



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Policy Committee Meeting Tuesday September 16, 2025♦ 3:00 p.m. Board Room/ Microsoft Teams

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

Regrets: Rajini Nelson (Superintendent of Business & Treasurer)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Chair Dignard.

1.2 Attendance

Attendance was noted as above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the September 16, 2025, meeting.

Carried

1.4 Approval of Minutes from the Policy Committee Meeting – June 10, 2025

Moved by: Dennis Blake

Seconded by: Bill Chopp

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

Carried

1.5 Approval of Minutes from the Policy Committee Meeting – June 16, 2025

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the June 16, 2025, meeting.

Carried

1.6 Business Arising from the Minutes - Nil



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

2. Committee and Staff Reports

2.1 Students with Prevalent Medical Conditions Policy #200.05

Superintendent Wilson presented the Students with Prevalent Medical Conditions Policy. The revised policy represents a comprehensive update, including an updated policy statement and scope that is refined to align with current legal statutes, Catholic values and inclusive educational practices. Definitions have been expanded to include clearly defined terms to ensure consistency and understanding. Detailed administrative procedures have been updated to clarify roles and responsibilities of medical professionals, staff, students and families. Updated condition-specific protocols now include enhanced emergency response procedures. Training and Communication updates include mandated annual staff training and communication of the Plan of Care to all relevant parties. Liability protections are cited along with updated references and source acknowledgements to include named sources from Food Allergy Canada, OPHEA, Diabetes Canada, Epilepsy Ontario, and the Canadian Paediatric Society. Discussion was had regarding how information for students with prevalent medication conditions is communicated to occasional teachers and staff.

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Students with Prevalent Medical Conditions Policy #200.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.2 Administration of Oral Medication Policy #200.19

Superintendent Wilson presented the Administration of Oral Medication policy. Changes to the policy include clarifying roles and responsibilities, strengthening authorization and oversight along with procedural enhancements. New appendices have been introduced including a medication incident report form for when doses are missed, refused or incorrectly administered along with an annual parent/guardian medication submission checklist which ensures complete, accurate documentation and medication handling each school year. Further additions include a self-administration protocol, clarification of field trip and off-site procedures, modernized definitions and language and enhanced equity, privacy, and human rights alignment.

Moved by: Mark Watson

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Administration of Oral Medication Policy #200.19 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.3 Electronic Participation at Meetings Policy #100.09

Director McDonald presented the Electronic Participation at Meetings policy. In the spring of 2025, the Ministry of Education amended Ontario Regulation 463/97 (Electronic Meetings and Meeting Attendance) through the introduction of Ontario Regulation 313/24. The amendment comes into effect on September 1, 2025, and directly impacts school board governance practices across the province. The regulation establishes that all school board trustees are required to be physically present for every regularly scheduled meeting of the Board. Trustees must also be physically present at every regularly scheduled meeting of the Committee of the Whole each year of their term of office. Limited exceptions to this requirement may be granted



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

only with prior written approval from the Chair or Vice-Chair of the Board, and only when aligned with the list of acceptable exemptions set out by the Ministry. For committees of the Board of Trustees other than the Committee of the Whole, the Chair of the committee or their designate or a committee member, who is also a Trustee of the Board, are required to be physically present at the committee meeting. A question was asked whether the Chair of the Audit committee needs to be a Trustee.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Electronic Participation at Meetings Policy #100.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.4 **Emergency Preparedness and Response Policy #400.04**

Superintendent Greco presented the Emergency Preparedness and Response policy. This Policy has been updated to explicitly include Evacuation and Bomb Threat administrative procedures as part of the Board's procedures for preparing and responding to the various threats to school safety. The title of the policy was changed to include "Preparedness and Response" to emphasize the importance of the Board's proactive measures. The Policy and Procedure also include provisions for the protection of dignity and well-being of individuals involved as a key consideration in the proactive planning and preparedness of staff.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Emergency Preparedness and Response Policy #400.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.5 **Threat to School Safety: Bomb Threat Administrative Procedure #400.23**

Superintendent Greco presented the Threat to School Safety: Bomb Threat administrative procedure. This administrative procedure provides the general guidelines for actioning the identified threat. The responsibilities and requirements along with specific plans that each school needs have completed have been updated.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Threat to School Safety: Bomb Threat Administrative Procedure #400.23 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.6 **Threat to School Safety: Evacuation Administrative Procedure #400.27**

Superintendent Greco presented the Threat to School Safety: Evacuation administrative procedure. This administrative procedure provides the general guidelines for actioning the identified threat. The responsibilities and requirements along with specific plans that each school needs have completed have been updated.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Threat to School Safety: Evacuation Administrative Procedure #400.27 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.7 Threat to School Safety: Hold and Secure Administrative Procedure #400.32

Superintendent Greco presented the Threat to School Safety: Hold and Secure administrative procedure. This administrative procedure provides the general guidelines for actioning the identified threat. The responsibilities and requirements along with specific plans that each school needs have completed have been updated.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Threat to School Safety: Hold and Secure administrative procedure #400.32 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.8 Threat to School Safety: Shelter in Place Administrative Procedure #400.33

Superintendent Greco presented the Threat to School Safety: Shelter in Place administrative procedure. This administrative procedure provides the general guidelines for actioning the identified threat. The responsibilities and requirements along with specific plans that each school needs have completed have been updated.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Threat to School Safety: Shelter in Place Administrative Procedure #400.33 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.9 Threat to School Safety: Lockdown Administrative Procedure #400.34

Superintendent Greco presented the Threat to School Safety: Lockdown administrative procedure. This administrative procedure provides the general guidelines for actioning the identified threat. The responsibilities and requirements along with specific plans that each school needs have completed have been updated.

Moved by: Carol Luciani

Seconded by: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Threat to School Safety: Lockdown Administrative procedure #400.34 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.10 Employee and Family Assistance Program Policy #300.13

Superintendent Greco presented the Employee and Family Assistance Program policy. The Employee Assistance Program provides free, confidential and voluntary counselling and support services to eligible employees. After receiving feedback from staff, the Human Resource



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

Services Department began an exploration to determine whether there were other providers that could better serve the needs of the Board.

As of September 2, 2025, the Board transitioned to Telus Health One as the new EAP provider. The Policy and Procedure have been updated to reflect the change. Discussion regarding the name of policy was had to determine whether the word family should be included as most employees know it as the Employee Assistance Program. The scope of services that are offered were discussed and a request was made to have a summary of the benefits provided beside the policy on the website.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee and Family Assistance Program Policy #300.13 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.11 **Health and Safety #300.16**

Superintendent Greco presented the Health and Safety policy. This policy is in alignment with the Occupational Health and Safety Act and has had minimal revisions. However, it does better define which employees are considered supervisors to ensure all supervisors understand their obligations in taking every reasonable precaution in the protection of the employees.

Moved by: Dennis Blake

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Health and Safety Policy #300.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.12 **Work Refusal Administrative Procedure #300.21**

Superintendent Greco presented the Work Refusal Administrative procedure. This administrative procedure provides a protocol for work refusal consistent with the Occupational Health and Safety Act for employees and has been updated to provide clarity about what a workplace hazard is. A workplace hazard refers to any source of potential damage, harm, or adverse health effects on a person or property in a workplace setting. Hazards can be physical, chemical, biological, ergonomic, or psychosocial in nature and are governed by the Occupational Health and Safety Act (OHSA) of Ontario. When a workplace hazard has been identified, further investigation is required by the supervisor.

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Work Refusal Administrative Procedure #300.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

2.13 **Transfers Related to School Safety #200.52**

Superintendent Greco presented the Transfers Related to School Safety #200.52. New policy that has been vetted by the board's legal counsel. This new Policy was created to provide direction and procedural guidelines to parents, principals, school administrators,



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

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

teachers, support staff, and students regarding their respective responsibilities with respect to School Transfers Related to School Safety. The implementation process in such cases shall be the responsibility of the Superintendent for the Family of Schools in consultation with the Superintendent responsible for Safe and Accepting Schools. Discussion regarding the establishment of an appeals committee was had and it was noted that the appeal process is good practice but is not legislated for school transfers related to school safety.

Moved by: Bill Chopp

Seconded by: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the Transfers Related to School Safety Policy #200.52 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.0 Adjournment

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the September 16, 2025, Policy committee meeting.

Carried.

Next meeting: October 21, 2025, 3:00pm – Boardroom