

Minutes of the Policy and Board Development Committee Meeting
Monday, July 18, 2022
11:30 am

Attended by: Ramona Robins (Chair), Michelle McKenzie(Zoom), Chris Czember, Sourav Saha (CAO), Chelsy McArady (HR & Workflow Manager), Myrna Cooper (Advisor to the Board)

Regrets:

1. Call to Order

The meeting was called to order at 11:30am by Michelle McKenzie.

2. Approval of the Agenda

MOTION: Moved by Chris Czember to approve the agenda as presented. CARRIED

3. Approval of the Minutes

MOTION: Moved by Michelle McKenzie to approve the minutes of the Policy and Board Development Committee Meeting on June 6, 2022. CARRIED

4. Amendments to Policies:

a. Policy F-2 Donations

MOTION: Moved by Chris Czember to recommend the revised Policy F-2 Donations as amended to the Board for approval. CARRIED

b. Policy F-3 Reserves

MOTION: Moved by Michelle McKenzie to recommend the revised Policy F-3 Reserves as amended to the Board for approval. CARRIED

c. Policy F-4 Tendering

MOTION: Moved by Chris Czember to recommend the revised F-4 Tendering as amended to the Board for approval. CARRIED

d. Policy F-7 Non-Sufficient Funds or Bank Fees

MOTION: Moved by Michelle McKenzie to recommend the revised Policy F-7 Non-Sufficient Funds or Bank Fees as amended to the Board for approval. CARRIED

e. Policy F-10 Disposal of Assets

MOTION: Moved by Chris Czember to recommend the revised Policy F-10 Disposal of Assets as amended to the Board for approval. CARRIED

f. Policy F-11 Purchasing

MOTION: Moved by Michelle McKenzie to recommend the revised Policy F-11 Purchasing as amended to the Board for approval. CARRIED

- g. Policy F-13 (Prior R-35) Security Deposits
MOTION: Moved by Chris Czember to recommend the revised Policy F-13 Security Deposits as amended to the Board for approval.
CARRIED
- h. Policy H-9 Workplace Violence
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-9 Workplace Violence as amended to the Board for approval.
CARRIED
- i. Policy H-11 Disposal of Sharps
MOTION: Moved by Chris Czember to recommend the revised Policy H-11 Disposal of Sharps as amended to the Board for approval.
CARRIED
- j. Policy H-13 Modified Work
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-13 Modified Work as amended to the Board for approval. CARRIED
- k. Policy H-14 Manual Materials Handling
MOTION: Moved by Chris Czember to recommend the revised Policy H-14 Manual Materials Handling as amended to the Board for approval. CARRIED
- l. Policy H-40 Asbestos
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-40 Asbestos as amended to the Board for approval. CARRIED
- m. Policy P-13 Local Authority Pension Plan
MOTION: Moved by Chris Czember to recommend the revised Policy P-13 Local Authority Pension Plan as amended to the Board for approval. CARRIED
- n. Policy P-21 Rodent Insect Infestation
MOTION: Moved by Michelle McKenzie to recommend the revised Policy P-21 Rodent Insect Infestation as amended to the Board for approval.
CARRIED
- o. Policy P-22 Influenza Vaccination
MOTION: Moved by Chris Czember to recommend the revised Policy P-22 Influenza Vaccination as amended to the Board for approval.
CARRIED
- p. Policy P-23 Lost Property
MOTION: Moved by Michelle McKenzie to recommend the revised Policy P-23 Lost Property as amended to the Board for approval. CARRIED

- q. Policy R-14 Deceased Resident
MOTION: Moved by Chris Czember to recommend the revised Policy R-14 Deceased Resident as amended to the Board for approval. CARRIED
- r. P-41 Stat Holidays
MOTION: Moved by Chris Czember to recommend the new stat be added to Policy P- 41 Stat Holidays to the Board for approval. CARRIED

5. New Policies:

- a. Policy F-12 Procurement
MOTION: Moved by Michelle McKenzie to recommend the new Policy F-12 Procurement to the Board for approval. CARRIED
- b. Policy R-62 Use of Small Microwaves
MOTION: Moved by Chris Czember to recommend the new Policy R-62 Use of Small Microwaves to the Board for discussion. CARRIED

6. Deletion of Policy:

- a. Policy F-9 Property and Equipment Inventory recommended to be brought forward to Finance Committee.

7. Bylaws:

- a. Old Bylaws
- b. New Bylaws Draft - Tabled

8. Date for the next meeting

The date for the next meeting will be September 12th , 2022 @ 11:30 am.

9. In Camera

MOTION: Moved by Michelle McKenzie to go in-camera at 12:49 am. CARRIED

MOTION: Moved by Chris Czember to return to regular session at 1:00 pm.

10. Adjournment

The meeting was adjourned at 1:00 pm.

Minutes by Chelsy McArady, July 18, 2022