

2016/2017 Annual Report

of the

Policy and Procedure Committee

Chairperson: Cliff Murray

Members: Cheryl Gloucher, Mary Ann Doyle, Sharon Creighton and Karen Lehnen.

Resource Staff: Mary Lamb and Rosemary Foran

The Policy & Procedure Committee ensures “all policies and procedures are consistent with the Agency’s philosophical statements and in accordance with relevant government legislation, Ministry Directives and Compliance requirements, and the Collective Agreement.” Also, the Committee recognizes changing practices and endeavours to remain current with trends and language, which is reflected in Agency Policies and Procedures. Acceptable and expected practices regarding people’s rights, inclusion, Agency Philosophy, Vision and Mission must continue to be in the forefront with the development and implementation of policy and procedures.

1. Board Approval of Revised Policies and/or Procedures:

Revisions were made to two Policies and Procedures: Behavioural Support and Early & Safe Return to Work.

2. Deletion/Development/Approval of New Policies and/or Procedures:

The Dangerous Weapons and Fire Arms Policy (D-005), was deleted, as it was repetitious of the Bully, Harassment and Workplace Violence and the Employee Performance Standards Policies. Four new Policies were developed and include: Incident/Accident Investigation Policy & Procedures, Investment, Exit Interview and Independent Contractor.

The Agency also initiated a quarterly Policy and Procedure Questionnaire with the intent to enhance staff’s awareness and understanding of all policies and procedures. This new process is not intended to replace orientation procedures or mandatory annual staff training.

3. Approval of Funding Requests:

One of the Committee’s objectives is to receive and review all applications to access Board funds and make subsequent recommendations to the Board of Directors. Requests to access Board Funds through grants and/or loans received this past year amounted to approximately \$5,840. Assistance was provided for: camp, respite, staff training, support by way of a loan to an individual supported “to make a dream come true”- to see a live performance of the Backstreet Boys!

The “Community Access Fund”, a fund administered by Staff, provides financial assistance for individuals involved with Adult Services to attend inclusive community events. This Fund has been in existence since November 2008; the past fiscal year the fund was topped up again to \$5,000.; to date, there has been approval of twenty-six requests.

4. Board Scholarships:

Information for the Florence & Arthur Maskell Scholarship (for students enrolled in the DSW Program) and Evelyn M. Carroll Scholarship (for individuals with a developmental disability pursuing post-secondary education/training) was forwarded to local secondary schools, Partners In Employment and the Familyhome Program. The recipient of the Evelyn M. Carroll Scholarship for 2016 was Cobie McIlhargey.

I wish to extend my appreciation to Committee Members and Resource Staff for their continued input and support throughout the year.

Submitted by:

Cliff Murray,
Chairperson.