



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Policy Committee Meeting Tuesday June 10, 2025 ♦ 3:30 p.m. Boardroom

Trustees:

Dan Dignard (Chair), Dennis Blake, Carol Luciani, Mark Watson, Bill Chopp

Regrets: Rick Petrella (on leave)

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair 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 June 10, 2025, meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – May 13, 2025

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 13, 2025, meeting.

Carried

2. Committee and Staff Reports

2.1 Workplace Violence Prevention #300.20

Superintendent Greco presented the workplace violence prevention policy. Updates include definitions from the Occupational Health and Safety Act (OHSA) for: worker, critical Injury and resource person. The Responsibilities section now includes the duty of trustees to approve and support the implementation of this policy and for the Director of Education and Senior Administration to ensure compliance with the OHSA and the Education Act and that all employees must complete Workplace Violence Prevention Training annually. Discussion regarding the correlation between the Workplace Harassment and Workplace Violence Prevention policies was had along with the Trustee Code of Conduct that Trustees fall under and the committee members on the joint health and safety committee.



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Moved by: Dennis Blake

Seconded: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Workplace Violence Prevention policy #300.20 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Workplace Harassment #300.02

Superintendent Greco presented the Workplace Harassment Policy. Updates include definitions from the Ontario *Human Rights Code and the Occupational Health and Safety Act* for: prohibited grounds, discrimination, and supervisor. Measures for all employees to be educated on harassment in the workplace and the Board's responsibilities related to harassment, identified in terms of awareness, prevention and response were updated, as well as a more clearly defined three step procedural response to harassment complaints and more accurately defines the appeal process as a review of the procedural steps of the investigation. Discussion regarding next steps in terms of follow-up was had including up to and including termination.

Moved by: Bill Chopp

Seconded: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the Workplace Harassment Policy #300.02 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Duty to Report #300.23

Superintendent Greco presented the Duty to Report policy. This is a new Board Policy and Administrative Procedure. It articulates that all staff play an important role in safeguarding the physical and mental health and well-being of children and youth by recognizing, preventing, and responding to children who may be in need of protection. This Policy and Administrative procedure point to detailed staff responsibilities, legal requirements, procedures, child protection protocols, referrals and investigations that are outlined in the Board's *Joint Child Protection Protocol*. To comply with Erin's Law (Child, Sexual Abuse Prevention and Reporting) this Policy and Administrative Procedure also states that the Board will ensure that important information regarding child sexual abuse prevention and reporting, counselling and resources are available for students, staff, parents and that the Board will ensure that students are annually learning about topics of child sexual abuse prevention and reporting. Discussion regarding the forms that accompany the policy, and procedure was had along with record keeping.

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Duty to Report policy #300.23 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



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2.4 Use of Service Animals in School Facilities #200.40

Superintendent Wilson presented the Use of Service Animals in School Facilities policy. This policy was last reviewed in 2011. The revised policy reflects a comprehensive update to align with current legal frameworks including the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA), and PPM 163. Some of the updates include three Educational Assistants trained and certified as dog handlers, tracking the effectiveness of the service dog, exclusion criteria that consider health, safety, and competing rights (e.g., allergies, phobias), a detailed process for admitting a Service Dog, including documentation, transition planning, and communication strategies and the introduction of case conference protocols, training requirements for staff and handlers, and templates for communication with school and transportation communities. Discussion regarding the name and scope of the policy including the addition of other service animals was discussed. If there are requests for additional animals, the policy will be brought to the board for further discussion. Discussion regarding allergies and phobias of dogs was discussed. The next steps for communicating with the community, transportation, and staff was had regarding the addition of a service dog in the school.

Moved by: Mark Watson

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Use of Service Animals in School Facilities to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.5 Purchasing Cards #700.01

Superintendent Nelson presented the Purchasing Cards policy. In its continued efforts to strengthen accountability and ensure that the P-Card system is used properly, the Board has conducted a review of the existing P-Card policy. As a result of this review, the following additional measures are included: monthly spending reviews, compliance monitoring, and strengthened controls. Discussion regarding the timeliness of the reports was had along with the roles and responsibilities listed.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Cards policy #700.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.0 Adjournment

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the June 10, 2025 Policy committee meeting.

Carried.