

**Minutes of the
Policy and Board Development Committee Meeting
Monday, September 12, 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 11:44am by Ramona Robins.

2. Approval of the Agenda

MOTION: Moved by Michelle McKenzie to approve the agenda as presented.
CARRIED

3. Approval of the Minutes

MOTION: Moved by Chris Czember approve the minutes as amended of the Policy and Board Development Committee Meeting on July 18, 2022. CARRIED

4. Amendments to Policies:

a. Policy A-1 Records Management Program

MOTION: Moved by Michelle McKenzie to recommend the revised Policy A-1 Records Management Program as amended to the Board for approval. CARRIED

b. Policy A-2 FOIP

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

c. Policy A-3 Release of Information

MOTION: Moved by Michelle McKenzie to recommend the revised A-3 Release of Information as amended to the Board for approval. CARRIED

d. Policy A-13 Managers and/or Assistant Managers Compensation & Benefits

MOTION: Moved by Chris Czember to recommend the revised Policy A-13 Managers and/or Assistant Managers Compensation & Benefits as amended to the Board for approval. CARRIED

e. Policy F-6 Signing Authority

MOTION: Moved by Michelle McKenzie to recommend the revised Policy F-6 Signing Authority as amended to the Board for approval. CARRIED

f. Policy F-8 Credit Card Use

MOTION: Moved by Chris Czember to recommend the revised Policy F-8 Credit Card Use as amended to the Board for approval. CARRIED

- g. Policy F-9 Property and Equipment Inventory
MOTION: Moved by Michelle McKenzie to recommend the revised Policy F-9 Property and Equipment Inventory as amended to the Board for approval. CARRIED
- h. Policy H-2 Emergency Preparedness Plan
MOTION: Moved by Chris Czember to recommend the revised Policy H-2 Emergency Preparedness Plan as amended to the Board for approval. CARRIED
- i. Policy H-6 Safety Inspections
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-6 Safety Inspections as amended to the Board for approval. CARRIED
- j. Policy H-40 Asbestos
MOTION: Moved by Chris Czember recommend the revised Policy H-40 Asbestos as amended to the Board for approval. CARRIED
- k. Policy H-41 Safe Footwear
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-41 Safe Footwear as amended to the Board for approval. CARRIED
- l. Policy H-42 Hazardous Energy Control (Lock Tag Out)
MOTION: Moved by Chris Czember to recommend the revised Policy H-42 Hazardous Energy Control (Lock Tag Out) as amended to the Board for approval. CARRIED
- m. Policy H-80 Confined Spaces
MOTION: Moved by Michelle McKenzie to recommend the revised Policy H-80 Confined Spaces as amended to the Board for approval. CARRIED
- n. Policy H-92 Preventative Maintenance
MOTION: Moved by Chris Czember to recommend the revised H-92 Preventative Maintenance as amended to the Board for approval. CARRIED
- o. Policy M-1 Food Safety
MOTION: Moved by Michelle McKenzie to recommend the revised Policy M-1 Food Safety as amended to the Board for approval. CARRIED
- p. Policy M-11 Meal Service Review
MOTION: Moved by Chris Czember to recommend the revised Policy M-11 Meal Service Review as amended to the Board for approval. CARRIED
- q. Policy P-8 Maintenance on Call
MOTION: Moved by Michelle McKenzie to recommend the revised Policy P-8 Maintenance on Call as amended to the Board for approval. CARRIED

- r. Policy P-9 Timesheets Policy
MOTION: Moved by Michelle McKenzie to recommend the revised Policy P-9 Timesheets Policy as amended to the Board for approval. CARRIED
- s. Policy P-12 Code of Ethics
MOTION: Moved by Chris Czember to recommend the revised Policy P-12 Code of Ethics to go to the Board for discussion. CARRIED
- t. Policy P-14 Safe Driving
MOTION: Moved by Chris Czember recommend the revised Policy P-14 Safe Driving be tabled for further inquiry. CARRIED
- u. Policy P-24 WCB Modified Work Program (prior Disability Management Program)
MOTION: Moved by Michelle McKenzie to recommend the revised Policy P-24 WCB Modified Work Program (prior Disability Management Program) to be tabled for further inquiry. CARRIED
- v. Policy P-25 Computer/Internet Usage
MOTION: Moved by Chris Czember to recommend the revised Policy P-25 Computer/Internet Usage as amended to the Board for approval. CARRIED
- w. Policy P-33 Employee Vaccinations (prior Hepatitis A & B)
MOTION: Moved by Michelle McKenzie to recommend the revised Policy P-33 Employee Vaccinations (prior Hepatitis A & B) as amended to the Board for approval. CARRIED
- x. Policy P-34 Scheduled Breaks
MOTION: Moved by Chris Czember to recommend the revised Policy P-34 Scheduled Breaks as amended to the Board for approval. CARRIED
- y. Policy P-35 Time in Lieu
MOTION: Moved by Michelle McKenzie to recommend the revised Policy P-35 Time in Lieu as amended to the Board for approval. CARRIED
- z. Policy R-8 Preferred Accommodation
MOTION: Moved by Chris Czember to recommend the revised Policy R-8 Preferred Accommodation as amended to the Board for approval. CARRIED
- aa. Policy R-21 Fees and Charges
MOTION: Moved by Michelle McKenzie to recommend the revised Policy R-21 Fees and Charges as amended to the Board for approval. CARRIED
- bb. Policy R-23 Monitoring
MOTION: Moved by Chris Czember to recommend the revised Policy R-23 Monitoring as amended to the Board for approval. CARRIED

cc. Policy R-34 Resident's Club

MOTION: Moved by Michelle McKenzie to recommend the revised Policy R-34 Resident's Club as amended to the Board for approval.
CARRIED

dd. Policy R-36 Aggressive and or Violent Behaviors

MOTION: Moved by Chris Czember to recommend the revised Policy R-36 Aggressive and or Violent Behaviors as amended to the Board for approval. CARRIED

ee. Policy R-43 Exercise Equipment

MOTION: Moved by Michelle McKenzie to recommend the revised Policy R-43 Exercise Equipment as amended to the Board for approval.
CARRIED

ff. Policy R-45a Motorized Vehicles – Visitors

MOTION: Moved by Chris Czember to recommend the revised Policy R-45a Motorized Vehicles – Visitors to the Board for deletion.
CARRIED

gg. Policy R-46 Use of Alcohol Substance – Residents

MOTION: Moved by Michelle McKenzie to recommend the revised Policy R-46 Use of Alcohol Substance – Residents to be tabled for further inquiry. CARRIED

hh. Policy R-50 Resident Safety

MOTION: Moved by Chris Czember to recommend the revised Policy R-50 Resident Safety as amended to the Board for approval.
CARRIED

ii. Policy R-52 Decision Making

MOTION: Moved by Michelle McKenzie to recommend the revised Policy R-52 Decision Making as amended to the Board for approval.
CARRIED

5. Date for the next meeting

The date for the next meeting will be October 3rd, 2022 @ 11:30am.

6. Adjournment

The meeting was adjourned at 12:49pm.

Minutes by Chelsy McArady, September 12, 2022