



**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 February 7, 2023 ♦ 4:00 p.m.  
Boardroom**

**Members:** **Trustees:** Dan Dignard (Chair), Dennis Blake, Bill Chopp, Carol Luciani, Rick Petrella, Mark Watson

**Regrets:**

**Senior Administration:**  
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Lorrie Temple, Kevin Greco, 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 Luciani.

**1.2 Attendance**

Attendance was noted as above.

**1.3 Approval of the Agenda**

**1.4 Adjustment to the agenda – switch 2.4 and 2.3**

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 February 13, 2023, meeting, as amended.

**Carried**

**1.5 Approval of Minutes from the Policy Committee Meeting – May 12, 2022**

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 May 12, 2022 meeting.

**Carried**

**1.5 Business Arising from the Minutes – Nil**

**2. Committee and Staff Reports**

**2.1 Anti-Human Sex Trafficking Policy 200.25**

Superintendent Greco presented the Anti-Human Sex Trafficking Policy. He noted that the Catholic Church proclaims that human life is sacred, and that the dignity of the human person is the foundation of a moral vision for society. The policy, administrative procedure and supporting documents will provide a consistent school response which is necessary to provide education, reporting of, and support for students who may become victims of human sex trafficking. This policy has been aligned with the Ministry of Education Policy/Program Memorandum 166, Keeping Students Safe: Policy Framework for School Board Anti-Sex Trafficking Protocols.



Moved by: Carol Luciani

Seconded: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Anti-Human Sex Trafficking Policy 200.25 to the Brant Haldimand Norfolk Catholic District School Board for approval

**Carried**

## **2.2 Right to Disconnect Policy 300.27**

Superintendent Greco introduced the Right to Disconnect Policy. He noted that the Brant Haldimand Norfolk Catholic District School Board supports and encourages a healthy workplace and work-life balance and therefore is committed to implementing policies and procedures that support the mental health and well-being of all employees. This policy has been established to support employees' right to disconnect from their work outside of their normally scheduled work hours as determined by collective agreements, terms and conditions of employment and employment contracts as applicable. This policy is in line with the changes made to the Working for Workers Act, 2021 and the Employment Standards Act, 2000. Discussion was had surrounding the application of the policy.

Moved by: Mark Watson

Seconded: Dennis Blake

THAT the Policy Committee recommends that the Committee of the Whole refers the Right to Disconnect Policy 300.27 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **2.3 Equity and Inclusive Education Policy 200.23**

Superintendent Wilson presented the Equity and Inclusive Education Policy. Superintendent Wilson noted the previous contributions made by Superintendent De Rubeis to the policy. The Brant Haldimand Norfolk Catholic District School Board recognizes that any form of social or cultural discrimination is incompatible with the Catholic faith's moral principles and is in violation of the Ontario Human Rights Code. It was noted that The Board is committed to serving the staff, students, and families in its diverse Catholic community by incorporating the principles of equity and inclusive education into all aspects of its policies, programs, procedures, and practices that are consistent with Catholic denominational rights. This policy is in line with the Ontario Education Equity Action Plan.

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Committee of the Whole refers the Equity and Inclusive Education Policy 200.23 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **2.4 Remote Work Policy 300.28**

Superintendent Greco presented the Remote Work Policy. The Brant Haldimand Norfolk Catholic District School Board recognizes the potential benefits that a work arrangement combining remote and on-site work can bring to both the employee and the Board. This Administrative Procedure applies in a broad sense to all employees as it is recognized that not all jobs can be performed remotely or are suitable in all situations for remote working, and it is therefore expected that before remote working can be applied, it must satisfy the requirements



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outlined within the Administrative Procedure. The Remote work policy is designed to create a flexible fixed-schedule work environment. Currently employees who are eligible can work remotely up to two days per week. Superintendent Greco noted that several other catholic and public-school boards already have a remote work policy in place or have one in progress. Employees must complete a workplace self-assessment checklist and enter into an agreement that only Superintendents can approve.

The following amendment to the motion was tabled:

Moved by: Bill Chopp

Seconded by Carol Luciani

THAT all employees of the Brant Haldimand Norfolk Catholic District School Board should be working at their physical workstations five days per week.

Discussion was had surrounding a variety of items related to remote work eligibility including performance tracking and productivity while working remotely. The expectation is that there are no costs associated to the Brant Haldimand Norfolk Catholic District School Board for employees working remotely, and proper infrastructure must in place including consistent and reliable internet. Employees working remotely must also be able to return to their physical workstations during a remote workday if required. It was discussed that this policy will impact approximately 40 employees within the Board. Equity among work groups was considered. Discussion was also had regarding today's workforce and how a remote work policy is becoming an essential part of attracting and retaining potential and current employees. The Remote Work Policy will be reviewed at the September 2023 Board meeting.

The following amendments were made to the above tabled motion:

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT Brant Haldimand Norfolk Catholic District School Board employees who meet the eligibility criteria, may be able to work remotely one day per week with the latitude of the senior team to adjust if required under extenuating circumstances, and allow for exceptions.

THAT the Policy Committee recommends that the Committee of the Whole refers the amended Remote Work Policy 300.28 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### 3. Adjournment

Moved by: Dennis Blake

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the February 13, 2023, meeting.

**Carried**

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**Next meeting:** Thursday March 10, 2023, 3:00 p.m. – Boardroom