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## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

### **MISSION STATEMENT**

*In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will provide diverse and comprehensive programming in a safe and caring environment to prepare all students to be responsible citizens in a democratic society.*

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## **AGENDA**

### **Annual Meeting of the St. James-Assiniboia School Division Board**

Board Room, Aidan Conklin Building, 2574 Portage Avenue

**April 13, 2021**

**7:30 p.m.**

**Meeting No. 08-21**

Organizational By-Law 311-20 govern meeting procedures of the St. James-Assiniboia School Division Board in accordance with the Public Schools Act, Sec. 33: "each school board shall pass by-laws establishing rules of procedure for the guidance of the school board in the conduct of its meetings."

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### **CALL TO ORDER/ATTENDANCE**

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### **RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA**

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### **RETURN TO REGULAR MEETING**

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**THE ST. JAMES-ASSINIBOIA SCHOOL DIVISION ACKNOWLEDGES THAT WE ARE ON TREATY ONE LAND, THE TRADITIONAL TERRITORY OF THE ANISHINAABE, ININIW, AND DAKOTA, AND THE HOMELAND OF THE MÉTIS NATION.**

### **ADOPTION OF MINUTES**

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Board Meeting of March 23, 2021

### **REPORT ON EDUCATION**

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Project 11 – Educational Support Services

### **TRUSTEE STATEMENTS**

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Trustee Hunter re: Linwood Parent Council Meeting Held April 6, 2021

### **HEARING OF DELEGATIONS**

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*There are no Delegations.*

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## COMMITTEE REPORTS

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- Community Engagement Committee Report April 5, 2021
- Governance Committee Report April 6, 2021
- Finance/Facilities Committee Report April 6, 2021
- Awards and Scholarship Committee Report March 11, 2021

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## TRUSTEE COMMITTEE UPDATES

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*There are no Trustee Committee Updates*

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## REPORT OF THE SUPERINTENDENT

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## REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

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## CORRESPONDENCE

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### Action Correspondence

*There are no action correspondence items.*

### Information Correspondence

1. Manitoba School Boards Association (MSBA)
  - a. E-News Bulletin – April 7, 2021
  - b. MSBA 2021 Annual Convention Record of Proceedings
  - c. Marc Dickof Memorial Scholarship
2. MASS Media Articles

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## UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING

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1. Second Reading - Borrowing By-Law 312-21
2. Third and Final Reading – Borrowing By-Law 312-21

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## AGENDA-BASED QUESTIONS FROM THE PUBLIC

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(This time is allocated to hearing questions from the public regarding items on this agenda.)

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## TRUSTEE PD SUMMARIES

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*There are no Trustee PD Summaries.*

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## NEW BUSINESS

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Trustee Bruce Chegus – Policy to address Board Communication with the Public in response to correspondence received from the School Community.

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## RECESS TO COMMITTEE OF THE WHOLE IN CAMERA

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## REPORT OF THE COMMITTEE OF THE WHOLE

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## ADJOURNMENT

**St. James-Assiniboia School Division**

**COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 6 – 20-21**

**April 13, 2021**

**MEETING HELD:** Monday, April 5, 2021 at 7:00 p.m. via Microsoft Teams

**PRESENT:** Nicole Bowering, Chair  
Craig Glennie, Trustee  
Holly Hunter, Trustee  
Bryan Metcalfe, Trustee

Cheryl Smukowich, Chair of the Board

Mike Wake, Superintendent  
Jenness Moffatt, Assistant Superintendent, Education (K-12), Student Services and Administration  
Cory Cameron, Information Officer

**REGRETS:** NIL

**DISCUSSIONS AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Nicole Bowering called the meeting to order at 7:00 p.m.

Attendance recorded above.

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. Community Engagement Actions Motion 05-08-21**

**a) Little Free Libraries**

The Trustees looked to find creative ways to support student literacy experiences. The suggestion to repair and/or provide Little Free Libraries to St. James-Assiniboia schools who did not yet have one was determined to be an important community action.

Little Free Libraries are a global phenomenon. They are small community bookshelves where readers can exchange books for free. With over 100,000 Little Free Libraries around the world in 80 countries, these Little Free Libraries will bring people together to share books and create a community of readers.

While COVID-19 protocols have slowed the trading of books, from home to home, we will use this opportunity to prepare these community spots for book trading and access in the near future. It is our hope that the Little Free Libraries will bring more joy and more books into our communities' homes. The estimated cost of this initiative is \$3,850.

**The Community Engagement Committee recommends:**

**“That in support of a Trustee community initiative to provide access to literacy materials on St. James-Assiniboia school grounds, the Board approve finances**

**to provide Little Free Libraries to schools and/or to repair any existing school Little Free Libraries.”**

**b) Bill 64**

The Committee discussed ways to engage the community in understanding the impact of Bill 64. Further discussion will include Board members developing an overview of important facts for virtual presentations. St. James-Assiniboia community members will have the opportunity to attend Town Hall sessions where they can learn more, clarify, and come together as a community to have their voices heard in response to this significant Education reform.

**The Community Engagement Committee recommends:**

**“That the Board host virtual Town Hall events to discuss Bill 64 in April and May 2021,**

**And further;**

**That these dates and registration information and links be emailed to all parents and advertised on all St. James-Assiniboia school webpages and media channels.”**

**4. Organizational By-Law Motion 05-09-21**

The Committee reviewed the Organizational By-Law.

**The Community Engagement Committee recommends:**

**“That the Organizational By-Law be received as information.”**

**5. Date of the Next Meeting**

The next meeting will be Monday, May 3, 2021 at 7:00 pm.

**6. Adjournment**

The committee adjourned at 8:13 pm.

Minutes submitted by Nicole Bowering, Chair

Minutes recorded by Jenness Moffatt, Assistant Superintendent, Education (K-12), Student Services and Administration

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
**REPORT OF THE AWARDS AND SCHOLARSHIP ADVISORY COMMITTEE**

**NO. 01-21**

**March 11, 2021**

**Meeting held:** 3:30 pm, Microsoft Teams

**Present:** George Valentim, Principal, George Waters Middle School  
 Henrietta Hoch, Principal, Sansome School  
 Lorelei Steffler, Principal, St. James Collegiate  
 Jenness Moffatt, Assistant Superintendent, Education (K-12) and Administration  
 Monika Kananowicz, Accounting Supervisor  
 Bryan Metcalfe, Trustee Representative

**DISCUSSION AND RECOMMENDATIONS**

**1. Call to Order/Attendance**

The meeting was called to order at 3:30 p.m. Attendance recorded above.

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. Review of minutes from previous meeting**

There were no revisions to the minutes of the previous meeting held May 28, 2020.

**4. Fall Awards/Grade Level Awards**

The Committee discussed consistency in determining averages for the School Board cash awards across all St. James-Assiniboia schools. The Committee reviewed Regulation JM-R Awards & Scholarships and determined that the Regulation be revised to specify that the method for deriving averages for Fall Awards/Grade Level Awards be consistent in ensuring that averages are based on subjects aligned with age-specific grade levels, as indicated in the Regulation under Section V. 3.

**The Awards and Scholarship Advisory Committee recommends:**

**“That the discussion on Fall Awards/Grade Level awards be received as information.”**

## **5. Business Arising**

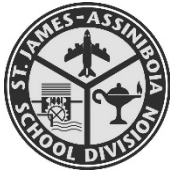
There was no new business arising.

The meeting adjourned at 3:55 p.m.

The next meeting is scheduled for Thursday, May 20, 2021 at 3:30 pm.

Minutes reported by Bryan Metcalfe, Trustee

Minutes recorded by Jenness Moffatt, Assistant Superintendent, Education (K-12) and Administration



## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **REPORT OF THE GOVERNANCE COMMITTEE No. 05-20**

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#1555564

Meeting Held: Tuesday, April 6, 2021, Aidan Conklin Building/Teams, 5:30 p.m.

Present: Bruce Chegus, Committee Chair  
Craig Johnson, Trustee

Cheryl Smukowich, Board Chair

Mike Wake, Superintendent  
Carrie Melville, Acting Secretary-Treasurer/Chief Financial Officer  
James Dunlop, Assistant Secretary-Treasurer  
Sharon O'Neil, Senior Executive Assistant

Regrets: Jennifer Lawson, Trustee

### **DISCUSSION AND RECOMMENDATIONS**

#### **1. Attendance**

As per above.

#### **2. Approval of the Agenda**

The Agenda was approved as circulated.

#### **3. Policy AG - Governance Framework**

The Committee reviewed the proposed changes to Policy AG – Governance Framework, with the Committee. After removing one of the proposed paragraphs that referenced formal communication, the Committee agreed on the policy as presented.

**The Governance Committee recommends:**

**That the revisions to Policy AG – Governance Framework be approved.**

#### **4. Regulation AG-R Board Self-Evaluation**

Regulation AG-R Board Self-Evaluation will be deferred to the next Governance Committee meeting.

#### **5. Policy BBABB - Duties of the Vice Chair**

In view of the extensive work that Vice Chair Lawson has done during her term, it is appropriate that this policy be expanded to reflect the work.

**The Governance Committee recommends:**

**That the revisions to policy BBABB – Duties of the Vice Chair of the Board be approved.**

**6. Policy BABA - Duties of the Chair**

The revision to Policy BABA – Duties of the Chair, was reviewed.

**The Governance Committee recommends:**

**That the revision to Policy BABA – Duties of the Chair be approved.**

**7. Policy BC - Board Member Conduct –re: Resolutions and new section Non-Pecuniary**

The Committee reviewed the changes suggested to Policy BC – Board Member Conduct. These changes include removing the Conflict-of-Interest section to a new standalone policy as referenced in item #8.

**The Governance Committee recommends:**

**That the revisions to policy BC - Board Member Conduct be approved.**

**8. New Policy – BCB Board Member Conflict of Interest**

The Committee reviewed the draft policy BCB - Board Member Conflict of Interest. A discussion was held on the obligation of a Trustee disclosing outside interests and the Chair of the Board receiving this information at the onset of Trustee appointments, as well as the need to address this matter in future New Trustee Orientation meetings. This discussion will continue at the next Governance meeting.

Attached for trustee reference is a document prepared by Manitoba Education 'Conflict of Interest - Full Disclosure'.

**9. New Policy - Electronic Communication by Board Members**

The Committee reviewed the new policy proposed on Electronic Communication by Board Members. The Committee noted that an official email signature should be referenced in the policy along with a disclaimer. IT can set up a disclaimer and adjust the privacy setting for each Trustee.

The new proposed policy Electronic Communication by Board Members will be deferred to the next meeting with changes to include disclaimers and signatures for all Trustees.



#### **10. Update re: School Messenger**

- Referenced in new policy – Electronic Communication by Board Members**
- Revision to KBD-R Communication with Parents Using School Messenger**

The new proposed policy – Electronic Communication by Board Members will be reviewed at the next Governance meeting.

Regulation KBD-R - Communication with Parents Using School Messenger was revised to specify the use of School Messenger.

**The Governance Committee recommends:**

**That the revisions to Regulation KBD-R – Communication with Parents Using School Messenger be received as information.**

#### **11. Update re: Superintendent Evaluation**

This item was deferred to the next Governance meeting.

#### **12. Next Meeting**

June 1, 2021 at 5:30

#### **13. Adjournment**

6:28 p.m.

Report submitted by Bruce Chegus, Chair, Governance Committee  
Minutes recorded by Sharon O'Neil, Senior Executive Assistant

# Conflict of Interest FULL DISCLOSURE

A GUIDE FOR MANITOBA SCHOOL TRUSTEES

APRIL 1988  
MANITOBA EDUCATION  
ADMINISTRATION AND PROFESSIONAL CERTIFICATION

**CONFLICT OF INTEREST—FULL DISCLOSURE**  
***A Guide for Manitoba School Trustees***

**Background**

The expenditure of public funds by elected officials has traditionally been watched carefully by citizens and interpreted strictly by the courts where any review takes place. Until recently, most legislation dealt with potential conflict of interest situations by prohibiting any financial transactions between a public body and its elected officials except for specific payments for services such as utilities.

This prohibitive approach mirrored the legal maxim that "Justice Must Not Only Be Done But It Must Be Seen To Be Done." Accordingly, no opportunity was provided for a private interest to be pursued where it could come into conflict with a public duty.

A more equitable approach has emphasized the opportunity for an elected official to provide goods or services to an institution provided that full disclosure takes place within the guidelines of the legislation.

In 1987, the Manitoba Legislature amended *The Public Schools Act* to clarify situations where potential for conflict of interest exists, to outline the action a trustee must take to avoid conflict of interest, and to specify the penalties for a finding of conflict of interest.

This summary is intended to assist trustees in carrying out their duties. It is also intended to direct public officials toward the importance of strict adherence to the full disclosure procedures which avoid conflict of interest.

1. When does conflict of interest occur?

Section 36(1)

When a personal matter (or interest) clashes with a public duty or responsibility there is said to be a conflict of interest. For a school trustee, conflict of interest occurs when a trustee or the dependent of a trustee participates in decisions of the Board of Trustees which result in a direct or indirect pecuniary gain for that trustee or the dependent of that trustee. An exception is permitted when the benefit to the trustee or dependent is identical to that received by any other ordinary citizen, such as through reduced taxes or increased services.

2. What is the definition of dependent?

Section 36(1)

A dependent of a trustee is defined as the spouse of a trustee, or, the person represented as the spouse, and any children residing with the trustee.

3. What is an indirect pecuniary interest?

Section 37(1)

An indirect pecuniary interest occurs when business is conducted between a board of trustees and a corporation or subsidiary of a corporation where:

- (a) the corporation is one in which the trustee or his dependent has an interest that exceeds 5% of the value of the stock; or
- (b) the corporation is one in which the trustee or dependent is a director or officer; or
- (c) the corporation is one in which the trustee or dependent is: i) an employee or partner, ii) a guarantor of a surety, or iii) a creditor.

Section 37(5)(c)

In all cases the benefit must exceed that received by an ordinary citizen and be over the value of \$500.00 in order to be considered significant.

4. Are there exceptions?

Yes. Section 37(3) sets out exceptions to conflict of interest as being:

- a. A trustee or dependent has no conflict of interest when the contract entered into by the board is on terms common to other contracts. This allows a spouse or dependent to be employed by a school division on the same terms as others, including employment as a teacher or in another employee group employed according to the terms of the collective agreement. This would not include the dependent of a person who negotiates a separate employment agreement. A trustee can enter into an agreement to supply services or materials to the board under an agreement common to all others and not be in conflict. An employee of a utility or similar corporation where rates are set through external negotiation can be a trustee without being in conflict.
- b. A person who is involved in the provision of sewer and water connection to a division can be a trustee or dependent of a trustee.
- c. A person can be a contractor or employed by a contractor in the construction of a school building supervised by The Public Schools Finance Board and not be in conflict.
- d. The owner, editor, or employees of a newspaper in which advertising is placed can be a trustee or dependent of a trustee without being in conflict.
- e. A trustee can hold bonds or debentures of a school district and not be in conflict.
- f. In an emergency, a trustee can receive reasonable compensation for work or services without being in conflict.
- g. A trustee can be appointed to serve, as a trustee, on any commission, board or agency without being considered to be in conflict.
- h. A trustee may be an employee of the federal, provincial, or municipal governments, or any other school division or school district and not be in conflict.

5. What does a trustee do when he believes himself to be in conflict of interest?

Section 38(1)

When a matter arises in a meeting in which the trustee or dependent has a direct or indirect pecuniary interest or liability, the trustee shall:

- a. disclose the general nature of the interest or liability.
- b. withdraw from the meeting without participating in the vote or discussion.  
Withdrawal should be noted in the minutes, and
- c. refrain at all times from attempting to influence the matter.

6. What meetings does this include?

Section 38(2)

The meetings that this procedure governs are:

- a. school board meetings
- b. committee meetings, and
- c. subcommittee meetings.

7. Must the trustee disclose conflict if he/she is not present at the meeting?

Section 38(3)

Yes, absence from a meeting does not mean the trustee can avoid disclosure. The necessary disclosure must be made at the next meeting of the body in question. The trustee must not at any time, before or after the disclosure, attempt to influence the decision.

8. Is a record of disclosure kept?

Section 39(1)

Yes. The secretary-treasurer is responsible for establishing a central register of disclosures. Whenever a disclosure occurs, the clerk of the meeting shall record in the minutes the disclosure, the nature of the direct or indirect pecuniary interest, and the withdrawal of the trustee from the meeting. The clerk records this with the secretary-treasurer in the central registry. Also noted is whether or not the meeting and the minutes of the meeting are open to the public.

9. Is this record open to the public?

Section 39(4)

Yes. The central register is open to the public without charge during regular office hours.

10. What is the procedure when withdrawals reduce the number of trustees below the number required for a quorum?

Section 39.1(1)

In the matters being dealt with by the school board the following occurs:

a) School Board Meetings

- (i) If two trustees remain they constitute a quorum for a board meeting.
- (ii) If there are fewer than two trustees remaining, the trustees apply to the Minister who refers the matter to the Board of Reference which will hear the matter and make a decision on conflict of interest in the matter.

b) Committees or Subcommittee Meetings

When the matter is being dealt with in a committee or subcommittee and there are fewer than two trustees remaining, the matter goes to the school board for decision.

11. What happens to a contract when one or more trustees act in conflict of interest?

Section 39.2

The existence of a conflict of interest does not automatically void a contract. The school board can void such a contract within two years of the decision except where the contract was made in good faith and the conflict was unknown at the time. If the board were to void a contract, the errant trustees could then be subject to personal suit.

The good faith provision allows the board to "save" the contract if it wishes, without incurring additional risk for voting in favor of an illegal expenditure.

12. What action must a trustee undertake in addition to withdrawal?

Section 39.3(1)

The law requires filing of statements disclosing assets and interests of the trustee and dependents prior to taking the oath of office by the trustee and within thirty days of acquiring or disposing of such assets by the trustee or dependent, thereafter.

13. What assets and interest must be disclosed?

Section 39.3(4)

- a. All land that the trustee or his/her dependent owns or in which she/he has any interest including any mortgage, licence or interest under a sale or option agreement, excluding the principal residence.
- b. Any shares or interest in a corporation where the value is 5% or more of the capital stock of a corporation which has land in that school division.
- c. Any corporation where the trustee or dependent has 5% or more of the value of the issued capital stock.
- d. The name of every person, corporation, partnership or organization that remunerates the trustee or dependent for services performed as an officer, director, manager, proprietor, partner or employee.
- e. Bonds and debentures excluding those issued by any government at the federal, provincial or municipal level in Canada.
- f. Holdings in investment funds, mutual funds, investment trust or similar securities excluding Retirement Saving Plans, Home Ownership Savings Plans, accounts and term deposits held in banks, credit unions or other financial institutions, pension plans and insurance policies.
- g. Any "real" property in which the trustee or dependents might have an interest through a trust or in which one has an interest as executor of an estate.
- h. Any gift and the identity of the donor, given to a trustee or dependent after July 20, 1987, except
  - (i) gifts from a family member
  - (ii) gifts already reported
  - (iii) gifts received prior to being elected as a trustee.

Any contract between the trustee or dependent or corporation in which either have an interest and the school division or school district except:

- (i) when the contract was entered into prior to the first election of the trustee to the school board
- (ii) any contract previously disclosed
- (iii) any contract in which the trustee or dependent is exempt from reporting under the act.

14. What action is taken if the trustee fails to comply?

Section 39.3(2)

If the trustee does not file the statement prior to assuming office the secretary-treasurer shall notify the trustee in writing of the omission and the trustee has 30 days after receiving the notification to do so. If the trustee fails to comply, it is regarded as a violation of the act and the school board begins proceedings to disqualify the trustee.

15. Are all gifts, assets and interests to be disclosed:

Section 39.3(5)

No. Trustees do not report the following:

- a. Gifts worth less than \$250.00 unless the total value of gifts from the donor to the trustee and dependents exceeds \$250.00.
- b. An asset or interest less than \$500.00
- c. Any assets or interests acquired by a dependent prior to January 1, 1984, in the case of a trustee elected prior to January 1, 1987, or more than two years prior to first election to the school board for those elected after January 1, 1987.

16. Are these statements open to the public?

Section 39.3(7)

No, the secretary-treasurer may not reveal the contents to any person. They are open on request to the trustee. However, if a person details a possible violation to the secretary-treasurer, including a specific asset or interest related to the violation, the secretary-treasurer must examine the statement filed by the trustee and inform the complainant in writing whether or not the statements disclose that asset.

17. Can a trustee use his position to gain information valuable to himself or others?

Section 39.4(1)

No. A trustee cannot use for personal gain, or the gain of any other person, information that the trustee obtains through his position as a trustee and is not available to the public. No trustee can receive compensation, directly or indirectly, for services rendered in influencing a decision of a board or in attempting to influence other trustees, officers, or employees of the school board, nor, can he/she have any direct or indirect gain from such action.



18. Can a trustee appear before the board of trustees on his own behalf?

Section 39.5(1)

Yes, but the trustee may not vote on any such matter.

19. What is the penalty for violating the act?

Section 39.6(1)

A trustee who violates the act is disqualified from holding office and his/her seat becomes vacant.

20. What is the procedure for enforcing the act?

Section 39.7(1)

The procedure begins when:

- a. the school board directs the secretary-treasurer to apply to a Judge of the Court of Queens' Bench for a declaration of violation, or
- b. an elector applies to a Judge of the Court of Queens' Bench for an ex parte declaration of violation, after having filed an affidavit showing details of the violation, and paying to the court \$300.00 as security.

If the Judge finds there has been a violation, he declares the seat vacant and may order the trustee to pay restitution if he finds that the trustee has received pecuniary gain. The Judge has the option to find that the breach of the law was inadvertent and not impose any penalty.

21. Is there a limitation on the period for starting procedures?

Section 39.7(11)

Yes. No application for a declaration of violation may be brought more than six years after the date of the violation and no order for restitution may be made more than six years after the violation.

22. When does a trustee's seat become vacant?

Section 39.8

The seat becomes vacant when:

- a. the trustee is deceased,
- b. the trustee has submitted a written letter of resignation,
- c. the trustee fails to attend three consecutive school board meetings without authorization by resolution of the school board,
- d. the trustee is disqualified under the *Act*, or
- e. the trustee ceases to be a resident of the school division or school district.

## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **REPORT OF THE FINANCE/FACILITIES COMMITTEE No. 06-21**

Meeting Held: Tuesday, April 6, 2021, Aidan Conklin Building/PSDC via Teams, 6:30 p.m.

Present: Craig Glennie, Chair  
Bruce Chegus, Trustee  
Craig Johnson, Trustee

Cheryl Smukowich, Board Chair

Present: Mike Wake, Superintendent  
Carrie Melville, Acting Secretary-Treasurer/Chief Financial Officer  
Randy Calvert, Manager, Facilities & Maintenance  
James Dunlop, Acting Assistant Secretary-Treasurer

Regrets: Jennifer Lawson, Board Vice Chair

### **DISCUSSION AND RECOMMENDATIONS**

#### **1. Attendance**

As per above.

#### **2. Approval of the Agenda**

The Agenda was approved as circulated.

#### **3. PSFB Correspondence - Expanded Capital Support Program**

The Committee reviewed correspondence from the Public Schools Finance Board.

**The Finance/Facilities Committee recommends:**

**That the PSFB correspondence listed above be received as information.**

#### **4. Financial Statement – February 2021**

The Committee reviewed the Financial Statement for the period ended February 28, 2021.

**The Finance/Facilities Committee recommends:**

**That the Financial Statement for the period ended February 2021 be received as information.**

#### **5. Review of Organizational By-Law**

The Committee reviewed the Organizational By-Law and did not identify any areas for revision.

**The Finance/Facilities Committee recommends:**

**That the Organizational By-Law be received as information.**

**6. Policy Review**

- EBCA Emergency Response Plans
- EBCA-R Emergency, Disaster, Pandemic, and Crisis Response Plans
- ACE-E-1 Employee Safety During Emergencies
- ACE-E-2 Individualized Employee Response Plan

The Committee reviewed Policy EBCA Emergency Response Plans, Regulation EBCA-R Emergency, Disaster, Pandemic, and Crisis Response Plans, Exhibit ACE-E-1 Employee Safety During Emergencies and Exhibit ACE-E-2 Individualized Employee Response Plan.

**The Finance/Facilities Committee recommends:**

**That Policy EBCA Emergency Response Plans be approved (Appendix A).**

**And further;**

**That Regulation EBCA-R Emergency, Disaster, Pandemic, and Crisis Response Plans (Appendix B), Exhibit ACE-E-1 Employee Safety During Emergencies (Appendix C) and Exhibit ACE-E-2 Individualized Employee Response Plan (Appendix D) be received as information.**

**7. Allard Proposal**

The Committee reviewed a proposal for the development of a portion of land at the Allard site, which was submitted via the Province of Manitoba.

**The Finance/Facilities Committee recommends:**

**That the Allard Proposal be received as information.**

**And further;**

**That Administration send correspondence to the Province of Manitoba exploring the transfer of the Allard property to the Province.**

**8. Assiniboine Children's Centre**

The Committee received an update on the Assiniboine Children's Centre and École Assiniboine's space requirements.

**The Finance/Facilities Committee recommends:**

**That the Assiniboine Children's Center update be received as information.**

Adjournment: 7:23 p.m.  
Next Meeting: Finance/Facilities Committee  
Tuesday, May 4, 2021, 5:30 p.m.

Report submitted by Craig Glennie, Chair, Finance/Facilities Committee  
Minutes recorded by James Dunlop, Acting Assistant Secretary-Treasurer

#107842

EBCA-R

### **EMERGENCY RESPONSE PLANS**

This Policy affirms the St. James-Assiniboia School Division's commitment to provide all staff, students, and visitors to its facilities a safe and healthy environment. To that end the school division will develop response plans designed to reduce human injury or damage to property or the environment in the event of an emergency, disaster, pandemic, or other crisis.

Former OP11005

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|         |          | April 2021 | 1 of 1 |
| Motion  |          |            |        |

#107843

**EMERGENCY, DISASTER, PANDEMIC,  
AND CRISIS RESPONSE PLANS****Definitions**Emergency

An emergency is an unforeseen incident that can be responded to using available resources. They occur more regularly than disasters and are therefore more anticipated by a community. As such, the availability of emergency medical services, fire departments, police departments, and other such public services ensure the proper response to such events. These include, but are not limited to, fires, lockdowns, chemical spills within the building, and threats.

Disaster

A disaster is the sudden occurrence of an unfavorable situation that causes serious disruption to the social routine. It endangers a large social space, and while it occurs much less frequently than emergencies, the effects are graver, often causing multiple casualties and/or property damage. Such a greater impact can disrupt and incapacitate emergency responders, leading to the need for assistance outside of the locality. These include but are not limited to tornados and chemical spills outside of the building.

Pandemic

An outbreak of a disease that occurs over a wide geographic area (such as multiple countries or continents) and typically affects a significant proportion of the population.

Crisis

Increased stress, physical illness, problems at work or at school, changes in family situations, trauma/violence in the community or substance use may trigger an increase in behaviors or symptoms that lead to a crisis. A mental health crisis is any situation in which a person's behaviors puts them at risk of hurting themselves or others and/or when they are not able to resolve the situation with the skills and resources available.

**RESPONSIBILITIES**Building Administrators

It shall be the responsibility of each building administrator to ensure written plans are in place for emergencies and crises and are reviewed and updated annually. It shall also be the responsibility of each building administrator to ensure a Crisis response team and a Threat Assessment team are maintained.

| ADOPTED | REVIEWED | REVISED | PAGE   |
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|         |          |         | 1 of 2 |
|         |          |         |        |

The St. James-Assiniboia Superintendent

It shall be the responsibility of the St. James-Assiniboia Superintendent ensure a divisional response team shall be maintained to address disasters and pandemics. The team will consist of Senior Administration plus additional staff, as necessary.

**EMERGENCY PLANS**Fire Safety Plan

Fire plans must be updated and reviewed with staff annually. Fire plans are developed using the City of Winnipeg Preparation Guidelines for Fire Safety Plans. The Fire Safety Plan must be clearly marked and kept in a highly visible location accessible to the fire department.

Other Emergency Plans

A safety plan must be developed to address bomb threats, chemical spills, elevated carbon monoxide, failure of services (loss of hydro, gas, or water), snowstorm, tornado, child removal/abduction, lockdown, pandemic, crisis response, medical emergency, or accident.

School-based Crisis Response Teams

The purpose of the Crisis response team is to provide support to those who have experienced events such as suicide, homicide, unnatural death, or other traumatic situations.

Building administrators may include the following members on the crisis response teams:

Principal, Vice-Principal, Resource teacher, Guidance counsellor, ESS support, Community resources, and other teachers.

School-based Threat Assessment Teams

Threat assessment teams shall adhere to Policy JICM – Risk Threat Assessment, including the protocol for responding to student threats/high risk behaviours, JICM-R - Assessing Violence Potential: Protocol for Dealing with Student Threats and High-Risk Behaviours.

Building administrators may include the following members on the threat assessment teams:

Principal, Vice-Principal, Resource teacher, Guidance counsellor, ESS support, and other teachers.

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### **Employee Safety During Emergencies**

The St. James-Assiniboia School Division takes employee safety seriously.

If you have a disability, whether permanent or temporary, visible or invisible, and believe you may need help during an emergency, please let me know. The school division prepares for fire evacuations, lockdown or hold and secure situations, and weather-related emergencies such as tornadoes. Please consider the self-assessment questions below. If you determine you may need specific accommodations during an emergency, please contact me and I will work with you to develop an individualized emergency response plan. I do not need to know the details of your medical condition or disability. I just need to determine the kind of help you may need. The information you provide will be kept confidential and would only be shared with your consent. For example, if you need another person to assist you during an emergency, I would request that you allow me to share the relevant information with that helper. If you have questions or you already have emergency response information and need to adjust it, please let me know and we can go through it together.

#### **Self-Assessment**

1. Can you see or hear the fire alarm signal?
2. Can you hear a lockdown announcement?
3. Are you able to move to the designated tornado shelter area?
4. Can you activate the fire alarm system?
5. Can you use the emergency exits?
6. Can you exit the building without assistance or support?
7. Are you able to evacuate during a stressful and crowded situation?
8. If you require help to evacuate, consider what instructions people may need to help you.
9. Do you require any other specific accommodations in an emergency?

Thank you.

Principal



## **Individualized Emergency Response Plan**

Employee Name:

### **Fire Emergency Evacuation**

During a fire emergency or drill the fire alarm will sound throughout the building. All staff, students, visitors, and contractors will evacuate the building and meet outside.

Employee specific plan for fire emergencies:

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### **Lockdown or Hold and Secure Situation**

During a lockdown event or drill an announcement will be made for all staff, students, visitors and contractors to go into "Lockdown". Enter the nearest vacant room and once the hallways are empty lock the door. Do not leave the room until a credible person (An administrator or designate) informs you that the danger has passed and advises you on how to safely exit the school. During a "Hold and Secure" situation activities will continue as normal with the except exterior doors will be locked. As well, the principal will ensure that students on the grounds are instructed to enter the school immediately. The main entrance door will be monitored to allow entry by students or known staff members and to determine whether the situation should be elevated to a lockdown

Employee specific plan for lockdown or hold and Secure:

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### **Tornado Emergency**

During a tornado or tornado drill school administrators will direct staff, students, visitors and contractors to move to the safest location(s) in the building. The safest locations in a school include:

1. Basement
2. Interior hallway on lowest level
3. Away from windows
4. In a small room, (bathroom), surrounded by load-bearing walls
5. In a room without small objects that may serve as projectiles

Employee specific plan for tornado:

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