



BRANT HALDIMAND NORFOLK Catholic District School Board

Agenda

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

Committee of the Whole Tuesday, April 28, 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 1-2

1.5 Declaration of Interest

1.6 Approval of Committee of the Whole Minutes – March 24, 2026

Pages 3-7

1.7 Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

4.1 Unapproved Minutes of the Accessibility Committee -February 26, 2026

Pages 8-9

4.2 Unapproved Minutes of the Special Education Advisory Committee - March 24, 2026, 2026

Pages 10-12

4.3 Unapproved Minutes of the Accommodations Committee - April 1, 2026

Pages 13-16



5. Committee and Staff Reports

- 5.1** Unapproved Minutes and Recommendations of the Policy Committee Pages 17-34
- April 21, 2026
- Information and Communications Technology Use #600.02 (pages 18-29)
 - Electronic Security #400.18 (pages 30-32)
- 5.2** Health and Safety Update Pages 35-39
Presenter: Kevin Greco, Superintendent of Education
- 5.3** Community Use of Schools Rates and Fees Pages 40-41
Presenter: Rajini Nelson, Superintendent of Business & Treasurer
- 5.4** Q2 Trustee and Senior Administration Expenses Pages 42-43
Presenter: Rajini Nelson, Superintendent of Business & Treasurer

6. Information & Correspondence

- 6.1** New School Build Updates
- 6.2** Attendance Boundary Review Updates
- 6.3** Catholic Education Week Update

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,
- a. The security of the property of the board;
 - b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c. The acquisition or disposal of a school site;
 - d. Decisions in respect of negotiations with employees of the board; or
 - e. Litigation affecting the board.

8. Report on the In-Camera Session

9. Future Meetings and Events

Pages 44

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, May 26, 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, March 24, 2026 ♦ 4:30 pm Boardroom

Trustees:

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

Senior Administration:

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

1. Opening Business

1.1 Land Acknowledgement

The meeting was opened with a land acknowledgement by Superintendent Della Fortuna.

1.2 Opening Prayer

The meeting was opened with prayer led by Trustee Dignard.

1.3 Attendance

Attendance was as noted above.

1.4 Approval of the Agenda

Moved by: Toni Poirier

Seconded by: Dennis Blake

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

Carried

1.5 Declaration of Interest – Nil

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

Moved by: Dan Dignard

Seconded by: Toni Poirier

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

Carried

1.7 Business from the Minutes - Nil

2. Presentations – Nil

3. Delegations- Nil

4. Consent Agenda

4.1 Unapproved Minutes from the Special Education Advisory Committee – February 17, 2026

Moved by: Dennis Blake

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board



receives the unapproved minutes of the Special Education Advisory Committee Meeting of February 17, 2026.

Carried

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

Moved by: Dennis Blake

Seconded by: Bill Chopp

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

Carried

5. Committee and Staff Reports

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

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

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

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

Carried

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

Carried

5.2 International Excursions March 2028

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



Moved by: Dan Dignard

Seconded by: Toni Poirier

THAT the Committee of the Whole refers the proposed international excursion by Assumption College School and St. John's College to Greece to the Brant Haldimand Norfolk Catholic District School Board for approval

Carried

Moved by: Dan Dignard

Seconded by: Toni Poirier

THAT the Committee of the Whole refers the proposed international excursion by Assumption College School, St. John's College and Holy Trinity Catholic Secondary School to France, Monaco, Italy and the Vatican to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.3 Global South Encounter - Guatemala

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

Moved by: Dan Dignard

Seconded by: Toni Poirier

THAT the Committee of the Whole refers the proposed Global South Encounter – Guatemala international excursion to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.4 Trustee Determination

Superintendent Nelson presented the Trustee Determination report. Based on the calculations required under Ontario Regulation 412/00, the Board's trustee determination for the upcoming municipal election cycle remains six (6) trustees. Discussion regarding the forthcoming changes to the legislation regarding governance was had. Enrollment within the BHNCD SB is increasing however Catholic rate payers are declining year over year. Under Ontario provincial legislation, Catholic high schools accept students from both Catholic and public-school supporters. Correspondence will be sent to the local parishes, city clerks and parents to confirm their rate payer status.



Moved by: Dennis Blake

Seconded by: Toni Poirier

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves the following Trustee Determination and Distribution:

1. THAT, for purposes of the 2026 election, the number of trustees is determined to be six.
2. THAT, for purposes of the 2026 election, the Brant Haldimand Norfolk Catholic District School Board has not designated any low population areas within its jurisdiction.
3. THAT, for the purposes of the 2026 election, the Brant Haldimand Norfolk Catholic District School Board has determined the distribution of trustees to be two trustees for the City of Brantford, two trustees for the County of Norfolk, one trustee for the County of Brant and one trustee for the County of Haldimand.

Carried

5.5 Student Achievement Update

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

Moved by: Dennis Blake

Seconded by: Toni Poirier

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

Carried

6. Information and Correspondence

6.1 New School Build Updates

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

6.2 Attendance Boundary Review Updates

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

6.3 Staffing Timelines

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



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

7. Business In-Camera

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

Carried

8. Report on the In-Camera Session

Moved by: Toni Poirier

Seconded by: Dennis Blake

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

Carried

9. Future Meetings and Events

Chair Luciani drew attention to the upcoming meetings and events.

10. Closing Prayer

The closing prayer was led by Chair Luciani.

11. Adjournment

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

Carried

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



**Accessibility Steering Committee
February 26, 2026 – 1:00 p.m.
Boardroom / Microsoft Teams**

Present: Rajini Nelson (Chair), Toni Poirier (Trustee), Amy Pimentel, Carlee Webb, Carlo Fortino, Dave Buist, Gianni Silvestri, Kevin McQuaid, Lisa Whelan, Nicole Swayze, Philip Kuckyt, Rachel Moreau, Rita Raposo, Sandra DeDominicis, Steven Docherty, Katherine Reddicliffe (Recording Secretary),

Regrets: April Taylor, Lou Citino, Morlaye Camara

1. Opening Business

1.1 Land Acknowledgement

The meeting was opened with a Land Acknowledgement led by Kevin McQuaid.

1.2 Opening Prayer

The meeting opening prayer was led by Kevin McQuaid.

1.3 Attendance

Informal roundtable committee introductions were made, their role on this committee and past responsibilities.

1.4 Approval of the Agenda of February 26, 2026

Moved by: Kevin McQuaid

Seconded by: Gianni Silvestri

THAT the Accessibility Steering Committee approves the Agenda of February 26, 2026

Carried

1.5 Approval of the Minutes – May 12, 2025

Moved by: Kevin McQuaid

Seconded by: Steven Docherty

THAT the Accessibility Steering Committee approves the Minutes of May 12, 2025

Carried

1.6 Additions to Agenda – NIL

2. Committee and Staff Updates

2.1 Review of the Multi-Year Integrated Accessibility Plan

The Committee was provided with the 2024–2029 Multi-Year Integrated Accessibility Plan.

Questions were raised regarding whether any updates or action items required further consideration from the Committee's perspective. No feedback was provided at the meeting. Committee members were asked to review the document independently and share any observations or areas of focus at a future meeting.



3. Compliance Reporting

3.1 2025 Accessibility Compliance Report

The 2025 submission is currently outstanding. The report will be updated and finalized shortly, and the completed submission will be added to the Committee's records.

4. Other Business

Website Review

The Committee was asked to review the website and identify any content that may require updates or modifications. Feedback from Committee members can be shared through the Teams channel or at the next meeting.

Committee Membership

Discussion took place regarding potential additions to Committee membership to support accessibility and related areas, including:

- Representation from the Communications Department
- Representation from Health & Safety Department
- Representation from secondary school administration (Principal/Vice Principal)

Additional input would be drawn when required from the Information Technology Department.

Facilities-Related Items

The following items were identified for further discussion at a future meeting:

- Updates to signage at Board facilities to reflect new logos, design standards, and formats.
- Consideration of elevator planning for two-storey schools where current or future students' needs may require access.
- Review and auditing of existing elevators.
- Consideration of a process for principals and vice-principals to formally identify and report elevator-related needs.

5. Future Meetings

- Tuesday, May 26, 2026 at 1:00 p.m.
- Tuesday, June 23, 2026 at 1:00 p.m.

6. Adjournment

Moved by: Lisa Whalen

Seconded by: Steven Docherty

THAT the Accessibility Steering Committee adjourns the meeting of February 26, 2026.

Carried

Next Meeting: Tuesday, May 26, 2026 – 1:00 p.m.



**SPECIAL EDUCATION ADVISORY COMMITTEE
Tuesday, March 24, 2026 – 1:00 pm
Catholic Education Centre or Microsoft Teams**

Members: Dennis Blake (Trustee), Michelle Drake (Crossing All Bridges), Shannon Korber (Child and Family Services of Grand Erie), Lauren Moulton (Woodview Mental Health and Autism Services), Tammy West (Haldimand Norfolk REACH)

Regrets: Melanie Caldwell (Contact Brant), Simon Jennions (Community Living Brant), Kerri Lomax (Principal, Elementary), Judy McCaffrey (Lansdowne Children’s Centre), Patti Mitchell (Parent, County of Brant), Marilyn Noi (Autism Ontario)

Resources: Sandra DeDominicis (Vice-Principal of Inclusive and Special Education), Jennifer Rudyk (Principal, Elementary), 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: Shannon Korber

Seconded by: Dennis Blake

THAT the Special Education Advisory Committee approves the agenda of the March 24, 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 February 17, 2026, meeting.

Carried

6. Correspondence - Nil

7. Community Agency Updates

Shannon Korber

Child and Family Services of Grand Erie is currently in the process of recruiting a new Executive Director. In addition, students had the opportunity to participate in two tours at McMaster University and Mohawk College, helping to expose them to post-secondary environments and support them in beginning to see themselves in those spaces.

Michelle Drake

Crossing All Bridges updated they held a successful March Break camp, with strong participation. Planning is underway for the summer camp, with registrations set to open in May. Interest continues to grow, and there is currently a waiting list.

Tammy West

Haldimand and Norfolk REACH updated EarlyON and Early Childhood Interventions teams have been busy supporting the Kick Start to Kindergarten series and continuing to strengthen early identification practices. Entry to School programs, along with Autism and Behaviour teams in Townsend and Simcoe, are actively supporting students and families, including the preparation and submission of “All About Me” profiles.

Spring events are also being planned, with a focus on whole-family participation. One upcoming initiative, Healthy Habitats and Healthy Minds, will bring families together to learn about caring for local environments, including hands-on activities such as cleaning up a pond.

In addition, there will be a learning opportunity for educators focused on equity and inclusion.

Jennifer Rudyk

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) elementary schools Kick Start to Kindergarten sessions continue to support students and families as they prepare for school entry. The middle-of-year Acadience screeners are also underway, helping to monitor student progress and inform instruction. In addition, system IPRCs are taking place for Grade 8 students as part of the transition planning process for high school.

Lauren Moulton

Woodview Autism and Mental Health Services updated April is Autism Awareness and Acceptance Month, with a flag raising taking place on April 1, 2026, at Harmony Square. Mental Health Week will also be held in May, with activities planned to support awareness and well-being.

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

The Special Education Department updated that Superintendent Wilson will be with the BHNCDSB until the end of June and then has accepted a position as principal at St. Michael's College in Toronto.

Within Peer Assisted Learning (PAL) programming, staff have had opportunities to co-plan and co-teach in relation to Readtopia, supporting the development of internal capacity, with plans to continue collaboration with additional educators moving forward.

The Spectrum Abilities Program (SAP) continues to expand, with new classes being introduced at St. Gabriel School, Brantford and St. Patrick's School, Caledonia. An open house is scheduled for April 1, 2026, to welcome and introduce prospective students to the program.

Applied Behaviour Analyst (ABA) teams are actively planning a summer camp titled FIRST, which will support students transitioning from Senior Kindergarten to Grade 1. The program will focus on building independence, self-help and self-regulation skills, easing transitions, and developing familiarity with classroom routines. Staffing will include Special Education Resource Teacher's (SERT), Educational Assistants, and ABA leads, with referrals being coordinated through ABA leads.

The Educational Assistant allocation process will take place from March 27 to April 27, 2026. In addition, schools will receive funding to enhance sensory and calming spaces to better support student needs. Finally, the SERT pool has been strengthened through the hiring of seven additional candidates.

9. Closing Remarks/Adjournment

Lauren Moulton thanked everyone. The meeting adjourned at 2:11 p.m. The next meeting will be held on Tuesday, April 21, 2026.



Accommodations Committee
Wednesday, April 1, 2026 – 3:00 p.m.
Boardroom/ Microsoft Teams

Trustees:

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

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)

Staff and Other Resources:

Jack Ammendolia (Watson & Associates Economists Ltd.), Lou Citino (Manager of Facilities and Construction Services), Katherine Reddicliffe (Recording Secretary)

1. Opening Business

1.1 Land Acknowledgement

The meeting was opened with land acknowledgement led by Superintendent Lawlor.

1.2 Opening Prayer

Superintendent Lawlor led opening prayer.

1.3 Attendance

Attendance was noted as above.

1.4 Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Toni Poirier

THAT the Accommodations Committee approves the Agenda of April 1, 2026.

Carried

1.5 Declaration of Interest: Nil.

1.6 Approval of the Minutes:

Moved by: Dan Dignard

Seconded by: Bill Chopp

THAT the Accommodations Committee approves the Minutes of October 1, 2025.

Carried

1.7 Business Arising from the Minutes: Nil.

2. Staff Reports & Information Items:

2.1 Enrolment Projection Update



Director McDonald provided a brief synopsis of the Enrolment Projection Update Report on behalf of Superintendent Nelson.

Mr. Jack Ammendolia, Managing Partner, Watsons & Associates Economists Ltd. provided a high-level overview for the committee on:

- Accommodation planning landscape
- Enrolment projections update
- Capital priorities
- Attendance boundary reviews
- Municipal partners meeting update
- Data dashboard update

Accommodation Planning Landscape – Economic Context

The current housing market has experienced a slowdown, requiring careful consideration of enrolment projections. Recent reductions in immigration levels and changes in migration patterns have contributed to this shift. Growth previously driven by movement from the Greater Toronto Area to Brantford and surrounding communities during the pandemic has moderated. While Southwestern Ontario experienced similar trends, growth has now slowed across the region.

Enrolment Projections

Elementary Enrolment: Current projections indicate no significant changes in elementary enrolment. Overall enrolment is expected to increase gradually over the next decade.

Secondary Enrolment: Projections show an increasing share of students entering secondary schools. Historically, the Board has experienced higher enrolment at the Grade 9 level compared to that at Grade 8, reflecting student transitions from other boards. This trend is consistent with patterns observed across many secondary schools in Southern Ontario and will continue to be monitored by the consultants.

Capital Priorities

Mr. Ammendolia advised that there is no immediate urgency to advance a secondary school project based on current Ministry metrics, though early exploration is underway for a potential business case in Caledonia for a secondary school. Preliminary enrolment data and mapping are being used for scenario planning, recognizing that not all students would attend a new school but that local options could reduce out-of-region commuting. An enrolment range of approximately 800–1,000 students was identified as optimal for program viability. A Grades 7–12 school model was mentioned and noted as previously being supported by the Ministry due to operational efficiencies. Given ministry approval timelines, early inclusion in long-term planning was emphasized.

Dialogue continued with the topic of recent provincial legislation related to the removal of HST. This applies to municipal development charges and does not currently extend to education development charges (EDCs). The EDC landscape has shifted, with several school boards having renewal by-laws not approved by the Ministry of Education. Additional boards are currently awaiting decisions, and there is uncertainty regarding future approvals. The Board is approximately two years away from needing to consider EDC renewal. In Haldimand, the



intention had been to review EDCs following completion of the Attendance Boundary Reviews (ABRs). The Board has not historically required EDCs at the current scale, though future need is now emerging. Further consideration will depend on Ministry direction and outcomes from other jurisdictions.

With respect to long-term growth planning, there was indication that discussions with municipalities regarding school sites are initiated when accommodation pressures can no longer be managed within existing capacity. Securing land for elementary schools is generally less complex than for secondary schools due to site size requirements. The Board continues to monitor opportunities and processes with the continued growth and enrolment. The Board is taking a proactive approach to ensuring school sites are considered early in municipal planning applications.

Attendance Boundary Reviews Update

City of Brantford – Attendance Boundary Review (ABR)

The review has progressed to the point where geographic areas have been narrowed and will be presented to the Board of Trustees. A new attendance area has been created for the new elementary school in Southwest Brant. Existing boundaries were reviewed based on current school locations and student distribution. Minor adjustments were made to several schools to help address enrolment pressures and to better align students with schools closer to their place of residence.

Board-Wide Secondary Attendance Boundary Review

The primary focus has been the creation of a new attendance boundary for the new secondary school. This will be presented to the Board of Trustees at some point this Spring.

County of Brant Attendance Boundary Review

The final committee meeting is scheduled for end of April, at which time the committee will determine whether there is consensus on an option to present to the Board of Trustees. Feedback from both committee discussions and public meeting has largely supported the creation of new attendance boundaries, with no interest expressed in program changes. The new school is expected to accommodate a larger share of bused students, which is considered advantageous as the facility will be designed to support efficient transportation flow, including drop-off and parking.

Status Updates: Municipal Partners & Data Dashboards

Municipal Partners Meeting

An annual municipal partners meeting is held with external stakeholders, consistent with practices used with other client boards. The meeting serves as a collaborative information-sharing session with the Board to support alignment and shared understanding across the jurisdiction. The meeting is generally done virtually and includes municipality representatives, consultants, senior leadership, daycare providers, joint facilities and many more. A primary focus is accommodation. Timing for the meeting is being considered for either early June or the beginning of September, aligned with the start of the new school year.

Data Dashboard

Watson & Associates has developed a data dashboard for school board clients that provides a user-friendly platform for accessing key information. The dashboard includes tiered user



permissions, allowing Board staff full access while providing the public with limited, appropriate access. Watson & Associates will work with the BHNCDSD senior leadership team to refine the information presented. The intent is for the dashboard initiative to complement the municipal partners meetings.

Questions

Discussion was had regarding a capital build proposal for a secondary school in the Haldimand area and how it would impact the student population. Mr. Ammendolia explained that new school facilities and program offerings typically attract new student registrations from a broad geographic area. In addition, some current students may seek to transfer to reduce bus travel times. As a result, projected enrolment for opening day must allow for these anticipated registrations. Enrolment projections provide reasonable data to support appropriate opening numbers and avoid under- or over-utilization. Should the Board wish to explore this option, Senior Administration and Watson & Associates would work collaboratively to initiate the process.

Moved by: Toni Poirier

Seconded by: Bill Chopp

THAT the Accommodations Committee recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Enrolment Projection Update for information.

Carried

3. Business of the In-Camera Session: Nil.

4. Report on the In-Camera Session: Nil.

5. Adjournment

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Accommodations Committee adjourns the meeting of April 1, 2026.

Carried

Next Meeting: Call of the Chair

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

April 28,2026

AGENDA ITEM	MOTION
5.1	<p>THAT the Committee of the Whole refers the Information and Communications Technology Use Policy #600.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the Electronic Security 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 April 21, 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 April 21, 2026, to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Information and Communications Technology Use
#600.02**

Adopted:	September 9, 2003
Last Reviewed/Revised:	August 28, 2024 April/May 2026
Responsibility:	Superintendent of Education, Information/Technology
Next Scheduled Review:	2025-26 2027-28

Policy Statement

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

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

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

Application and Scope

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



References

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

Forms

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

Appendices

- N/A

Definitions

Administrators: Principals and Vice-Principals in a school.

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



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

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

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

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

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

Administrative Procedures

Superintendents, Administrators and Managers

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



Administrators

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

Teachers

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

Students

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



All Users

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



Information

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

Procedures

1. Rights

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

2. Privileges

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

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

3. Accounts

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

4. Confidentiality

No Expectation of Privacy

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

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

Reporting Concerns and Access Authority

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

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



Exceptions for IT Operational Duties

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

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

No Expectation of Privacy

~~Users should not expect privacy with respect to any of their activities when using the Board's computer and/or telecommunication property, systems, or services. Use of passwords or account numbers by users does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. The Board reserves the right to review, retrieve, read, and disclose any files, messages or communications which have been created, sent, received, or stored on the Board's computer systems and/or equipment.~~

~~The Board's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct and creating and maintaining a productive work environment.~~

~~If policy violations are suspected or discovered, they will be reported immediately to the appropriate system administrator. The administrator is not permitted to see or read the contents intentionally, unless authorized a Senior Administrator of the Board, to read document information where not germane to the foregoing purpose; or disclose or otherwise use what they have seen. One exception, however, is that of systems personnel who may need to inspect a damaged document to restore its contents. This exception is limited to the least invasive level of inspection required to perform such duties. Furthermore, this exception does not exempt technicians/system administrators from the prohibition against disclosure of personal and confidential information, except insofar as such disclosure equates with good faith attempts to restore the otherwise unusable document.~~

~~If policy violations are discovered or suspected, access to trustee accounts must be approved by the Director of Education and the Chair of the Board in writing.~~

5. Copyright

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

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



6. Violations

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

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

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

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

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

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

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

- Unauthorized use of a computer account.
- Using the Board network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the Board network.
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.



- Unauthorized attempts to run software not deemed to be appropriate for the purpose of student learning and the business of the Board. This includes, but is not limited to, creating and/or running applications from thumb drives such as video games, security hack tools, torrents, etc.
- Unauthorized attempts to circumvent internet content filters. This includes, but is not limited to, creating and/or running programs that are designed to use external proxies to bypass local filters.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network.
- Deliberately wasting/overloading computing resources, such as printing too many copies of a document.
- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language.
- Damaging computers, computer systems or computer networks; vandalizing, damaging, or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or the spreading of computer viruses through the inappropriate use of files, software, or portable media.
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Using Board resources for commercial activity such as creating products or services for personal or financial gain.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists or individuals, i.e., spamming, flooding, or bombing.
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or Board regulations.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner of the files or software.
- Participating in gambling activities, including games of chance and wagering.
- Misrepresenting oneself or the Board.
- Lobbying elected officials.
- Use of the internet for personal use during regularly scheduled working hours.
- Taking part in other activities that could cause congestion and disruption of networks and systems.



- Intentionally deleting email with informational value to the detriment of legal and statutory Board operations.
- Willfully collecting, maintaining, or disclosing personal information in contravention of the Municipal Freedom of Information and Protection of Privacy Act.
- Contravening Board policies and procedures.
- Unauthorized use of personal mobile devices during instructional time.
- Use of social media platforms on Board/school networks and devices for non-educational purposes.
- Failure to store personal mobile devices out of view and powered off or set to silent mode as required.
- Refusal to hand in personal mobile devices when requested by an educator.

Additional Guidelines

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

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

Information Security and Privacy Training

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

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

Incident Reporting

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



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

Governance of Digital Tools, Applications, and Web Services

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

A. Taxonomy of Digital Tools

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

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

B. Intake and Review Workflow

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

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



6. **Final Approval:** The Superintendent or designated authority will provide final approval, as needed.
7. **Documentation:** Approved tools will be added to the BHNCDSB Approved Apps List, maintained by ITS and published internally for staff reference.

C. Data Minimization

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

D. Transparency and Communication

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



Electronic ~~Monitoring~~ Security OPS 400.18

Adopted:	October 31, 2022
Last Reviewed/Revised:	N/A
Responsibility:	Superintendent of Business Education, Information/Technology
Next Scheduled Review:	2026-2027 2029-2030

Purpose

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

Application and Scope

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

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

References

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

Forms

- N/A

Appendices

- OPS 400.18.XA – Electronic Monitoring

Definitions

Electronic Monitoring: The use of technology to ~~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



**Policy Committee Meeting
Tuesday April 21, 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),

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

Regrets: Rajini Nelson (Superintendent of Business & Treasurer)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Luciani.

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Toni Poirier

Seconded by: Dennis Blake

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the April 21, 2026, meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – March 10, 2026

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 10, 2026, meeting.

Carried

1.5 Business Arising from the Minutes - Nil

2. Committee and Staff Reports

2.1 Information and Communications Technology Use Policy ITS #600.02

Superintendent Della Fortuna presented the Information and Communications Technology Use Policy. The revised policy reflects updated Ministry requirements and emerging operational needs, including clarified accountability under the Superintendent of Information/Technology, alignment with PPM 128, introduction of a formal governance framework for digital tools, applications, and artificial intelligence platforms and strengthened cybersecurity, privacy, and incident reporting expectations, including mandatory staff and trustee training. A friendly amendment was suggested to specifically note trustees in the policy under training. Concerns were raised about staff access to trustee email accounts and the chair of the board not being notified when this occurs. It was noted that staff access to trustee emails is limited to cyber security threats, FOI requests, and legal investigations and when cyber security threats occur, time is of the essence.



Moved by: Toni Poirier

Seconded by: Dan Dignard

THAT the Policy Committee recommends that the Committee of the Whole refers the Information and Communications Technology Use Policy #600.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Electronic Monitoring Policy #400.18

Superintendent Della Fortuna presented the Electronic Monitoring Policy. This policy was tabled at the February 2026 Committee of the Whole meeting with the intent to be brought back to a future Policy Committee meeting, alongside the Information and Communications Technology Use Policy for further discussion. A friendly amendment was requested to rename the policy and call it the Electronic Security Policy.

Moved by: Toni Poirier

Seconded by: Dennis Blake

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: Dan Dignard

Seconded by: Toni Poirier

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the April 21, 2026, Policy committee meeting.

Carried.

Next meeting: May 19, 2026, 3:00pm – Boardroom

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

Prepared by: Kevin Greco, Superintendent of Education
 Presented to: Committee of the Whole
 Submitted on: April 28, 2026
 Submitted by: Mike McDonald, Director of Education & Secretary

HEALTH AND SAFETY UPDATE
Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) is committed to the health and safety of all staff. The Board works closely with the Joint Health and Safety Committee (JHSC) fostering employee health and safety in the workplace through cooperation and joint efforts in the design and implementation of educational programs for employees; investigation and resolution of safety problems; training and support of committee members; and development and promotion of enhanced awareness of occupational health and safety matters.

Semi-annual reports are presented to the Board providing a summary of the types of employee accidents and/or incidents for the preceding six-months. These reports are presented to the Board of Trustees two times per school year (as of February 28 and August 31).

DEVELOPMENTS:

The 2025-26 JHSC is comprised of the following members:

NAME	BOARD POSITION	JHSC POSITION
Christopher Fleming	Maintenance (OSSTF – PSS)	Worker Representative
Danielle Malboeuf	Educational Assistant (OSSTF – ESS)	Worker Representative
Heidi Pasztor	Principal	JHSC Management Co-Chair
Jacqueline May	Elementary Teacher (OECTA)	JHSC Worker Co-Chair
Jared Boughner	Health & Safety Coordinator	Resource
Lou Citino	Senior Manager of Facilities	Management Representative
Rachelle Denison	Secondary Teacher (OECTA)	Worker Representative
Rajini Nelson	Superintendent of Business	Management Representative
Salvatore Faieta	Vice-Principal	Management Representative
TBD	TBD	Recording Secretary

The following summarizes the employee accidents and/or incidents statistics for the Board:

- Appendix A: September 1, 2025 – February 28, 2026
- Appendix B: March 1, 2025 – August 31, 2025
- Appendix C: September 1, 2024 – February 28, 2025
- Appendix D: March 1, 2024 – August 31, 2024

RECOMMENDATION:

THAT the Committee of the Whole refers the Health and Safety Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Appendix A

BHNCDSB Accident/Incident Statistics September 1, 2025 to February 28, 2026

INCIDENT TYPE	Caretaker	Cleaner	CYW	EA	ECE	Elementary Secretary	Elementary Teacher	Facilities	Library Technician	Student Monitor	Other	Principal/VP	Secondary Secretary	Secondary Teacher	Grand Totals	Days Lost
Struck or Contact By	1	0	0	3	1	0	7	0	0	0	0	0	0	2	14	83
Struck Against/Contact With	0	0	0	3	0	0	1	0	0	0	0	0	0	1	5	1
Slip, Trip, Fall - Exterior	1	0	0	7	1	0	3	0	0	0	1	0	0	3	16	32.5
Slip, Trip, Fall - Interior	1	0	0	5	0	0	5	0	0	0	1	1	0	4	17	4
Slip/No Fall	1	0	0	0	1	0	2	0	0	0	0	0	0	0	4	0
Caught In, Under, On or Between	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Exposure	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	0
Over Exertion	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	32
Traumatic Event	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0
Repetitive Body Movement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggression	0	0	51	261	24	2	95	0	0	0	1	7	0	7	448	35.16
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bee Sting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sprain/Strain	1	0	0	3	0	0	1	0	0	0	0	3	0	1	9	14
Laceration/Cut	1	0	0	2	0	0	0	0	0	0	0	0	0	0	3	3
Grand Total(s)	6	0	52	285	27	4	114	0	0	0	3	11	0	19	521	204.66
Days Lost	0	0	0	63.66	0.5	0	91.5	0	0	0	0	5	0	44	204.66	

Appendix B

BHNCDSB Accident/Incident Statistics

March 1, 2025 to August 31, 2025

INCIDENT TYPE	Caretaker	Cleaner	CYW	EA	ECE	Elementary Secretary	Elementary Teacher	Facilities	Library Technician	Student Monitor	Other	Principal/VP	Secondary Secretary	Secondary Teacher	Grand Totals	Days Lost
Struck or Contact By	1	0	0	5	0	0	14	0	0	0	0	0	0	1	21	26.82
Struck Against/Contact With	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
Slip, Trip, Fall - Exterior	1	0	0	3	0	0	4	0	0	0	0	0	0	0	8	2
Slip, Trip, Fall - Interior	4	0	0	4	0	0	1	0	0	0	1	0	0	1	11	35
Slip/No Fall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caught In, Under, On or Between	0	0	0	3	0	0	0	0	0	0	0	0	0	1	4	0
Exposure	1	0	0	2	0	0	0	0	0	0	0	0	0	0	3	19
Over Exertion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traumatic Event	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Repetitive Body Movement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggression	0	0	3	155	17	0	62	0	0	0	0	0	0	4	241	17.98
Other	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0
Bee Sting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sprain/Strain	2	1	0	5	1	0	2	1	0	0	0	0	0	0	12	22.06
Laceration/Cut	3	0	0	1	0	0	0	1	0	0	0	0	0	0	5	1
Grand Total(s)	12	1	3	179	18	0	83	2	0	0	1	1	0	7	307	123.86
Days Lost	38.56	0	0	38.3	0	0	13	0	0	0	0	0	0	34	123.86	

Appendix C

BHNCDSB Accident/Incident Statistics

September 1, 2024 to February 28, 2025

INCIDENT TYPE	Caretaker	Cleaner	CYW	EA	ECE	Elementary Secretary	Elementary Teacher	Facilities	Library Technician	Student Monitor	Other	Principal/VP	Secondary Secretary	Secondary Teacher	Grand Totals	Days Lost
Struck or Contact By	0	0	1	5	1	0	7	0	0	0	0	0	0	0	14	133.44
Struck Against/Contact With	0	0	0	3	1	0	3	0	0	0	0	0	0	1	8	3
Slip, Trip, Fall - Exterior	1	0	0	5	0	0	3	0	1	0	0	0	0	0	10	32.56
Slip, Trip, Fall - Interior	0	0	1	6	0	0	6	0	0	0	0	1	0	2	16	1
Slip/No Fall	0	0	0	1	0	0	0	0	0	0	1	0	0	0	2	0
Caught In, Under, On or Between	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0
Exposure	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	26
Over Exertion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traumatic Event	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Repetitive Body Movement	1	0	0	0	0	0	1	0	0	0	0	0	0	0	2	1.5
Aggression	0	0	3	225	25	1	77	0	0	0	2	0	1	6	340	7.5
Other	0	0	0	1	0	0	1	0	0	0	0	0	0	1	3	60
Bee Sting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sprain/Strain	0	0	0	7	0	0	6	0	0	0	0	0	0	0	13	55.86
Laceration/Cut	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2	0
Grand Total(s)	2	0	5	256	27	1	105	0	1	0	3	1	1	10	412	320.86
Days Lost	0	0	14.28	243.82	0	0	60.76	0	0	0	0	0	0	2	320.86	

Appendix D

BHNCDSB Accident/Incident Statistics

March 1, 2024 to August 31, 2024

INCIDENT TYPE	Caretaker	Cleaner	CYW	EA	ECE	Elementary Secretary	Elementary Teacher	Facilities	Library Technician	Student Monitor	Other	Principal/VP	Secondary Secretary	Secondary Teacher	Grand Totals	Days Lost
Struck or Contact By	0	0	0	4	0	0	1	0	0	1	0	1	0	0	7	12
Struck Against/Contact With	0	0	0	1	0	0	1	0	0	0	0	0	0	0	2	0
Fall	1	1	0	2	1	0	7	0	0	1	0	1	0	1	15	18
Slip/No Fall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Caught In, Under, On or Between	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	5
Exposure	5	0	0	1	0	0	0	0	0	0	0	0	0	0	6	0
Over Exertion	0	0	0	0	1	0	0	0	0	0	0	1	0	0	2	7
Traumatic Event	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Repetitive Body Movement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggression	0	0	0	254	25	0	39	1	1	3	1	7	0	3	334	29
Other	0	0	0	1	0	0	1	0	0	0	0	0	0	0	2	0
Bee Sting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sprain/Strain	1	0	0	2	0	0	0	0	0	0	0	0	0	0	3	18
Laceration/Cut	1	0	0	1	0	0	1	0	0	0	0	0	0	0	3	0
Grand Total(s)	8	1	0	266	27	0	50	2	1	5	1	10	0	4	375	89
Days Lost	5	0	0	24	7	0	45	5	0	0	3	0	0	0	89	

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

Prepared by: Rajini Nelson, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: April 28, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

Community Use of Schools Rates and Fees
Public Session

BACKGROUND INFORMATION:

The Board approved the revised Community Use of Schools Policy OPS #400.05 at its March 2026 meeting. The policy affirms the Board’s commitment to providing community access to school facilities in a manner that is fair, equitable, and aligned with the mission and values of the Board.

The policy further provides that the Superintendent of Business and Treasurer will review and establish the Community Use of Schools Rates and Fees annually, with any revisions communicated to the Board for information, as appropriate.

DEVELOPMENTS:

In accordance with Policy OPS #400.05, the Community Use of Schools Rates and Fees (**Appendix A**) have been updated.

All rates and fees were reviewed, with revisions made to the custodial rate to reflect recent salary increases and related retroactive salary adjustments.

There are no changes to permit classifications, user groups, or discount structures.

The updated rates will become effective September 1, 2026.

These adjustments ensure that the Board continues to support community access to facilities while maintaining responsible stewardship of resources.

RECOMMENDATION:

THAT the Committee of the Whole refers the updated Community Use of Schools Rates and Fees (Appendix A) to the Brant Haldimand Norfolk Catholic District School Board for receipt.

APPENDIX A

Community Use of Schools Rates and Fees

All Rates and Fees Effective - September 1, 2026

Subsidized rates are available to Non-Profit groups and are in effect due to grant from the Ministry of Education for the current school year.
Catholic Church and Catholic Church affiliated groups are asked to contact the Plant Assessment and Community Use Secretary to confirm rates.
All rates and fees are subject to HST.

Hourly Rental Rates

Space Type	Type 1	Type 1A	Type 1B	Type 2	Type 3	Type 4	Type 5	Type 6
	JUFA	Non-Profit Youth	Non-Profit Adult	Non-Profit Other	Commercial or Private User	BHNCDSB and Associated Users *	Non-Profit Priority School **	Reciprocal Users
Subsidy (Hourly Rental)	100%	100%	75%	50%	0%	100%	100%	100%
Classroom (Secondary Only)	\$ -	\$ -	\$ 4.00	\$ 8.00	\$ 16.00	\$ -	\$ -	\$ -
Cafeteria (No Kitchen)	\$ -	\$ -	\$ 12.50	\$ 25.00	\$ 50.00	\$ -	\$ -	\$ -
Library (Elementary)	\$ -	\$ -	\$ 7.50	\$ 15.00	\$ 30.00	\$ -	\$ -	\$ -
Library (Secondary)	\$ -	\$ -	\$ 10.00	\$ 20.00	\$ 40.00	\$ -	\$ -	\$ -
Single Gym	\$ -	\$ -	\$ 10.00	\$ 20.00	\$ 40.00	\$ -	\$ -	\$ -
Double Gym	\$ -	\$ -	\$ 15.00	\$ 30.00	\$ 60.00	\$ -	\$ -	\$ -
Triple Gym	\$ -	\$ -	\$ 25.00	\$ 50.00	\$ 100.00	\$ -	\$ -	\$ -
Sports Field	\$ -	\$ -	\$ 4.00	\$ 8.00	\$ 16.00	\$ -	\$ -	\$ -
Outdoor Space/Parking Lot	\$ -	\$ -	\$ 2.50	\$ 5.00	\$ 10.00	\$ -	\$ -	\$ -

Hourly Custodial Fees

*A Board Caretaker must be on site for all activities. Custodial fees will apply when a custodian is not already scheduled to work at a school.
A minimum 2.5 hour charge will apply.*

Subsidy (Custodial Fees)	0%	75%	50%	25%	0%	100%	100%	100%
Monday - Friday	\$ 34.25	\$ 8.56	\$ 17.13	\$ 25.69	\$ 34.25	\$ -	\$ -	\$ -
Saturday - Sunday	\$ 51.00	\$ 12.75	\$ 25.50	\$ 38.25	\$ 51.00	\$ -	\$ -	\$ -
Statutory Holidays	\$ 51.00	\$ 12.75	\$ 25.50	\$ 38.25	\$ 51.00	\$ -	\$ -	\$ -

Other Community Use of Schools Fees

Applies to all permits

Permit Application	\$ 25.00	To a maximum of \$100.00 per school year
Permit Change	\$ 10.00	Applies to each change after permit is approved and "locked"
Permit Cancellation	\$ 25.00	if cancelled less than 7 calendar days prior to permit
"No Show" Fee	\$ 50.00	Plus custodial and other fees, if applicable
False 9-11/Fire Alarm	\$ 75.00	Fee for making false calls to 911 or fire alarms
Outdoor Lighting Cost	\$ 33.00	Fee per hour for outdoor light usage (outdoor fields)
Direct Recoverable Costs	TBD	Other direct costs associated with the use of Board facilities
Insurance Coverage	TBD	Applies to permit holders without adequate insurance coverage

* Polling stations are responsible to cover direct costs (i.e., custodial fees, security, etc.)

** Fees subject to the limits of Ministry of Education Funding

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

Prepared by: Rajini Nelson, Superintendent of Business & Treasurer
Presented to: Board of Trustees
Submitted on: April 28, 2026
Submitted by: Mike McDonald, Director of Education & Secretary

**Trustee Expenses
(Q2 2025-26)**
Public Session

BACKGROUND INFORMATION:

Elected trustees help guide and oversee Catholic education in the Board. To support them in carrying out this work, trustees may be reimbursed for approved expenses, as permitted under the *Education Act* and the *Broader Public Services Expenses Directive*.

Trustees may claim eligible expenses related to Board business, such as mileage, professional development and conference costs, office supplies, and communication supports, in accordance with Board Policy SBG #100.10 – Trustee Expenses.

To ensure openness and accountability, trustee expenses are summarized and shared on the Board’s website every quarter, with a full annual report at the end of the fiscal year.

DEVELOPMENTS:

Board employees are also supported when carrying out Board business. Under Employee Expense Policy FIN #700.04, eligible expenses such as travel, meals, mileage, and hospitality may be reimbursed when there is a clear business purpose.

To meet transparency and governance requirements, quarterly summaries and an annual report of aggregate Senior Leadership Team expenses are posted on the Board’s website.

Appendix A summarizes the second quarter Trustee expenses and Senior Leadership Team expenses for the period September 1, 2025, to February 28, 2026. The expenses reported reflect those submitted and reimbursed during the first quarter.

RECOMMENDATION:

THAT the Committee of the Whole refers the Trustee expense and Senior team expense Report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Appendix A

Q2 2025-2026 Trustee & S.O. Expense Report				
for the Period:				
September 1, 2025 to February 28, 2026				
Trustees	Mileage	Communications	Professional Development / Conferences / Travel	Total Expenses by Trustee
Carol Luciani, Chair	675	519	776	1,970
Dan Dignard, Vice Chair	642	641	1,798	3,081
Dennis Blake	790	533	1,838	3,161
Bill Chopp	-	847	812	1,659
Mark Watson	-	67	-	67
Toni Poirier	207	921	1,854	2,983
TOTAL TRUSTEE Expenses	2,314	3,527	7,079	12,920
2025-26 Budget	7,000	8,100	19,000	35,600
Senior Team	Mileage	Communications	Professional Development / Conferences / Travel	Total Expenses by S.O.
Mike McDonald	1,074	279	2,814	4,167
John Della Fortuna	690	138	1,329	2,157
Kevin Greco	503	170	3,280	3,953
Mike Lawlor	1,266	270	1,251	2,787
Rajini Nelson	603	205	3,204	4,011
Phil Wilson	495	205	-	700
2024-25 TOTAL Senior Team Expenses	4,631	1,267	11,877	17,776

2025-2026
Trustee Meetings and Events

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

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