



**Policy Committee
Thursday, June 8, 2017 ♦ 3:00 p.m.
Boardroom**

Trustees:

Present: Dan Dignard (Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Rick Petrella

Absent: None

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly (Superintendent of Education)

1. Opening Business

1.1 Opening Prayer

The meeting opened with prayer led by Chair Dignard.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

1.4 Approval of the Policy Committee Meeting Minutes – May 10, 2017

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee approves the minutes of the May 10, 2017 meeting.

Carried

Approval of the Policy Committee Meeting Minutes – June 6, 2017

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Policy Committee approves the minutes of the June 6, 2017 meeting.

Carried

1.5 Business Arising from the Minutes – Nil

2. Committee and Staff Reports – Nil

3. Discussion Items

3.1 Workplace Harassment Policy 300.20 (revised)

Presenter: Thomas R. Grice, Superintendent of Business & Treasurer

Superintendent Grice provided an update on the revised Workplace Harassment Policy and highlighted the key changes to areas of definitions, investigation and retention of records. Superintendent Grice advised that the policy has been updated to include that in consultation with the Joint Health and Safety Committee, the Board will maintain a written harassment



program. He also reported on required updates to the procedure as per *Occupational Health and Safety Act* amendments.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Workplace Harassment Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.2 Workplace Violence Prevention Policy 300.01 (revised)

Presenter: Thomas R. Grice, Superintendent of Business & Treasurer

Superintendent Grice provided an overview of amendments to the Workplace Violence Prevention Policy. He reviewed revisions to the policy which included protection of employees, conducting risk assessments and glossary of key terms. Superintendent Grice advised of the addition of a Reporting Workplace Violence section, increased management responsibilities and reference to the *Occupational Health and Safety Act* and Regulations.

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the Workplace Harassment Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

3.3 Purchasing Policy 700.01 (revised)

Presenter: Thomas R. Grice, Superintendent of Business & Treasurer

Superintendent Grice presented procedural updates to the Purchasing Policy such as defining the requisitioning of goods and services by staff with purchase orders, staff titles, annual deadline for requisition entries. He also clarified staff and Trustee roles pertaining to capital and operating acquisition approvals.

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Administrative Procedures to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4. Trustee Inquiries - Nil

5. Adjournment

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee adjourns the meeting of June 6, 2017.

Carried