



# BRANDON SCHOOL DIVISION

## Policy Review Committee Minutes

Thursday, December 10, 2015, 12:00 p.m.  
Boardroom, Administration Office

Present: P. Bartlette (Chair), S. Bambridge, K. Sumner M. Sefton  
(Alternate).

Mr. M. Gustafson, Mr. D. Labossiere.

Regrets: Dr. D. M. Michaels.

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### 1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 12:13 p.m.

### 2. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of November 19, 2015 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Policy #1023 – Scent/Fragrance Free Facilities (Procedures) – Consultation Follow-Up

The Committee reviewed and discussed the feedback received.

Based on the feedback received, the Committee proposed the following changes to the Policy:

- Use the word “Scent” in place of “Fragrance”, and change the Policy name to “Scent Controlled Facilities”, as the Committee acknowledged that it is difficult to have a facility be scent free.
- The Definition in the policy be changed to: “Scents” – Refers to any product that produces an “odour” strong enough to be perceived by others.
- The purpose be changed to read: Every effort will be made to limit exposure to strong scents in the environment that cause discomfort or impact the health of sensitive individuals.
- The last line of the second paragraph be changed to read “The Brandon School Division will utilize appropriate signage for informing visitors of the scent limitations”.

The procedures for the Scent Controlled Facilities will include a preamble referring to the Student Conduct Policy (7004), the Manitoba Workplace Safety and Health Act and the Respectful Workplace Policy (5026).

- 1) A student or an employee with concerns about scents or other odours associated with products should contact their Teacher/Supervisor/Principal.
- 2) The Teacher/Supervisor/Principal determines the cause of the concern and the options available.
- 3) If the scent is a result of an individual using a scented and/or fragrant product, the Teacher/Supervisor/Principal discusses the concern and instructs the individual of the need to eliminate using the product.

A draft of the Policy and Procedures incorporating the changes discussed will be brought back to the next Committee meeting.

**B) Policy #2019 – Electronic Meetings**

Mr. Denis Labossiere, Secretary-Treasurer spoke to this item and reviewed the proposed changes to Policy 2019. The Committee discussed additional changes and the following amendments were agreed to:

- The Board of Trustees believes that attendance at the Inaugural Meeting and Budget Day Meeting is essential, therefore, electronic participation is not permitted.
- Every Trustee must be present at a regular Board meeting once every three months
- Trustees will be allowed to participate electronically a maximum of three (3) times per calendar year for regular Board meetings. Trustees will be allowed to participate electronically a maximum of three (3) times per calendar year for Regular Committee meetings. This does not apply to Regular Committee meetings that have been rescheduled.
- In the last paragraph of the first page of the policy, change “maximum of three (3) times per calendar year” to “total of three (3) times a calendar year...”

A draft Policy document will be brought back to the next Committee meeting.

**C) By-Law 4/2014 – Board Indemnities**

Mr. Labossiere reviewed the proposed changes to By-law 4/2014 – Board Indemnities. The Committee discussed the proposed changes to section 2 (absences resulting in loss of indemnity) and removed Regular Committee meeting absences. The following addition will also be included: “Exemptions to the provisions above may be granted by a 2/3 vote by the Board of Trustees on a case by case basis”. A draft by-law will be brought back to the next Committee meeting.

**D) Policy #1022 – Aboriginal Education Advisory Committee**

The Aboriginal Education Advisory Committee Procedures were reviewed by the Committee as it was noted in the Procedures that the Committee minutes are provided to the Divisional Futures and Community Relations Committee. The Committee agreed that the Aboriginal Education Advisory Committee should report

to the Education Committee instead of the Divisional Futures and Community Relations Committee. A Giving of Notice will be brought forward at the January 11, 2016 Board Meeting.

5. **OTHER COMMITTEE GOVERNANCE MATTERS**

6. **OPERATIONS INFORMATION**

7. **NEXT MEETING: Thursday, January 21, 2016, 12:00 p.m., Boardroom**

The meeting adjourned at 1:47 p.m.

Respectfully submitted,

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P. Bartlette, Chair

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S. Bambridge

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K. Sumner

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M. Sefton (Alternate)