



# BRANDON SCHOOL DIVISION

## Policy Review Committee Minutes

Thursday, October 15, 2015, 12:00 p.m.  
Boardroom, Administration Office

Present: S. Bambridge (arrived at 12:20 p.m.), P. Bartlette, K. Sumner.  
Mr. M. Gustafson, Mr. G. Malazdrewicz, Mr. D. Labossiere  
(arrived at 12:22 p.m.)

Regrets: M. Sefton.

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### 1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 12:07 p.m. by Trustee Bartlette.

### 2. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

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

The Minutes of September 29, 2015 were received as information.

### 5. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Scent Policy #1023 (Procedures)

The Committee reviewed the Prairie Mountain Health Fragrance Controlled Workplace Policy Statement and Procedures. It was noted during the review of the Definitions of Fragrances, cigarette smoke was not included in the listing. Trustee Sumner indicated that the procedure for the policy does not state what will occur if employees don't follow protocol.

How to deal with issues in a progressive manner was discussed. It was noted that staff/students may be unaware that there is an issue until it is raised and at that time most would voluntarily make a change in products. If the same issue occurs again, or something additional, the discussion with the staff member/student would be repeated and documentation of the matter would occur. It was noted the Division has the following resolution mechanisms currently in place:

- 1) File a report/concern through Workplace Safety and Health (WPS&H). If that doesn't resolve the issue;
- 2) Then a harassment complaint can be filed (Policy #5026).

Should something persist, it must move through the appropriate policies. It was noted that the Student Code of Conduct also has responses, which would be considered assaultive/misconduct/inappropriate behaviour.

Mr. Gustafson, Assistant Superintendent, indicated that the Student Code of Conduct provides a range of reaction to student behaviour and is the most

appropriate way of dealing with students. Harassment is a vehicle for staff if someone is wearing a scent and a wide range of stimuli might activate the policy.

Trustee Bartlette and Mr. Malazdrewicz, Assistant Superintendent spoke on the goal of this policy's procedures: Harm reduction and education.

Trustee Bambridge suggested that a portion of the consultation should include legislation in a presentation to the groups.

The format for the consultations was discussed including background information on the Scent-Fragrance Free Facilities Policy (#1023) and WPS&H – Safe Workplace Legislation.

It was agreed that Trustee Bartlette will be the Facilitator, and the Committee members will be presenting at the consultations.

The Committee agreed on the following questions for the consultations.

- 1) What are your concerns about the use of scent and scented products.
- 2) How has use of scent and scented products affected you?
- 3) How would you see this policy working for you?
- 4) How should the Division handle the situation if someone is using a scent that's inappropriate? If this is an issue for you, how would you like this matter handled?

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

Mr. Denis Labossiere, Secretary-Treasurer spoke to this item and the Committee discussed attendance at Board and Committee Meetings via electronic means. Mr. Labossiere reviewed a policy from another Division in regards to Electronic meetings. The Committee discussed physical attendance at the Inaugural and Budget Day meetings along with:

- time for notification to attend meetings electronically
- secret ballots
- In-Camera discussions
- Maximum number of meetings a Trustee can attend electronically on a yearly basis

Prior to revising the policy, the Secretary-Treasurer will obtain legal opinion in regards to the changes discussed by the Committee.

#### C) Sponsorship Policy Development

Trustee Bartlette asked questions regarding this policy development:

- What will we do to encourage sponsorship
- What will we do to recognize sponsorship

Mr. Greg Malazdrewicz, Assistant Superintendent, requested guidelines from the Committee on what they would like to see in regards to sponsorship. The Committee will review documentation from the May 26, 2015 Committee Meeting and provide guidelines to Senior Administration at a future Policy Review Committee Meeting.

6. **OTHER COMMITTEE GOVERNANCE MATTERS**

7. **OPERATIONS INFORMATION**

In Progress at Senior Administration – Policy Development for:

- Job Evaluation
- Fifth's Disease
- Car Allowances
- Cell Phone Allowances
- Out of Scope Professional Development

The Secretary-Treasurer indicated that information is being gathered on the above items and that the information will be presented to the Committee at future meetings after they are reviewed by Senior Administration.

8. **NEXT MEETING: Thursday, November 19, 2015, 12:00 p.m., Boardroom**

The meeting adjourned at 1:28 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)