

2019/2020 Annual Report

of the

Policy and Procedure Committee

Chairperson: Molly Groves

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

Resource Staff: Mary Lamb and Rosemary Foran

Since the last Annual Report of the Policy & Procedure Committee, the Committee has convened in person, by email and virtually to consider new and revised Policies and Procedures, Requests to Access Board Funds and to consider applications for Board Scholarship Funds. In making recommendations to the Board of Directors, the Committee considers that all policies and procedures are consistent with the Agency's Vision, Mission and Service Principles and in accordance with government legislation, Ministry Directives and Compliance requirements, and the Collective Agreement.

Approval of Funding Requests:

Requests to access Board Funds through grants and/or loans received this past year amounted to approximately \$12,000.00. Assistance was provided for: YMCA Annual Memberships, rent assistance, camp registrations, transportation costs, calming apparatus, and by utilizing the proceeds from the past Golf Tournaments, the Agency was fortunate to purchase two (2) Camel Lift Chairs.

The "Community Access Fund" is a fund administered by Staff since 2008 to provide financial assistance to people involved with Adult Services to access inclusive community options; the fund has set requirements and considerations.

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, Centres for Employment & Learning and the Familyhome Program. No eligible applications were received in 2019.

Policies:

The following Policies were reviewed by the Committee this year, and subsequent recommendations made to the Board of Directors:

- Finances of People Supported Policy (C-008)
- Serious Occurrence Policy and Procedures (C-006);
- Abuse Policy - Prevention, Reporting and Managing (C-004)
- Use of Physical Restraints Policy (C-005)

- Pandemic Policy (D-008)
- Working from Home Policy and Procedures (E-022)

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

Submitted by:

Molly Groves, Chair.