



## BRANDON SCHOOL DIVISION

# Finance and Facilities Committee Minutes

Tuesday, December 18, 2018 – 1:00 p.m.

Boardroom, Administration Office

Present: S. Montague, J. Murray (Alternate)  
D. Labossiere, E. Jamora, C. Cramer  
Regrets: K. Sumner (Chair), P. Bartlette

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### 1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:02 p.m. by acting Committee Chair, Trustee Stephen Montague.

### 2. APPROVAL OF AGENDA

Mr. Denis Labossiere, Secretary-Treasurer, added one (1) In-Camera item to the agenda regarding Maryland Park School.

The agenda was approved as amended.

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

The Minutes of the November 22, 2018 meeting were received as information.

The Committee also reviewed the following Stakeholder Meeting Minutes:

- Employee Groups – November 26, 2018
- Brandon Chamber of Commerce – November 27, 2018
- Parent Councils – December 6, 2018

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A. Public Feedback on Budget

The Committee reviewed the six (6) public feedback comments that were submitted to the Brandon School Division website between November 7 to December 17, 2018.

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A. 2018 Fall Accessibility Report

Ms. Caroline Cramer, Director of Facilities and Transportation spoke to this item and noted that the Fall Accessibility report was made following audits at each building, and reviewed the work currently in progress and completed to date regarding:

- a. Consistent Handicapped Signage in parking areas
- b. Consistent access to main entrances that includes appropriate ramps and power doors
- c. Consistent accessible handicapped washrooms for the public

Trustees asked questions for clarification.

#### **B. Land Use Agreement – Hummingbird Gardens**

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item noting that this three (3) year agreement with Healthy Brandon – Prairie Mountain Health for community garden use expires March 2019. Mr. Labossiere indicated that the 2018 property taxes were \$27,551.90, and of this amount, \$10,737.70 are Municipal taxes. The Committee discussed the Municipal, School Division, and Provincial Education Support levy amounts regarding the property taxes.

The Committee recommended that another three (3) year agreement be drafted for permission to use the land for community gardens and also for the Board to continue to engage in ongoing conversation with the City of Brandon with regard to a grant in lieu of for the municipal taxes on the property.

#### **Recommendation:**

That a three (3) year land use agreement for community garden use of the property located at 5 Hummingbird Lane be approved effective April 1, 2019.

#### **C. Confirm Payments of Account (November)**

The payments of account for the month of November were provided for information.

The report was accepted as circulated.

#### **D. Review Monthly Reports (November)**

Mr. Labossiere reviewed the Financial report for November. The reports were accepted as circulated.

#### **E. Sub Committee Reports**

- Workplace Safety & Health – Special Meeting – November 27, 2018

### **6. OPERATIONS INFORMATION**

- The Director of Facilities and Transportation provided an update on the following projects:
  - Earl Oxford School – Modular Classroom
  - École Harrison – Steam Heating System Replacement
  - Baragar Training
- The Secretary-Treasurer provided additional updates on the following:
  - Reviewed a letter from the Minister of Education and Training regarding Surplus School Space
  - Brandon Schools Instrumental Music Association
- The Secretary-Treasurer provided the Committee with an In-Camera update on the Maryland Park School Tender.

### **7. NEXT REGULAR MEETING: Tuesday, January 22, 2019, 1:00 p.m., Boardroom.**

The meeting adjourned at 2:15 p.m.

Respectfully submitted,

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K. Sumner (Chair)

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P. Bartlette

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S. Montague

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J. Murray (Alternate)



# BRANDON SCHOOL DIVISION

## WORKPLACE SAFETY AND HEALTH COMMITTEE – SPECIAL MEETING

TUESDAY, NOVEMBER 27, 2018

### MINUTES

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*Present: Debra Draper, Safety and Health Officer  
Jamie Rose, President, CUPE Local 737  
Doug Armstrong, WPS&H Officer  
Stephen Montague, Trustee  
Peter Buehler, President, BTA  
Caroline Cramer, Director, Facilities & Transportation  
Danae Heaman, Educational Assistant  
Craig Laluk, Principal, École Harrison  
Melanie Smoke-Budach, Executive Secretary – Recording Secretary*

#### **Special Meeting:**

The meeting was called to order at 1:07 p.m., a quick introduction was made by all parties present.

#### **Date Served: November 14, 2018**

On November 2, 2018 worker co-chairs of the S&H Committee met with Debra Draper, Safety and Health Officer. On November 5, 2018, Debra Draper met with Caroline Cramer and Doug Armstrong. These meetings were to discuss concerns brought forward regarding violent incidents, transportation of students and the functioning of the S&H central Committee.

C. Cramer read the Report Form to the Committee and it was agreed that each point would be discussed, in order.

- 1. Workers are being required to transport student in personal vehicles. An adequate working alone plan and safe work procedures for this task have not been implemented. There appears to be drafts of these documents but they have not been finalized.***

C. Cramer explained the evolution of the two safe work procedures (SWP): “BSD Employee Transportation of Student(s) in Personal Vehicles” and “BSD Employee Working Alone and/or in Isolation”. The SWP for the transportation of student(s) in personal vehicles was developed prior to the SWP for working alone. Currently, the SWP for working alone is in draft form. Copies of the SWP (BSD employee working alone and/or in isolation) were distributed for reference and review.

D. Draper emphasized and supported a collaborative effort when editing the document. The discussion should be around consultation and discussion within the Committee, not approval by separate members. The current process of working separately is very inefficient and time consuming. Lastly, management does not require approval when establishing a SWP for the Division.

*“Accepting the Challenge”*

She recommended to speak with individuals who were doing the job. J. Rose referenced the CUPE document "Use of private vehicle to transport students" and requested the points mentioned be incorporated into the SWP. Copies of the document were distributed. A discussion regarding the broad nature of the SWP procedure and the specifics of the CUPE document took place.

D. Draper suggested to have a Working Alone Program, with different hazards/situations attached. D. Armstrong was assigned to research what other division are doing regarding working alone and/or in isolation. C. Laluk suggested to review the Pembina Trails plan

Action:

Develop a general Working Alone Program for everyone: D. Armstrong, C. Laluk and an educational assistant (name to be forwarded). It was agreed the information will flow via email for updates, edits and feedback before the next WPSH meeting scheduled for January 8, 2019.

**2. *Workers are not receiving adequate information about risks of violence in their workplaces.***

D. Draper commented that not a lot of information or adequate information was being shared with EA's. She referred to the legislation and read from the Violence Prevention Policy. C. Cramer advised the document "Behaviour Intervention", will undergo final revisions by Senior Administration on December 5, 2018. The document will then be reviewed by the Division Leadership Team on January 22, 2019. C. Cramer further explained it will then be rolled out to all locations in two pieces, as a Toolkit for Workers and as a Guide for Principals.

Caroline commented that there are strict legal requirements in relation to PHIA and FIPPA in regards to student information and the sharing of personal information. With this in mind our school administrator's, do share information contained in a student Behaviour Intervention plan (BIP) with affected BSD team members. The BIP contains detail related to student triggers (risk) and coping strategies (control). The Division will be rolling out the Behaviour Intervention program document, which provides school administration and support staff with a documented review process for sharing risk information.

D. Draper shared her concern and asked what was in place in the interim for workers. She also advised the Committee can recommend timelines. C. Laluk advised information is currently shared however, it varies from site to site. The process is similar to URIS program in that relevant employees in direct contact are informed.

Action:

C. Cramer to update the Committee on the "Behaviour Intervention" document.

**3. *A violence assessment for each workplace has not been carried out in consultation with the S&H Committees and S&H representatives.***

D. Draper advised a violent assessment must precede a violent policy, is it possible to assess risks at each location? Are there checklists in place, are they reviewed daily, monthly or yearly? C. Cramer advised a violent assessment has been done by the Brandon Police Services at all locations and there are procedures in place to deal with situations in all locations. C. Laluk advised currently the Division has a Risk Response Manual that is reviewed yearly by Senior Administration and that school teams are trained in crisis-intervention. The Committee discussed the process whereby violent incidents are reported. Senior Administration reviews all violent incident reports and tracks for them for trends and schools are visited when necessary. The WPS&H Officer also reports to the Central Committee all reports in a monthly breakdown (numbers only).

Action:

C. Cramer to share a Risk Response Manual template with general criteria for the Committee by December 5, 2018.

**4. Minor Incidents and near misses are not being investigated and corrective measures are not being put in place.**

D. Draper commented that near misses were being investigated however the potential exists for minor incidents to become violent incidents, therefore they must be addressed. A corrective action must be put in place to address minor incidents as it is not possible for consultation with the Central Committee. C. Laluk asked if it would be acceptable for a quarterly review with each school?

Action:

D. Armstrong to review quarterly with each school their incidents reports, when regular school inspections are conducted.

**5. The S&H Committee does not have written rules of procedure.**

D. Draper advised a good terms of reference are missing from the WPS&H of the Brandon School Division. C. Cramer advised she would send out a draft document for review by the Committee. P. Buehler noted that BTA and CUPE 737 have created a similar document laying out terms of reference for the Committee and asked that it be circulated to Committee members through Melanie Smoke-Budach.

Action:

All documents should be forwarded through the recording secretary for dispersion to the Committee for review, feedback and edits. A final term of references to be compiled.

**6. Committee members are not fulfilling all duties as required by the WSH Act.**

D. Armstrong advised a MSBA/MTS training took place on October 4, 2018. He further elaborated that all WPS&H representatives were invited to attend. D. Draper asked if all Committee members and Principals have received training? All Committee members concurred, they have received training. However, C. Laluk advised unless Principals are signing up on their own they are not receiving training. D. Armstrong confirmed that School Administrators at Vincent Massey, Crocus Plains RSS and Ecole secondaire Neelin have had incident training within the last year. D. Draper read the responsibilities of the Employer as quoted in the WPSH Act and recommended that a PD training session be scheduled for all School Administrators.

Action:

A recommendation to Senior Administration to plan a WPS&H PD session for all school administrators.

7. **Not all Committee members have been trained on their role and responsibilities.  
The Committee has more co-chairpersons than permitted by the WSH Act.  
The process used to elect a S&H Rep at each school is unclear.**

D. Draper advised it is imperative that all members of the Committee have the same goal, that workers should not be separate from management. The efforts of the Committee work should be as a team, working together for the safety of all workers. She further emphasized WPS&H Central Committee meetings is not the place to discuss labour management issues.

She questioned the alternating of co-chairs (BTA/CUPE) at each meeting. She commented this practise is unheard of and not supported. She recommended the Committee vote a co-chair for the year and then if necessary switch the following year. D. Draper stated as per the Manitoba Workplace Safety and Health Act & Regulation 40(8), "A Committee shall have two co-chairpersons-one chosen by the employer members on the Committee, and the other chosen by the worker members on the Committee-who shall alternate in serving as chairpersons at meetings of the Committee and shall participate in all decisions of the Committee". She also offered that the Committee can propose continuing with three (3) co-chairs when applying for a renewed variance, and that the Committee can make the terms of reference for a variance whatever the Committee sees fit.

D. Draper then identified the same issue is present with the WPS&H representation at each location. The concern should be safety at each location, regardless of the status of each representative.

J. Rose pointed out that CUPE 737 shared bylaws on how the Central Committee is elected and how the school representatives are appointed (Brandon School Division and CUPE 737 Collective Agreement, Article 26 – Workplace Safety & Health Committee in the Agreement). P. Buehler indicated that though the BTA Constitution is silent on this matter it is the desire of the BTA to continue the current arrangement of three (3) co-chairs (one from management, one from CUPE 737 and one from the BTA).

In conclusion, D. Draper advised to establish a WPS&H Terms of Reference that works for all parties at all locations. The document can be a living document, evolving and changing over time as needed and agreed to.

Meeting adjourned: 2: 50 pm

**In my opinion, the above is an accurate record of this meeting.**

**Signature**\_\_\_\_\_

Employer Co-Chair C. Cramer

**Signature**\_\_\_\_\_

Worker Co-Chair J. Rose

/msb