

**Minutes – Special Governance and Policy Committee Meeting**  
**Tuesday, November 9, 2021, 6:30 p.m., Virtual**

Trustees: Linda Stone (Chair), Donna Edwards, Carolyn Morton, Paul Crawford, Patrice Barnes, Darlene Forbes, Scott Templeton, Chris Braney

Regrets: Trustees Christine Thatcher, Niki Lundquist and Michael Barrett

Staff present: Director of Education Norah Marsh, Associate Director Jim Markovski, Associate Director David Wright, General Counsel Patrick Cotter, Executive System Lead Robert Cerjanec, Human Rights and Equity Advisor Devika Mathur, Superintendents of Equitable Education Gary Crossdale, Heather Mundy, Andrea McAuley, Policy Analyst Ahmad Khawaja

Recording Secretary: Gillian Venning

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**1. Call to Order**

Trustee Linda Stone, Chair of the Committee, called the meeting to order at 6:32 p.m.

**2. Land Acknowledgment**

Chair Linda Stone read out the Land Acknowledgement.

**3. Declarations of Interest**

There were no Declarations of Interest.

**4. Approval of Agenda**

Moved by: Trustee Donna Edwards

CARRIED

**5. Additional Draft Policy and Procedures to Support the Implementation of the Draft Human Rights, Anti-Discrimination and Anti-Racism Policy**

- Director Marsh introduced the revised and new policy and procedure package created to support and align with the draft Human Rights Policy.

- It was confirmed that the package will be circulated publicly as part of phase two of consultations related to the draft Human Rights Policy and that executive summaries of each document would be created to assist with understanding of the full versions of the policies and procedures.
- The process through which the revised and new draft policies and procedures were written by staff was explained, including a jurisdictional scan of and best practices across other school boards and organizations that helped to inform the drafts. Senior staff provided input through multiple stages of revision and the drafts will be circulated for extensive public consultation and feedback before being finalized.
- Superintendent Mundy provided further context for the proposed revisions to Appendices A & B, confirming they were made in order to ensure alignment of the policy and procedure with the draft Human Rights Policy and to provide a streamlined process through which staff can bring complaints forward and have them dealt with in a fair, transparent, accessible, confidential and timely process. It was also noted that the proposed revisions focus on the experiences of staff, and now addresses disrespectful conduct, ultimately fostering healthy, respectful and safe workplaces for all staff.
- Human Rights and Equity Advisor Mathur provided further context for the creation of Appendices C & D, confirming that the draft new procedures will support implementation of the draft Human Rights Policy by outlining the processes through which complaints initiated by students and families are addressed and accommodation requests are received, considered and implemented.
- Trustees were provided the opportunity to ask questions, share concerns and make suggestions for consideration related to ongoing revisions of the revised policy. During discussion, the following points arose:
- Concern expressed about the reporting structure related to direct reports relationships, e.g., staff having to report complaints about their own managers directly through that manager. Similarly, concern was also expressed about the process through which complaints involving the Director of Education are reported and investigated. Trustees requested that more than one person be in receipt of any complaint about the Director. Staff agreed to provide a revised draft version of the provisions outlining the complaint process when the issue involves conduct of the Director based on the feedback of the committee.
- Further explanation and discussion of the training and professional learning components of the revised and new draft policies and procedures took place.
- Threshold factors used to determine whether complaint investigations are completed internally or externally were explained.
- Request to include an annual, semi-annual or quarterly reporting component within the draft procedure that would summarize the number and subject matter of complaints reported was put forward. Staff agreed to consider this request.
- It was confirmed that timely responses and implementation of accommodations is essential. Undue hardship thresholds related to accommodation were explained, including financial and safety considerations.
- Privacy and rights of children were discussed
- Trustees agreed that students would benefit greatly from a training or information component to ensure they are aware of their own rights as they relate to these policies and procedures.

**6. Date of Next Meeting:**

- Regular meeting of the Governance and Policy Committee scheduled for Tuesday, November 23, 6:30 p.m.

**7. Adjournment**

Meeting adjourned at 8:08 p.m.