

## 2017/2018 Annual Report

of the

### Policy and Procedure Committee

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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.

#### 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 \$11,239. Assistance was provided for: camp, respite, special assistive devices, home improvements and Respite Symposium financial support.

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; to date, there has been approval of 28 requests.

#### 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 recipients of the Evelyn M. Carroll Scholarship for 2017 was Cobie McIlhargey (2<sup>nd</sup> year applicant) and Taylor Lee-Good (1<sup>st</sup> year applicant).

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

Submitted by:

Rosemary Foran,  
Executive Director