

**Minutes of the  
Policy and Board Development Committee Meeting  
Monday December 4<sup>th</sup> , 2023  
11:30 am**

**Attended by:** Michelle McKenzie, Chris Czember, Linnsie Clark, Sourav Saha (CAO)

**Regrets:** Chelsy McArady (HR & Workflow Manager)

**1. Call to Order**

The meeting was called to order at 11:59 am.

**2. Approval of the Agenda**

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

**3. Approval of the Minutes**

MOTION: Moved by Michelle McKenzie to approve the minutes of the Policy and Board Development Committee Meeting on November 1<sup>st</sup> ,2023 as presented.  
CARRIED

**Election of Chair and Vice-chair**

- Chair- Linnsie Clark was nominated for the position of Policy Committee Chair. No further nominations were received, and nominations were declared closed. Linnsie Clark was declared elected by acclamation as Policy Committee Chair.
- Vice-Chair- Michelle McKenzie was nominated for the position of Policy Committee Vice-Chair. No further nominations were received, and nominations were declared closed. Michelle McKenzie was declared elected by acclamation as Policy Committee Vice-Chair.

**4. New Polices:**

a. Policy A-9 Accessibility

MOTION: Moved by Chris Czember to recommend the new A-9 Accessibility as amended to the Board for approval. CARRIED

b. Policy A-10 Environmental Sustainability

MOTION: Moved by Michelle McKenzie to recommend the A-10 Environmental Sustainability as amended to the Board for approval .  
CARRIED

c. Policy A-11 Equal Opportunity and Code of Ethics

MOTION: Moved by Chris Czember to recommend the new A-11 Equal Opportunity and Code of Ethics as amended to the Board for approval . CARRIED

d. Policy A-12 Legal Requirements

MOTION: Moved by Michelle McKenzie to recommend the new A-12 Legal Requirements as amended to the Board for approval . CARRIED

e. Policy A-17 Privacy

MOTION: Moved by Chris Czember to recommend the new A-12 Privacy to the Board for approval . CARRIED

## 5. Documents

MOTION: Moved by Chris Czember to receive Cultural Competency Plan for information. CARRIED

MOTION: Moved by Michelle McKenzie to receive Service Delivery, and Plan of Action for information. CARRIED

MOTION: Moved by Chris Czember to receive Milestone POA&M for information. CARRIED

## 6. Date for the next meeting

The date for the next meeting will be January 8<sup>th</sup>, 2024 @ 11:30 am.

## 7. Adjournment

The meeting was adjourned @ 1:37 pm.

Minutes by Sourav Saha, December 4<sup>th</sup> , 2023