

**Minutes of the
Policy and Board Development Committee Meeting
Monday January 8th, 2024
11:30 am**

Attended by: Michelle McKenzie, Chris Czember, Linnsie Clark, Sourav Saha (CAO), Chelsy McArady (HR & Workflow Manager)

Regrets:

1. Call to Order

The meeting was called to order at 12:15 pm.

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 to approve the minutes of the Policy and Board Development Committee Meeting on December 4th,2023 as presented. CARRIED

4. New Policies:

a. Policy A-9 Accessibility

MOTION: Moved by Michelle McKenzie to table the new A-9 Accessibility back to the Policy Committee with amendments as discussed. CARRIED

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

MOTION: Moved by Chris Czember to table the new A-11 Equal Opportunity and Code of Ethics back to the Policy Committee with amendments as discussed. CARRIED

c. Policy A-12 Legal Requirements

MOTION: Moved by Michelle McKenzie to table the new A-12 Legal Requirements back to the Policy Committee with amendments as discussed. CARRIED

In reference to the new A-9, A-11, and A-12 – Policy Committee Board Chair suggested sourcing out for policy writing due to specific accreditation requirements/references.

5. Amendments to Policies

a. Policy A-2 FOIP

MOTION: Moved by Michelle McKenzie to recommend the revised A-2 Legal FOIP as amended to the Board for approval. CARRIED

- b. Policy A-3 Release of Information
MOTION: Moved by Chris Czember to recommend the deletion of A-3 Release of Information (contents will be added to policy A-2 FOIP) to the Board for approval. CARRIED
- c. Policy A-7 Keys
MOTION: Moved by Michelle McKenzie to recommend the revised A-7 Keys be tabled back to the policy committee with amendments and references as discussed. CARRIED
- d. Policy A-13 Managers and or Assistant Managers Compensation and Benefits
MOTION: Moved by Chris Czember to recommend the revised A-13 Managers and or Assistant Managers Compensation and Benefits to the Board for approval. CARRIED
- e. Policy A-14 Complaint Process for Out-of-Scope Employees
MOTION: Moved by Chris Czember to recommend the revised A-14 Complaint Process for Out-of-Scope Employees as amended to the Board for approval. CARRIED
- f. Policy A-15 Out-of-Scope Compensation and Benefits
MOTION: Moved by Chris Czember to recommend the deletion of A-15 Out-of-Scope Compensation and Benefits (add to A-13) to the Board for approval. CARRIED
- g. Policy B-1 Board Honoraria
MOTION: Moved by Chris Czember to recommend the revised B-1 Board Honoraria with P-11 Expenses referenced to the Board for approval. CARRIED
- h. Policy B-2 Communication
MOTION: Moved by Chris Czember to recommend the revised B-2 Communication as amended to the Board for approval. CARRIED
- i. Policy B-3 Policy Review
MOTION: Moved by Chris Czember to recommend the revised B-3 Policy Review to the Board for approval. CARRIED
- j. Policy B-4 Decision Making
MOTION: Moved by Chris Czember to recommend the revised B-4 Decision-Making Requirements to the Board for approval. CARRIED

6. Date for the next meeting

The date for the next meeting will be February 5th, 2024 @ 11:30 am.

7. Adjournment

The meeting was adjourned @ 1:50 pm.