OCSTA AGM & Conference*
May 2-7, 2027		*Catholic Education Week*
May 3, 2027	5:00 pm	Catholic Student Leadership Awards
May 12, 2027	3:00 pm	Executive Council
May 17, 2027	6:00 pm	Regional Catholic Parent Involvement Committee
May 18, 2027	2:00 pm	Accessibility Steering Committee
May 18, 2027	3:00 pm	Policy Committee
May 19, 2027	2:30 pm	Budget Committee
May 25, 2027	1:00 pm	Special Education Advisory Committee
May 25, 2027	**4:30 pm**	**Committee of the Whole**
May 25, 2027	**6:30 pm**	**Board Meeting**
June 2027	*TBD*	*CCSTA AGM*
June 15, 2027	3:00 pm	Student Transportation Services BHN
June 10, 2027	3:00 pm	Executive Council
June 15, 2027	1:00 pm	Faith Advisory Committee
June 22, 2027	1:00 pm	Special Education Advisory Committee
June 15, 2027	3:00 pm	Policy Committee
June 16, 2027	2:30 pm	Budget Committee
June 22, 2027	**4:30 pm**	**Committee of the Whole**
June 22, 2027	**6:30 pm**	**Board Meeting**
June 28, 2027	7:00 pm	St. John's College
June 29, 2027	4:45 pm 6:30 pm	Assumption College Graduation Holy Trinity Graduation

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