



Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE VIRTUAL MEETING held on
Tuesday, February 2, 2021 at 6:30 p.m.

PRESENT

Trustees: Linda Ainsworth, Michelle Griepsma, Helen McCarthy.
David Bernier, Braden Leal, Kevin MacKenzie,
Emmanuel Pinto (Committee Chairperson).

Administration: Jeannie Armstrong, Joan Carragher, Isabel Grace.
Pepe Garieri, Tim Moloney, Steve O'Sullivan.

Guests: Galen Eagle, Communications Manager,
Darren Kahler, Human Resource Services Manager.

Regrets: Laurie Corrigan,
Josh Hill (Senior Student Trustee), Eli McColl (Junior Student Trustee).

Recorder: Andrea Bradley.

A. Call to Order:

Emmanuel Pinto, Committee Chairperson, called the meeting to order.

1. Opening Prayer.

Emmanuel Pinto, Committee Chairperson, called the meeting to order at 6:31 p.m. and asked Michelle Griepsma to lead the Opening Prayer.

2. Emmanuel Pinto, Committee Chairperson, acknowledged that the Policy Development Committee Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

3. Approval of the Agenda.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal, that the Policy Development Committee Agenda be accepted.

Carried

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Draft Minutes of the Policy Development Committee Meeting held on November 17, 2020.

MOTION: Moved by Michelle Griepsma, seconded by Braden Leal, that the Minutes of the Policy Development Committee Meeting held on November 17, 2020, be approved as amended.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the Minutes.

B. Recommended Actions/Presentations:

1. Draft Administrative Procedure – New #1201, Old #305 and #309

Records and Information Management

Galen Eagle, Communications Manager, presented the Draft Administrative Procedure ***Records and Information Management*** and ***Appendix A*** to the Policy Development Committee and answered questions from Trustees.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Administrative Procedure – **#305 – Records and Information Management** and Board Policy and Administrative Procedure **#309 – Historical Record**, be deleted and the revised, newly formatted, Administrative Procedure – **#1201 – Records and Information Management**, be received and posted as amended under Directional Policy – **#1200 – Records and Information Management (RIM)**.

Carried

2. Draft Administrative Procedure – New #608, Old #202

Fair Trade Purchasing for Student Clothing

Isabel Grace, Superintendent of Business and Finance presented the Draft Administrative Procedure, ***Fair Trade Purchasing for Student Clothing*** to the Policy Development Committee and answered questions from Trustees.

MOTION: Moved by Helen McCarthy, seconded by David Bernier that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#202 – Fair Trade Purchasing for Student Clothing**, be deleted and the revised, newly formatted, Administrative Procedure – **#608 – Fair Trade Purchasing for Student Clothing**, be received and posted as amended under Directional Policy – **#600 – Stewardship of Resources**.

Carried

3. Draft Administrative Procedure – New #611, Old #205

Expenditure Guidelines: Hospitality / Honorariums / Recognition / Meeting Costs

Isabel Grace, Superintendent of Business and Finance, presented the Draft Administrative Procedure ***Expenditure Guidelines: Hospitality / Honorariums / Recognition / Meeting Costs*** to the Policy Development Committee and answered questions from Trustees.

MOTION: Moved by Kevin MacKenzie, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#205 – Expenditure Guidelines: Hospitality / Honorariums / Recognition / Meeting Costs**, be deleted and the newly formatted, Administrative Procedure – **#611 – Expenditure Guidelines: Hospitality / Honorariums / Recognition / Meeting Costs** be received and posted as amended under Directional Policy – **#600 – Stewardship of Resources.**

Carried

4. Draft Administrative Procedure – New #613, Old #209

Fees for Learning Materials and Activities

Isabel Grace, Superintendent of Business and Finance, presented the Draft Administrative Procedure ***Fees for Learning Materials and Activities*** to the Policy Development Committee and answered questions from Trustees.

MOTION: Moved by Michelle Griepsma, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#209 – Fees for Learning Materials and Activities**, be deleted and the newly formatted, Administrative Procedure – **#613 – Fees for Learning Materials and Activities** be received and posted as amended under Directional Policy – **#600 – Stewardship of Resources.**

Carried

5. Draft Administrative Procedure – New #404

Recruitment and Promotion – Teachers

Steve O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services, and Darren Kahler, Human Resource Services Manager, presented the Draft Administrative Procedure ***Recruitment and Promotion – Teachers*** to the Policy Development Committee and answered questions from Trustees. Minor changes will be made to the Administrative Procedure prior to posting.

MOTION: Moved by Helen McCarthy, seconded by Braden Leal that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#404 – Recruitment and Promotion – Teachers**, be received and posted under Directional Policy – **#400 – Recruitment, Talent Development, Leadership and Succession Planning**.

Carried

6. Annual Review of Administrative Procedures:

#508 – Workplace Harassment Prevention

#509 – Workplace Violence Prevention

#809 – Occupational Health and Safety

Steve O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services, and Darren Kahler, Human Resource Services Manager, presented revised Administrative Procedures – **#508 – Workplace Harassment Prevention**, **#509 – Workplace Violence Prevention** and **#809 – Occupational Health and Safety** to the Policy Development Committee and answered questions from Trustees. Minor changes will be made to the Administrative Procedures prior to posting.

MOTION: Moved by David Bernier, seconded by Braden Leal that the Policy Development Committee recommend to the Board that revised Administrative Procedures – **#508 – Workplace Harassment Prevention** and – **#509 – Workplace Violence Prevention** be received and posted as amended under Directional Policy – **#500 – Employee Relations**; and that revised Administrative Procedure – **#809 – Occupational Health and Safety** be received and posted as amended under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried.

C. Information Items:

There were no information items.

D. Next Meeting:

1. Wednesday, April 14, 2021
6:30 p.m. – 8:30 p.m.

E. Conclusion:

1. Closing Prayer.

Emmanuel Pinto, Committee Chairperson, asked David Bernier to lead the Closing Prayer.

2. Adjournment.

MOTION: Moved by Braden Leal, seconded by Kevin MacKenzie, that the Policy Development Committee Meeting adjourn at 8:13 p.m.

Carried.

Emmanuel Pinto
Committee Chairperson
/ab

Joan Carragher
Director of Education