

**Minutes of the
Policy and Board Development Committee Meeting
Monday, December 2nd, 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 11:46 am.

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 October 7th 2024, as presented. CARRIED

4. Amendments to Policies

a. A-1 Records Management

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

b. 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

c. A-7 Keys

MOTION: Moved by Michelle McKenzie to recommend the revised A-7 Keys as amended to the Board for approval. CARRIED

d. P-7 Confidentiality

MOTION: Moved by Michelle McKenzie recommend P-7 Confidentiality as presented to the Board for approval. CARRIED

e. P-9 Timesheets

MOTION: Moved by Linnsie Clark to recommend the revised P-9 Timesheets as amended to the Board for approval. CARRIED

f. P-16 Time Clock

MOTION: Moved by Linnsie Clark to recommend the new P-16 Time Clock as amended to the Board for approval. CARRIED

g. P-18 Employee Code of Conduct

MOTION: Moved by Michelle McKenzie to recommend the revised P-18 Employee Code of Conduct as amended to the Board for approval. CARRIED

h. P-19 Probationary

MOTION: Moved by Linnsie Clark to recommend P-19 Probationary as presented to the Board for approval. CARRIED

5. Date for the next meeting

The date for the next meeting will be January 13th, 2024 @ 11:30 am.

6. Adjournment

The meeting was adjourned @ 12:24 pm.

Minutes by Chelsy McArady on December 2nd, 2024