



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

Trustees:

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

Senior Administration:

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

1. Opening Business

1.1 Land Acknowledgement

We acknowledge that the land upon which we gather is the traditional territory of the Haudenosaunee and Anishinaabe Nations. We recognize that the Brant Haldimand Norfolk Catholic District School Board and its schools have many ties to Six Nations of the Grand Rivier and Mississaugas of the Credit First Nations, situated on the traditional land of the Haudenosaunee and Anishinaabe, within the Two Row Wampum and the One Dish One Spoon Treaty areas. As a Catholic learning community and as Treaty People ourselves, we strive to build the Kingdom of God; where all people are treated with respect and dignity as we move forward, as allies towards truth and reconciliation.

1.2 Opening Prayer

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

1.3 Attendance

1.4 Approval of the Agenda

Pages 1-3

1.5 Declaration of Interest

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

Pages 4-6

1.7 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

**4.1 Unapproved Minutes of the Special Education Advisory Committee
- December 16, 2025**

Pages 7-8

**4.2 Unapproved Minutes of the School Year Calendar Committee
- December 16, 2025**

Pages 9-10

**4.3 Unapproved Minutes of the Regional Catholic Parent Involvement Committee
- January 19, 2026**

Pages 11-12



BRANT HALDIMAND NORFOLK Catholic District School Board

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

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- | | | |
|------------|---|-------------|
| 4.4 | Unapproved Minutes of the Faith Advisory Committee
- January 19, 2026 | Pages 13-16 |
| 4.5 | Unapproved Minutes of the Special Education Advisory Committee
- January 20, 2026 | Pages 17-19 |
| 4.6 | Unapproved Minutes of the Budget Committee Meeting
- February 12, 2026 | Pages 20-23 |
| 5. | Committee and Staff Reports | |
| 5.1 | Unapproved Minutes and Recommendations of the Policy Committee
- February 17, 2026 <ul style="list-style-type: none">• Professional and Respectful Workplace (Employees) Policy #300.45 (Pages 24-29)• Naming of Schools Policy #400.17 (Pages 30-32)• Volunteers Policy #300.12 (Pages 33-46)• Religious Accommodation Policy #200.04 (Pages 47-57)• Electronic Monitoring Policy #400.18 (Pages 58-62) | Pages 23-65 |
| 5.2 | 2026/2027 School Year Calendar
Presenter: Michael Lawlor, Superintendent of Education | Pages 66-74 |
| 5.3 | Kindergarten Registration Update
Presenter: Michael Lawlor, Superintendent of Education | Pages 75-76 |
| 5.4 | International Student Tuition Fees
Presenter: Rajini Nelson, Superintendent of Business & Treasurer | Pages 77-78 |
| 5.5 | Manager of Information Technology Title Change
Presenter: John Della Fortuna, Superintendent of Education | Pages 79-80 |
| 6. | Information & Correspondence | |
| 6.1 | New School Build Updates | |
| 6.2 | Attendance Boundary Review Updates | |
| 7. | 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, <ul style="list-style-type: none">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; ore. Litigation affecting the board. | |
| 8. | Report on the In-Camera Session | |
| 9. | Future Meetings and Events | Page 81 |



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda

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

10. 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***

11. Adjournment

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



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Committee of the Whole Tuesday, December 16, 2025 ♦ 4:30 pm Boardroom

Trustees:

Carol Luciani (Chair), Bill Chopp (Vice Chair), Dennis Blake, Dan Dignard
Mulan How (Student Trustee), Riley O'Brien (Student Trustee)

Regrets: Rick Petrella (on leave)

Senior Administration:

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

1. Opening Business

1.1 Land Acknowledgement

The meeting was opened with a land acknowledgement by Director McDonald.

1.2 Opening Prayer

Vice-Chair Chopp led the meeting in prayer.

1.3 Attendance

Attendance was as noted above.

1.4 Approval of the Agenda

Chair Luciani noted that there are no in-camera Committee of the Whole agenda items, therefore the committee will not move to an in-camera meeting.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the December 16, 2025, meeting as amended.

Carried as amended

1.5 Declaration of Interest – Nil

1.6 Approval of Committee of the Whole Meeting Minutes – November 25, 2025

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the November 25, 2025, meeting.

Carried

1.7 Business from the Minutes - Nil

2. Presentations – Nil

3. Delegations – Nil



4. Consent Agenda

4.1 Unapproved Minutes from the Regional Catholic Parent Involvement Committee – November 10, 2025

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Regional Catholic Parent Committee Meeting of November 10, 2025.

Carried

4.2 Unapproved Minutes from the Special Education Advisory Committee – November 18, 2025

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Special Education Advisory Committee Meeting of November 18, 2025.

Carried

5. Committee and Staff Reports

5.1 EQAO Update

Superintendent Wilson presented the EQAO update report. EQAO results offer an important snapshot of system performance in relation to the Ontario curriculum expectations and support the Board in monitoring progress toward strategic priorities in literacy, numeracy, and student achievement. The Board remains committed to using EQAO evidence alongside classroom assessment and local data to celebrate successes, identify areas requiring focused improvement, and guide system-level support that advance the board's mission. In response to emerging achievement needs and prior to the EQAO release, BHNCDSB strengthened system supports in 2025 through purposeful restructuring and staffing investments. Discussion regarding the various media outlet coverage was had. It was noted that a media release was sent out to the local newspapers and posted on social media and the BHNCDSB website. The successes in the priority schools were highlighted, especially at Holy Cross Catholic Elementary School.

Moved by: Dennis Blake

Seconded by: Bill Chopp

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

Carried

6. Information and Correspondence

6.1 New School Builds Updates

Superintendent Nelson provided an update on the Brantford Catholic Secondary school as the board has received the building permit from the City of Brantford.

7. Business In-Camera- Nil

8. Report on the In-Camera Session – Nil

9. Future Meetings and Events

Chair Luciani drew attention to the upcoming meetings and events.

10. Closing Prayer



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

The closing prayer was led by Chair Luciani.

11. **Adjournment**

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

Carried

Next meeting: Tuesday, January 27, 2025 - 4:30 p.m. – Boardroom



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, December 16, 2025 – 1:00 pm
Catholic Education Centre and Microsoft Teams**

Members: Dennis Blake (Trustee), Melanie Caldwell (Contact Brant), Lauren Moulton (Woodview Mental Health and Autism Services), Tammy West (Haldimand Norfolk REACH), Patti Mitchell (Parent, County of Brant), Michelle Drake (Crossing All Bridges)

Regrets: Ashlee Anderson (Indigenous: Child and Family Services of Grand Erie), Simon Jennions (Community Living Brant), Shannon Korber (Child and Family Services of Grand Erie), Kerri Lomax (Principal, Elementary), Judy McCaffrey (Lansdowne Children's Centre), Marilyn Noi (Autism Ontario), Jennifer Rudyk (Principal, Elementary)

Resources: Sandra DeDominicis (Vice-Principal of Inclusive and Special Education), Phil Wilson (Superintendent of Education)

1. Welcome and Opening Remarks

Lauren Moulton welcomed the committee.

2. Land Acknowledgement

Superintendent Wilson read the board's land acknowledgement.

3. Opening Prayer

Sandra DeDominicis shared an opening prayer.

4. Approval of Agenda

Moved by: Patti Mitchell

Seconded by: Melanie Caldwell

THAT the Special Education Advisory Committee approves the agenda of the December 16, 2025, meeting.

Carried

5. Approval of the Minutes

Moved by: Tammy West

Seconded by: Melanie Caldwell

THAT the Special Education Advisory Committee approves the minutes of the November 18, 2025, meeting.

Carried

6. Correspondence

Nil

7. Community Agency Updates

Lauren Moulton

Woodview Mental Health and Autism Services updated that Assumption College students have been very helpful in volunteering for Christmas giftwrapping.

Melanie Caldwell

Contact Brant updated that they will be holding their Christmas dinner and board meeting tonight, December 16, 2025.

Tammy West

Haldimand Norfolk REACH updated that they are hosting their annual dinner and board meeting and are supporting families to ensure they have needed resources heading into the holiday season.

8. Vice-Principal of Inclusive and Special Education and Superintendent of Education

The Special Education Department updated:

- All CogAT results have been uploaded to the district academic warehouse, and parents of Grade 4 students are currently receiving results.
- NVCI training was delivered to select principals on November 26, 2025 with additional sessions planned for January.
- Readtopia professional development for secondary and the Spectrum Abilities Program (SAP) staff continued with sessions held on December 1st and 10th, 2025.
- Planning for new SAP classes is underway in collaboration with Superintendent Wilson and the Applied Behaviour Analysis Program Leads.
- The Christmas Community of Practice meeting was held and included training on Lexia data, understanding psychological assessments and exceptionalities, literacy best practices in special education, and an overview of secondary special class eligibility.
- The Ministry of Education released EQAO results; Special Education data excludes gifted students. The greatest area of need identified is Grade 6 mathematics achievement among Special Education students.

9. Closing Remarks/Adjournment

Lauren Moulton thanked everyone. The meeting adjourned at 1:45 p.m. The next meeting will be held on Tuesday, January 20, 2026.



**Calendar Committee Meeting Tuesday, December 16, 2025.
3:00 p.m.
Virtual Teams Meeting**

Members: Dan Dignard (Trustee), Michael Lawlor (Superintendent of Education), Sandra DeDominicis, Carlo Fortino, Mario Pasquini, Chandra Portelli, Shane Belisle, Sarah Lebel, Sadeki-Simpson, Barb Mitchell, Tracey Austin, Shannon Mason, Tara Williams, Phil Kuckyt, Carlee Bond

Regrets: Carlo Fortino, Chandra Portelli, Sarah Lebel, Sadeki Simpson, Tracey Austin, Tara Williams

1. Welcome

- Michael Lawlor brought the meeting to order and welcomed everyone at 3:00 p.m.
- Michael provided a timeline for the 2026-27 School Year Calendar approval process with the ultimate approval to be given by the Board of Trustees on January 27, 2026
- Michael thanked everyone for their forthcoming input

2. Prayer and Land Acknowledgement

- Michael led the meeting participants in the BHNCDSD Land Acknowledgement
- Michael led the meeting participants in a prayer

3. Outline of Regulation

- Michael outlined the provisions of Ontario Regulation 304: *School Year Calendar, Professional Activity Days*
- Michael announced the Ministry of Education's retirement of PPM 151: *Professional Activity Days Devoted to Provincial Education Priorities*

4. Outline of proposed dates for 2026-27

- The attached draft 2026-27 School Year Calendar was viewed by committee members
- The draft calendar features seven professional activity days, two of which will be held prior to Labour Day Weekend
- The draft calendar also features 194 school days, two weeks of Christmas holidays, and one week of March Break
- Michael let the committee know that the draft calendar was developed in alignment with the Grand Erie District School Board

5. Discussion of concerns

- Carlee Bond asked Michael to investigate if the professional activity days prior to Labour Day Weekend would negatively impact 10-month employees who would otherwise collect Employment Insurance that week
- Michael will investigate and follow up with Carlee and Shane Belisle
- Mario Pasquini asked if all Brant Haldimand Norfolk Catholic District School Board staff would receive advance notice of the two professional activity days to be held prior to the Labour Day Weekend
- Michael indicate that the Director of Education has asked that all staff be provided advance information about the dates of these professional activity days so that they can plan accordingly

6. Consensus agreement to dates

- A consensus was reached that the proposed 2026-27 draft calendar be sent to the Board of Trustees for adoption

7. Adjournment

- The meeting was adjourned at 3:35 p.m.

Next Meeting: TBA



Regional Catholic Parent Involvement Committee

Monday, January 19, 2026

Minutes

Members: Sarah Label, Chairperson, Sadeki Simpson, Vice-Chairperson, Michael Lawlor, Superintendent of Education, Carol Luciani, Chairperson of the Board, Joe Persia, Elementary Administrative Representative, Mary Bradford, Secondary School Administrative Representative, Dianne Wdowczyk, Mental Health Lead and Non-Teaching Representative

1. Welcome and Land Acknowledgement:

- Michael Lawlor, Superintendent of Education welcomed all guests who logged on.
- Joe Persia, Elementary Principal delivered the Land Acknowledgement

2. Prayer and Board Spiritual Theme:

- Michael Lawlor, Superintendent of Education delivered the Opening Prayer and the Gospel According to Mark.

3. Greetings from the Board of Trustees:

- Carol Luciani, Chairperson, welcomed and thanked everybody for attending the meeting.
- Announced the new appointment of Trustee Toni Poirier for Haldimand County.

4. Overview of the Religion and Family Life Program:

- Michael Lawlor gave updates to the group on the rollout of the new Family Life Education Program, "Blessed and Beloved", for grades two and three. New Grade 9 Religious curriculum "Growing in Faith, Growing in Christ".
- OCSTA sent its advanced resources for Catholic Education Week. It takes place in the first week of May.
- The theme is Pilgrims of Hope on the Path to Holiness.
- Lent will begin February 18th, with activities planned for schools.

5. Vaping in Schools:

- Michael Lawlor spoke about Smoke-Free Ontario Act, 2017 bans smoking and vaping in all schools, school grounds and within 20 meters of a school's perimeter. Applies not only to students, but also staff, and parents/guardians etc.
- All School Boards are required to adapt their school codes of conduct.
- Schools educate students about the risks of vaping in the classroom, on morning announcements, in assemblies, with guest speakers, and with signage.
- Joe Persia, Elementary Principal, focuses on education and rules regarding vaping in elementary schools. Education on the topic is traditionally done through the classroom teacher as part of the Physical Education and the Family Life curriculum.
- Mary Bradford, Secondary Vice Principal, outlined the approach in Secondary Schools emphasizing expectations and consequences. Discipline for vaping in school is detention and suspension. Repeat offenders may receive fines with involvement of the Grand Erie Public Health Unit.
- Consequences are more severe for THC vapes compared to nicotine vapes.
- Lina Hassen and Josh Dailey from Grand Erie Public Health presented on the health risks of vaping.
- They shared Ontario survey data showing that 13% of students in grades 7-12 reported vaping in the past year, with use increasing through high school and most youth using nicotine products.
- Lina and Josh also discussed prevention programming goals. Collaborative efforts such as the Planet Youth survey to better understand youth vaping and ongoing education for parents to reduce vaping among students.
- Josh spoke about the Planet Youth Initiative. It's based on the Icelandic prevention model. Focuses on addressing the social and environmental context like school, friends and home/family life.

6. Closing:

- Michael Lawlor, Superintendent of Education, thanked everybody for joining the RCPIC Meeting.
- Meeting ended at 7:40pm.



**Faith Advisory Committee (FAC)
Tuesday, January 20, 2026 ♦ 12:00 p.m.
Microsoft Teams**

Present: Heather Graham, Dan Dignard (Trustee- Brant), Michael Lawlor (Superintendent of Education), Carole Allen (FACE), Andrew Hall, Keri Calvesbert

Regrets: Fr. Augustine Ogundele, Fr. Rudolf D'Souza, Fr. Kevin D'Souza, Riley O'Brien, Mulan How, Carlo Fortino, Tara Williams, Carol Luciani (Chair of the Board)

1. Opening Prayer

Michael Lawlor opened the meeting in prayer.

2. Welcome

Michael Lawlor welcomed members of the committee.

3. Approval of the Minutes

The Minutes of the October 14, 2025, meeting were approved.

4. Information and Discussion Items

4.1 Catholic Student Leadership Awards

Keri Calvesbert shared planning for the 2026 Catholic Student Leadership Awards afternoon leadership symposium and evening celebration are well underway. The event will be held in-person at Holy Trinity Catholic High School, Simcoe on May 4, 2026. His Excellency, Bishop Fabbro, Diocese of London will preside at the awards celebration. Elementary and Secondary Nominations have been received by Directors Office. Congratulatory letters are being processed to be mailed out to families. There will be one Distinguished Catholic Graduate Award and two Outstanding Contribution to Catholic Education Awards being presented at this year's celebration.

4.2 Looking Ahead to Lent

This year, Ash Wednesday is Wednesday, February 18, 2026. Schools are to proceed with Ash Wednesday plans for Liturgy and receipt of ashes as in previous years. Schools are to participate in either a Liturgy of the Word (in the school) or a Mass (at the Parish). Administrators will be informed via email to connect with their Parish Priest or Pastoral Team attached to their schools to make the necessary arrangements to celebrate Ash Wednesday. An Ash Wednesday Liturgy of the Word is provided in the Pastoral Resource Package for Administrators and schools to follow. Keri stated that she connected with Brant SSVP and Norfolk SSVP. Collections of Caring and Reaching Out for Lent will take place. All Administrators will receive this information via email outlining the priority needs, as determined by SSVP, for donations and collections. During Lent, all schools are encouraged to participate in Lenten Almsgiving and/or a Collection of Caring. Haldimand schools are welcome to participate in either Brantford or Norfolk campaigns, or if schools wish to connect with local food banks in Haldimand County, this is permissible also.



4.3 Secondary Feedback on Faith Activities

Andrew Hall shared activities happening at St. John's College including:

- In late October, SJC Campus Ministry students made a pilgrimage to St. Basil's to see a replica of the Holy Doors. Students heard Fr. Kevin's pilgrimage story, viewed relics, and were able to get their pilgrimage passport stamped.
- In November, SJC Campus Ministry students visited the elderly at Riverview Terrace
- In October and November, Gr.9 and 10 students were invited to the chapel to participate in a Jubilee year reflection activity.
- In October and November, Gr.9 religion classes participated in retreats with chaplaincy in the Divine Mercy Room.
- Both of our SJC Junior Worship Bands recorded original worship songs at a professional recording studio in Stoney Creek.
- Our Worship Bands also submitted three original worship songs to the 2027 World Youth Day Song Contest which is taking place in Seoul, South Korea. The theme of the contest is **"Take courage! I have overcome the world"** (John 16:33)

Keri Calvesbert shared on behalf of Tara Williams, activities taking place at Assumption College School and Holy Trinity, respectively:

- Pennies From Heaven supported 39 families this year.
- The 180 Team created packages with Christmas morning gifts for the SOAR youth shelters (32) which included winter hat and gloves, a few chocolates and a water bottle. Each package contained 3 hand-made colourful Christmas cards and the water bottles also each had attached a hand-made decorated tag.
- Over the semester the 180 Team made over a dozen trips to St. Andrew's Soup for the Soul community lunch program to prep and serve lunch, also to the ARTC therapy center, and in the fall apple picking for local food banks. We also helped a few times at Friendship House with packing lunches for elementary school students in need.
- Teacher Thursday prayer schedule has been filled over the semester with teachers who volunteer to lead the morning prayers. Teachers write and share their own personal faith through their thoughts and prayers.
- ACS school pastoral team lead praying a decade of the Rosary every morning with staff throughout October in the mornings at 8:15am in the chapel.
- Student-led grade level Liturgies were held during Advent.
- Social Justice Class and 180 Team wrapped up our Confidence Closet initiative to provide professional clothing and shoes for those age 14-29 who stay/will stay in SOAR shelters over the year (approx. 320). We had a staff clothing drive which raised 460 pieces of lovely professional clothing, and the school shoe drive (gently used) brought in 120 pairs of shoes.
- In November some of the Social Justice Class and 180 Team attended the Peace Medal Breakfast in Hamilton where our Peace Medal Scholarship was acknowledged and our specific project was highlighted.



At Holy Trinity:

- **Giving Tree Campaign:** We served 119 people (56 of whom were under the age of 18) across 21 families for our giving tree campaign this year. We offered Groceries for the Holidays, A Christmas Dinner, Toiletries for each person in the household and Gifts for all those under the age of 18.
- **Catholic Family of Parishes in Norfolk Giving Tree Campaign:** Our Job skills class also volunteered at the St. Vincent de Paul Giving Tree helping organize and move a lot of food.
- **Titans Scare Hunger:** Our leadership class overwhelmed the St. Vincent de Paul at Halloween with our Titans Scare Hunger food collection - we filled a large SUV 3x between Friday collection at the Superstore and Monday collection going door to door in various neighbourhoods. The St. Vincent de Paul volunteer said it was the largest single donation they'd ever had to sort.
- **Semester 1 Grad Retreat:** All 4 Grade 12 religion classes just finished participating in a 33 day Marian Consecration for Teens. Each day consisting of Scripture, thoughts from Katie and Mark Hartfiel who wrote the book we used as a guide, and various other prayers both familiar (like the Our Father) and unfamiliar (like the Litany of the Holy Name of Jesus). We also worked from 1 minute to eventually finishing with 5 minutes of silence each day. Here are some notable comments from the student's feedback forms (one from each class):
 - "Silence was nice." (Student from Doug Ivak's period 1 class HRE4M1)
 - "I liked the silent meditation the most as I connect the most with the Holy Spirit even though I got distracted easily I still thoroughly enjoyed it" (Student from John Bramer's period 2 HRE4O1 class)
 - "I honestly enjoyed the whole thing and found it very interesting and almost relaxing in a way. I found it a really great way to strengthen my faith" (Student from Doug Ivak's period 3 HRE4O1 class)
 - "The prayers were the part I found most enjoyable. I found the Prayer of St. Francis Interesting" (Student from Doug Ivak's period 4 class HRE4M1)

4.4 Elementary Feedback on Faith Activities

Heather Graham highlighted some activities in our Catholic Elementary Schools across the district since the October meeting:

- Collections of donations for Tree of Warmth (hats, mittens, socks)
- Christmas Family Open Houses at various schools
- Donations for St. Vincent de Paul (e.g. toys, non-perishable food, personal items and donation of clothes)
- Visiting senior's homes to participate in Christmas carols
- Creation of Christmas hampers which supported local families
- Confirmation preparations occurring for various schools across the district

4.5 Diocesan – Deanery Updates

N/A



4.6 F.A.C.E. Updates

Carol Allen provided updates from F.A.C.E.

5. Questions/Discussions

Michael Lawlor gave an update regarding Faith Day 2026. At this time, we have been asked to plan for a half-day Faith Day on the October PD Day. If an opportunity arises to turn the October PD Day into a full-day, Michael will communicate this to the committee.

6. Adjournment

The meeting was adjourned by Trustee Dignard.

Next Meeting: April 2026 (In-person at CEC)



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, January 20, 2025 – 1:00 pm
Catholic Education Centre and Microsoft Teams**

Members: Ashlee Anderson (Indigenous: Child and Family Services of Grand Erie), Dennis Blake (Trustee), Shannon Korber (Child and Family Services of Grand Erie), Kerri Lomax (Principal, Elementary), Judy McCaffrey (Lansdowne Children's Centre), Lauren Moulton (Woodview Mental Health and Autism Services)

Regrets: Melanie Caldwell (Contact Brant), Michelle Drake (Crossing All Bridges), Simon Jennions (Community Living Brant), Patti Mitchell (Parent, County of Brant), Marilyn Noi (Autism Ontario), Jennifer Rudyk (Principal, Elementary), Tammy West (Haldimand Norfolk REACH)

Resources: Sandra DeDominicis (Vice-Principal of Inclusive and Special Education), Phil Wilson (Superintendent of Education)

Guests: Laura Patenaude (Teacher – Madonna Della Libera), Amy Voortman (Educational Assistant)

1. Welcome and Opening Remarks

Lauren Moulton welcomed the committee.

2. Land Acknowledgement

Superintendent Wilson read the board's land acknowledgement.

3. Opening Prayer

Sandra DeDominicis shared an opening prayer.

4. Approval of Agenda

Moved by: Shannon Korber

Seconded by: Dennis Blake

THAT the Special Education Advisory Committee approves the agenda of the January 20, 2026, meeting.

Carried

5. Approval of the Minutes

Moved by: Dennis Blake

Seconded by: Shannon Korber

THAT the Special Education Advisory Committee approves the minutes of the December 16, 2025, meeting.

Carried

6. Correspondence - Nil

7. Spectrum Abilities Program

Laura Patenaude and Amy Voortman provided a presentation outlining the Spectrum Abilities Program at Madonna Della Libera School. The language immersive classroom supports six, grade 4-6 students, with autism who are unable to access the regular curriculum through a fully alternative, communication-focused program. The classroom is designed as an inclusive, family-like environment with defined learning zones and access to both instructional and sensory spaces, recognizing that regulation and communication are essential to learning. Visual schedules, core and choice boards, and explicit communication instruction promote student independence and reduce behaviours by addressing needs through a language-first lens. The program emphasizes respectful language modelling, kindness, and recognition of all forms of communication, supported through close collaboration with SLP, ABA, and OT staff. Literacy instruction, including the use of Readtopia, has been effective, and the core goal is to build and amplify student voice.

8. Community Agency Updates

Lauren Moulton

Woodview Mental Health and Autism Services updated that they have received the community Autism Grant and will be offering programs including Pantastic Chef and Mix and Make. Flyers will be shared.

Shannon Korber

Child and Family Services of Grand Erie updated that they are officially in their new building located at 221 Henry Street, Brantford.

Judy McCaffrey

Lansdowne Children's Centre updated they are preparing the All About Me Kindergarten packages.

Kerri Lomax and Jennifer Rudyk

Elementary schools are preparing report cards for distribution on February 9, 2026. Grade 8 students are in the process of preparing for the transition to secondary school, including participation in open houses and course selection. Junior Kindergarten registration opened on January 5, 2026.

9. Vice-Principal of Inclusive and Special Education and Superintendent of Education

The Special Education Department updated they held a Mentoring Essentials training for Educational Assistants. The training supported participants in developing a shared understanding of mentoring as a relational, non-evaluative practice that promotes educator well-being, professional growth, and student success. The training emphasized the importance of trust, mutual respect, confidentiality, empathy, and active listening in building effective mentoring relationships and creating safe spaces for reflection and dialogue. Educational Assistants gained practical strategies to support purposeful mentoring conversations, including collaborative goal setting, flexible mentoring roles (Consultant, Collaborator, and Coach), and reflective practices such as scaling questions. Overall, the training reinforced mentoring as a reciprocal learning process best sustained within a collaborative school culture and a broader network of professional supports.

10. Closing Remarks/Adjournment

Lauren Moulton thanked everyone. The meeting adjourned at 2:13 p.m. The next meeting will be held on Tuesday, February 17, 2026.



Budget Committee
Thursday, February 12, 2026 – 4:30 p.m.
Boardroom / Microsoft Teams

Present:

Dennis Blake (Chair), Carol Luciani (Trustee), Toni Poirier (Trustee), Dan Dignard (Trustee)
Mike McDonald (Director of Education & Secretary)
Rajini Nelson (Superintendent of Business & Treasurer)
Rajbir Badh (Manager of Budgets & Finance)
John Della Fortuna, Kevin Greco, Michael Lawlor, Phil Wilson (Superintendent of Education)
Rajbir Badh (Manager of Budgets & Finance)
Katherine Reddicliffe (Recording Secretary)

1. Opening Business

1.1 Land Acknowledgment

Superintendent Wilson led us with the land acknowledgement.

1.2 Opening Prayer

Chair Blake led the meeting with an opening prayer.

1.3 Attendance

Attendance was noted as above.

1.4 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee approves the Agenda of February 12, 2026.

Carried

1.5 Declaration of Interest:

Trustees Dan Dignard and Toni Poirier declared a conflict of interest on agenda item 2.1 due to familial conflicts. They did not participate in the discussion or vote on the matter.

1.6 Approval of the Minutes of July 22, 2025

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee approves the Minutes of July 22, 2025.

Carried

1.7 Business Arising from the Minutes: Nil



2. Staff Reports & Information Items

2.1 2025-26 Revised Estimates

Overall, the Board continues to project a balanced budget for the 2025–26 school year.

Enrolment remains strong. Our Average Daily Enrolment is now projected at 12,867 students, which is about 94 students higher than our original estimate and includes Visa students. These revised numbers are based on actual enrolment as of October 31, 2025, along with projections through March 31, 2026. While enrolment has been trending upward, most of this growth was already anticipated, with the additional increase spread across both elementary and secondary schools.

On the revenue side, the majority of our funding continues to come from Ministry operating grants, primarily through Core Education Funding. As a result of the higher enrolment, total revenues are now expected to increase by approximately \$881,000.

Expenditures have been adjusted to reflect staffing needs and rising operational costs, while still maintaining a balanced budget. Overall expenses are also projected to increase by about \$881,000.

Salary and benefit costs are expected to rise by approximately \$300,000, mainly due to the addition of a Vice Principal to support enrolment growth, Attendance Support staff to meet Ministry attendance requirements, and additional custodial support for the joint Caledonia school.

Other cost increases are largely related to sick leave coverage based on current trends, anticipated legal costs, and inflationary pressures affecting supplies and contracted services.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee refers the 2025-26 Revised Estimates Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

2.2 2026-27 Budget Timeline

The Board must submit its annual budget to the Ministry of Education by June 30. For the 2026–2027 budget, planning will begin in February 2026, with the draft budget presented to the Budget Committee in mid-June and final Board approval scheduled for June 23, 2026.

The budget development process will follow previous years, led by the Finance Department in collaboration with external planning resources and academic and operational teams. Timelines are subject to the release of the Ministry's Core Education Funding announcement. Enrolment projections will use the best available data, with staffing allocations confirmed by mid-March 2026.

Public consultation will include an online survey open from March 15, 2026, for four weeks. The Budget Committee is expected to meet as required prior to final Board approval.



Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Budget Committee refers the 2026-27 Budget Plan/Timeline to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

3. Future Meetings

Chair Blake noted that the next Budget Committee Meeting will take place in the month of May.

4. Adjournment

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Budget Committee adjourns the meeting of February 12, 2026.

Carried

Next Meeting: May 2026

PENDING RECOMMENDATIONS FOR THE COMMITTEE OF THE WHOLE FROM THE POLICY COMMITTEE

February 24,2026

AGENDA ITEM	MOTION
5.1	<p>THAT the Committee of the Whole refers the Respectful Workplace Policy #300.45 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the Naming of Schools Policy #400.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT Committee of the Whole refers the Volunteers Policy #300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT Committee of the Whole refers the Religious Accommodation Policy #200.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT Committee of the Whole refers the Electronic Monitoring Policy #400.18 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>

RECOMMENDATIONS:

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

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

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

Prepared by: Kevin Greco, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 17, 2026
Submitted by: Michael McDonald, Director of Education & Secretary

Respectful and Professional Workplace (Employees) #300.45

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board is committed to fostering a professional, respectful, inclusive and safe workplace environment where all are treated with civility and respect. All employees are expected to contribute to a working and learning environment that aligns with Catholic values and models civility to students and community.

DEVELOPMENTS:

This new policy applies to all employees of the Brant Haldimand Norfolk Catholic District School Board. It describes professionalism in a Catholic setting as unwavering integrity and ethical conduct. Staff are expected to meet universal professional standards as well as the spiritual commitments that shape Catholic institutions into communities of faith and learning.

Rooted in the Catholic belief that all persons are made in the image of God, this Policy highlights the importance of a communal responsibility that appreciates the inherent dignity of all, and creates a culture of fairness, compassion and where differences are acknowledged and valued.

Unacceptable conduct is defined as objectionable, or unwelcome conduct with moderate impact, which may or may not have intent to cause harm and has a negative effect on an individual, group or work environment but may not fall under Board policies for workplace violence, harassment, and/or discrimination. Being unprofessional is described as behaviours and/or actions that are below or contrary to Board Policy and the standards expected in a particular profession.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Respectful Workplace (Employees) Policy #300.45 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Respectful and Professional Workplace (Employees)

300.45

Adopted:	December 2025
Last Reviewed/Revised:	NEW
Responsibility:	Superintendent of Education
Next Scheduled Review:	2029

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board is committed to fostering a respectful, inclusive and psychologically safe workplace. Building a psychologically safe and inclusive environment depends on treating one another with civility and respect. All employees are expected to conduct themselves with respect, courtesy and professionalism in all workplace interactions. A culture of mutual respect supports individual well-being and contributes to a collaborative and effective work environment aligned with Catholic values.

APPLICATION AND SCOPE:

This policy applies to all employees of the Brant Haldimand Norfolk Catholic District School. All individuals are expected to engage in communication and behaviour that upholds dignity and respect. Actions or language that are offensive, intimidating, embarrassing or bullying in nature – whether verbal, digital, written or non-verbal – are not acceptable in the BHNCD SB workplace. The Board recognizes that differences of opinion and conflict may occur; however, these must be addressed in a constructive and respectful manner. The Board is committed to a proactive approach in preventing and managing workplace incivility, and to promoting dialogue, inclusion, and the respectful exchange of diverse perspectives. It expects employees to address these issues promptly and respectfully. The Board values diversity of viewpoints among staff, recognizing that when properly managed, this can foster creativity and continuous improvement.

REFERENCES:

- [Education Act](#)
- [Ontario College of Teachers Act, 1996](#)
- [The Ontario Human Rights Code | Ontario Human Rights Commission \(ohrc.on.ca\)](#)
- [Employment Standards Act | ontario.ca](#)
- [HRS 300.17.P - Professional Standards and Conflict of Interest - Employees.pdf](#)
- [HRS 300.19.P - Progressive Discipline \(Employees\)](#)
- [HRS 300.01.P - Workplace Harassment](#)
- [HRS 300.02 – Dress Code and Appearance Standards for Staff](#)

FORMS:

- N/A

APPENDICES:

- N/A



DEFINITIONS:

Civility: The act of showing regard for others and recognizing the inherent value of everyone in the workplace.

Unacceptable conduct: Objectionable, or unwelcome conduct with moderate impact, which may or may not have intent to cause harm and has a negative effect on an individual, group or work environment.

Employee: An individual employed by the Board in a permanent, temporary or casual position. This also includes volunteers.

Professional: Working, dressing, and behaving with integrity in such a way that others think of them as competent, reliable, and respectful. Professionals are a credit not only to themselves, but also to others.

Supervisor: The Occupational Health and Safety Act defines a supervisor as a person who has charge of a workplace or authority over a worker.

Unprofessional: Behaviours and/or actions that are below or contrary to Board Policy and the standards expected in a particular profession.

Workplace: For this policy, the workplace is any location in which you are engaged in work related activities, including, but not limited to, board offices, schools, board properties, vehicles used to complete work and travel between work sites, and external locations such as conferences, hotels, and restaurants. Workplace also includes communications via telephone, email, virtual/digital platforms, social media (including comments, emoticons or reactions such as likes and dislikes).

ADMINISTRATIVE PROCEDURE:

1.0 Roles and Responsibilities: It is a shared responsibility among all individuals to create a culture where everyone is treated fairly, and with compassion and where differences are acknowledged and valued. This means ensuring that all communications and interactions are conducted in a professional, constructive and courteous manner, both in tone and content.

1.1 Senior Administration:

- Supporting a safe, respectful and inclusive workplace environment.
- Providing ongoing education and training on what behaviour is and is not appropriate.
- Identifying and eliminating barriers to a psychologically safe and inclusive workplace.

1.2 Supervisors, Managers, Principals:

- Provide a work environment consistent with the objectives stated in this policy. This includes actively promoting a positive work environment and intervening whenever conduct below the standards set out in this policy occur.
- Act as champions of a respectful workplace.
- Confer with Human Resources regarding effective processes for handling any concerns raised under this standard.
- Support the Board's training on respectful workplaces and related topics.
- Keep a record and maintain confidentiality.

1.3 Employees:

- Share the responsibility of fostering a civil, respectful workplace by ensuring that all communications and interactions related to work are consistent with the required standards.
- Are responsible for adhering to this policy.



- Are encouraged to communicate with co-workers that their conduct and comments are unwanted and objectionable whenever they are exposed to conduct representing incivility, bullying, harassment, and/or discrimination.
- Raise any concerns to management.
- Understand, and participate in any training.
- Cooperate and participate in preventative measures.
- Cooperate fully in investigations of incidents in breach of this policy.

1.4 Human Resource Services:

- Provide regular communication about this policy including options for submitting and addressing complaints.
- Assist with the interpretation and application of Respectful Workplace policy and developing and assisting with related training of this policy.
- Support supervisors, managers, principals in responding to incivility and providing resources to support and manage conflicts.
- Assist in facilitating informal resolutions, mediations and investigations as required.

1.5 Union Representatives:

- Provide confidential support and representation to the employee they represent in accordance with the applicable collective agreement.

2.0 Commitment

2.1 The Board is committed to ensuring that all employees of our workplace community contribute to a workplace environment consistent with equal rights and respectful standards through the following initiatives:

- 2.1.1 Knowledge: Ensuring all employees are aware of the standards of acceptable conduct.
- 2.1.2 Empowerment: Providing an environment where everyone can expect and experience respectful interactions aligned with this policy.
- 2.1.3 Accountability: Holding all individuals accountable for maintaining appropriate behaviour in the workplace.

3.0 Intent vs Impact

3.1 It does not matter whether an individual intends to offend someone. Intent does not determine whether behaviour is acceptable. What matters is whether the behaviour was or should have reasonably been known to be unwelcome. Even if disrespectful behaviour does not rise to the level of harassment, it may still harm workplace relationships and culture. Failing to address such conduct is equivalent to condoning such behaviour.

4.0 Unacceptable Conduct

4.1 Unacceptable conduct refers to behaviour that undermines employee wellbeing and is inconsistent with the Board's commitment to a civil and respectful workplace. Examples of unacceptable conduct include, but are not limited to:

- Yelling or screaming;
- Volatile or explosive displays of anger;
- Speaking in a belittling, condescending, or disrespectful tone;
- Making snide, sarcastic or demeaning comments;
- Using foul, abusive or threatening language toward anyone in the workplace;
- Repeatedly interrupting or speaking over others;



- Non-verbal expressions of disrespect such as glaring, finger-pointing, or eye-rolling;
- Undermining a colleague's reputation or work relationships through disparaging remarks;
- Gossiping, including sharing private information or speaking negatively about someone behind their back;
- Intentionally ignoring or excluding someone;
- Embarrassing or humiliating a colleague;
- Publicly criticizing another employee's performance;
- Engaging in passive aggressive behaviour, such as refusing to directly communicate with someone about an issue and instead complaining to others behind their back;
- Using profanity or unprofessional language.

4.2 Depending on the context, circumstances, frequency, and impact, some of the examples above may also meet the threshold of workplace harassment and be subject to Board Policy 300.01 Workplace Harassment.

4.3 This policy does not preclude reasonable action taken by an employer or supervisor relating to the management and direction of workers.

4.4 Determining if unacceptable conduct has occurred is based on an objective assessment of the specific facts of each situation, and not solely on the perceptions or intentions of those involved.

4.5 Unacceptable conduct at any work-related social event (including school related activities and social gatherings outside of work) that could impact the workplace and harm workplace relationships and culture, is also covered under this policy.

5.0 Unacceptable Conduct Does Not Include

5.1 Constructive, respectful discussions or disagreements.

5.2 Reasonable performance management discussions.

5.3 Stressful or high-pressure situations that are a normal and expected part of workplace duties.

6.0 Professional Expectations

6.1 Being professional in the workplace ensures a respectful, inclusive, and effective work environment that aligns with Catholic values and models civility to students and community.

6.2 Professionalism in a Catholic setting begins with unwavering integrity and ethical conduct. Staff are expected to meet universal professional standards and the spiritual commitments that shape Catholic institutions into communities of faith and learning.

6.3 In accordance with Board policies, collective agreements, and applicable legislation all employees of the BHCNDSB, including school-based and central office personnel, are expected to consistently meet the expectations of a professional and dignified Catholic workplace by:

6.3.1 Aligning their work with the mission of the Church.

6.3.2 Upholding Catholic Social Teachings and the ethical standards rooted in Gospel values.

6.3.3 Advocating for equity, justice, and respect for human dignity.

6.3.4 Supporting the Catholic identity of the institution in behavior and communication.

6.3.5 Upholding the dignity and integrity of their role as educators and public servants.

6.3.6 Demonstrating responsibility, accountability, and ethical behavior while maintaining high standards in teaching, leadership, and administration.

6.3.7 Protecting sensitive information about students, staff, and Board operations.



- 6.3.8 Maintaining professional relationships with students and colleagues. Avoid favoritism, inappropriate familiarity, or any conduct that could be perceived as unscrupulous, toxic, careless, or unprincipled.
- 6.3.9 Respecting personal boundaries.
- 6.3.10 Utilizing board technology responsibly. Do not engage in unsanctioned digital communication with students and staff, or excessive personal use during work hours.
- 6.3.11 Adhering to Board Policy 300.02 - Dress Code and Appearance Standards for Staff.
- 6.3.12 Supporting the holistic wellbeing and development of students and staff.
- 6.3.13 Serving others with humility.

6.4 Staff adhere to universal principles of professionalism while supporting the mission-driven values of Catholic education. Educators are further committed to Catholic mission and faith integration into daily responsibilities and interactions with students. They take a pastoral approach that provides compassionate and empathetic guidance and support to others.

7.0 Interpersonal Relationship Conflict

- 7.1 Personality Conflicts: Personality conflicts arise when two or more employees become involved in ongoing interpersonal disputes or conflict. This can create stress not only for those directly involved, but also for other employees in the workplace.
- 7.2 Team Difficulties: Team-related issues can emerge when there is a lack of cohesiveness, role clarity, and/or cooperation. These factors can disrupt the productivity of a team due to increased levels of stress and dysfunction within the group.
- 7.3 Conflict Resolution: Conflicts and misunderstandings are a natural part of any workplace. Employees that are in conflict with another person(s) are expected to take the initiative to address it respectfully and try to resolve it. If direct resolution is not possible, seek support from your supervisor or Human Resource Services. Early intervention helps maintain a healthy and productive work environment.

8.0 Reporting

- 8.1 Concerns about breaches of workplace respect and professionalism should be reported promptly to a supervisor.
- 8.2 The Board will ensure fair and consistent application of policies and provide support for resolution.
- 8.3 Violations may result in corrective measures under the Board's Progressive Discipline Policy.

9.0 Support

- 9.1 The Board has an Employee Assistance Program (EAP) available to employees for confidential and anonymous counselling.
- 9.2 Both supervisory and non-supervisory employees have an obligation to uphold this standard and ensure a safe, comfortable non-hostile environment for everyone. This means acknowledging and valuing differences, being open and honest about behaviour that makes you or someone else feel uncomfortable, communicating in ways that are non-threatening and inviting dialogue and providing support to those who are seeking advice. We must all do our part by ensuring that our individual behaviour does not violate this policy and by fostering a work environment based on respect.

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

Prepared by: Mike McDonald
Presented to: Board of Trustees
Submitted on: February 17, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

Naming of Schools #400.17

BACKGROUND INFORMATION

The most recent review of the *Naming of Schools* Policy (OPS #400.17) was conducted in August 2023. Although the policy is not scheduled for its next review until August 2027, the decision has been made to bring the policy forward ahead of schedule. This proactive approach is intended to enhance transparency and strengthen community engagement, particularly as the Brant Haldimand Norfolk Catholic District School Board prepares for the addition of two new elementary schools.

DEVELOPMENTS

In August 2023, revisions to the policy resulted in the removal of the superintendent-led committee, which had previously been composed of staff, faith leaders, and community representatives responsible for overseeing and making recommendations related to the school naming process. As part of the current revisions, this committee has been re-established to support, guide, and facilitate the naming process from inception through completion, culminating in a formal recommendation to the Board of Trustees. The composition of the committee is clearly defined within the policy and remains closely aligned with established board practices across the sector.

In addition, the revised policy provides greater clarity regarding the required components of submissions brought forward to the Board. It also introduces a new requirement to consult with the Minister of Education regarding school naming, in accordance with Bill 33, *Supporting Children and Students Act, 2025*.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Naming of Schools Policy #400.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Naming of Schools

#400.17

Adopted:	June 26, 2007
Last Reviewed/Revised:	August 2023
Responsibility:	Superintendent of Education
Next Scheduled Review:	August 2027

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board recognizes the symbolic significance of a school's name and the opportunity to honour a person, event or symbol associated with the **Catholic Church** and the Catholic Community.

APPLICATION AND SCOPE:

The Brant Haldimand Norfolk Catholic District School Board shall determine names for schools that respect the Catholic identity of our school system through a consultative process.

In the naming of a new school, the following criteria shall be observed:

- Schools shall be designated as either "Catholic Elementary or Catholic Secondary School" in their official school name unless otherwise approved by the Board.
- A school shall be given the name of Our Lord, Our Lady, a Saint, an **exemplary Catholic figure of historical significance** or a Catholic tradition.
- **The duplication of names within the board will not be permitted**
- The possessive form shall not be used.
- **The naming committee shall include a local trustee(s), the appropriate superintendent of schools, the local pastor, a principal, a teacher, and a representative(s) designated by the appropriate school council(s) within the catchment area.**
- ~~Members of the BHNCD SB community will be able to submit suggestions for the naming of the school via various methods, including but not limited to an online form on the board website or through their local school.~~
- ~~The period that suggestions will be accepted is 20 days from the date submissions are requested.~~
- ~~The form will include the suggested name, the rationale for the suggested name, and the person suggesting the name.~~

REFERENCES:

Bill 33, Supporting Children and Students Act, 2025

FORMS:

N/A

APPENDICES:

N/A



DEFINITIONS:

N/A

ADMINISTRATIVE PROCEDURES:

1.0 Consultative Process

The purpose of this Administrative Procedure is to provide direction to staff and community partners for proposing names for schools in the Brant Haldimand Norfolk Catholic District School Board.

The Superintendent of schools is responsible for implementing this Administrative Procedure.

The Superintendent of schools shall issue a memorandum inviting suggestions for names of the new school from the school community, all other communities of the BHNCD SB, and all employees of the Board.

The Superintendent of schools will convene and chair a school-naming committee consisting of a local trustee(s), the local pastor, a principal, a teacher and a representative(s) designated by the appropriate school council(s), to review the suggested names and submit a maximum of three names to the Board of Trustees for consideration. Their submission will also include a summary of all the proposed names, as well as a detailed description of the process and any other relevant consultation input for the Board to deliberate on in an Open session of the board.

~~The administration will provide all applications to the board as a summary of all submissions, and the Board of Trustees will select and approve the name of the new school from the list.~~

If an existing school facility is closed or replaced and the pupils are relocated to a new school facility, the name of the closed school facility shall become the name of the new school facility, unless the Catholic School Council requests in writing to the Chair of the Board that a name change be considered for the school.

The Bishop of the Diocese where the new school is to be located, and the **Minister of Education** will be consulted as to the suitability of the name submitted.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Michael Lawlor, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 17, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

Volunteers #300.12

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHCNDSB) believes that the support of volunteers increases and enhances learning opportunities for students and assists staff in the daily operations of the school. Many school communities rely on the generosity of volunteers to lead clubs, coach teams, serve nutrition programs, assist with trip or event supervision and more. Volunteerism is recognized as a core component of the Catholic teachings on the importance of service and stewardship to others. When parents/guardians or community members contribute their time and effort to support curricular and co-curricular programming in schools, they are carrying out the mission of the Catholic Church by helping young people to reach their full potential. The BHCNDSB has been blessed with a multitude of volunteers across the board who answer this vocational call to enhance the life of the Catholic school learning environment.

A policy which governs the introduction and behaviour of volunteers is paramount to the safety of pupils, staff and property. The BHCNDSB takes precautions in all situations to provide and maintain safe, welcoming and secure learning and working environments. It is important that all volunteers, particularly those working in schools, be vetted by the school principal or supervisor of the building they will be serving. The policy outlines a vetting process that includes the volunteer submitting:

- a Vulnerable Sector Check (VSC)
- proof of completing an Accessibility for Ontarians with Disabilities Act (AODA) training module
- an attestation acknowledging review of a Rowan's Law Concussion Awareness Resource and the Board's Concussion Code of Conduct.

The BHCNDSB expects all its volunteers to act in *loco parentis* of the children they are serving. As such, policy 300.12 outlines how volunteers are subject to the same professional standards and safety provisions to which Board employees are held.

DEVELOPMENTS:

Policy 300.12 *Volunteers* recently became eligible for review based on the BHCNDSB instituted 4-year review cycle. The review of this policy focused on clarity, comprehension and accurate alignment with current legislation and practices in Ontario. In particular, the policy was updated to include the provisions introduced in December 2025 by Ontario Regulation 298/25 *Collection of Personal Information* which mandate volunteers submitting a Vulnerable Sector Check (VSC)

every five years and an annual Criminal Offence Declaration in the intervening four years. The policy revisions were further informed by Ministry of Education guidance to school boards.

The policy now includes an appendix of relevant forms for volunteers. Furthermore, the policy now points to the re-designed *Volunteers* section of the BHNCDSD website (<https://www1.bhncdsb.ca/volunteers/>).

Specific amendments to the policy include:

- The Policy Statement has been revised to clearly articulate the value that the BHNCDSD places upon volunteers, student safety, staff safety and the security of the learning and working environment;
- The Application and Scope more clearly focuses on the obligation of the volunteer and the principal or supervisor of the site where the volunteering will occur to ensure that a Vulnerable Sector Check (or, where applicable, Volunteer Criminal Offence Declaration), Volunteer Confidentiality Agreement, Accessibility for Ontarians with Disabilities Act (AODA) training module proof of complete and Volunteer Concussion Awareness Acknowledgement is provided and stored safely at the location of service;
- A Volunteer Concussion Awareness Acknowledgement form has been created and added to the policy appendix;
- The pre-existing Vulnerable Sector Check (VSC) Request form and Volunteer Tracking Checklist that are referenced throughout the policy have been added to the policy appendix;
- The addition of relevant terminology to the Definitions section;
- Updated language that further clarifies or details provisions about the processing, storage and management of a volunteer's forms on the site where the volunteering will occur;
- The addition of language explaining the Accessibility for Ontarians with Disabilities Act (AODA) training module that a volunteer must complete;
- The edit or removal of obsolete or unnecessary language in the entirety of the policy;
- The policy was transferred to the new policy template recently adopted by the BHNCDSD.

Policy 300.12 *Volunteers* may require further review in future years as the provincial government's direction about criminal record checks and AODA continues to evolve. Principals and Managers will receive guidance, once the policy is passed by the Board of Trustees, on the recent updates to policy 300.12 as they play a significant role in operationalizing the administrative procedure. Particular attention will be given to the use and storage of the various forms referenced in the policy.

RECOMMENDATION:

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



Volunteers

#300.12

Adopted:	May 29, 2015
Last Reviewed/Revised:	October 27, 2020 February 2026
Responsibility:	Superintendent of Education
Next Scheduled Review:	2023-2024 2029-2030

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (**the Board**) believes ~~the volunteer~~ **that the support of volunteers parents/guardians and community members, increases and enhances the learning opportunities for students and assists staff in the daily operations of the school. Volunteerism is recognized as a core component of the Catholic teachings on the importance of service and stewardship to others. When parents/guardians or community members contribute their time and effort to support curricular and co-curricular programming in schools, they are carrying out the mission of the Catholic Church by helping young people to reach their full potential.**

The safety of pupils, staff and property is paramount to the Brant Haldimand Norfolk Catholic District School Board. Every precaution is taken, in all situations, to provide and maintain safe, welcoming and secure learning and working environments. All ~~volunteers~~ volunteers, particularly those working in schools, ~~are~~ must be vetted by the school principal or supervisor of the building they will be serving. The vetting process will include the volunteer submitting a Vulnerable Sector Check (VSC) which will be collected and stored by the school principal or supervisor of the building that the volunteer will be serving. Volunteers must complete an Accessibility for Ontarians with Disabilities Act (AODA) training module as well as review a Rowan’s Law Concussion Awareness Resource and the Board’s Concussion Code of Conduct. Volunteers ~~trained, supported and~~ are subject to the same ~~safety measure~~ professional standards and safety provisions to which Board employees are held. That is the Brant Haldimand Norfolk Catholic District School Board expects all its volunteers to act in *loco parentis* of the children they are serving.

Application and Scope

The intention of this Policy and Administrative Procedure is to provide direction to supervisors of volunteers. The Brant Haldimand Norfolk Catholic District School Board through its various supervisors will ensure that:

- ~~volunteers provide a police records check~~ **current Vulnerable Sector Check (VSC) prior to the commencement of any volunteer service every three years;**
- **volunteers will henceforward provide an updated Vulnerable Sector Check (VSC) every five years;**
- ~~volunteers provide a completed Criminal Offence Declaration – Volunteer~~ **Volunteer Criminal Offence Declaration** form each year a ~~criminal background check~~ **Vulnerable Sector Check (VSC) is not provided required;**
- **volunteers provide a signed Volunteer Confidentiality Agreement;**
- **volunteers complete the Accessibility for Ontarians with Disabilities Act (AODA) training module prior to the commencement of any volunteer service;**
- **volunteers complete the Concussion Awareness Training and Acknowledgement process annually; and,**
- **volunteers are trained and supported by the appropriate principal or supervisor.**



References

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Education Act, R.S.O. 1990, c.E.2, Section 171(1)(4)
- Education Act and Regulation 521/01, as amended by Regulation 323/03 Personal Health Information Protection Act, 2004. S.O. 2004 (PHIPA)
- Occupational Health and Safety Act, PART III.0.1 Violence and Harassment Retention Schedule
- 300.15 Police Records Check/Vulnerable Sector Check (VSC)
- 500.01 Educational Field Trips Policy Board Expenditure Guidelines
- Safe Schools Act, Reg. 521/02
- Concussions Policy and Administrative Procedure 200.08
- Privacy and Information Management Generic Records Retention Schedule, MAY 8, 2019
- **Brant Haldimand Norfolk Catholic District School Board website, *Volunteers*, found here:**
<https://www1.bhncdsb.ca/volunteers/>

Forms

- **Vulnerable Sector Check (VSC) Request form**
- ~~Criminal Offence Declaration – Volunteer~~ **Volunteer Criminal Offence Declaration form**
- Volunteer Confidentiality Agreement
- **Volunteer Concussion Awareness Acknowledgement form**
- **Volunteer Tracking Checklist**

Definitions

loco parentis: a Latin term meaning "in the place of a parent," referring to a legal concept where a person or organization assumes the duties, rights, and responsibilities of a prudent parent, even without a biological or adoptive link to the child.

Principal: the individual who is the supervisor of a particular school as defined by the Ontario Education Act.

Site Supervisor: the individual who is the supervisor of a board building or department that is not part of a school.

Supervisor: ~~is the principal or~~ individual responsible for the activity at the site where the volunteer is offering his/her (their) time.

Volunteer: is an individual over the age of 18 who agrees to undertake, without pay, a designated task which supports any learning environment, or system-wide program.



Administrative Procedures

1.0 Principals or Supervisor

1.1 Determining the Need for Volunteers

~~It is up to the supervisor/principal/vice-principal to~~ **The principal or site supervisor will determine if there is a need for a volunteers and to assess the volunteer program will determine the duties that a volunteer will fulfill. In a school,** † if the supervisor is not the principal, the supervisor will submit an outline of the volunteer program to the school principal for approval. **The principal or supervisor may delegate this responsibility to another staff member, however, the principal or supervisor must ultimately approve all volunteers and their corresponding duties.**

1.2 Planning for Volunteers for the Upcoming School Year

~~The school principal or site supervisor has the option of~~ **may** sending home a letter **a communication** to parents/guardians before the end of June each year outlining the ~~Police Records Check /~~ Vulnerable Sector Check (VSC) process. This letter provides the parents/guardians the ability to request the required forms from the school and begin the ~~Police Records Check /~~ Vulnerable Sector Check (VSC) process for the upcoming school year.

~~Police Records Check /~~ Vulnerable Sector Checks (VSC)s can take a lengthy time to process. It is recommended that principals **or site supervisors** provide potential volunteers **with** as much time as possible to complete the process.

1.3 Processing Forms

The principal or site supervisor (or designate) will P provide the appropriate following forms for completion to the a potential volunteer:

- Vulnerable Sector Check (VSC) Request form
- Volunteer Confidentiality Agreement form

To ensure privacy, ~~ALL~~ **all** forms must be returned in a sealed envelope directly to the principal **or site supervisor**. In jurisdictions where volunteers are charged for a ~~Police Records Check processing or fingerprinting~~ **Vulnerable Sector Check (VSC) and any supplementary items or processes attached with this police screening,** the Board will not pay such costs.

A potential volunteer must provide a current (i.e. issued within three months of submission) Vulnerable Sector Check (VSC) that indicates that the volunteer has no offences or occurrences to the principal or site supervisor.

The principal or site supervisor will provide the volunteer's name and the date of the Vulnerable Sector Check (VSC) to the school or site secretary for tracking. If a volunteer changes location or volunteers in more than one location, the Vulnerable Sector Check (VSC) information follows them or can be shared according to privacy of information legislation. Confirm that each location has a copy of all forms to ensure consistent tracking.

The principal or site supervisor must collect and retain a completed annual Volunteer Criminal Offence Declaration form from the volunteer (if still active) for the next four years. The volunteer must provide a Vulnerable Sector Check (VSC) every five years to the principal or site supervisor.

Individuals who provide a Vulnerable Sector Check (VSC) that indicates that the applicant has an offence or occurrence shall not be approved to volunteer in a school or board building.



- If the Police Records Check / Vulnerable Sector Check (VSC) certificate is free from occurrence or (if appropriate) the Offence Declaration indicates no offences have occurred and all other required forms have been received, provide the volunteer name and the date of the certificate to the school secretary for tracking; and,
- If a volunteer changes location or volunteers in more than one location, the Police Records Check information follows them or can be shared according to privacy of information legislation. Ensure that each location has a copy of all forms to ensure consistent tracking.

Processing Forms of a Volunteer Who is an Employee of the Board

If someone wishes to act in a volunteer capacity and identifies themselves as a Board employee may volunteer at a school, other board site or for an activity connected to a school or other board site as long as the volunteering does not conflict with their workday. The principal or site supervisor must be required to email contact in writing (e.g. e-mail) the appropriate Human Resources Coordinator and request confirmation that the Board holds possesses an up-to-date Police Records Check / Vulnerable Sector Check (VSC) or Offence Declaration. The Human Resources will provide confirmation email in writing which the principal or site supervisor must be kept keep on file in place of the paper copy of the volunteer's Police Records Check / Vulnerable Sector Check (VSC) or Volunteer Criminal Offence Declaration. If the Human Resource Coordinator has information that requires risk assessment, the request is escalated to the Director of Education or designate for adjudication. The principal or site supervisor must:

- The email confirmation must be annually requested and provided receive confirmation that the employee/volunteer's Vulnerable Sector Check (VSC) or Offence Declaration is current; each year the employee acts as a volunteer; and,
- ensure that A all other volunteer sections of the Volunteer Administration Procedures apply.

Storage of Forms

All Police Records Check / Vulnerable Sector Check (VSC) certificates, Annual Offence Declarations for Volunteers Volunteer Criminal Offence Declaration forms, Volunteer Concussion Awareness Acknowledgement forms and Volunteer Confidentiality Agreements, must be received in a sealed envelope by the principal or site supervisor and kept in a secure location accessible only to the principal or site supervisor. in the principal's office. This information is private and must be handled accordingly. The only staff member at that school that has access to Police Records Check / Vulnerable Sector Check (VSC) certificates, Annual Offence Declarations for Volunteers and Volunteer Confidentiality Agreements is the Principal. All records must be disposed of in accordance with the Board's Privacy and Information Management Guidelines and best practices and in accordance with the Board's retention schedule.

Maintaining Ongoing Records

Principals and site supervisors must consider the following when maintaining ongoing records:

- All volunteers should appear on a \$ school or site Volunteer Tracking List Checklist maintained by the school secretary. Each year this list must be reviewed, and the appropriate forms filled out and submitted;
- Volunteers must provide a Police Records Check / Vulnerable Sector Check (VSC) every three five years;
- Volunteers will sign an Annual Offence Declaration the annual Volunteer Criminal Offence Declaration form in the two four years in which they do not have to submit the



- **Vulnerable Sector Check (VSC); and,**
• The Volunteer Tracking List **Checklist** must verify that each year a **Vulnerable Sector Check (VSC)** or (if appropriate) **Annual Offence Declaration annual Volunteer Criminal Offence Declaration form** has been submitted **AND and** a Volunteer Confidentiality Agreement has been signed.

Volunteers on Educational Field Trips and/or Excursions

An up-to-date **A current** ~~Police Records Check /~~ Vulnerable Sector Check (VSC) and a completed Volunteer Confidentiality Agreement must be provided by every volunteer on an educational field trip and/or excursion in advance of the event date. ~~The ONLY exception to this requirement is for volunteers under constant and continued supervision by the Board staff (meaning all volunteers, students and staff remain together in one large group for the entire event).~~

Providing Information to Volunteers

Once the volunteer has provided the **principal or site** supervisor with an acceptable ~~Police Records Check /~~ Vulnerable Sector Check (VSC) ~~(or a completed Volunteer Criminal Offence Declaration — Volunteer)~~ and a completed Volunteer Confidentiality Agreement, the **principal or site** supervisor will provide an orientation of the work site ~~(if applicable)~~. The orientation program will consist of training ~~with respect to~~ **that outlines the duties as well as and rules to be observed obligations of the volunteer.** ;

Volunteers are insured under the Board’s Public Liability Insurance Policy when performing assigned duties in good faith and in a reasonable and responsible manner. Volunteers should be aware that the Board’s insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming normal employment. ; ~~and,~~

Volunteers are required to complete/**review** ~~the Concussion Awareness Training and Acknowledgement process~~ annually:

- **an Accessibility for Ontarians with Disabilities Act (AODA) training module;**
- **a Rowan’s Law Concussion Awareness Resource; and,**
- **the Board’s Concussion Code of Conduct.**

Terminating Volunteer Service

Principals or site supervisors are expected to provide clear direction and expectations for volunteers and mentor volunteers as they learn the role. Volunteers ; who do not adhere to Board policies and procedures, undertake an unauthorized role or conduct themselves in a way that is inconsistent with the values espoused by the Board or is contrary to the law, may have their assignment terminated at the discretion of the principal. ; ~~and,~~

- ~~Principals/Supervisors are expected to provide clear direction and expectations for volunteers and mentor volunteers as they learn the role.~~



2.0 **Volunteers**

2.1 **Role of the Volunteer**

A volunteer is expected to:

- Support and model the beliefs and values of our Catholic faith;
- Perform assigned duties as directed by the **principal or site** supervisor;
- Neither be responsible for the discipline or the evaluation of students;
- Not violate any collective agreement requirements;
- Maintain confidence with any personal information which is shared with them in the performance of their duties, in compliance with MFIPPA and Privacy and Information Management legislation;
- Follow dress and behavior codes and wear an identification badge when volunteering;
- Notify their supervisor of any absence as far in advance as possible;
- Follow Board health and safety rules; and,
- Meet all expectations regarding training and other requirements of the Board.

2.2 **Required Forms**

Prospective volunteers must obtain the necessary forms from the school or site they wish to volunteer. Volunteers are required to provide a Vulnerable Sector Check (VSC) every five years or if there is a break in the volunteer’s service for more than one year. The Vulnerable Sector Check (VSC) must be obtained from the police service that attends to the region or municipality that the volunteer resides. Any costs associated with the Vulnerable Sector Check (VSC) are to be incurred by the volunteer. In the years that a Vulnerable Sector Check (VSC) is not required, the volunteer must complete the Volunteer Criminal Offence Declaration form in advance of contact with student(s).

Volunteers are required to complete a Volunteer Confidentiality Agreement and the Volunteer Concussion Awareness Acknowledgement every year.

- ~~Volunteers must obtain the necessary forms from the school and process them at the police department closest to their place of residence;~~
- ~~Volunteers are required to provide a Police Records Check / Vulnerable Sector Check (VSC) every three years or if there is a break in the volunteer’s service of more than one year. In the years that a Police Records Check / Vulnerable Sector Check (VSC) is not required the volunteer is required to complete a Criminal Offence Declaration – Volunteers in advance of contact with student(s); and,~~
- ~~Volunteers are required to complete a Volunteer Confidentiality Agreement every year.~~

2.3 **Submitting the Required Forms:**

All documentation must be submitted to the school principal **or site supervisor** in a sealed envelope.

3.0 ~~Rowan’s Law – Concussion Awareness Resources and Brant Haldimand Norfolk Catholic District School Board Concussion Code of Conduct~~ **Required Training**

Rowan’s Law – Concussion Awareness Resources and Brant Haldimand Norfolk Catholic District School Board Concussion Code of Conduct

It is incumbent upon the ~~BHNCDSB~~ **Brant Haldimand Norfolk Catholic District School Board** to ensure concussion education and awareness, and **that** its administrative procedure is made available and followed by all school personnel and volunteers. Furthermore, the Board needs to ensure **that** all staff, volunteers, parents/guardians, and students understand their roles and responsibilities.



Rowan's Law requires the Board to confirm that all volunteers have received the **Rowan's Law** Concussion Awareness Resource and the **BHNCDSB** Board Concussion Code of Conduct through a signed acknowledgement before a volunteer can **work with students** or participate at any Board inter-school sport.

~~Volunteers can obtain a hard copy of the resource, code of conduct and acknowledgment by contacting the school or Human Resources in the Catholic Education Centre.~~

~~Volunteers must access the Concussion Awareness Procedures page on the Board's website (www.bhncdsb.ca) for to acknowledge review of the following resources: to acknowledge review of:~~

- ~~1. Rowan's Law Concussion Awareness Resource~~
- ~~2. BHNCDSB Concussion Code of Conduct~~

Volunteers will access the:

- **Rowan's Law Concussion Awareness Resource;**
- **BHNCDSB Concussion Code of Conduct; and**
- **Volunteer Concussion Awareness Acknowledgement form**

on the Get Involved – Volunteers page of the Board's website (www.bhncdsb.ca).

The Volunteer Concussion Awareness Acknowledgment form must be submitted to the school principal or site supervisor in a sealed envelope. Acknowledgement is valid for the current school year (September 1 to August 31) and must be renewed for each year of volunteer work.

Accessibility for Ontarians with Disabilities Act (AODA)

All prospective volunteers must complete an online Accessibility for Ontarians with Disabilities Act (AODA) training module. Once a volunteer completes the online training, a certificate acknowledging completion must be provided to the principal or site supervisor of the location where the volunteering will occur in advance of contact with student(s). Volunteers who are serving at more than one location may provide a photocopy of the certificate.

Volunteers will access the Accessibility for Ontarians with Disabilities Act (AODA) training module on the Get Involved – Volunteers page of the Board's website (www.bhncdsb.ca).



Vulnerable Sector Check (VSC) Request Form

The Brant Haldimand Norfolk Catholic District School Board partners with volunteers inside and outside of the classroom. We value our volunteers and the services they provide. A Vulnerable Sector Police Check AND completion of an Accessibility for Ontarians with Disabilities ACT (A.O.D.A.) training module are requirements of the Brant Haldimand Norfolk Catholic District School Board for all volunteers.

The following individual is a volunteer and receives no compensation for their work other than (if applicable) an allowance for expenses or an honorarium and excludes a person receiving some other form of credit such as academic credit or fulfilling a sentence requirement.

Volunteer Information

Date (yyyymmdd):

Legal Name of Volunteer (First, Middle, Last):

Date of Birth of Volunteer (yyyymmdd):

Volunteer Position (include a brief description of duties):

How does this volunteer position relate to working with vulnerable people:

Board (Agency) Contact

Name:

Title/Position:

Email:

Phone:

Signature (electronic):

Online VSC Brantford City Police: visit www.brantfordpolice.ca (Choose the **Police Records Check** item from the **Links** menu).

Online VSC Ontario Provincial Police: visit Ontario Provincial Police - Police Record Checks (opp.ca)

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56). If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (communications@bhncdsb.ca). For the full Notice of Collection visit www.bhncdsb.ca.



Volunteer Criminal Offence Declaration

Surname		Given Names	
Maiden Name or Other Names used (if applicable)		Place of Birth	
D.O.B. YYYY MM DD	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Area Telephone (Res.)	Driver's License Number
Address: Number	Street	Apt./Unit	City/Town/Municipality Postal Code

I, _____, hereby declare that:

I have no convictions for offences under the Criminal Code of Canada up to and including the _____ date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada).

OR

I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the *Criminal Records Act* (Canada) has not been used or granted:

Signature of Volunteer

Date

***PLEASE RETURN FORM TO SCHOOL PRINCIPAL IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL: VOLUNTEER CRIMINAL OFFENCE DECLARATION'**

Office Use Only	
Received on:	By:
Recorded on Volunteer Tracking Form:	

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



Volunteer Confidentiality Agreement

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), I have read the Confidentiality Agreement provided by the Brant Haldimand Norfolk Catholic District School Board pertaining to the duties and responsibilities of a volunteer.

In accepting the duties and responsibilities of a volunteer with the Brant Haldimand Norfolk Catholic District School Board, I agree to abide by the following terms of confidentiality:

- In the course of the duties as a volunteer, I may become aware of personal and confidential information. The Brant Haldimand Norfolk Catholic District School Board depends on the maturity and loyalty of its volunteers to keep private any such information.
- All information that I may come to know regarding the Board, school, staff, students and their families shall be kept completely confidential.
- It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future volunteer opportunities.

I understand and agree to the terms of this confidentiality agreement.

Date: _____

Name: _____
(Please print)

Signature: _____

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)



Volunteer Concussion Awareness Acknowledgement Form

Surname		Given Names		
Address: Number	Street	Apt./Unit	City/Town/Municipality	Postal Code

I, _____, hereby declare that:

I have reviewed the Brant Haldimand Norfolk Catholic District School Board's Rowan's Law Concussion Awareness Resource and the Concussion Code of Conduct.

Signature of Volunteer

Date

***PLEASE RETURN FORM TO SCHOOL PRINCIPAL IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL: VOLUNTEER CONCUSSION AWARENESS ACKNOWLEDGEMENT'**

Office Use Only	
Received on:	By:
Recorded on Volunteer Tracking Form:	

Information Collection Authorization

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

Brant Haldimand Norfolk Catholic District School Board
SAMPLE - School Volunteer Tracking Form

Surname	First Name	CITY/OPP	AODA training complete	Vol. Conf. Agr.	Clearance Certificate Date Approved to Volunteer	Declaration Year 1	Declaration Year 2	Clearance Certificate EXPIRY DATE	Relationship to Student
IF THERE IS A YELLOW HIGHLIGHTED BOX THE PERSON CANNOT VOLUNTEER AT THIS TIME.									
Monday, January 26, 2026									
Lastname	Firsname	City	o/s	✓	17-Jul-14	o/s		17-Jul-17	mother
Lastname	Firsname	City	o/s	✓	06-Oct-14	10-Oct-15		06-Oct-17	mother
Lastname	Firsname	City	o/s	✓	22-Jan-15	04-Feb-16		22-Jan-18	mother
Lastname	Firsname	City	o/s	✓	02-Feb-15	o/s		02-Feb-18	mother
Lastname	Firsname	City	o/s	✓	07-Nov-13	07-Apr-15	o/s	07-Nov-16	strong start volunteer
Lastname	Firsname	City	o/s	✓	02-Dec-13	06-Apr-15	o/s	02-Dec-16	father
Lastname	Firsname	City	o/s	✓	23-Apr-15	06-Apr-16		23-Apr-18	father
Lastname	Firsname	City	o/s	✓	15-May-16			15-May-19	mother
Lastname	Firsname	City	o/s	✓	19-Jun-13	26-May-14	23-Oct-15	19-Jun-16	mother
Lastname	Firsname	City	o/s	✓	11-May-16			11-May-19	mother
Lastname	Firsname	City	o/s	✓	13-May-16			13-May-19	father
Lastname	Firsname	City	✓	✓	13-Mar-15	07-Apr-16		13-Mar-18	mother
Lastname	Firsname	City	✓	✓	15-Mar-15	07-Apr-16		15-Mar-18	father
Lastname	Firsname	City	✓	✓	23-Oct-13	10-Feb-15	09-Feb-16	23-Oct-16	mother
Lastname	Firsname	City	o/s	✓	21-May-14	30-Nov-15		21-May-17	mother
Lastname	Firsname	City	o/s	✓	02-Sep-15			02-Sep-18	mother
Lastname	Firsname	London	o/s	✓	17-Mar-16			17-Mar-19	Western University
Lastname	Firsname	City	o/s	✓	28-Sep-14	14-Jan-16		28-Sep-17	grandparent
Lastname	Firsname	City	o/s	✓	03-Oct-14	14-Jan-16		03-Oct-17	grandparent
Lastname	Firsname	County	o/s	✓	30-Sep-15			30-Sep-18	father
Lastname	Firsname	City	✓	✓	10-Sep-15			10-Sep-18	grandparent
Lastname	Firsname	City	o/s	✓	30-May-16			30-May-19	aunt
Lastname	Firsname	City	o/s	✓	15-Jun-13	09-May-14	10-Apr-15	15-Jun-16	mother
Lastname	Firsname	City	o/s	✓	16-Sep-15			16-Sep-18	student teacher
Lastname	Firsname	City	o/s	✓	31-May-16			31-May-19	mother
Lastname	Firsname	City	✓	✓	15-Apr-15	15-Apr-16		15-Apr-18	mother
Lastname	Firsname	City	o/s	✓	02-Jun-16			02-Jun-19	father
Lastname	Firsname	City	o/s	✓	31-Mar-16			31-Mar-19	mother
Lastname	Firsname	County	o/s	✓	05-Feb-16			05-Feb-19	step-dad

* Board employee, principal refer to Administrative Procedure.

** Staff, see school principal for details about this volunteer BEFORE the event.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Michael Lawlor, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 17, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

Religious Accommodation #200.04

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSD) has a responsibility to provide religious accommodation to staff, students, parents/guardians and other partner stakeholders under the Ontario Human Rights Code. Notwithstanding this, the BHNCDSD has a primary responsibility to create Catholic learning and work environments shaped by the Ontario curriculum, informed by the tenets of the Catholic faith and modelled after the teachings of Jesus Christ. The Constitution Act, 1982, the Ontario Human Rights Code, and the Ontario Education Act permit Catholic school districts to establish policies, procedures, practices and academic programs that are informed by Catholicism. Central to Catholicism is the obligation of the faithful to uphold the dignity of all people and recognize their equality as children formed in the image of God. As such, as a Catholic school board it is vital that all staff and students support the freedom of individuals to practice their chosen religion and to respect their customs, traditions and beliefs.

The BHNCDSD commits to working with the community it serves and employs to foster inclusive learning and work environments that protect individuals from religious discrimination and harassment. The Board will take all reasonable steps to provide religious accommodations to staff, students and parents/guardians within the legal rights afforded to the Catholic school system.

DEVELOPMENTS:

Policy 200.04 *Religious Accommodation* recently became eligible for review based on the BHNCDSD instituted 4-year review cycle. The review of this policy focused on clarity, comprehension and accurate alignment with current legislation and practices in Ontario. In particular, the policy was updated to include language and provisions that are consistent with the Ontario Human Rights Code and recent decisions made by the Ontario Human Rights Commission. Amendments to the policy included:

- The Policy Statement has been revised to further clarify the Board's dual obligation to provide Catholic education in union with the Church's teachings while upholding all Ontarian's fundamental right to freedom of religion;
- The Application and Scope were re-designed to outline the Board's commitment to upholding the dignity of the human person and, therefore, obligation to provide school and work environments free from religious discrimination and harassment;
- The References were updated to include several related Board policies, administrative procedures and forms;
- The addition of staff, parent/guardian and student responsibilities in the Administrative Procedure;

- Updated guidance on the proper use of Chapels in schools;
- Updated language that further clarifies or details provisions within the Administrative Procedure, including but not limited to legislative guidance about opening and closing exercises in schools and the accommodation of religious or modest dress in schools and the workplace;
- The edit or removal of obsolete or unnecessary language in the entirety of the policy;
- The policy was transferred to the new policy template recently adopted by the BHNCD SB.

As Ontario's Human Rights Code has seen considerable revision and several court and commission interpretations in the past two decades, policy 200.04 *Religious Accommodation* will likely require continuous review to maintain its accuracy and alignment with current practices. Principals and Managers will receive guidance, once the policy is passed by the Board of Trustees, on the recent updates to policy 200.04 as they play a significant role in operationalizing the administrative procedure.

RECOMMENDATION:

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



Religious Accommodation #200.04

Adopted:	October 23, 2012
Last Reviewed/Revised:	N/A February 2026
Responsibility:	Superintendent of Education
Next Scheduled Review:	TBD 2029-2030

Belief Statement:

~~The Brant Haldimand Norfolk Catholic District School Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodations will be provided to staff, students and their families.~~

Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the Board) has a primary responsibility to create Catholic learning and work environments shaped by the Ontario curriculum, informed by the tenets of the Catholic faith and modelled after the teachings of Jesus Christ. The Constitution Act, 1982, the Ontario Human Rights Code, and the Ontario Education Act permit Catholic school districts to establish policies, procedures, practices and academic programs that are informed by Catholicism. ~~The Brant Haldimand Norfolk Catholic District School Board (the Board) believes in~~ In turn, the Catholic Social Teachings uphold the dignity of all people and recognizes their equality as children formed in the image of God. The Board values ~~the importance of~~ freedom of religion and strives to recognize, value and honour the many customs, traditions and beliefs that make up the Catholic school and work community.

Freedom of religion is an individual right and a collective responsibility. The Board commits to working with the community it serves and employs to foster an inclusive learning and work environments that promotes acceptance and protects individuals from discrimination and harassment on the basis of their religion religious discrimination and harassment. The Board will take all reasonable steps to provide religious accommodations to staff, students and parents/guardians within the legal rights afforded to the Catholic school system.

~~In accordance with the Catholic Church's teachings, it is the policy of the Board,~~ The Brant Haldimand Norfolk Catholic District School Board commits to provide, in all its operations, an educational and work environment which promotes and supports diversity within its Catholic community as well as the equal attainment of life opportunities for all students, staff and parents/guardians and other members of that community.

Application and Scope

The Brant Haldimand Norfolk Catholic District School Board believes that maintaining the dignity of all people is a paramount Catholic value and, therefore, will ensure that the right of all pupils, staff, volunteers, parents/guardians and other educational stakeholders to religious freedom is upheld. All stakeholders are entitled to freedom from discriminatory and harassing behaviours based on religion. The Board will grant, upon request and when compatible with the legal rights afforded to Catholic school districts in Ontario, religious accommodations to pupils, staff and parents/guardians as set forth in this policy and administrative procedure.



References

- The Canadian Charter of Rights and Freedoms
- The Ontario Human Rights Code (The Code)
- **Ontario Education Act, 1990**
- PPM No 108, "Opening or Closing Exercises in Public Elementary and Secondary Schools";
- R.R.O. 1990, Regulation 298, "Operation of School-General" s 4 under the heading "Opening or Closing Exercises" and s 27-29, under the heading "Religion in Schools"
- PPM No. 119, "Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools"
- BHNCDSD Policy **STU 200.23.P – Equity and Inclusion Education #200.23**
- **BHNCDSD STU 200.14.P – Admission of Elementary Students**
- **BHNCDSD STU 200.14.F03 – Non-Catholic Student Registration Request**
- **BHNCDSD STU 200.15.P – Admission of Secondary Students**
- **BHNCDSD STU 200.43.AP – Catholic Secondary Schools Religious Studies Courses – Requests for Exemption**
- "Directory of the Application of Principles and Norms on Ecumenism", Holy See, 1993

Forms

- N/A

Appendices

- **Appendix A:** Guideline For Kirpan Accommodation

Definitions

Accommodation

The Ontario Human Rights Commission's Policy on Creed and the Accommodation of Religious Observances defines "accommodation" as a duty corresponding to the right to be free from discrimination:

The Code provides the right to be free from discrimination, and there is a general corresponding duty to protect the right: the "duty to accommodate." The duty arises when a person's religious beliefs conflict with a requirement, qualification or practice. The Code imposes a duty to accommodate based on the needs of the group of which the person making the request is a member. Accommodation may modify a rule or make an exception to all or part of it for the person requesting accommodation. (Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission, October 20, 1996, pg. 5)

The duty to accommodate is an obligation that arises when requirements, factors, or qualifications, which are imposed in good faith, have an adverse impact on, or provide an unfair preference for, a group of persons based on a protected ground under the Code. The duty to accommodate must be provided to the point of undue hardship. In determining whether there is undue hardship, section 24(2) of the Code provides that reference should be made to the cost of accommodation, outside sources of funding, if any, and health and safety requirements.

Creed

Creed is interpreted by the Ontario Human Rights Commission's 1996 Policy on Creed and the Accommodation of Religious Observances as "religious creed" or "religion." It is defined as a professed system and confession of faith, including both beliefs and observances of worship.



The existence of religious beliefs and practices are both necessary and sufficient to the meaning of creed, if the beliefs and practices are sincerely held and/or observed.

Creed does not include secular, moral, or ethical beliefs or political convictions. This policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law (Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission, October 20, 1996, pg. 2).

Undue Hardship

Accommodation will be provided to the point of undue hardship, as defined by the OHRC (for example in the Policy and Guidelines on Disability and the Duty to Accommodate). A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence. For more information about the evidence needed to prove undue hardship, see Human Rights at Work, p. 133-134 and Appendix E.

A determination that an accommodation will create undue hardship carries with it significant liability for the Board. It should be made only with the approval of the appropriate Supervisory Officer or where appropriate the Board of Trustees.

Where a determination is made that an accommodation would create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon. The accommodation seeker shall be informed of his or her recourse under the Board's Equity and Inclusive Education Policy and Anti-Discrimination Policy and Procedure, and under the Ontario Human Rights Code.

Where a determination has been made that an accommodation would cause undue hardship, the Board will proceed to implement the next best accommodation short of undue hardship, or will consider phasing in the requested accommodation.



Administration Procedures

Purpose

The purpose of the administrative procedure is to ensure that all **Brant Haldimand Norfolk Catholic District School Board** staff, students, parents/guardians and other members of the school community are aware of their rights and responsibilities under the **Ontario Human Rights Code** and the **Ontario Education Act** with respect to religious accommodation.

Responsibilities

Superintendent of Education

The Superintendent of Education will ensure that all staff, students, parents/guardians and the broader other members of the school community are aware of the Board's Policy and Administrative Procedures related to Religious Accommodation and are adhered to by confirming its publication on the school board website and ensuring that it is reviewed, with an opportunity for public consultation, every four (4) years. The Superintendent of Education will counsel school principals and parents/guardians as needed to ensure that the provisions within the Policy and Administrative Procedure are followed.

School Principal

The principal will respond to the parents/guardians of a pupil or a student that is aged 18 or older any that requests for religious accommodation and will:

- review, for a religious accommodation request for an elementary pupil, the provisions of *STU 200.14.P – Admission of Elementary Students* and, specifically, its associated form *STU 200.14.F03 – Non-Catholic Student Registration Request* with the parent/guardian
- review, for a religious accommodation request for a secondary pupil, the provisions of *STU 200.15.P – Admission of Secondary Students* and *STU 200.43.AP – Catholic Secondary Schools Religious Studies Courses – Requests for Exemption*, if appropriate, with the parent/guardian or the student if aged 18 or older
- provide the parents/guardians or a student that is aged 18 or older with an opportunity to consider if they would like to proceed with a request for religious accommodation
- take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices
- The principal will base the decision to provide religious accommodation to a pupil by applying the Code's criteria of undue hardship, as well as the principal's ability to fulfill his/her duties under Board policies and the Education Act.

Staff

Staff will:

- treat all non-Catholic students and colleagues and their respective religious practices with respect
- work with the school's principal or their site supervisor to execute any student's or colleague's religious accommodations
- bring any concerns about the execution of a student's or colleague's religious accommodation to the school's principal or site supervisor
- formally request any religious accommodation for themselves in writing to their immediate supervisor
- be respectful of the Catholic education and traditions that take place at schools and/or in the workplace.



Parent/Guardian

Parents/guardians of a pupil or a student that is aged 18 or older applying for religious accommodation will:

- formally request the religious accommodation in writing to their school's principal
- work with the school's principal and staff to execute the religious accommodation
- bring any concerns about the execution of the religious accommodation to the school's principal
- be respectful of the Catholic education and traditions that take place at the school.

Student

Any student who has been religiously accommodated will:

- work with the school's principal and staff to execute the religious accommodation
- bring any concerns about the execution of the religious accommodation to the school's principal
- be respectful of the Catholic education and traditions that take place at the school
- attend all classes, events, liturgical celebrations and the like that are part of the school day unless otherwise stipulated in the religious accommodation provided by the school principal.

Information Religious Accommodations that Apply to the School or Workday

The Brant Haldimand Norfolk Catholic District School Board and its staff will take reasonable steps to ensure freedom of religion consistent with the principles of the Ontario Human Rights Code, the Constitution Act, 1982 and the Canadian Charter of Rights and Freedom. However, it is recognized that the Catholic school system gives pre-eminence to the tenets of the Catholic faith.

Areas of **religious** accommodation include, but are not limited to, the following:

- School opening and closing exercises
- Leave of absence for Religious Holy Days
- Prayer
- Dietary requirements
- Fasting
- Religious dress
- Modesty requirements in physical education
- Participation in daily activities and curriculum
- Limitations to religious accommodations

The Board supports freedom of religion and an individual's right to manifest his/her religious beliefs and observances. The right to freedom of **religious religion**, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.

The Board, at all times, will seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs but the principles of the Catholic Church.

Worship and Prayer Space

~~Concerning the sharing of worship space in Catholic schools, a distinction needs to be made between baptized non-Catholics, and non-baptized members of other faith traditions.~~

~~In the first instance, the Directory of the Application of Principles and Norms on Ecumenism (published in 1993 by the Pontifical Council for the Promotions of Christian Unity) addresses the issue of Catholic schools and accommodation of baptized non-Catholic students and staff in paragraph #141:~~



~~“In Catholic schools and institutions, every effort should be made to respect the faith and conscience of students or teachers who belong to other Churches or ecclesial Communities. In accordance with their own approved statutes, the authorities of these schools and institutions should take care that clergy of other Communities have every facility for giving spiritual and sacramental ministrations to their own faithful who attend such schools or institutions. As far as circumstances allow, with the permission of the diocesan Bishop these facilities can be offered on the Catholic premises, including the church or chapel.”~~

~~In the second instance, non-baptized members of other faith traditions should NOT be using the school chapel as their own place of prayer. In which case, the Catholic school~~ **Instead, the school principal should provide another space, such as a meeting room or unused classroom, for members of other faith traditions to worship.** ~~The suggestion of a meeting room in the school library or an unused classroom seems to be appropriate.~~

~~As for chapels in Catholic schools, they~~ **Catholic school chapels** are specifically designed and furnished for prayer and liturgy within the Catholic tradition and are not to be considered multi-faith chapels. Following the general custom of the Church, non-Catholics are welcome to join in prayer services and liturgical celebrations of the Catholic Church community (keeping in mind some restrictions such as sharing in Holy Communion). Such a chapel is open to all people for individual silent prayer or meditation. However, it is not appropriate that non-Catholic liturgies, **worships** or group prayers be held in this setting.

Procedures

1.0 School Opening and Closing Ceremonies Exercises

- **All elementary and secondary schools will include the singing of O Canada in their opening exercises in accordance with Section 304(2) of the Education Act and are permitted to include prayer in accordance with Section 4(2) of Ontario Regulation 298.** Parents/guardians of a pupil or a student who is aged 18 or older who object to part or all of the **opening and closing exercises, including the singing of O Canada and the recitation of prayer,** due to religious beliefs may **apply request in writing** to the principal ~~to have their child(ren) exempted~~ **a religious accommodation that will exempt the student from these proceedings.**
- **The A student will be who is granted an exempted exemption from a school's opening and/or closing exercises by the principal and will be given the option not to participate and to remain in class or in an agreed upon location through the duration of these exercises.**
- ~~Students who are adults may also exercise such a right.~~

2.0 Absence for Religious Holy Days

- All staff and students who observe religious holidays in accordance with Section 21 (2)(g) of the Education Act may be excused from attendance subject to the particular request for religious leave process.
- ~~Members of diverse groups, including Non-Catholic staff and students,~~ are encouraged to identify their religious holy days at the beginning of each school year.
- Staff requesting **such a leave of absence to observe a religious holy day** shall be granted permission in accordance with the terms of the appropriate collective agreement.
- ~~Students~~ **Parents/guardians of a pupil or a student who is aged 18 or older** requesting a **leave of absence to observe a religious holy day** should give verbal or written notice ~~from their parent/guardian~~ to the school **principal** at, or as close as possible, the beginning of the school year. **Such School principals shall ensure that procedures regarding a student's leave of absence to observe a religious holy day are** ~~should be~~ easy to understand and follow.
- The principals should include information about the procedures **for** requesting leaves in **student agendas, school newsletters and announcements.**



- Principals and managers should contact their respective Superintendent of Education for consultation and/or further clarification should ~~unresolved issues occur~~ **there be any discrepancies about a student's or staff member's leave of absence to observe a religious holy day.**
- Students who maintain that his or her rights have been compromised may refer the matter to the appropriate Superintendent of Education.

3.0 Prayer

- ~~Board schools~~ **Principals and managers** will make reasonable efforts to accommodate individuals' requirements for daily prayer by providing an appropriate location within the building for **Non-Catholic** students and staff to participate in prayer. ~~This may mean a quiet space in the library, an empty room, or wherever it is mutually satisfactory for the school and student or staff member requesting the accommodation.~~ A supervising A adult presence ~~should be for supervision purposes only~~ **be present if the principal or manager deems that the sole presence of the accommodated student or staff member is not sufficient to prevent undo harm or danger.**

4.0 Dietary Restrictions

- Schools must be sensitive to different dietary restrictions of various religious groups within schools, including breakfast and lunch programs, at school sponsored activities and community events. Special attention should be given to overnight outdoor education activities and field trips that extend over a mealtime period.

5.0 Fasting

- Schools will endeavor to provide appropriate space, other than cafeterias or lunchrooms, for individuals who are fasting ~~in~~ **as part of a** religious observance. Exemptions from certain physical education classes may be necessary and the school **principal** should make reasonable efforts for accommodation.

6.0 Religious Dress

- ~~Schools~~ **Principals** will reasonably accommodate ~~student's~~ **a parent/guardian of a pupil or a student who is aged 18 or older's** ~~with regard to written request to wear~~ religious attire, ~~when a requirement of~~ **when it is worn to school as part of a religious observation.**
- **Principals or managers will reasonably accommodate a staff member's written request to wear religious attire when it is worn to work as part of a religious observation.**
- Religious attire that should be reasonably accommodated in schools **and places of work** includes, but is not limited to:
 - Head covers: Yarmulkes, turbans, hijabs, Rastafarian headdress
 - **Adornments:** Crucifixes, Stars of David, ~~etc.~~ **and other modest religious jewelry**
 - Items of ceremonial dress.
- ~~Where~~ **In schools that require** uniforms as part of the dress code, ~~are worn, principals may ask the student to wear~~ **a student's** religious attire ~~in~~ **must be** the same colour as the uniform. (i.e. head scarves for females), however, there may be religious requirements of colour that cannot be modified **The Principal may exempt a student from this provision in cases where the student's faith dictates that their religious attire must be a specific colour.**
- **Further religious dress** A accommodations may be necessary for students to participate in physical education and school organized sports. **Principals should work with students and their parents/guardians to determine when further accommodation is necessary.**
- Specific items of ceremonial dress which may contravene Board policies ~~and the appropriate accommodations are addressed in Appendix "A".~~

7.0 Modesty Requirements for Dress in Physical Education Classes

- ~~Reasonable accommodations must be made with respect to clothing worn in physical education activities by discussing modesty requirements with parents relative to~~ **Principals**



will reasonably accommodate a parent/guardian of a pupil or a student who is aged 18 or older's written request for religious accommodation to wear attire that is more modest than the school's physical education class uniform. The Principal will take into account the modesty requirements of the student's religion and the curriculum requirements of the Ministry of Education. Students who are granted such accommodation must choose clothing that is the same colour as the school uniform and free of logos, graphics and phrases.

8.0 Participation in Daily Activities and Curriculum

- Parents/guardians of a pupil or a student who is aged 18 or older who object to part or all of a school routine, activity or curriculum due to religious beliefs may request in writing to the principal a religious accommodation that will exempt the student from these proceedings.
- ~~The P~~ principal will have an informed discussion with the ~~student's parents/guardians~~ parents/guardians of a pupil or a student who is aged 18 or older to understand the ~~nature and extent of the conflict~~ request for religious accommodation. The principal will highlight any compatibilities between Catholicism and the pupil's religion that may rectify the objection. The principal will consider extending reasonable religious accommodation ~~W~~ where the pupil's religion and cultural practices conflict with the challenged school routines, activities ~~y~~ or curriculum. ~~, the school should consider accommodation. However, t~~ The accommodation cannot conflict with mandated Ministry of Education and Board policies.
- ~~Schools will seek reasonable accommodations for students where there is a demonstrated conflict between a specific class or curriculum and a religious requirement or observance.~~
- For accommodations requesting exemption from a secondary school religious education course, principals will refer to STU 200.43.AP – *Catholic Secondary Schools Religious Studies Courses – Requests for Exemption*.



Appendix A: Guideline For Kirpan Accommodation

Kirpan is a ceremonial sword that must be worn by all baptized Khalsa Sikhs. The Board seeks to accommodate Khalsa Sikhs who wear a Kirpan under the following conditions ~~as follows~~:

- At the beginning of the school year or upon registration, the student and parents/guardians must report to their respective school administration that they are Khalsa Sikhs and wear the five articles of faith, including a Kirpan.
- The principal, in consultation with the student and his/her parents/guardians, will develop appropriate accommodations to allow the student to wear the Kirpan while ensuring the safety of others. These may include the following conditions:
 - The Kirpan is six inches or less.
 - The Kirpan will be sufficiently secured with a stitched flap so it is not easily removed from its sheath.
 - The Kirpan will not be worn visibly but **instead will be worn** under the wearer's clothing.
 - There is notification in writing to the principal by the parents/guardians and student and, where possible, from the Guardwara (place of worship), confirming that the student requesting accommodation is a Khalsa Sikh.
 - Students under the age of eighteen must be accompanied by parents/guardians when discussing the rules regarding the wearing of a Kirpan.

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

Prepared by: John Della Fortuna, Superintendent of Education
Presented to: Policy Committee
Submitted on: February 17, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

Electronic Monitoring OPS #400.18

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board is committed to maintaining the safety and efficiency of its operations and ensuring a secure environment for the work of our students and staff. To support this commitment, the Board has implemented technology monitoring across physical and virtual locations. This Administrative Procedure provides employees with information on how these monitoring processes work and aligns with the requirements of Ontario's Employment Standards Act.

DEVELOPMENTS:

The revised Administrative Procedure introduces several key updates. Responsibility for oversight has shifted from the Superintendent of Business to the Superintendent of Education. Employees will receive an electronic copy of the procedure within 30 calendar days of each implementation and review. The definition of Electronic Monitoring has been updated to clarify its role in tracking digital activities for security, health and safety, and regulatory compliance. The procedure outlines how and in what circumstances the Board electronically monitors its employees, the mechanisms used, and the purpose for doing so. It applies to all Board staff, including third-party contractors, assigned employees, and trustees, whether working on-site or remotely. The next scheduled review of this Administrative Procedure will occur during the 2028–2029 review cycle. The policy will undergo annual reviews, with revisions informed by input from the Information Technology Services team. Additionally, Transportation Services has added video surveillance under the “Tool and Circumstance” section.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Electronic Monitoring Policy OPS #400.18 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Electronic Monitoring OPS 400.18

Adopted:	October 31, 2022
Last Reviewed/Revised:	N/A
Responsibility:	Superintendent of Business Education
Next Scheduled Review:	2026-2027 2028-2029

Purpose

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

Application and Scope

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

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

References

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

Forms

- N/A

Appendices

- OPS 400.18.XA – Electronic Monitoring

Definitions

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



Administration Procedures

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

The Board conducts electronic monitoring to:

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

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

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

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



ELECTRONIC MONITORING

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

Web Filtering	All internet traffic	Network management and monitoring tools	Protect from harmful and inappropriate content
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**Policy Committee Meeting
Tuesday February 17, 2026 ♦ 3:00 p.m.
Board Room/ Microsoft Teams**

Trustees:

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

Regrets: Rick Petrella (on leave)

Senior Administration:

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

Regrets:

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee Dignard.

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the February 17, 2026, meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – October 21, 2025

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 21, 2025, meeting.

Carried

1.5 Business Arising from the Minutes - Nil

2. Committee and Staff Reports

2.1 Professional & Respectful Workplace (Employees) Policy #300.45

Superintendent Greco presented the Respectful Workplace Policy. This new policy highlights the board's commitment to respectful and professional workplaces. This policy applies to all employees of the Brant Haldimand Norfolk Catholic District School Board. It describes professionalism in a Catholic setting as unwavering integrity and ethical conduct. Staff are expected to meet universal professional standards as well as the spiritual commitments that shape Catholic institutions into communities of faith and learning. Discussion regarding the unprofessional conduct section was had. This section is for supervisors to have conversations with employees regarding unprofessional conduct and for incidents that fall below the threshold for workplace harassment and/ or workplace violence.



Moved by: Dennis Blake

Seconded by: Toni Poirier

THAT the Policy Committee recommends that the Committee of the Whole refers the Respectful Workplace Policy #300.45 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Naming of Schools Policy #400.17

Director McDonald presented the revised Naming of Schools Policy #400.17. This policy is being brought ahead of the next scheduled review as a proactive approach intended to enhance transparency and strengthen community engagement, particularly as the Brant Haldimand Norfolk Catholic District School Board prepares for the addition of two new elementary schools. The superintendent led committee that was removed in the previous policy iteration has been brought back along with clearly defined composition of the committee, greater clarity regarding the required components of submissions brought forward to the Board and introduces a new requirement to consult with the Minister of Education in accordance with Bill 33.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Naming of Schools Policy #400.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Volunteers Policy #300.12

Superintendent Lawlor presented the Volunteers Policy. This policy became eligible for review based on the four-year renewal cycle. The review of this policy focused on clarity, comprehension and accurate alignment with current legislation and practices in Ontario. In particular, the policy was updated to include the provisions introduced in December 2025 by Ontario Regulation 298/25 *Collection of Personal Information* which mandate volunteers submitting a Vulnerable Sector Check (VSC) every five years and an annual Criminal Offence Declaration in the intervening four years. The policy revisions were further informed by Ministry of Education guidance to school boards.

Moved by: Carol Luciani

Seconded by: Dennis Blake

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

Carried

2.4 Religious Accommodation Policy #200.04

Superintendent Lawlor presented the Religious Accommodation policy. This policy became eligible for review based on the four-year renewal cycle. The review of this policy focused on clarity, comprehension and accurate alignment with current legislation and practices in Ontario. In particular, the policy was updated to include language and provisions that are consistent with the Ontario Human Rights Code and recent decisions made by the Ontario Human Rights Commission. Discussion regarding an exclusion request from Opening and closing exercises was had. A question was posed to review the administrative procedure #200.43.



Moved by: Toni Poirier

Seconded by: Dennis Blake

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

Carried

2.5 Electronic Monitoring Administrative Procedure #400.18

Superintendent Della Fortuna presented the Electronic Monitoring policy. The revised Administrative Procedure introduces several key updates. Responsibility for oversight has shifted from the Superintendent of Business to the Superintendent of Education. Employees will receive an electronic copy of the procedure within 30 calendar days of each implementation and review. The definition of Electronic Monitoring has been updated to clarify its role in tracking digital activities for security, health and safety, and regulatory compliance. Additionally, Transportation Services has added video surveillance under the "Tool and Circumstance" section. Discussion regarding the process for monitoring emails for both staff and trustees was had along with the electronic monitoring for FOI requests.

Moved by: Carol Luciani

Seconded by: Toni Poirier

THAT the Policy Committee recommends that the Committee of the Whole refers the Electronic Monitoring Policy #400.18 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.0 Adjournment

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the February 17, 2026, Policy committee meeting.

Carried.

Next meeting: March 10, 2026 at 3:00pm – Boardroom

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Michael Lawlor, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: February 24, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

SCHOOL YEAR CALENDAR 2026-2027

Public Session

BACKGROUND INFORMATION:

Ontario Regulation 304 *School Year Calendar, Professional Activity Days* outlines the conditions that district school boards must meet in the creation of a school year calendar. The regulation is supported by a series of Ontario Ministry of Education memoranda to Directors of Education which highlight specific requirements that a district must fulfill in the design of its school year calendar. These memoranda replace and augment Policy/Program Memorandum (PPM) 151: *Professional Activity Days Devoted to Provincial Education Priorities* which was retired by the Ministry of Education as of August 31, 2025.

The following are the base criteria established by the Ministry of Education for school year calendars:

- the school year commences on or after September 1 and ends on or before June 30
- the minimum number of school days required is 194
- the minimum number of instructional days required is 187
- school boards must dedicate three professional activity (PA) days per school year to provincial education priorities and may dedicate up to four additional PA days per school year for local education priorities
- a school board may designate up to ten instructional days as examination days
- districts are required to submit their school board endorsed proposed school year calendars by March 1, 2026.

Furthermore, Ontario Regulation 304 specifies that a district's school year calendar must identify the following school holidays:

- every Saturday and Sunday
- when the school is open during July, Canada Day
- Labour Day
- a day appointed by the Governor General or the Lieutenant Governor as a public holiday or for Thanksgiving
- a Christmas vacation consisting of fourteen consecutive days commencing on the Monday next following the Friday preceding the 21st day of December, but when the 21st day of December is a Thursday or a Friday, commencing on the Monday next following
- Family Day, being the third Monday in February
- five consecutive days commencing on the Monday next following the Friday preceding the 14th day of March
- Good Friday
- Easter Monday
- Victoria Day.

New as of June 2026, Ontario Regulation 304 proclaims that all school year calendars will identify June 1, or the preceding Friday if June 1 falls on a Saturday or Sunday, as Ontario Day. Ontario Day must be an instructional day whereby:

- schools are in-session and actively celebrating the province (i.e. history, culture)
- no professional activity (PA) day or examination day is scheduled
- no test required under the Education Quality and Accountability Office Act, 1996 or financial literacy assessment required to graduate secondary school is scheduled.

Professional activities are focussed on ensuring equity of outcome and wellbeing for all students. The three mandatory Ministry-designated PA days must be focused on teachers' professional learning with respect to the following current provincial education priorities as outlined in Ontario Regulation 224/23: *Provincial Priorities in Education - Student Achievement*:

1. Achievement of learning outcomes in core academic skills
2. Preparation of students for future success
3. Student engagement and well-being.

The Ministry of Education has not yet announced the specific professional development topics for 2026-2027. The initial school year calendar submission only requires districts to identify their proposed dates for PA days. It does not require districts to identify Ministry-designated or Board-designated PA day topics. PA day topics and detailed descriptions do not need to be submitted to the Ministry of Education until August. The Brant Haldimand Norfolk Catholic District School Board is committed to celebrating Catholicism through professional activities that take place on one or more of the Board-designated PA days.

DEVELOPMENTS:

The corresponding condensed (i.e. elementary and secondary) 2026-2027 school year calendar draft (see Appendix A) has been developed for consideration by the Brant Haldimand Norfolk Catholic District School Board of Trustees. As has been past practice, the proposed calendar has been designed in collaboration with the Grand Erie District School Board to maximize efficiencies in transportation and community services. Specifically, aligning professional activity (PA) days with the co-terminus board has made this possible and will represent a significant cost savings in transportation services alone for both district school boards.

With a late Labour Day in 2026 (i.e. September 7), it was necessary to schedule two professional activity (PA) days on Wednesday, September 2 and Thursday, September 3, 2026, to achieve the Ministry of Education's mandated 194 school days. As such, the proposed school year calendar features the following:

- 194 school days
- the first day of school, a PA day, will be on Wednesday, September 2, 2026. Educational staff and support staff will report to work for professional activities on this day. Students will not be in attendance on this day
- the final day of the school year, a PA day, will be on Wednesday, June 30, 2027. Educational staff and support staff will report to work for professional activities on this day. Students will not be in attendance on this day

- seven PA days (three Ministry-designated days; four Board-designated days). Of the seven days, five are shared between secondary and elementary
- the three Ministry-designated PA days will be observed by both the elementary and secondary panels (i.e. September 2, 2026, September 3, 2026, November 20, 2026)
- the PA day on October 6, 2026 (i.e. Norfolk County Young Canada or “Fair” Day) will be a Board-designated day that will be observed by both the elementary and secondary panels
- the elementary panel includes two PA days for mark reporting (i.e. January 22, 2027, June 11, 2027)
- the secondary panel includes two PA days for mark reporting and professional development activities (i.e. February 4, 2027, February 5, 2027)

An option remains available to have St. Cecilia Elementary School (Port Dover) pivot to remote learning, if necessary, on Friday, November 13, 2026, dependent on the weather.

The School Year Calendar Committee was convened on December 16, 2025, to review and recommend amendments as needed to the corresponding draft (see Appendix A). Any recommendations have been considered for inclusion in the proposed calendar. The committee consists of representatives from OECTA, OSSTF (i.e. Educational Support Staff, Early Childhood Educators, Plant Support Staff, and CPCO as well as from the Curriculum and Special Education Departments, Senior Administration, Board of Trustees, and the Regional Catholic Parent Involvement Committee (RCPIC) executive.

RECOMMENDATION:

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

Appendix A: 2026-2027 School Year Calendar Proposal

LEGEND

RED – Days that students are not in attendance at school (e.g. PA Days, Holidays)

BLUE – Days of note that students are attending school (e.g. Final Exam Days)

Secondary Semester Breakdown:

Semester 1 = 89 Class Days + 5 Exam Days + 4 PA Days = 98 Days

Semester 2 = 88 Class Days + 5 Exam Days + 3 PA Days = 96 Days

September 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2 PA DAY	3 PA DAY	4	5	6
7 Labour Day	8 First Day	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6 PA DAY	7	8	9	10	11
12 Thanksgiving	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5 MIDTERM (Secondary)	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 PA DAY	21	22
23	24	25	26	27	28	29
30						

December 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 Christmas Holidays	22 Christmas Holidays	23 Christmas Holidays	24 Christmas Holidays	25 Christmas Holidays	26	27
28 Christmas Holidays	29 Christmas Holidays	30 Christmas Holidays	31 Christmas Holidays			

January 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 Christmas Holidays	2	3
4 School Resumes	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 PA DAY (Elementary)	23	24
25	26	27	28 FINAL EXAM (Secondary)	29 FINAL EXAM (Secondary)	30	31

February 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 FINAL EXAM (Secondary)	2 DAY 97 FINAL EXAM (Secondary)	3 FINAL EXAM (Secondary)	4 PA DAY (Secondary)	5 PA DAY (Secondary)	6	7
8 Semester 2 Classes Begin	9	10	11	12	13	14
15 Family Day	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 March Break	16 March Break	17 March Break	18 March Break	19 March Break	20	21
22 School Resumes	23	24	25	26 Good Friday	27	28 Easter
29 Easter Monday	30	31				

April 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 MIDTERM (Secondary)	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 Victoria Day	25	26	27	28	29	30
31						

June 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 ONTARIO DAY	2	3	4	5	6
7	8	9	10	11 PA DAY (Elementary)	12	13
14	15	16	17	18	19	20
21	22	23 FINAL EXAM (Secondary)	24 FINAL EXAM (Secondary)	25 FINAL EXAM (Secondary)	26	27
28 FINAL EXAM (Secondary)	29 FINAL EXAM (Secondary)	30 DAY 194 PA DAY				

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Michael Lawlor, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: February 24, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

KINDERGARTEN REGISTRATION

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) has traditionally opened its registration portal for new students entering Kindergarten in January of the year that the child will begin school. January was historically chosen to begin the registration process because it represented six months (i.e. a half year) for schools to in-take, process and orient new registrants. In previous years, six months was sufficient time to support a child and their family to prepare for school.

Over the past two decades, Ontario has prioritized support for early learners in the province. Research strongly demonstrates that students have a better chance of academic success in their elementary and secondary schooling when they are provided with a strong academic base from ages 3-6. Consequently, the province introduced full-day kindergarten in 2010, has published several foundational documents about early learning (e.g. *Growing Success – The Kindergarten Addendum*, *Early Years Accommodations in Schools*, *Think-Feel-Act: Lessons from Research about Young Children*, *How Does Learning Happen*), and mandated that school boards partner with community agencies (e.g. Childcare agencies, EarlyON™ Centres, Consolidate Municipal Service Mangers, Best Start Networks, School Mental Health Ontario) to strengthen learning in a child's earliest years.

As the BHNCD SB has developed more robust partnerships with local health and community services, school registration processes and orientation programs have been able to connect prospective Kindergarten students to the vital supports they require to learn effectively in school. For example, the school registration process asks parents to identify any cognitive and physical challenges their child demonstrates so that an immediate referral can be made to a supporting community agency. Furthermore, the BHNCD SB's *Kickstart to Kindergarten* program, an evening event for incoming Kindergarten pupils held at their future elementary school in the late Winter, provides physical and developmental health screening for children by community service agencies (e.g. Grand Erie Public Health, Woodview Mental Health and Autism Services, Landsdowne Children's Centre for Child Development, Haldimand Norfolk REACH). Advanced screening has resulted in children receiving corrective eyewear, vital dental work, health care for previously undiagnosed acute conditions, developmental support to accommodate learning, and more. Consequently, early learners often begin school accompanied by a circle of support that has been previously established.

Collaboration between the BHNCD SB and its health and community services partners has demonstrated that early intervention in the lives of prospective Kindergarten students can create more optimal conditions for their academic success.

DEVELOPMENTS:

There are clear advantages that were not as apparent two decades ago to engaging prospective Kindergarten learners as early as possible before they begin schooling. In addition to providing time for health and community service agencies to assess and support our incoming early learners, benefits of an earlier registration process include, but are not limited to:

- *Kickstart to Kindergarten* programs can begin as early as the November prior to school starting, providing families more time to access physical and developmental health services
- families can more adequately prepare their children for entering school
- a greater likelihood that the BHNCD SB retains prospective Kindergarten students who are attending our childcare centres
- allowing BHNCD SB staff greater time to forge connections with prospective families
- allowing parents of incoming students ample time to ask questions of the school
- allowing the BHNCD SB to attract prospective students from other community-based childcare centres who might otherwise register with the co-terminus school board
- families can apply for Before and After Care programming earlier making it more likely that they secure a spot for their child.

It should also be noted that the Grand Erie District School Board (GEDSB) now opens their registration to new students in the Fall and, therefore, can advertise to families 2-3 months in advance of our registration period. Aligning our registration window with the co-terminus school board ensures that we do not lose Catholic families, especially those who live in overpopulated areas, who are confused or feel uncomfortable waiting for the BHNCD SB registration portal to open in January.

The Brant Haldimand Norfolk Catholic District School Board will begin registering prospective Kindergarten students in the October prior to a child beginning school. This will commence in October 2026 for incoming pupils registering for the 2027-2028 school year. A working group that involves representation from the Early Years, Special Education, Communications, Student Achievement and Information Technology departments is developing a transition plan and infrastructure supports to achieve this goal.

RECOMMENDATION:

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

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

TUITION FEES FOR NON-RESIDENT STUDENTS IN ONTARIO Public Session

BACKGROUND INFORMATION:

The Tuition Fee Regulation under the Education Act requires school boards to charge tuition fees to students who are not residents of Ontario.

Under section 49(6) of the Education Act, students who are temporary residents in Canada including those holding a Study Permit or whose parent/guardian holds a Study or Work Permit are classified as fee-paying students unless they qualify for a statutory exemption.

Students residing on tax-exempt land (e.g., First Nations lands) are also required to pay tuition; however, these fees are generally paid for by the Government of Canada under an agreement with the school board.

Ontario Regulation 349/24 establishes the framework for calculating the minimum tuition fee boards must charge, based on operating costs and enrolment. While boards must meet the minimum calculation, they may charge higher tuition amounts.

In February 2023, the Board approved the following annual tuition fees:

- Elementary: \$12,700
- Secondary: \$13,500
- Non-refundable Administration/Application Fee: \$400

DEVELOPMENTS:

A survey of school boards indicates the following tuition fee ranges:

	Secondary	Elementary
High	\$18,000	\$17,000
Low	\$13,600	\$12,700
Average	\$15,800	\$14,850

School boards charge a non-refundable administration/application fee ranging from \$0 to \$500.

Staff recalculated the fees to reflect board's current operating costs and to remain reasonably aligned with comparable school boards.

Accordingly, Administration recommends that the Board approve revised annual tuition fees, effective September 1, 2026, as follows:

- Elementary: \$12,900
- Secondary: \$13,800

Administration further recommends maintaining the non-refundable Administration/Application Fee of \$400, Cancellation Fee of \$100 where a Study Permit is not granted, and a Cancellation Fee of \$500 in all other cancellation circumstances.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves an annual tuition fee of \$13,800 for secondary non-resident students, as defined by the Education Act.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves an annual tuition fee of \$12,900 for elementary non-resident students, as defined by the Education Act.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves a non-refundable Administration/Application Fee of \$400, a Cancellation Fee of \$100 be charged where a Study Permit is not granted, and a Cancellation Fee of \$500 in all other circumstances, with tuition refunds pro-rated based on the date of cancellation within the term, subject to review and approval by the Superintendent of Business & Treasurer.

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

Prepared by: John Della Fortuna, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: February 24, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

CHANGE IN TITLE - MANAGER OF INFORMATION TECHNOLOGY TO CHIEF INFORMATION OFFICER

Public Session

DEVELOPMENTS:

Senior Administration wishes to inform the Board of Trustees of a change in title from Manager of Information Technology to Chief Information Officer (CIO).

The role of information technology within school boards has evolved significantly in recent years. Technology now underpins instructional delivery, operational continuity, communication systems, data management, and reporting across the organization. At the same time, the external environment has changed substantially, with increased cyber security threats, heightened legislative expectations, and increased accountability related to data protection and digital risk management.

Across Ontario, many school boards have responded to this shift by identifying a senior IT leader, commonly titled Chief Information Officer or Senior Manager of Information Technology. A review of peer boards confirms that at least 34 Ontario school boards have formally identified a senior IT role, including boards similar in size and complexity to the Brant Haldimand Norfolk Catholic District School Board. These include Grand Erie, Wellington Catholic, Upper Grand, both Waterloo boards, both Hamilton boards, Avon Maitland, London Catholic, and Thames Valley.

Recent and forthcoming legislation further reinforces the importance of clearly defined senior accountability for information technology and cyber security. Bill 194, the *Enhancing Digital Security and Trust Act (EDSTA)*, will require public sector organizations, including school boards, to identify a senior IT point of contact to support enhanced collaboration, communication, and reporting on cyber security matters between public sector entities and the provincial government.

The scope of the senior IT role has expanded well beyond traditional operational management of hardware and software. The role now includes enterprise-level leadership and oversight related to cyber security, infrastructure planning and modernization, data governance and reporting, vendor and third-party risk management, and business continuity. These responsibilities have direct implications for organizational risk, service continuity, and public trust, and are increasingly strategic in nature.

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

RECOMMENDATION:

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

2025-2026
Trustee Meetings and Events

Date	Time	Meeting/Event
February 24, 2026	1:00 pm	Accessibility Steering Committee
February 24, 2026	4:30 pm	Committee of the Whole
February 24, 2026	6:30 pm	Board Meeting
March 10, 2026	3:00 pm	Policy Committee
March 12, 2026	3:00 pm	Executive Council Meeting
<i>March 16-20, 2026</i>		<i>MARCH BREAK</i>
March 24, 2026	1:00 pm	Special Education Advisory Committee
March 24, 2026	4:30 pm	Committee of the Whole
March 24, 2026	6:30 pm	Board Meeting
March 30, 2026	6:30 pm	Regional Catholic Parent Involvement Committee
April 1, 2026	3:00 pm	Accommodations Committee Meeting
April 9, 2026	3:00 pm	Executive Council Meeting
April 14, 2026	2:00 pm	Student Transportation Services BHN
April 16, 2026	1:30 pm	Faith Advisory Committee
April 21, 2026	1:00 pm	Special Education Advisory Committee
April 21, 2026	3:00 pm	Policy committee
April 28, 2026	4:30 pm	Committee of the Whole
April 28, 2026	6:30 pm	Board Meeting
April 30, 2026 – May 2, 2026		OCSTA AGM & Conference
<i>May 3-8, 2026</i>		<i>Catholic Education Week</i>
May 4, 2026	5:00 pm	Catholic Student Leadership Awards
May 11, 2026	3:00 pm	Budget Committee
May 11, 2026	6:30 pm	Regional Catholic Parent Involvement Committee
May 14, 2026	3:00 pm	Executive Council
May 19, 2026	1:00 pm	Special Education Advisory Committee
May 19, 2026	3:00 pm	Policy Committee
May 21, 2026	1:30 pm	Mental Health Steering Committee
May 26, 2026	1:00 pm	Accessibility Steering Committee
May 26, 2026	4:30 pm	Committee of the Whole
May 26, 2026	6:30 pm	Board Meeting
June 2026		CCSTA AGM
June 9, 2026	1:30 pm	Faith Advisory Committee
June 9, 2026	2:00 pm	Student Transportation Services BHN
June 11, 2026	3:00 pm	Executive Council
June 15, 2026	5:00 pm	Audit Committee
June 16, 2026	1:00 pm	Special Education Advisory Committee
June 16, 2026	3:00 pm	Policy Committee
June 22, 2026	3:00 pm	Budget Committee
June 23, 2026	1:00 pm	Accessibility Steering Committee
June 23, 2026	4:30 pm	Committee of the Whole
June 23, 2026	6:30 pm	Board Meeting
June 25, 2026	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's College Graduation

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