



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

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### 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)

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## 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 – February 24, 2026

Pages 3-8

### 1.7 Business Arising from the Minutes

## 2. Presentations

## 3. Delegations

## 4. Consent Agenda

### 4.1 Unapproved Minutes of the Special Education Advisory Committee - February 17, 2026

Pages 9-10

### 4.2 Unapproved Minutes of the School Year Calendar Committee - February 19, 2026

Pages 11-12



**5. Committee and Staff Reports**

- 5.1** Unapproved Minutes and Recommendations of the Policy Committee - March 10, 2026 Pages 13-36
- Police Records Check Policy #300.15
  - Community Use of Schools Policy #400.05
- 5.2** International Excursions March 2028 Pages 37-38  
Presenter: Michael Lawlor, Superintendent of Education
- 5.3** Global South Encounter - Guatemala Pages 39-43  
Presenter: Michael Lawlor, Superintendent of Education
- 5.4** Trustee Determination Pages 44-46  
Presenter: Rajini Nelson, Superintendent of Business & Treasurer
- 5.5** Student Achievement/ Math Action Plan Pages 47-52  
Presenter: Phil Wilson, Superintendent of Education

**6. Information & Correspondence**

- 6.1** New School Build Updates
- 6.2** Attendance Boundary Review Updates
- 6.3** Staffing Timelines

**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**

Page 53

**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**



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**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)

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**1. Opening Business**

**1.1 Land Acknowledgement**

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

**1.2 Opening Prayer**

The meeting was opened with prayer led by Trustee Poirier.

**1.3 Attendance**

Attendance was as noted above.

**1.4 Approval of the Agenda**

Chair Luciani noted that due to inclement weather, the Committee of the Whole meeting scheduled for January 27, 2026, was cancelled and agenda items were moved to the February 24, 2026 Committee of the Whole Meeting.

Moved by: Toni Poirier

Seconded by: Dan Dignard

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

**Carried**

**1.5 Declaration of Interest – Nil**

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

Moved by: Bill Chopp

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the December 16, 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 Special Education Advisory Committee – December 16, 2025**



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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 December 16, 2025

**Carried**

#### **4.2 Unapproved Minutes from the School Year Calendar Committee – December 16, 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 School Year Calendar Committee Meeting of December 16, 2025.

**Carried**

#### **4.3 Unapproved Minutes from the Regional Catholic Parent Involvement Committee – January 19, 2026**

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 Involvement Committee Meeting of January 19, 2026.

**Carried**

#### **4.4 Unapproved Minutes from the Faith Advisory Committee – January 19, 2026**

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 Faith Advisory Committee Meeting of January 19, 2026.

**Carried**

#### **4.5 Unapproved Minutes from the Special Education Advisory Committee – January 20, 2026**

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 January 20, 2026.

**Carried**

#### **4.6 Unapproved Minutes from the Budget Committee Meeting – February 12, 2026**

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 Budget Committee Meeting of February 12, 2026.

**Carried**

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

#### **5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting – February 17, 2026**

Trustee Chopp requested that the Electronic Monitoring Policy #400.18 be removed from the motion and voted on separately.



Trustee Dignard presented the unapproved minutes and recommendations from the Policy Committee meeting which includes:

- THAT the Committee of the Whole refers the Respectful Workplace Policy #300.45 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- 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.
- THAT Committee of the Whole refers the Volunteers Policy #300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.
- THAT Committee of the Whole refers the Religious Accommodation Policy #200.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dan Dignard

Seconded by: Toni Poirier

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 as amended

**Carried**

Moved by: Dan Dignard

Seconded by: Toni Poirier

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.

**Carried**

**5.1.1** Trustee Chopp put forward the following motion regarding the Electronic Monitoring Policy #400.18;

THAT the board amend the electronic monitoring and related administrative procedures to explicitly exclude trustees from any form of electronic monitoring, tracking data access or oversight process designed for employees;

THAT the Trustee Bylaws be amended to include a new section affirming that we as Trustees are elected officials and shall not be subject to employee-based electronic protocols;

THAT any access to Trustee devices or data occur only when required by law or the Chair acting on legal advice, or by a formal process approved by the board;

THAT the Director ensures all policies, procedures and IT practices are aligned with these governance requirements.

Moved by: Bill Chopp

Seconded by: Dan Dignard

The motion was on the floor for discussion. Staff spoke against the motion for various reasons and noted that it was not in the best interest of transparency to have the Board of Trustees removed from an electronic monitoring policy.

Speaking to his motion, Trustee Chopp stated that Trustees are not employees but elected officials and should be exempt from IT security and monitoring as it relates to employees. He requested to define electronic monitoring of Trustees with different requirements in the Board By-Laws. Staff noted that regardless of the stakeholder group



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the policy applies to all those using Board devices and that the Information and Communications Technology Use Policy #600.02 which refers to Trustee emails will be coming to a Policy Committee soon.

Trustee Dignard tabled the motion to a future policy committee meeting when The Information and Communications Technology Use Policy #600.02 is brought to the policy committee to review both policies at that time.

### **5.2 2026/ 2027 School Year Calendar**

Superintendent Lawlor presented the 2026/2027 school year calendar. The school year calendar committee meeting was held on December 16, 2025. The draft calendars were shared and vetted by representatives from the three unions, staff, parent council, senior team and trustees. As has been past practice, the proposed calendars were also shared with representatives from the co-terminus board to maximize efficiencies in transportation and once again the calendars have complete alignment. Professional Development topics will be forthcoming from the Ministry. The Professional Development days were noted along with the secondary semesters.

Moved by: Toni Poirier

Seconded by: Dennis Blake

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

**Carried**

### **5.3 Kindergarten Registration Update**

Superintendent Lawlor presented the Kindergarten Registration Update report. Traditionally the kindergarten registration period would open in January of the year that children would enter year one of the kindergarten program. There are many benefits of an earlier registration process which include providing time for health and community service agencies to assess and support incoming early learners. The Brant Haldimand Norfolk Catholic District School Board will begin registering prospective Kindergarten students in October in the year prior to a child entering year one of 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. Discussion regarding French Immersion programming in kindergarten was had.

Moved by: Toni Poirier

Seconded by: Dennis Blake

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

**Carried**

### **5.4 Tuition Fees for Non-Resident Students in Ontario**

Superintendent Nelson presented the Tuition Fees for Non-Resident Students in Ontario report. The fees were last reviewed by the board in 2023. A survey of school boards found a variety of tuition fee ranges including the non-refundable administration/ application fee. Staff recalculated the fees to reflect board's current operating costs and to remain reasonably aligned with comparable school boards which are being presented to the board for approval.

Moved by: Dan Dignard

Seconded by: Bill Chopp



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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.

**Carried**

### 5.5 **Manager of Information Technology Title Change**

Superintendent Della Fortuna presented the Manager of Information Technology Title Change report. 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.

Moved by: Dennis Blake

Seconded by: Toni Poirier

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.

**Carried**

## 6. **Information and Correspondence**

### 6.1 **New School Build Updates**

Superintendent Nelson provided an update on the Brantford Catholic Secondary School. Construction is 40% complete and stonework is underway. Staff are meeting on a bi-weekly basis regarding the construction progress.

### 6.2 **Attendance Boundary Review Updates**

Director McDonald provided an update on the attendance boundary reviews. The City of Brantford boundary review meetings are wrapping up. The final committee meeting for the secondary school boundary review occurred on February 23, 2026. The public session for the Brant County boundary review will be later in March. Board staff will stagger the various attendance boundary reviews reports to the board for approval over the coming months.

## 7. **Business In-Camera**

Moved by: Dan Dignard

Seconded by: Toni Poirier

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**



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Moved by: Bill Chopp

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the 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: Dan Dignard

Seconded by: Dennis Blake

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

**Carried**

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



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**SPECIAL EDUCATION ADVISORY COMMITTEE**

**Tuesday, February 17, 2026 – 1:00 pm**

**Microsoft Teams**

**Members:** Ashlee Anderson (Indigenous: Child and Family Services of Grand Erie), 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), Jennifer Rudyk (Principal, Elementary)

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

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**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: Tammy West

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

**Carried**

**5. Approval of the Minutes**

Moved by: Michelle Drake

Seconded by: Shannon Korber

THAT the Special Education Advisory Committee approves the minutes of the January 20, 2025, meeting.

**Carried**

**6. Correspondence - Nil**

**7. Community Agency Updates – Nil**

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

The Special Education Department updated that school visits have continued, with 19 schools visited to observe students and support teams in their learning environments. All secondary system Identification, Placement and Review Committees (IPRC) for Peer Assisted Living and Community Living programs have been chaired, and secondary schools have hosted Job Skills tours for incoming Grade 9 students. Planning is ongoing for the expansion of the Spectrum Abilities Program (SAP), potential autism spectrum disorder summer transition supports for students moving from Kindergarten to Grade 1, and secondary staffing projections for 2026–2027.

January professional development included Empower Training for select Special Education Resource Teachers (SERT) in partnership with SickKids and Readtopia training focused on emergent literacy and foundational skill development in communication-rich classrooms. A SERT Community of Practice session also reviewed IPRC protocols and documentation, Lexia and Resource Hub updates, secondary transitions, and emergent literacy best practices.

Educational Assistant (EA) professional learning included a virtual conflict resolution session for 145 elementary EAs, reinforcing professional, values-based approaches to workplace conflict and shared responsibility for a healthy school culture. The secondary EA Professional Development session pivoted to a “Life After High School” theme, featuring community partners who shared post-secondary pathway and transition supports. The session was well received.

Readtopia implementation in secondary self-contained classes and SAP is progressing through classroom modelling, peer coaching, system learning sessions in April, and planning for 2026–2027 expansion. The focus remains on strengthening instructional confidence, consistency, and long-term system capacity.

## **9. Closing Remarks/Adjournment**

Lauren Moulton thanked everyone. The meeting adjourned at 1:35 p.m. The next meeting will be held on Tuesday, March 24, 2026.



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**Mental Health Advisory Committee**

**February 19, 2026**

**9:00 am – 11:00 am**

**Present:** Dianne Wdowczyk-Meade (Chair), Keri Calvesbert, Marcia DeDominicis, John Della Fortuna (Superintendent of Education), Christina Farell, Tania Flynn, Carol Luciani (Trustee), Giovanna Oviedo, Irene Perro, Chandra Portelli, Thanh-Thanh Tieu, April Taylor, Tracie Whitteven, Natalie French (Recording Secretary)

**Regrets:** Sandra DeDominicis, Jillian Marranta, Lori Skye-Laforme, Andrea Perras, Meghan Adams, Razak Aziz

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**1. Land Acknowledgment**

- April Taylor provided the Land Acknowledgement.

**2. Opening Prayer**

- John Della Fortuna led the committee in prayer.

**3. Introductions and Welcome**

- A round of introductions was conducted, and Barbara Mitchell was welcomed to her first MHAC meeting.
- Irene Perro advised members of her upcoming retirement at the end of February and expressed appreciation for the committee's work.

**4. Approval of the Agenda**

- The agenda was approved as circulated by consensus.

**5. Approval of Minutes**

- The minutes of the meeting held on September 29, 2025, were approved as circulated by consensus and motioned by April Taylor.

**6. Information Items**

**6.1 Student engagement: Wellness events, Student surveys**

- Dianne shared the following activities: highlighting the progress made in student engagement:
- Holy Trinity Wellness fair – November 2025.
- Assumption College Wellness Fair planned for May 6 2026.
- A district-wide elementary chess tournament is planned for May 5, 2026; integrating wellness and stress-coping strategies, with community partners invited.
- Planet Youth Survey conducted with Grade 10 Holy Trinity students: focusing on substance-use habits and broader life experiences. Surveys are conducted every two years and support board and community planning.
- School Climate Survey scheduled for Spring 2026. Participation is anonymous, conducted during class time for students grades 4-12, with parent opt-out available. We continue to use the Middle Development Inventory (MDI) which allows us to measure progress every 2 years. This is our 3<sup>rd</sup> time utilizing this tool. New questions related to social media use and artificial intelligence are being developed. Survey data will support school-based planning, board-level strategy, and community reporting.



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**6.2 Parent engagement: Youth Resilience: Dr. Ungar, March 9, 2026**

- Dianne Wdowczyk shared details about an upcoming parent engagement event hosted through Planet Youth. Topic: Youth Resilience with Dr. Michael Ungar
- The event will include a daytime professional learning session in Haldimand and an evening session for caregivers at Holy Trinity.

**6.3 Staff training: Trauma Informed Leadership, Restorative Practices, VTRA**

- Dianne Wdowczyk shared that Dr. Kristin McLeod from the Attune Trauma and Regulation Centre has provided approximately 5 hours of trauma-informed leadership training this year to administrators.
- Plans are underway for Restorative Practices “train-the-trainer” learning to occur this spring with approximately 10 administrators.
- Violence Threat Risk Assessment (VTRA) training for administrators is planned for later this year.

**7. Discussion Items**

**7.1 Board Mental Health Strategy and Action**

- Thanh-Thanh Tieu and Dianne Wdowczyk provided an overview of the current Mental Health and Well Being Strategy (2023–2026) and this year’s annual Action Plan- both available on the Board website.
- The consultation process - to inform the development of the Mental Health and Addictions Strategy (2027–2030) was shared with the committee. Feedback gathered through this process will support reflection on progress over the past three years and help shape future priorities.
- The consultation will occur in two phases. Phase One will focus on gathering input from key groups, including students, parents, caregivers, and community partners. Phase Two, planned for the fall, will involve the development of a draft strategy to be shared with key stakeholders and advisory groups for feedback.
- The members focused on reviewing the four priority areas, assessing progress to date, identifying emerging needs or gaps, and generating ideas to help inform the direction of the next strategy. Committee members worked in breakout groups to brainstorm and share perspectives.
- Committee members shared that many priorities continue to be relevant and highlighted a few goal areas including communication/sharing of resources, embedding Social Emotional Learning (SEL) practices and Mental Health Literacy in the classroom, and augmented school based initiatives.

**8. Adjournment**

Meeting adjourned at 11:00 am

Next Meeting: May 21, 2026, 9:00 am -11:00 am  
Catholic Education Centre, 322 Fairview Drive, Brantford, ON

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

March 24,2026

<b>AGENDA ITEM</b>	<b>MOTION</b>
5.1	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.

**RECOMMENDATIONS:**

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.

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.

# 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: March 10, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

## POLICE RECORDS CHECKS #300.15

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Public Session

### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) is committed to ensuring a safe and secure working and learning environment for students, employees, volunteers and visitors. The BHNCDSB is in a position of trust regarding students and must strive to protect their intellectual, physical, mental and emotional wellbeing. The BHNCDSB will not hire or continue to employ persons or allow school access to Service Providers who:

- have not provided a Police Records Check
- have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

This policy and procedure implements the Board's obligations under the Education Act, Ontario Regulation 521/01: Collection of Personal Information, Police Record Checks Reform Act, 2015, Ontario Human Rights Code, and Ontario Regulations 347/18: Exemptions.

The Police Records Check must be obtained in accordance with legislated and Board established timelines.

### **DEVELOPMENTS:**

The revised Policy includes amendments to align with new legislation including the requirement for employees to renew their Police Records Check every five (5) years. The revision provides a clear distinction between the levels of Police Records Check and specifically the Criminal Record and Judicial Matters Check (CRJMC) and the Vulnerable Sector Check (VSC). The type of Police Records Check required for each position will be determined by the Board.

Updates also prohibit searches being completed by any private company or organization other than a police service.

Where an employee, service provider, volunteer, or other individual discloses that they have been charged with or convicted of an offence under the Criminal Code of Canada, the Board may require the individual to obtain and submit a new Police Records Check as soon as reasonably possible, for the purpose of reviewing suitability and accommodation considerations.

The new provisions also apply to students participating in educational placements, practicum, cooperative education, or other work integrated learning opportunities within Board schools or facilities, as required under Ontario Regulation 521/01.

Information on the Annual Offence Declaration is also explicitly detailed in this policy. Inability of an employee to complete the annual offence declaration by the timeline prescribed by the Board, could impact their employment status.

Service Providers, as outlined in the definitions section, must have a valid Criminal Record and Judicial Matters Check, at minimum. Service Providers who may have unsupervised contact with pupils will be required to have a valid Vulnerable Sector Check. The manner in which these checks are obtained and collected shall be set forth in the contract between the Board and the Service Provider(s), or, in very limited circumstances, a Principal/Administrator/Manager contracts directly with a Service Provider, compliance must be documented.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Police Records Check Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Police Records Checks # 300.15

<b>Adopted:</b>	February 22, 2005
<b>Last Reviewed/Revised:</b>	<del>October 27, 2020</del> March 2026
<b>Responsibility:</b>	Human Resources
<b>Next Scheduled Review:</b>	<del>2034-24</del> 2029

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### POLICY STATEMENT:

The Police Records Check Policy and Administrative Procedure supports the Board's legal responsibility to provide a safe and secure learning and working environment for students and employees. The Board will not ~~hire, or hire or~~ continue to ~~employ~~ employ persons, who have criminal convictions and/or patterns of behaviour which place students or staff at risk.

The Brant Haldimand Norfolk Catholic District School Board will not allow school access to *Service Providers* or *Others* who have direct and regular contact with students:

- who have not provided a the appropriate Police Records Check (~~Only the Vulnerable Sector Check is acceptable to begin service in the Board~~); or
- who have provided a Police Records Check which has been adjudicated and found to present an unacceptable risk to students and/or staff.

This policy and procedure implement the Board's obligations under the Education Act, Ontario Regulation 521/01: Collection of Personal Information, Police Record Checks Reform Act, 2015, Ontario Human Rights Code, and Ontario Regulation 347/18: Exemptions.

The Board shall collect, use, and consider only information authorized for disclosure under the Police Record Checks Reform Act, 2015. Information not authorized for release under the Act shall not be requested, collected, retained, or relied upon for employment, placement, or access decisions.

### APPLICATION AND SCOPE:

The Brant Haldimand Norfolk Catholic District School Board has the responsibility, under The Education Act, to provide a safe and secure working and learning environment for students, employees, volunteers, and visitors. The Board is in a position of trust regarding students and must strive to protect their intellectual, physical, mental, and emotional wellbeing.



**Criminal Record and Judicial Matters Check (CRJMC) (Level 2):** A collection of offence information, including convictions, non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records, where authorized. This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check along with local police involvement with any outstanding charges and outstanding warrants. The agency has determined that a search of pardoned sex offenders database, and contacts relating to mental health apprehensions, is NOT required (i.e., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment in a position of authority and trust relative to with-vulnerable persons.

**Vulnerable Sector Check (VSC) (Level 3) (must be used):** This check is restricted to applicants seeking employment and/or volunteering in a position of authority or trust relative to with-vulnerable individuals persons in Canada only, children, elderly persons, the disabled, etc. It is a collection of offence information, including convictions, outstanding warrants, charges, judicial orders, sexual offence convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness. non-convictions and other relevant police contact information available from a local police agency's records management system and other systems/records where authorized. Non-conviction information shall be released only when it meets the Exceptional Disclosure. This check can only be completed by police in the jurisdiction where the applicant resides. This check will include sexual offence convictions for which the individual has received a record suspension (pardon) where authorized by the Minister of Public Safety and Emergency Preparedness.

**The ~~Police~~ Vulnerable Sector Check will include the following:**

- Criminal convictions ~~(summary and indictable) from CPIC and/or local databases;~~
- Summary convictions (for five years), when identified
- Findings of guilt under the Youth Criminal Justice Act within the applicable disclosure period (only if requested in accordance with YCJA 119(1)(o))
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. ~~As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency;~~
- Absolute and Conditional Discharges ~~(for 1 or 3 years respectively) where still within the applicable disclosure periods;~~
- In exceptional cases, where it meets the Exceptional Disclosure, non-conviction dispositions including, but not limited to withdrawn and dismissed.
- Not Criminal Responsible by Reason of Mental Disorder
- All record suspensions as authorized for release by the Minister of Public Safety
- ~~Family Court Restraining Orders;~~
- ~~Charged and processed by other means such as diversion;~~



placement for professional certification and other (the "applicant") are required to provide a Police Records Check that is satisfactory to the Board prior to the commencement of any duties. -

- 1.1.2 Police Record Checks must be obtained in accordance with legislated and Board established timelines, including:
- 1.1.2.1 prior to commencement of employment, placement, or service where required;
  - 1.1.2.2 every five (5) years thereafter; and
  - 1.1.2.3 as soon as reasonably possible following disclosure of a charge or conviction under the Criminal Code of Canada.
- 1.1.3 Where an individual is permitted to commence duties prior to submission of a Police Record Check due to circumstances beyond their control, the Board shall ensure the individual has applied without delay and that appropriate interim measures are implemented to protect student safety until the Police Record Check is received and reviewed.
- 1.1.4 The type of Police Records Check required for each position will be determined by the Board.
- 1.1.5 Human Resource Services will communicate required timelines for completion, including transitional and renewal schedules, and will require proof of application within prescribed timeframes.
- 1.1.6 The Police Records Check must meet all the conditions outlined below:
- 1.1.6.1 Must have been completed through a local police service in the area in which they reside within the preceding 6 months;
  - 1.1.6.2 Police Record Checks may be submitted in original or secure electronic format, provided authenticity and completeness can be verified to the satisfaction of the Board.
- 1.1.7 Searches completed by any private company or organization other than a police service will not be accepted.
- 1.1.8 The Board will not cover any cost associated with obtaining a Police Records Check at the time of hire or when required to provide an updated Police Record Check every five (5) years or where there is a requirement to provide an updated Police Records Check based on disclosure of a charge or conviction under the Criminal Code of Canada.

~~The Police Records Check must meet all the conditions outlined below:~~

- ~~• must have been completed through a local police service in the area in which~~



~~Emergency Provision~~ Normally, a candidate shall not commence employment with the Board until the current verification of their Police Records Check has been submitted and accepted. Only in an exceptional case will a person be permitted to commence employment with the Board before the Board has received the Police Records Check. In such a case, the candidate will be required to provide an Offence Declaration which may, at the Board's sole discretion, permit the candidate to commence employment prior to the submission of the Police Records Check. Before any such exception is made, a binding agreement shall be entered into between the employee, ensuring that the Police Records Check be provided without delay and in a timely manner. This agreement will preserve the Board's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.

~~b) —~~

~~Normally, a candidate shall not commence employment with the Board until the current verification of their Police Records Check has been submitted and accepted. Only in an exceptional case will a person be permitted to commence employment with the Board before the Board has received the Police Records Check. In such a case, the candidate will be required to provide an Offence Declaration which may, at the Board's sole discretion, permit the candidate to commence employment prior to the submission of the Police Records Check. Before any such exception is made, a binding agreement shall be entered into between the employee, ensuring that the Police Records Check be provided without delay and in a timely manner. This agreement will preserve the Board's power to revoke the offer of employment, and dismiss the employee, should the Offence Declaration provided by the employee prove to be false or misleading in any respect.~~

~~**Retention:** The Board shall retain an original or a true copy taken from the original by the Board designated contact or designate. Completed Police Records Checks and Offence Declarations will be filed in a separate and secure location. Human Resources will not provide copies to employees. Access to these records is limited and controlled. Retention and disposal process are aligned with the Privacy and Information Management Guidelines and best practices in accordance with the Board's retention schedule.~~

**Adjudication:**

Employees must obtain a ~~Vulnerable Sector~~ **Police Records** Check that meets the conditions outlined by presenting a completed "~~Consent for~~ **Police Records Check Request for a Sexual Offence for which a Pardon has been Granted or Issued**" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed. Where evidence is received of a criminal conviction or



### 3.0 Employees of Colleges and Universities

Employees not of the Board instructing students of the BHNCD SB must have a Police Records Check (~~Vulnerable Sector Check – Level 3~~) (VSC) completed with adherence to the policies and procedures of their institution. Police Records Check (~~Vulnerable Sector Check – Level 3~~) s must be submitted to the College prior to the commencement of their assignment.

### 4.0 Police Records Checks for Service Providers

Where a service provider is contracted by Procurement Services to provide services that put the service provider and/or its employees into direct and regular contact with students, the Procurement Services representative responsible for entering into the contract will advise the service provider with respect to the requirement to provide Police Records Checks (~~Vulnerable Sector Check – Level 3~~).

A service provider who fails to comply with Police Records Check requirements of the Board will be barred from providing goods and/or services to the Board until such time as ~~he/she/they are is~~ following the procedure.

Service Providers, as outlined in the definitions section, must have a valid Criminal Record and Judicial Matters Check, at minimum. Service Providers who may have unsupervised contact with pupils will be required to have a valid Vulnerable Sector Check. The manner in which these checks are obtained and collected shall be set forth in the contract between the Board and the Service Provider(s), or, in very limited circumstances, a Principal/Administrator/Manager contracts directly with a Service Provider, compliance must be documented.

Procurement Services will advise the Service Provider with respect to the requirement and shall monitor their compliance through the Contract Management and Vendor Performance Evaluation process.

Any Service Provider failing to comply with these requirements will be subject to the Board's Vendor Suspension and/or Removal from Procurement Opportunities process.

### 5.0 Police Records Checks for Others Having Direct and Regular Contact with Students

In order to meet legislative requirements to collect Police Record Check from all individuals who have direct and regular contact with students and further the effort to ensure the safety of students and minimize potential Board liability, the Board will collect and adjudicate Police Records Checks ~~Police Record Check~~ on individuals in this category and who have been identified by the Board as potentially coming into direct and regular contact with students. Included in this category are the following:

**Adjudication:** *Where evidence is received of a criminal conviction or other relevant conviction, the designated Board contact will consider at least the following factors in determining an appropriate course of action:*

- *the length of time since offence(s);*
- *any involvement of children and/or sexual activity and/or violence and/or acts of dishonesty in the offence(s);*
- *the person's attitude towards offence(s);*
- *any treatment, counseling or other services received since offence;*
- *other steps taken to rehabilitate;*
- *any likelihood offence(s) will be repeated;*
- *if alcohol or illegal drugs were a factor in commission of offence(s); and,*
- *the degree of cooperation with this investigation.*

**Consequences for Non-Compliance:** *Any other who fails to comply with the Police Records Check requirements of the Board will be denied school access pending compliance.*

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

Prepared by: Rajini Nelson, Superintendent of Business & Treasurer  
Presented to: Policy Committee  
Submitted on: March 10, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

### Community Use of Schools # 400.05

Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that school facilities are valuable community resources that support the spiritual, educational, recreational, and social development of the communities they serve.

The Board supports the use of its facilities by community organizations when they are not required for school or Board purposes. Community access to school spaces encourages partnerships and enhances opportunities for programs and activities that benefit students, families, and the broader community.

The Board is committed to ensuring that the use of its facilities is managed in a fair, transparent, and equitable manner, and that all activities conducted within Board facilities are consistent with the mission, values, and beliefs of the Board.

#### **DEVELOPMENTS:**

The Community Use of Schools Policy and Administrative Procedure were reviewed to ensure they remain current and aligned with Board practices, Ministry guidance, and operational requirements.

The policy and administrative procedure were circulated for stakeholder feedback in accordance with the Board’s policy review process.

As a result of the review and feedback received, the following updates were made:

- Permit hours for public use were clarified and adjusted to better align with operational requirements and the Board’s cost recovery model.
- Approval processes within the administrative procedure were updated to reflect the current organizational structure and responsibilities within Facility Services and school administration.
- Roles and responsibilities of staff and permit holders were revised to improve clarity and ensure alignment with current operational practices.

These revisions ensure that the policy and administrative procedure remain consistent with current Board practices while continuing to support community access to school facilities.

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

#### **RECOMMENDATION:**

THAT the Policy Committee recommends 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.



## Community Use of Schools #400.05

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<b>Adopted:</b>	September 9, 2003
<b>Last Reviewed/Revised:</b>	<del>December 3, 2020</del> March 2026
<b>Responsibility:</b>	Superintendent of Business & Treasurer
<b>Next Scheduled Review:</b>	<del>2024-2025</del> 2029-2030

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### Policy Statement

The Brant Haldimand Norfolk Catholic District School Board (the “Board” or “BHNCDSB”) believes in building positive relationships and partnerships with our parishes, parents, and communities. The Board acknowledges that educational facilities are an integral part of the community and as such add to the spiritual, educational, recreational, and social development of those who share it. The Board strives to ensure usage is fair, reasonable, and equitable.

It is the intent of the Board to have its facilities used in the best interests of the community, when they are not required for school or Board purposes. The use of Board facilities must be complementary to the goals and beliefs of the Board.

### Application and Scope

This Policy and Administrative Procedure establishes guidelines for school administrators, staff and community stakeholders for the use of Board facilities and applies to all elementary and secondary schools and administrative buildings.

### References

- The Education Act
- Ministry of Education Community Use of Schools, Program Principles.
- Smoke-Free Ontario Act
- R.R.O. 1990, Regulation 834, S.1. Re: Critical Injury

### Forms

- List Not-For-Profit Status Application

### Appendices

- N/A

### Definitions

A list of any relevant definitions required for the Policy and associated Administrative Procedure. Definitions must be formatted as follows:

**Critical Injury:** For the purposes of the Act and the Regulation, critically injured means an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, but not a finger or a toe, involves the amputation of a leg, arm, hand or foot, but not a finger or a toe, consists of burns to a major part of the body, or causes the loss of sight in an eye.



**Permit Supervisor:** Permit supervisor shall be the person designated by the Permit Holder to be the representative present at the permit location. The designated person shall be over the age of 18 years.

**Catholic Churches / Parishes:** Any Roman Catholic Church, within the Dioceses of Hamilton, London and St. Catherine's, and defined as one in Union with the See of Rome.

**BHNCDSB Employee Recreation Groups:** A minimum of 70% of the user group must be employed by the Board to qualify for the subsidized hourly rental rates. The Board reserves the right to request a list of users from permit holders to ensure that the group is meeting the minimum standard.

**Permit Holder:** The person or organization named on the on the Community Use of School permit.

**School Year:** For the purposes of this Policy and Administrative Procedure, the school year begins on the first Monday following Labour Day in September until June 30<sup>th</sup>.

**Historical Booking:** Booking from any classification of user group that have been booking with the Board for three (3) or more consecutive years at the same facility and time. In situations such as priority school bookings and providing equitable access to facilities for all groups may result in the denial of a historical booking application status.



## Administration Procedures

The main body of the Administrative Procedure, this section outlines specific direction, action, and expected standards to implement the policy.

### 1. Classification of Users Groups

#### Type 1: Joint Use of Facility Agreement

Joint Use of Facility Agreement (JUFA) partners for the purpose of offering recreational and/or cultural programs on behalf of the municipality available to all residents of the local community. This does not include tournaments.

#### Type 1 – A: Non-Profit Youth

Non-profit entities or other public agencies that use school facilities; whose primary purpose is to provide programs and/or services that are designed and operated to advance the academic success and healthy lifestyles of youth (under the age of 18 or 28, for those participants under a disability) in the community, i.e., Cubs, Scouts, Brownies or groups donating to the BHNCDSD in the amount greater than the fee charged for the use of the facility. School alumni activities sanctioned by the school administrator.

The Board reserves the right to review activities and approved financial statements of all non-profit groups to support their not-for-profit status.

#### Type 1 – B: Non-Profit Adult

Non-profit entities or other public agencies that use school facilities; whose primary purpose is to provide programs and/or services that serve the local neighborhood or community but are not explicitly designed and operated to advance the academic success and healthy lifestyles of the children in the school and where zero or nominal admission or participation fees are charged. Not for Profit organizations that are not specifically for youth, i.e., YMCA, St. John's Ambulance, approved Health Unit activities, short-term use by municipal emergency services.

#### Type 2: Non-Profit Other

Fundraising events, non-Catholic Church services, service club meetings, amateur drama clubs, non-affiliated community groups, local cultural groups, other educational groups, i.e., colleges and universities, tournaments, Union/Federation events, school alumni activities not sanctioned by the school administrator, non-affiliated adult recreation.

#### Type 3: Commercial or Private User

Commercial enterprises, professional theater, Non-Catholic church services, private individuals, private fitness and dance instructional groups.

#### Type 4: BHNCDSD and Associated User

Student and/or staff events sanctioned by the school administrator, school clubs, school council, administrative or other staff meeting, sporting teams and clubs, and Catholic Church and Catholic Church affiliated group events. This also includes municipal, provincial, or federal polling stations, which covers direct expenses incurred by the Board (i.e., custodial, security, etc.) and public health use (i.e., immunizations, screening).



### Type 5: Non-Profit Priority Schools

Non-profit youth related community groups, non-profit children's recreation providers (not including tournaments), other not-for-profit or charitable groups as defined by the Ministry of Education. The permit type is dependent on funding received by the Ministry of Education. If funding is paused or retracted, permits will be processed according to the appropriate classification of user groups.

### Type 6: Reciprocal User

Non-profit childcare, EarlyON Child and Family Programs and Before and After School Children's Recreation Providers as outlined by an agreement. These do not include tournaments or special events, or spaces not outlined in their agreement with the Board.

## **2. Applications and Permits**

Ontario's schools are community hubs where all people can gather to learn and participate in a range of activities offered by community organizations. In an effort to create affordable access to community facilities, the Ministry of Education has developed the Community Use of Schools grant, which allows the Board to provide subsidized rental rates for not-for-profit groups to use school facilities outside of regular school hours.

The Board will endeavour to make available to the public; facilities and premises for all educational or lawful purposes, which are consistent with the teachings of the Roman Catholic Church and must be complementary to the goals and beliefs of the Board.

Schools are typically available for public use during the following hours:

- ~~School days: 6:00 p.m. to 10:00 p.m.~~
- ~~Non-school days: 8:00 a.m. to 10:00 p.m.~~
- Monday-Friday 6:00 pm to 10:00 pm
- Saturday 8:00 am to 8:00 pm
- Sunday 8:00 am to 6:00 pm

The Board has a tiered approval system through the online Community Use of Schools Program. Community groups must complete an Online Application to use school facilities. Applications should be submitted at least two (2) weeks in advance of the requested activity:

1. A new user to the online booking system must create an account with all required information and login.
2. An email will then be forwarded to the email address provided to activate your account. If requesting a new permit as part of a larger community group with several permit holders, the email message may be forwarded to the "leader" of the community group to verify the new user's role within that community group.
3. Once the account has been activated, new permits may be created.
4. For new permits, all information required regarding the new permit must be completed (i.e., category, date(s), time(s), reoccurrences, school, spaces to be used, event supervisors, special instructions, comments to the custodian, etc.) and save and close the permit.
5. Review the permit once again for accuracy, i.e., correct dates / times, etc., to avoid Change Permit Fees after the permit has received final approval and has been locked.
6. Once the permit has been saved, it is placed in a pending category.
7. The Plant Assessment & Community Use Secretary will review the booking to ensure that all details are complete (i.e., there are no conflicts regarding the category, date(s), time(s) or space(s) required, review permit costs and include any additional costs regarding, extra custodial time, insurance, water flushing, etc.) and include comments regarding special



- instructions or comments for the custodian or permit holder and approve or deny the booking.
8. If the permit is denied, the Plant Assessment & Community Use Secretary will provide a reason for the denial in the comments section for the permit holder.
  9. If the permit is approved by the Plant Assessment & Community Use Secretary, details regarding the booking will then be forwarded to the administrator of the school where the booking will occur.
  - ~~10. The school administrator will review the booking, make any comments, if required, and approve or deny the booking.~~
  - ~~11. If the booking is denied, the school administrator will provide a reason for the denial in the comments section for the permit holder.~~
  - ~~12. If the permit is approved by the school administrator, it will be returned to the Plant Assessment & Community Use Secretary for final review and approval.~~
  13. The Plant Assessment & Community Use Secretary will grant final approval only when all information is completed, a valid Certificate of Insurance has been obtained and proof of licensing (where applicable) has been received from the permit holder. Payment is due upon approval of the permit.
  14. Once the permit has received final approval, an email is forwarded to the permit holder informing them that their permit has been approved and locked.
  15. When a permit has been approved and locked, the permit holder is no longer able to make changes to the permit. Permit changes can only be made by the Plant Assessment & Community Use Secretary and applicable Change Permit fees will apply.

All inquiries, concerns and/or complaints should be directed to the Plant Assessment & Community Use Secretary at [cus@bhncdsb.ca](mailto:cus@bhncdsb.ca). A permit holder can check the status of their permit by using the Board's Online Booking system at any time.

Beginning July 2<sup>nd</sup> and ending September 15<sup>th</sup>, permit holders may submit, for approval, no more than two (2) bookings per week per rental facility to ensure all community members and groups equal opportunity to access Board-owned facilities. Beginning September 30<sup>th</sup>, permit holders may submit, for approval, additional bookings per week per rental facility.

The Board reserves the right to revoke a booking/permit at any time. The Board, schools, and Roman Catholic Churches have first right to all Board-owned facilities and their right to use a booking space can supersede an existing request for permit; if necessary. In addition, the Board must comply with the terms and conditions under the Election Act for use of Board-owned facilities by federal, provincial, and municipal governments. Election permits will take precedent over all other permits. All fees will be refunded for the period of school, Board, parish, or election use.

The Board will endeavor to honour historical permits, providing first right of refusal for the same facility and time. In the event of any conflict, permits will be approved using the following priority sequence:

1. BHNCDNB and Associated Users
2. JUFA
3. Non-Profit Youth
4. Non-Profit Adult
5. Non-Profit Other
6. Non-Profit Priority Schools
7. Reciprocal Users
8. Commercial / Private User



### 3. General Condition of Use

1. Permits are not transferable.
2. Permits are valid for the current school year only and new applications must be made on an annual basis, beginning July 2<sup>nd</sup>.
3. Applications for the following school year (the first Monday following Labour Day in September until June 30<sup>th</sup>) can be submitted online as of July 1<sup>st</sup> 2<sup>nd</sup>. New applications submitted prior to July 1<sup>st</sup> will be denied.
4. Outdoor fields are generally available for booking during the months of May to September. Outdoor field use is subject to the conditions of the field and may be impacted by the weather and soil conditions. Start dates for field use may be delayed, or field use may be disrupted or prohibited, until field conditions are restored.
5. Permits will be cancelled when schools are closed due to inclement weather or for reasons beyond the control of the Board. Notice of cancellation will be provided as quickly as possible in each situation.
6. During times of inclement weather, cancellations will be announced on local radio stations and posted on the Board's website ([www.bhncdsb.ca](http://www.bhncdsb.ca)). An email message will also be forwarded to all permit holders on the cancellation day, via the online booking system, to advise permit holders of the cancellation. All fees will be refunded for the period of inclement weather.
7. Smoking is prohibited on all Board-owned property; 24-hours per day, as outlined in the Smoke-Free Ontario Act. Permit holders are not permitted to smoke outside the building and must vacate Board property for smoking purposes.
8. No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.
9. If a Permit Holder's policies or activities are contrary to the philosophy, mission and values of the Board, the Permit Holder shall be denied use of any property of the Board.
10. A person or persons shall not use Board-owned facilities unless an online Permit Application has been received and approved in accordance with this policy and administrative procedure.
11. The Permit holder may be required to print a copy of their permit(s) to gain access to the rental space or to verify permission to use specialized gymnasium equipment, audio visual or sound equipment.
12. Nuts and nut products, shellfish and latex (balloons) are not permitted in Board-owned facilities as these products pose a significant health risk to some of our students and community members.
13. Clean, rubber-soled, non-skid and non-marking athletic shoes must be worn by all players during athletic functions held in school gymnasiums and / or general-purpose rooms
14. Signs and decorations may not be attached to walls or elsewhere without prior arrangement and permission from the school administrator **and/ or Facilities Manager/ Senior Manager of Facilities & Construction.**
15. All additions or alterations to any part of a Board-owned structure are to be noted in the Online Application and must be approved by the **Senior Manager of Facilities & Construction/ Manager of Facility Services (or designate).**
16. The use of any outdoor area, i.e., outdoor field and parking lot, must be reserved through the Board's online booking system.
17. Vehicle parking is permitted in designated parking areas only. Parking is not permitted on grass or asphalt play areas.
18. Seating capacities in gymnasiums and cafeterias must not exceed the Fire Department's limit indicated on the capacity listings posted in these areas.



19. The permit holder is responsible for enforcing all fire regulations and must ensure that obstructions are not placed in corridors or in front of fire exits. Some events / bookings, which use tables and chairs, may require the permit holder to submit a floor plan to the Plant Assessment & Community Use Secretary; for approval and to ensure Fire Safety compliance.
20. In compliance with Fire Regulation and immediately upon the sounding of the fire alarm, house lights will be activated, and the permit holder and their audience will be requested to leave the rental space by the nearest exit(s). Only when the Fire Department has brought the fire under control or has determined that a false alarm has occurred, will the permit holder and their audience be permitted to re-enter the rental space.

#### 4. Restriction and Limitations

1. Except for use as Polling Stations during elections, schools shall not be used for partisan political events.
2. Permits will not normally be issued during the months of July and August, due to annual maintenance of schools and vacation schedules of staff members. Permits will not be issued during the last two weeks of August. The Board will consider granting permits on a case-by-case basis during the excluded dates above.
3. Typically, permits will not be issued during statutory holidays, Easter Monday, professional development days or during Christmas holidays and March Break (this includes the weekends before and after Christmas holidays and March Break).
4. From time-to-time, permits will not be issued at Board-owned facilities when construction or renovations are underway, when major repairs or maintenance have been scheduled, or unforeseen incidents have occurred, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.
5. A limited number of Board-owned facilities may be available for rental during the excluded dates above.
6. Floor hockey, ball hockey, and other high-risk activities are not permitted inside any Board-owned facility.
7. Indoor soccer is permitted, but only with the use of indoor soccer balls.
8. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
9. Elementary school classrooms are not available for rental. If a community member or group requires a classroom-type space, please contact the Plant Assessment & Community Use Secretary to discuss alternative areas. Alternatively, secondary school classrooms are available as rental spaces to community members or groups.

#### 5. Use of Equipment

1. Tables, chairs, dishes, and other equipment, brought into the facility by the permit holder, shall be removed promptly after the permit activity.
2. Permit holders are not permitted to store furniture, equipment, or material in any Board-owned facilities, unless the permit holder has written consent from the school administrator of the facility **and/or Senior Manager of Facility Services & Construction/ Manager of Facility Services**. This consent should be noted in the online booking.
3. Typically, gymnasium equipment, other than basketball nets and volleyball standards, are not available for use by permit holders. However, the school administrator may grant permission for the use of other gymnasium equipment. Only specific items, requested in the online booking, will be left in the gymnasium by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to specific equipment by the permit holder
4. Typically, the use of audio visual and sound equipment are not available for use by permit holders. However, the school administrator may grant permission for the use of this equipment. Only specific items, requested in the online booking, will be left in the rental



space by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to audio visual and sound equipment by the permit holder.

5. Use of the kitchen / staff room, its equipment, and small wares, is not permitted in any school.
6. All scenery, special effects, props, etc. must be approved by the school administrator at least 24 hours prior to presentation or dress rehearsal. All scenery, special effects, props, etc. must be removed from the premises immediately after the booking or within a period of time agreed to by the school administrator and the permit holder.

## 6. Activities Not Approved

1. Permits will not normally be issued for events such as weddings, baby / wedding showers, "buck & doe's", birthday parties, large community events / festivals, etc., unless written consent has been granted by the Director of Education or the Superintendent of Business Services or their designate.
2. School board facilities may be used for any function, except those not deemed to be acceptable by the Director of Education, Superintendent of Business & Treasurer, the school administrator or designate.

## 7. Insurance Requirements

The Board's insurance coverage **does not** protect users or user groups. All user groups must provide proof of general liability insurance (Certificate of Insurance) in the name of the user group for the entire duration of the permit. Permits will not be approved without proof of insurance. User groups agree to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. To supply and provide proof of insurance. User groups shall request a Certificate of Insurance from their insurance provider for general liability insurance in the minimum amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy.
3. During the use and occupations of the premises, the user groups shall indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises, unless such injury or damage results from the sole negligence of the Board.

Groups not covered by liability insurance may purchase the required insurance through the BHNCDNB based on the User Group Policy and Rating Schedule. The cost of the insurance will be reflected in the permit. Failure to provide a certificate of insurance, or to purchase the required insurance coverage prior to the activity, shall result in cancellation of the request.

Permit holders must supply and provide proof of valid insurance five (5) calendar days prior to the first booking. If the certificate is not provided within the designated timeframe, the first booking of the permit will be cancelled and not reinstated.

## 8. Community Use Fees

All fees shall be paid, in advance, directly to the Board. The online Community Use of Schools system allows permit holders to pay by credit card and the Board encourages permit holders to use this method of payment. The permit holder may wish to pay the entire cost of the permit or have it pro-rated over the length of the permit, with monthly installments made to their credit card.

For permit holders who do not have a credit card, cheques must be received at least 14 days prior to the first booking date. Cheques are to be made payable to the BHNCDNB and should quote the permit number, i.e., 2020-13-14-0008.



Cheques should be mailed to the following address:

Brant Haldimand Norfolk Catholic District School Board  
Attention: Plant Assessment & Community Use Secretary  
322 Fairview Drive  
P.O. Box 217  
Brantford, ON N3T 5M8

Failure to pay applicable fees will result in the immediate cancellation of all future permits.

It is the intent of the Board to provide subsidized rental rates to non-profit organizations under the Community Use of Schools grant made available by the Ministry of Education. The rate of subsidy will be determined annually; based on the grant provided to the Board.

The Community Use of Schools Rates and Fees schedule outlining all fees to be paid, shall be established by the **Board-Superintendent of Business & Treasurer**, and may be adjusted annually, or on an as needed basis, if contractual obligations are required. Fees will be adjusted annually based on Board expenses and the cost recovery model. The Community Use of Schools Rates and Fees schedule will be communicated and posted on the Board website annually.

The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to the building, grounds and equipment and lost or stolen items. The Board will seek full restitution for any theft / loss and / or damage done to its buildings, equipment or grounds by the permit holder.

Notwithstanding anything in this policy, the Board may charge fees for other direct costs associated with use of Board facilities, including, cost of additional staffing, security, or snow removal.

#### Hourly Rental Rates

Community use rental rates are based on the activity of the permit holder and the type of space booked. Refunds are subject to cancellation timelines as established under cancellation fees.

#### Custodial Fees

A Board custodian must be on site for all community use activities. Custodial fees will be applied when a custodian is not already scheduled to work at a school. An on-site custodian varies from each school and a minimum two **and a half** hour charge will be applied, which includes time for set-up, clean-up and opening/closing the facility.

Custodial fee refunds are subject to cancellation timelines as established under Cancellation Fees.

#### Permit Application Fee

An application fee is a non-refundable administrative fee applied to each permit. User groups with multiple permits will only be charged a maximum of \$100.00 per school year.

#### Permit Change Fee

Once a permit has received final approval it will be "locked" and changes cannot be made to the permit. If a permit holder requires changes to be made to their booking, a non-refundable permit change fee will be charged for each change requested.

#### Permit Cancellation Fee

A minimum of **seven (7) five (5)** calendar days or **three (3) business days** are required to cancel any permit. A non-refundable cancellation fee will be charged to any permit if the permit holder cancels a booking less than **seven (7) five (5)** calendar days or **3 (three) business days** before the date of the



booking.

#### 'No Show' Fee

If a user group is not in attendance for their scheduled booking date, all fees and costs, including a non-refundable 'no-show' fee will be charged to the permit holder.

A user group may be suspended from future bookings for 'no showing' at the discretion of the Superintendent of Business & Treasurer.

#### False 9-11 / Fire Alarm Fee

If a false alarm is caused by the permit holder or a member of their audience, permit holders will be charged for the costs of security, police, or fire department false alarms.

#### Outdoor Lighting Fee

If outdoor facilities such as sports fields are used and the lighting is required for the duration of the permit hours, an outdoor lighting fee will be charged.

## 9. Roles and Responsibilities

### School Administrator

It is the responsibility of the school principal to:

- Input all school-sanctioned events, before June 1<sup>st</sup> of each school year, into the Board's online booking system so that community groups are aware of the availability of school facilities.
- ~~Approve or deny permits, within three working days of notification of the application, for the use of facilities in their school by community groups~~
- Verify permits in the Board's online booking system, as required.
- Report, using the online booking system, where possible if:
  - Adequate supervision is not maintained.
  - Participants or spectators/guests enter the rental space before an adult supervisor arrives.
  - There are still participants and/or spectators/guests present after the permit has ended.
  - If exterior doors are propped open.
- Approve or deny requests for the use of gymnasium equipment, other than basketball nets and volleyball standards and for the use of audio visual and / or sound equipment. If such requests are approved by the principal, these specific items will be left in the gymnasium or rental space by the principal or designate.
- Ensure that permitholders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.

### Plant Assessment & Community Use Secretary

It is the responsibility of the Plant Assessment & Community Use Secretary to:

- Ensure that online bookings by community groups are complete and meet the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures, i.e., validation of insurance, Party Alcohol Liability (PAL) insurance, licensing, payment for use of facilities, etc.
- Ensure, before June 1<sup>st</sup> of each school year, that all areas of the online booking system are configured, updated and consistent with the Board's Community Use of Schools policy and procedures, i.e., calendar year, excluded dates, permit types, space types, costs / subsidies,



equipment, notifications, comments, frequently asked questions, etc.

- Respond to inquiries and questions regarding the use / rental of Board-owned facilities.
- Respond to inquiries and questions regarding the use of the Board's online booking system.
- Approve or deny the initial request to book a school facility.
- Ensure that permit holders have correctly stated their Permit Type and make changes / corrections where necessary. In the case of a permit type discrepancy, the Plant Assessment & Community Use Secretary's decision is final.
- Allocate custodians for each booking **in coordination with the Supervisor of Custodial Services.**
- Allocate fees / discounts, as required, to permit holders, i.e., application fees, rental fees, multiple usage discounts, cancellation fees, security card fees, permit change fees, etc.
- Approve custodian time sheets or online submissions, as required, for time required to open / close a school, to water flush a school, to set up and clean the space used by the permit holder, etc.
- Ensure adherence to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures and take necessary action, as required, i.e., discuss infractions, issue warnings, administer fees, cancel bookings, cancel permits, and deny bookings.
- Prepare Ministry and Board reports and other reporting requirements for review.

#### Custodian

It is the responsibility of the custodian to:

- Verify permits in the school online calendar, as required, noting space required, dates / times, special instructions, permissions for the use of other gymnasium equipment or audio visual and sound equipment, etc.
- Ensure the care and protection of school property while bookings are in progress.
- Set-up rental spaces as required by the permit holder and ensure that rental spaces are left in a clean orderly fashion by the permit holder.
- Be onsite for the duration of the booking.
- Ensure that youth participants do not enter the rental space before an adult supervisor arrives.
- Ensure, where possible, that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Monitor, when possible, community members and groups to ensure adequate supervision is maintained at all times.
- Ensure that permitholders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.
- Report all violations on the day of the event:
  - To the school administrator via email.
  - To the Plant Assessment & Community Use Secretary using the online booking system.

#### Manager of Facility Services Senior Manager of Facilities & Construction

It is the responsibility of the Manager of Facility Services (or designate):

- Advise, the Plant Assessment & Community Use Secretary, before April 1<sup>st</sup> or as soon as it is known, of any Board facility, which cannot be rented due to construction or renovations, major repairs or maintenance, or unforeseen incidents, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.



- Approve or deny all additions or alterations to any part of a Board-owned structure, which are noted in the Online Application.
- Train and familiarize caretakers with eBase and the Community of Use system
- Ensure appropriate custodial coverage is in place for all permits
- Respond to facility emergency situations

#### Permit Holder

It is the responsibility of the permit holder to:

- Adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Failure to do so could result in the cancellation of permit(s).
- Complete an Online Application for the rental of Board-owned facilities.
- Make new permit requests at least 14 days prior to the first date of the activity. If the request is not made within this period of time, the Board cannot ensure that final approval of the booking will be granted before the first date required.
- Upload, a valid Certificate of Insurance and proof of licensing (where applicable) to the online permit or purchase insurance through the Online Permit Application process. A minimum of 14 calendar days prior to the date of the start of the permit is required to purchase insurance.
- Provide payment when the permit has received final Approval.
- Ensure that bookings are accurate so that Change Permit Fees are not charged.
- Cancel bookings at least ~~seven (7)~~ **five calendar days or 3 (three) business days** before the booking date, so that Cancellation Fees are not charged.
- Assume full responsibility for the acts and conduct of all persons admitted to the premises while their booking is scheduled.
- Ensure that participants and spectators, siblings, etc., remain within the designated rental space.
- Ensure that all participants and spectators leave the rental space before the ending time of the booking.
- Ensure that adequate adult supervision is maintained in all rental spaces, i.e., when many areas are used, an adult supervisor must be present in each of the areas.
- Ensure that youth participants do not enter the rental space before an adult supervisor arrives.
- Ensure that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Report all critical injuries to the Board's Disability Management & Safety Coordinator immediately after the incident at 519-756-6505. A critical injury is an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, involves the amputation of a leg, arm, hand or foot, consists of burns to a major part of the body or causes the loss of sight in an eye.
- Be responsible for all damages incurred while their booking is scheduled. This shall also include reimbursement of costs to repair damage caused to the Board's fields and play spaces.
- Ensure that the rented space used is left in the same, or better, condition than when the booking began.
- Produce an electronic or printed copy of the permit, upon request while onsite.



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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### Policy Committee Meeting Tuesday March 10, 2026 ♦ 4:00 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, (Superintendents of Education)

**Regrets:** Michael Lawlor, Phil Wilson (Superintendents of Education)

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## 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: Carol Luciani

Seconded by: Dennis Blake

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

**Carried**

### 1.4 Approval of Minutes from the Policy Committee Meeting – February 17, 2026

Moved by: Toni Poirier

Seconded by: Carol Luciani

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

**Carried**

### 1.5 Business Arising from the Minutes - Nil

## 2. Committee and Staff Reports

### 2.1 Police Records Check Policy #300.15

Superintendent Greco presented the revised Police Records Check Policy. The revised Policy includes amendments to align with new legislation including the requirement for employees to renew their Police Records Check every five (5) years. The revision provides a clear distinction between the levels of Police Records Check and specifically the Criminal Record and Judicial Matters Check (CRJMC) and the Vulnerable Sector Check (VSC). The type of Police Records Check required for each position will be determined by the Board. The new provisions also apply to students participating in educational placements, practicum or other work integrated learning opportunities within Board schools or facilities, as required under Ontario Regulation 521/01. It was noted that the annual offence declaration still needs to be completed by employees. Discussion around communication with staff was had along with the associated



costs to the employee. Further clarification was sought around what is included with the Vulnerable Sector Police Records Check.

Moved by: Toni Poirier

Seconded by: Carol Luciani

THAT the Policy Committee recommends 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.

**Carried**

## **2.2 Community Use of Schools Policy #400.05**

Superintendent Nelson presented the Community Use of Schools Policy. The Community Use of Schools Policy and Administrative Procedure were reviewed to ensure they remain current and aligned with Board practices, Ministry guidance, and operational requirements. Changes around hours for public use were clarified and adjusted to better align with operational requirements and the Board's cost recovery model. The approval processes within the administrative procedure were updated to reflect the current organizational structure and responsibilities within facility services and school administration. The roles and responsibilities of staff and permit holders were revised to improve clarity and ensure alignment with current operational practices. The Superintendent of Business and Treasurer will review and establish the Community Use of Schools Rates and Fees annually, with any revisions reported to the Board for information, as appropriate. Discussion was had surrounding the categories of the fees for non-profit groups and parishes.

Moved by: Bill Chopp

Seconded by: Dennis Blake

THAT the Policy Committee recommends 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.

**Carried**

## **3.0 Adjournment**

Moved by: Dennis Blake

Seconded by: Bill Chopp

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

**Carried.**

**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: March 24, 2026  
 Submitted by: Michael McDonald, Director of Education & Secretary

**INTERNATIONAL EXCURSIONS - 2028**

Public Session

**BACKGROUND INFORMATION:**

International excursions (i.e. trips) are an extension of the classroom and rich opportunities to bring the curriculum and/or co-curricular life of the school alive for students. All trips are governed under Policy #500.01.P - *Educational Field Trips and Excursions* which explicitly limits international excursions to secondary school pupils and provides directives about supervision, insurance and missed class time. International excursions fulfill the following Catholic Graduate Expectations:

- A Self-Directed, Responsible Life-long Learner who:
  - Responds to, manages and constructively influences change in a discerning manner
  - Applies effective communication, decision-making, problem-solving, time and resource management skills
- A Responsible Citizen who:
  - Respects and affirms the diversity and interdependence of the world's peoples and cultures
  - Respects and understands the history, cultural heritage and pluralism of today's contemporary society
  - Exercises the rights and responsibilities of Canadian citizenship.

The excursions below will be open to all Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) secondary students (if necessary). The prices provided include flights, buses, hotel accommodations (which include breakfast and dinners for each day), entrance fees to tourist sites, and travel insurance.

**DEVELOPMENTS:**

Assumption College School, St. John's College, and Holy Trinity Catholic Secondary School are seeking approval for the following two international excursions in 2028. The dates indicated are tentative based on flight schedules. All trips are scheduled during the March Break of 2028.

Destination	Date	School(s)	Program/ Team	Tentative Teacher Supervisors	Ratio	Number Students Attending	Approx Cost
Greece	March 11-19, 2028	Assumption St. John's	Arts	Katie Benoit Rachel Meneguzzi Agata Kowalski Steve Glowala	1:8	35-50 (Grades 9-12)	\$5866
France, Monaco, Italy, Vatican	March 9-19, 2028	Assumption St. John's Holy Trinity	French Italian	Anna Lisa Pace Anna Poulimenos Alexandria Bell Jenn Roger Paul DeKeers	1:8	24-40 (Grades 10-12)	\$5763

## **Greece: Arts – Assumption College School and St. John’s College**

The Arts Departments of Assumption College School and St. John’s College are requesting approval to take 35-50 secondary school students to Greece from Saturday, March 11, 2028, to Saturday, March 19, 2028, through EF Educational Tours.

This excursion will provide students with the opportunity to visit some of the classical world’s most historic sites. Pupils will have the opportunity to visit Athens and Corinth as well as the ancient communities of Delphi, Olympia and Mycenae. Ancient Greek visual art, pottery, and architecture will be explored. Student artists will have an opportunity to work at Athens’s famed acropolis, Cape Sounions’s Temple of Poseidon, and the coast of the Aegean Sea. This will allow pupils to achieve a key curriculum expectation: to assess the impact that the creation and analysis of art works has had on their personal identity and values and their perceptions of society. There will be an opportunity to celebrate a Catholic mass and the tour will periodically follow the route that St. Paul took as he preached the Good News to the first century people of Greece. This excursion provides an excellent opportunity for students to view and be inspired by classical art. Additional curriculum expectations and a full itinerary have been provided as part of the trip application process.

## **France, Monaco, Italy and the Vatican: French and Italian – Assumption College School, St. John’s College and Holy Trinity Catholic Secondary School**

The Modern Language Departments of Assumption College School, St. John’s College and Holy Trinity Catholic Secondary School are requesting approval to travel to France, Monaco, Italy and the Vatican with 24-40 Grade 10-12 students from Thursday, March 9, 2028 to Sunday, March 19, 2028, through EF Educational Tours.

This excursion will provide students with the opportunity to realize their curriculum and classroom learning by speaking French and Italian while experiencing the culture of four European countries. While in Paris, students will visit famous landmarks such as the Eiffel Tower, the Latin Quarter and the recently restored Notre Dame Cathedral. Pupils will visit the Louvre, observing the work of several renaissance masters, and have an opportunity to tour the Palace of Versailles. Students will travel to the French Riviera and to neighbouring Monaco, one of Europe’s smallest countries, for a walking tour. In Italy, participants will visit the great cathedral and Tower of Pisa, Il Duomo in Florence, and the Colosseum and the Capitoline Hill in Rome. The trip concludes with a visit to the famed Vatican museum, Sistine Chapel and St. Peter’s Basilica where there will be an option to attend mass. Exploring the art and architecture of these sites as well as the culture of these various communities will allow students to achieve three key expectations of their curriculum: speaking the language to communicate, speaking the language to interact with others, and gaining an intercultural understanding. Additional curriculum expectations and a formal letter requesting the use of two instructional days for this excursion have been provided as part of the trip application process.

### **RECOMMENDATION:**

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.

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.

## 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: March 24, 2026  
Submitted by: Mike McDonald, Director of Education

### GLOBAL SOUTH ENCOUNTER - GUATEMALA

Public Session

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#### **BACKGROUND INFORMATION:**

International excursions (i.e. trips) are an extension of the classroom and rich opportunities to bring the curriculum and/or co-curricular life of the school alive for students. All trips are governed under Policy #500.01.P - *Educational Field Trips and Excursions* which explicitly limits international excursions to secondary school pupils and provides directives about supervision, insurance and missed class time. International excursions fulfill the following Catholic Graduate Expectations:

- A Self-Directed, Responsible Life-long Learner who:
  - Responds to, manages and constructively influences change in a discerning manner
  - Applies effective communication, decision-making, problem-solving, time and resource management skills
- A Responsible Citizen who:
  - Respects and affirms the diversity and interdependence of the world's peoples and cultures
  - Respects and understands the history, cultural heritage and pluralism of today's contemporary society
  - Exercises the rights and responsibilities of Canadian citizenship.

In April of 2018, 2019, and 2020, the Board approved an international excursion to Guatemala for secondary students to learn about and encounter their Catholic call to service. Specifically, the trip was designed to provide pupils with an opportunity to practice the following Catholic Social Teachings:

- Dignity of the Human Person
- Preferential Option for the Poor and Vulnerable
- Solidarity.

Prior to the departure of the first service excursion, the Brant Haldimand Norfolk Catholic School Board (BHNCDSD) commissioned a staff delegation to work with *One by One*, a travel company specializing in service excursions to Latin America, to determine and survey an appropriate community in Guatemala. This brought about a fruitful, symbiotic relationship with a Guatemalan community that was visited by student excursions for three years, only to be disrupted by the COVID-19 pandemic and continues to be visited by BHNCDSD staff excursions (funded solely by the staff participants). Like several Catholic school boards throughout Ontario, the BHNCDSD's commitment to teach and facilitate the Catholic faith's call to service has directly benefited both our trip participants and a community in the global south.

The student excursions in particular were a blend of service learning (work projects in a Guatemalan community), encounter activities (relationship building with people in the community), historical and cultural learning (through lectures, tours, reading and discussion) and faith formation (prayer and catechesis). The service trips met their objectives successfully and the students returned safely to Canada determined to change the world and humbled by the generosity and kindness they encountered in Guatemala.

**DEVELOPMENTS:**

Given the success of the 2018, 2019 and 2020 student excursions, staff are seeking approval from the Board to resume this opportunity with a January 2027 student service trip to Guatemala. Staff facilitators are committed to offering the same robust training which would include activities related to cultural sensitivity, vaccinations, travel safety, team building, faith formation and catechesis (especially as it relates to the Ontario Catholic School Graduate Expectations and Catholic Social Teaching). The excursion would be open to 15-25 Grade 11 and 12 students from Assumption College School, St. John’s College and Holy Trinity Catholic Secondary School. No instructional time would be missed and any conflicts with Semester 1 Final Examinations would be accommodated. The staff facilitators would be working alongside *One by One* in the hopes of continuing the long-term relationship with the Guatemalan community we have worked with in the past. A sample trip itinerary modelled after the 2020 student excursion has been provided as Appendix A. The objectives of the program that include the academic requirements and catechesis are attached as Appendix B. Opportunities to subsidize the cost of the trip for students through fundraising would occur in the months prior to the trip.

Destination	Date	School(s)	Tentative Teacher Supervisors	Ratio	Number Students Attending	Approx Cost
Guatemala	January 2027	Assumption St. John's Holy Trinity	Tara Williams Keri Calvesbert TBD	1:8	15-25 (Grades 11-12)	\$3000

The staff facilitators are committed to a process of continual review, evaluation and planning to provide as rich of a spiritual and learning opportunity as possible for student participants.

**RECOMMENDATION:**

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.

**APPENDIX A:  
Global South Encounter – Guatemala SAMPLE Itinerary**

Day 1 Friday, January 24, 2020			Day 2 Saturday, January 25, 2020			Day 3 Sunday, January 26, 2020			Day 4 Monday, January 27, 2020			Day 5 Tuesday, January 28, 2020		
M	A	E	M	A	E	M	A	E	M	A	E	M	A	E
		<p><b>Group Arrival</b> Flight 627 Avianca 8:48 pm</p> <p><b>Arrive @ Villas</b> 10:30pm</p> <p><b>Welcome/Snack/ Settle-In/Lights- Out</b> TBD</p> <p><b>Prayer: Abby</b></p>	<p>7:00 am <b>Meditation/Lectio Divina/Check- In/Breakfast</b> (1 Corinthians 12:12-13) <b>Prayer: Nicolle</b></p> <p><b>Community Visit (October 20<sup>th</sup>)</b> Welcome, Introductions, Orientation, Community Tour (Gerardo, Nathan, Community Leaders and School Teachers)</p>	<p><b>Lunch @ Villas</b></p> <p>2pm <b>Walking Tour of Antigua (Manuel)</b></p> <p><b>Session on Mayan Culture:</b> Customs, Spirituality Clothing, History, Language (Manuel)</p> <p><b>Check-In Circle:</b> Peter to give a 15-minute overview of significance of Chichicastenango market</p>	<p>5:00 pm <b>Dinner</b> <b>Prayer: Kia</b> <b>Mass</b></p> <p><b>Session on Mayan Culture:</b> Customs, Spirituality Clothing, History, Language (Manuel)</p> <p><b>Check-In Circle:</b> Peter to give a 15-minute overview of significance of Chichicastenango market</p>	<p>7:00 am <b>Meditation/Lectio Divina/Check- In/Breakfast</b> (Micah 6:8) <b>Prayer: Ashley</b></p> <p><b>Tour – Ruins of Iximche and Mayan/Tourist Market in Chichicastenango</b> (Manuel – short session) During lunch: Manuel to give an overview of the market and what will be seen in the Church</p> <p><b>Bagged Lunch Provided</b></p>		<p>6:00 pm <b>Dinner</b> <b>Prayer: Olivia</b></p> <p><b>***Reflection:</b> Share Highlights and Challenges of the day. Identify Similarities/Differences between Mayan Peoples and Indigenous Peoples of Canada. What can we learn from the Mayan people?</p> <p><b>Free Time</b></p>	<p>7:00 am <b>Meditation/Lectio Divina/Check- In/Breakfast</b> (1 Timothy 4:12) <b>Prayer: Charlotte</b></p> <p><b>Community October 20<sup>th</sup> Work Projects</b></p> <p><b>Bagged Lunch Provided</b></p> <p>5:00 pm Arrive @ Villas</p>	<p>6:00 pm <b>Dinner</b> <b>Prayer: Caitlyn</b></p> <p><b>***Reflection:</b> Share Highlights and Challenges of the day. Where did you see/experience God today? What impact did today's scripture have on your experiences of the day?</p> <p><b>Free Time</b></p>	<p>7:00 am <b>Meditation/Lectio Divina/Check- In/Breakfast</b> (1 Peter 2:9) <b>Prayer: Sebastian</b></p> <p><b>Community October 20<sup>th</sup> Work Projects</b></p> <p><b>Bagged Lunch Provided</b></p> <p>5:00 pm Arrive @ Villas</p>	<p>6:00 pm <b>Dinner</b> <b>Prayer: Justine</b></p> <p><b>***Reflection:</b> Share Highlights and Challenges of the day. In what ways did you carry the light of Christ today?</p> <p><b>Free Time</b></p>		

**NOTE: \*\*\*Reflections subject to change. Reflections to be based on Scripture and experience in Guatemala\*\*\***

**APPENDIX A:  
Global South Encounter – Guatemala SAMPLE Itinerary**

Day 6 Wednesday, January 29, 2020			Day 7 Thursday, January 30, 2020			Day 8 Friday, January 31, 2020			Day 9 Saturday, February 1, 2020			Day 10 Sunday, February 2, 2020		
M	A	E	M	A	E	M	A	E	M	A	E	M	A	E
<p>7:00 am Meditation/Lectio Divina/Check-In/Breakfast <b>(Psalm 24:1-2)</b> Prayer: Alex</p> <p>Community October 20<sup>th</sup> Work Projects (half day)</p> <p>House Visit &amp; Traditional Guatemalan 'Churrasco' Lunch @ Gerardo's</p> <p>5:00 pm Arrive @ Villas</p> <p>Free Time</p> <p>7pm Conversation with Bianka García about Henkel &amp; their Sustainability Program in Guatemala</p>	<p>6:00 pm Dinner Prayer: Damian</p> <p><b>***Reflection:</b> Share highlights/challenges of today. Reflect on our call to care for creation. What role does Canada play in Guatemala's environmental issues?</p> <p>Free Time</p>	<p>7:00 am Meditation/Lectio Divina/Check-In/Breakfast <b>(1 Corinthians 12:24-27)</b> Prayer: Owain</p> <p>Community October 20<sup>th</sup> Work Projects</p> <p>Bagged Lunch Provided</p> <p>5:00 pm Arrive @ Villas</p>	<p>6:00pm Dinner Prayer: Noah</p> <p><b>***Reflection:</b> Share highlights/challenges of your day. Reflect on your experiences of being with our brothers and sisters in the Global South. How has this encounter impacted your faith?</p>	<p>7:00 am Meditation/Lectio Divina/Check-In/Breakfast <b>(Romans 12:9-13)</b> Prayer: Jack</p> <p>Community October 20<sup>th</sup> Work Projects (half day)</p> <p>Visit to Chica Bean small coffee start-up located in Santa Lucia, Milpas Altas, Sacatepequez , empowering women through specialty coffee.</p> <p>Bagged Lunch Provided</p> <p>5:00pm Arrive @ Villas</p>	<p>6:00 pm Dinner Prayer: Molly</p> <p>7pm Dance Lesson with Gloria</p> <p><b>***Reflection:</b> Share highlights and challenges of your day. Reflect on where/how you have experienced hospitality in this encounter. How have you demonstrated/practiced hospitality? How can share with people in need in Guatemala/back at home?</p>	<p>7:00 am Meditation/Lectio Divina/Check-In/Breakfast <b>(Matthew 25:40)</b> Prayer: Fletcher</p> <p>Community October 20<sup>th</sup> Work Projects</p> <p>Farewell</p> <p>1:00 pm Arrive @ Villas</p>	<p>Free Time in Antigua</p> <p>Packing Time</p> <p>Lunch on your own in Antigua</p> <p>4pm <b>***Reflection:</b> Share highlights/challenges of your day(s). Final discussion/reflection: What are you taking back with you from this faith/service-learning Encounter experience? How can/will you apply what you've experienced back at home? How have you grown/changed? How will you live your Faith differently?</p>	<p>Mass</p> <p>Last Group Dinner @ Tre Fratelli (Included) Prayer: Autumn</p>	<p>Transport Pick-up from Villas &gt; Airport 230am</p> <p>Departure 612am Flight 589 Avianca</p>					

## **Appendix B**

### **Global South Encounter – Guatemala Program Objectives An Experience of Action and Contemplation**

#### **Hopes and Expectations based on Ontario Catholic School Graduate Expectations and Catholic Social Teaching**

- Provide students and accompanying staff a meaningful encounter with local and Indigenous people and the culture of Guatemala in the global south
- Contribute to a community service-learning project in a way not experienced as charity
- Contemplate the experience and make connections to our own culture
- Ground students' response in our Christian faith tradition especially through the social teachings of the Church and scripture
- Pay attention to environmental degradation and its root causes
- Become effective communicators in sharing their experience with family, peers, school, parish and local community
- Become reflective and holistic thinkers who respond critically in light of the gospel
- A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good
- A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life

#### **Teaching and Learning Components**

- Catholic social teachings (Development & Peace Resources)
- Community and Growth
- Prayer — liturgical, ritual, contemplative
- Spanish language
- Cultural sensitivity and adaptation
- Travelling abroad
- Environment (Laudato Si')
- Awareness Examen
- Power and Privilege

#### **Pre-Departure Components**

- Team Building
- Group Norms
- History & Introduction to Culture
- Privilege and Oppression (Development & Peace learning games)
- Prayer — visio, lectio and naturae divina (integrate use of photos)
- Medical information
- Risk Management — health & safety, food & water, security, medications and vaccinations
- Ethical storytelling, social media, photography, cell phone use

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

### TRUSTEE DETERMINATION AND DISTRIBUTION - 2026 ELECTIONS Public Session

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#### **BACKGROUND INFORMATION:**

The municipal elections to be held in October 2026 will include the election of school board trustees. In preparation for the election, school boards are required to determine the number of trustees to be elected and the distribution of those trustees in accordance with Ontario Regulation 412/00 under the Education Act.

In addition to determining the number and distribution of trustees, boards must also determine whether to designate one or more municipalities as low population areas. The rationale for designating low population areas is to ensure appropriate representation in geographic areas where the population may not be sufficient to justify a trustee position based solely on the population calculation.

The Education Act also allows district school boards to reduce their number of elected trustees below the number provided for in the Act and Regulation 412/00, provided that the number of trustees does not fall below the legislated minimum of five members. This reduction can only occur through a formal resolution of the Board, and if the Board chooses to exercise this option, the resolution must be passed before March 31 of the election year.

#### **Trustee Determination:**

The Brant Haldimand Norfolk Catholic District School Board has four municipalities:

- The City of Brantford and the Counties of Brant, Haldimand and Norfolk.

Based on data provided by the Municipal Property Assessment Corporation (MPAC), the population of the Board's electoral group is 28,750. Under Table 2 of Regulation 412/00, a board with an electoral group population of less than 30,000 persons corresponds to five (5) trustees.

The regulation also provides for additional trustees based on population density and geographic area. Density is calculated by dividing the population of the electoral group by the board's geographic area. With a board area of 4,067 square kilometres, the resulting density is approximately 6.88 persons per square kilometre.

Under the regulation:

- A density of 4.00 or greater results in zero additional trustees, and
- Boards with a geographic area of less than 8,000 square kilometres are not eligible for additional trustees based on geographic area.

As a result, no additional trustees are added through the density or geographic area provisions.

The regulation also considers dispersal factors for certain boards. As the Board is not listed among boards with a dispersal factor greater than zero, no additional trustees are added under this provision.

Following the population and geographic calculations, the resulting number of trustees is five (5).

### **Enrolment Requirement**

Ontario Regulation 412/00 requires that the calculated number of trustees be compared with a minimum number of trustees based on enrolment.

The Board's Day school average daily enrolment of approximately 12,600 students falls within the 10,000 to 13,999 enrolment range, which establishes a minimum requirement of six (6) trustees.

As the regulation requires that the greater of the calculated number and the enrolment-based minimum be used, the appropriate number of trustees for the Board is six (6).

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. This reflects the minimum number required based on enrolment, as the population and geographic calculations would otherwise result in five trustees.

### **RECOMMENDATION:**

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.

## APPENDIX A

### Trustee Determination and Distribution

#### Trustee Distribution – 2026

Municipality	Electoral Population					Trustee Distribution	
	2010	2014	2018	2022	2026	Electoral Quotient	Number of Trustees
City of Brantford	16,233	15,096	15,512	14,407	13,165	2.77	2
County of Brant	4,777	4,367	4,240	4,209	3,885	0.81	1
County of Haldimand	5,182	4,402	4,254	3,946	3,675	0.76	1
County of Norfolk	10,249	9,420	9,254	8,664	8,025	1.67	2
<b>Total</b>	<b>36,441</b>	<b>33,285</b>	<b>33,260</b>	<b>31,226</b>	<b>28,750</b>	<b>6</b>	<b>6</b>

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

Prepared by: Phil Wilson, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: March 24, 2026  
Submitted by: Mike McDonald, Director of Education & Secretary

## STUDENT ACHIEVEMENT UPDATE

Public Session

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### **BACKGROUND INFORMATION:**

The purpose of this report is to provide the Board of Trustees with an update on several current initiatives supporting student achievement across the Brant Haldimand Norfolk Catholic District School Board (BHCNDSB).

These initiatives reflect the Board's ongoing commitment to improving literacy and numeracy outcomes, strengthening instructional practices, and supporting evidence-informed decision-making that enhances student success.

The update includes information related to:

- Acadience Literacy Screening – Middle of Year Results
- Grade 9 Mathematics Semester 1 Achievement
- Ontario Secondary School Literacy Test (OSSLT) Action Plans and Achievement Targets
- Kindergarten Tablet Project Implementation
- Professional Learning Initiatives Supporting Student Achievement

Together, these initiatives support system-wide monitoring of student progress and inform responsive strategies that strengthen teaching and learning across the district.

### **DEVELOPMENTS:**

#### **Acadience Literacy Screening – Middle of Year Results**

BHCNDSB continues to implement the Acadience Literacy Screener as part of the Board's commitment to early identification of student literacy needs and targeted instructional support.

The Middle of Year (MOY) Acadience screening window provides an important opportunity to:

- Monitor student progress in foundational literacy skills
- Identify students requiring additional support
- Inform instructional planning and tiered intervention

System leaders and school teams are reviewing results to ensure that students identified as requiring support are receiving targeted instruction through classroom strategies and intervention programs.

The continued use of Acadience strengthens the Board's ability to monitor literacy development and ensure early intervention that supports long-term reading success.

## Acadience MOY Data Analysis

A total of 2172 students were screened at the Middle of Year:

- Kindergarten: 657 (247 did not meet benchmark at BOY)
- Grade 1: 736 (513 did not meet benchmark at BOY)
- Grade 2: 779 (436 did not meet benchmark at BOY)

Early Literacy and Numeracy Consultants (ELNC) provided direct classroom support and tiered interventions in Grade 1 classes at Priority Schools. The data below shows the percentage of students who moved up to the benchmark standard between the Beginning-of-Year and Middle-of-Year screenings.

### Percentage of Students Who Reached Benchmark

- Kindergarten Year 2: 2% of students moved to benchmark
- Grade 1 (Non-Priority Schools): 13% of students moved to benchmark
- Grade 1 (Priority Schools with ELNC support): 22% of students moved to benchmark
- Grade 2: 5% of students moved to benchmark

### Key Insight:

Grade 1 Priority Schools receiving ELNC support showed the greatest improvement, with 22% of students reaching benchmark, compared with 13% in non-priority Grade 1 schools.

### **Kindergarten**

	Number of Students did not meet Benchmark BOY, screened again MOY	Remained Below / Well Below Benchmark		Rose from Well Below to Below Benchmark		Rose to Benchmark	
2026	229	199	87%	11	5%	19	8%
2025	203	180	89%	6	3%	17	8%

### **Grade 1**

	Number of Students did not meet Benchmark BOY, screened again MOY	Remained Below / Well Below Benchmark		Rose from Well Below to Below Benchmark		Rose to Benchmark	
2026	358	250	70%	25	7%	83	23%
2026 Priority	131	76	58%	20	15%	35	27%
2025	630	463	73%	31	5%	136	22%

## Grade 2

	Number of Students did not meet Benchmark BOY, screened again MOY	Remained Below / Well Below Benchmark		Rose from Well Below to Below Benchmark		Rose to Benchmark	
2026	423	343	81%	33	8%	47	11%
2025	411	358	87%	28	7%	25	6%

## Grade 9 Mathematics – Semester 1 Achievement

The Board continues to monitor achievement in Grade 9 De-streamed Mathematics (MTH1W), recognizing its importance as a key transition course in the secondary pathway and a strong predictor of future student success.

Semester 1 achievement data for the 2025–2026 school year was reviewed across all three secondary schools. Overall, 530 students were enrolled in MTH1W across 23 sections taught by 15 teachers.

Across the system, 49 students (approximately 9%) were unsuccessful in the course, representing a decrease from midterm results as a result of targeted interventions and instructional supports implemented throughout the semester.

School-level results are summarized below:

School	Sections	Teachers	Students	Midterm Failure Rate	Final Failure Rate
<b>Assumption College School</b>	10	7 (3 new)	239	15.3%	13.2%
<b>Holy Trinity</b>	5	3 (0 new)	102	3.9%	1%
<b>St. John's College</b>	8	5 (2 new)	189	14.4%	9%

The data indicates variation in achievement across schools, with Holy Trinity Catholic High School demonstrating particularly strong success rates, while Assumption College School and St. John's College continue to focus on strengthening supports for students experiencing difficulty in the course.

Several contextual factors are being considered in reviewing these results, including:

- The number of new teachers assigned to Grade 9 mathematics, particularly at Assumption College School and St. John's College.
- The continued implementation of de-streamed mathematics, which requires strong instructional supports and targeted intervention strategies.
- Ongoing efforts to identify students requiring support early in the semester.

System supports to strengthen Grade 9 mathematics achievement include:

- Ongoing support from the Secondary De-Streamed Mathematics Consultant
- Monitoring of student progress throughout the semester
- Targeted intervention strategies for students at risk of failure
- Professional learning focused on effective de-streamed mathematics instruction
- Increased collaboration among secondary math departments

These efforts aim to strengthen instructional practices, improve student confidence in mathematics, and increase success rates in this critical secondary course.

### **OSSLT Action Plans and Achievement Targets**

All secondary schools have implemented targeted Semester 2 OSSLT action plans. The system focus is on precise intervention, particularly for students who are just below the provincial standard and who demonstrate strong potential to meet the success threshold with targeted support.

School-level achievement targets have been established:

- Holy Trinity Catholic High School – 94%
- St. John's College – 95%
- Assumption College School – 93%

These targets reflect a shared commitment across schools to strengthening literacy outcomes and ensuring students are well-prepared for the Ontario Secondary School Literacy Test.

A key focus of the action plans is supporting students who scored between 280–295 on previous OSSLT attempts, representing students who are very close to meeting the provincial standard. At Holy Trinity Catholic High School, for example, 79% of unsuccessful first-time eligible students fell within this near-pass range, highlighting the potential impact of targeted interventions for this group.

Examples of strategies being implemented through the school action plans include:

- Creating individual OSSLT tracking profiles for students in the 280–295 range
- Embedding weekly OSSLT-style reading and writing tasks within Grade 10 English classes
- Providing small-group literacy intervention blocks focused on main idea, inference, short writing tasks, and editing for conventions
- Using EQAO exemplars and rubrics to strengthen explicit writing instruction

Monitoring structures are in place at both the school and board level, with regular check-ins to review student progress and adjust interventions as needed. School leadership teams conduct biweekly reviews of student progress, while system leaders participate in monthly district monitoring meetings to ensure supports remain responsive and effective.

This coordinated approach is designed to ensure students receive timely, targeted support and that schools remain focused on achieving their Semester 2 OSSLT success targets.

### **Kindergarten Tablet Project Implementation**

During the current school year, BHCDSB has begun implementing the Kindergarten Tablet Project, designed to support teaching, learning, and documentation of student progress within Full-Day Kindergarten classrooms.

The initiative supports:

- Digital documentation of student learning
- Enhanced communication with families
- Opportunities for interactive and developmentally appropriate learning experiences

Kindergarten educators are receiving support to integrate tablets in ways that enhance inquiry-based learning while maintaining developmentally appropriate practices. It is hoped that early feedback from educators indicates that the technology is supporting observation, documentation, and engagement in student learning.

Phase 1 of the Kindergarten Tablet Pilot Project will include training for participating educators. The launch session is scheduled for March 30, 2026. System staff look forward to learning together with educators throughout the implementation of this project and reflecting on insights gathered during the pilot.

Phase 2 will begin in September 2026.

<b>Phase 1 (no. of classes)</b>	<b>Phase 2</b>
St. Gabriel (3)	Sacred Heart B
St. Theresa (1)	Blessed Sacrament
Notre Dame H (3)	St. Pius
St. Bernard (2)	Additional schools TBD
St. Cecilia (1)	
St. Michael H (1)	
St. Patrick H (2)	

### **Professional Learning Update**

Professional learning continues to play a critical role in strengthening instructional practices and supporting student achievement across the system.

Recent professional learning initiatives have focused on:

- Evidence-based literacy instruction
- Effective numeracy instruction
- Data-informed instructional planning
- Support for de-streamed Grade 9 mathematics
- Use of screening and assessment tools to guide instruction

System consultants and school leaders are working collaboratively with educators to ensure professional learning remains aligned with Board priorities and responsive to student learning needs.

### **Alignment with the Strategic Plan**

These initiatives support key priorities within the BHCNDSB Multi-Year Strategic Plan (2023–2027), particularly:

#### Teaching and Learning for All

Strengthening literacy and numeracy instruction and using evidence-informed practices to improve student achievement.

#### Belonging for All

Supporting inclusive learning environments where all students are known, valued, and supported.

#### Wellness for All

Creating supportive and engaging learning environments that promote student well-being and confidence.

Together, these actions reinforce the Board’s mission of “Excellence in Learning ~ Living in Christ.”

### **Next Steps**

Moving forward, the Board will continue to:

- Monitor student achievement data to guide system supports
- Strengthen early literacy interventions informed by Acadiance screening results
- Continue targeted supports for Grade 9 mathematics achievement
- Support schools in implementing OSSLT action plans and monitoring progress
- Expand professional learning aligned with system priorities
- Gather feedback on the Kindergarten Tablet Project to inform future implementation

System leaders will continue to work collaboratively with school teams to ensure that instructional practices and interventions remain responsive to student needs.

### **RECOMMENDATION:**

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

**2025-2026**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>
March 24, 2026	1:00 pm	Special Education Advisory Committee
<b>March 24, 2026</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>March 24, 2026</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
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	<b>Committee of the Whole</b>
April 28, 2026	6:30 pm	<b>Board Meeting</b>
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	<b>Committee of the Whole</b>
May 26, 2026	6:30 pm	<b>Board Meeting</b>
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
<b>June 23, 2026</b>	<b>4:30 pm</b>	<b>Committee of the Whole</b>
<b>June 23, 2026</b>	<b>6:30 pm</b>	<b>Board Meeting</b>
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