



# Minutes

THE MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING held on Tuesday, February 5, 2019 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

## PRESENT

Trustees: Mmes. Linda Ainsworth, Calahndra Brake (Senior Student Trustee), Eveline Fisher (Junior Student Trustee), Michelle Griepsma, Helen McCarthy.  
Messrs. David Bernier (Chairperson), Kevin MacKenzie, Emmanuel Pinto.

Administration: Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, Dawn Michie.  
Messrs. Galen Eagle, Timothy Moloney, Michael Nasello.

Guests:

Regrets: Mr. Braden Leal.

Recorder: Mrs. Andrea Bradley.

## **A. Call to Order:**

Mr. David Bernier called the meeting to order.

### 1. Opening Prayer.

The Committee Chairperson, Mr. David Bernier, called the meeting to order at 6:30 p.m. and asked Mrs. Helen McCarthy to lead the Opening Prayer.

2. Mr. David Bernier, 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 Mrs. Michelle Griepsma, seconded by Mr. Emmanuel Pinto, that the Policy Development Committee Agenda be accepted.

Carried

4. Declarations of Conflicts of Interest.
  
5. Approval of the Minutes of the Policy Development Committee Meeting held on November 20, 2018.

**MOTION:** Moved by Mrs. Linda Ainsworth, seconded by Mr. Kevin MacKenzie, that the Minutes of the Policy Development Committee Meeting held on November 20, 2018, be approved.

Carried.

6. Business Arising from the Minutes.

**B. Recommended Actions/Presentations:**

1. R.A.: Draft Administrative Procedure – Old #308 / New #1207

***Freedom of Information***

Mr. Galen Eagle, Communications Manager, presented the new Draft Administrative Procedure – **#1207 – Freedom of Information** to the Policy Development Committee and answered questions. Trustees expressed interest in the type of Freedom of Information requests being received. Mr. Eagle will compile a report to present to Trustees annually and will also be making minor edits to the “Alignment with Multi-Year Strategic Plan” section of the Administrative Procedure.

**MOTION:** Moved by Mrs. Linda Ainsworth, seconded by Mr. Kevin MacKenzie, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#308 – Freedom of Information** be deleted and the revised, newly formatted, Administrative Procedure – **#1207 – Freedom of Information**, be received and posted as amended under Directional Policy – **#1200 – Records and Information.**

Carried

2. R.A.: Draft Administrative Procedure – Old #306 / New #1202

***Protection of Privacy***

Mr. Galen Eagle, Communications Manager, presented the new Draft Administrative Procedure – **#1202 – Protection of Privacy** to the Policy Development Committee and answered questions. Mr. Eagle will be making minor changes to F.15 (pg. 19).

**MOTION:** Moved by Mrs. Helen McCarthy, seconded by Mrs. Michelle Griepsma, that the Policy Development Committee recommend to the Board that Policy and Administrative Procedure – **#306 – Protection of Privacy** be deleted and the revised, newly formatted, Administrative Procedure – **#1202 – Protection of Privacy**, be received and posted as amended under Directional Policy – **#1200 – Records and Information**.

Carried.

**MOTION:** Moved by Mr. Emmanuel Pinto, seconded by Mrs. Linda Ainsworth, that the Policy Development Committee recommends to the Board, that the Director of Education be considered the head of the Board for the purposes of MFIPPA.

Carried.

3. R.A.: Draft Administrative Procedure – New #619

***Playground Equipment Installation and Maintenance***

Mrs. Isabel Grace, Superintendent of Business and Finance, presented new Draft Administrative Procedure – **#619 – Playground Equipment Installation and Maintenance**, to the Policy Development Committee and answered questions.

**MOTION:** Moved by Mrs. Linda Ainsworth, seconded by Mr. Emmanuel Pinto, that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#619 – Playground Equipment Installation and Maintenance**, be received and posted under Directional Policy – **#600 – Stewardship of Resources**.

Carried.

4. R.A.: Draft Directional Policy – New #800

***Healthy Schools and Workplaces***

Mr. Tim Moloney, Superintendent of Learning/Student Success, presented the new Draft Directional Policy – **#800 – *Healthy Schools and Workplaces*** to the Policy Development Committee and answered questions. Mr. Moloney shared a list of existing Administrative Procedures that will be realigned to fall under the new Directional Policy #800.

**MOTION:** Moved by Mrs. Michelle Griepsma, seconded by Mr. Kevin MacKenzie, that new Directional Policy – **#800 – *Healthy Schools and Workplaces***, be received and posted for public consultation.

Carried.

5. R.A.: Draft Administrative Procedure – New #510

***Conflicts of Interest***

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the new Draft Administrative Procedure – **#510 – *Conflicts of Interest*** to the Policy Development Committee and answered questions.

**MOTION:** Moved by Mrs. Helen McCarthy, seconded by Mrs. Michelle Griepsma, that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#510 – *Conflicts of Interest***, be received and posted under Directional Policy – **#500 – *Employee Relations***.

Carried.

**MOTION:** Moved by Mr. Emmanuel Pinto, seconded by Mrs. Linda Ainsworth, that the Policy Development Committee Meeting be extended from 8:30 p.m. to 9:00 p.m.

Carried.

6. R.A.: Draft Administrative Procedure – New #518

***Scent Awareness***

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the new Draft Administrative Procedure – **#518 – *Scent Awareness*** to the Policy Development Committee and answered questions.

**MOTION:** Moved by Mrs. Helen McCarthy, seconded by Mrs. Linda Ainsworth, that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#518 – *Scent Awareness***, be received and posted under Directional Policy – **#500 – *Employee Relations***.

Carried.

7. Annual review of Administrative Procedures:

**#508 – *Workplace Harassment Prevention***

**#509 – *Workplace Violence Prevention***

**#512 – *Occupational Health and Safety***

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, presented the Administrative Procedures – **#508 – *Workplace Harassment Prevention***, **#509 – *Workplace Violence Prevention*** and **#512 – *Occupational Health and Safety*** to the Policy Development Committee and answered questions. Ms. Carragher will be making a minor change to AP #509 under “The Board of Trustees is responsible for:”. Projected review dates will also be updated.

**MOTION:** Moved by Mrs. Michelle Griepsma, seconded by Mr. Emmanuel Pinto, that the Policy Development Committee recommend to the Board that Administrative Procedures – **#508 – *Workplace Harassment Prevention*** and – **#509 – *Workplace Violence Prevention*** be received and posted under Directional Policy – **#500 – *Employee Relations***; and, that Board Administrative Procedure – **#512 – *Occupational Health and Safety***, be deleted and the revised, newly formatted Administrative Procedure – **#809 – *Occupational Health and Safety***, be received and posted under new Directional Policy – **#800 – *Healthy Schools and Workplaces***.

Carried.

**C. Information Items:**

**D. Next Meeting:**

1. Monday, March 25, 2019 6:30 – 8:30 p.m.
2. Selection of Member for Opening Prayer – Mrs. Linda Ainsworth.
3. Selection of Member for Closing Prayer – Mr. Emmanuel Pinto.

**E. Conclusion:**

1. Closing Prayer.

The Committee Chairperson, Mr. David Bernier, led the Closing Prayer.

2. Adjournment.

**MOTION:** Moved by Mrs. Linda Ainsworth, seconded by Mr. Kevin MacKenzie, that the Policy Development Committee Meeting adjourn at 8:55 p.m.

Carried.

David Bernier  
Committee Chairperson  
/ab

Michael Nasello  
Director of Education