

2018/2019 Annual Report

of the

Policy and Procedure Committee

Chairperson: Molly Groves

Members: Karen Lehnen, Cheryl Glousher, Mary Ann Doyle, Pat Carter and Mia Berg.

Resource Staff: Mary Lamb and Rosemary Foran

The Policy & Procedure Committee began its work this year, by reviewing the Committee's Terms of Reference, ensuring 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. Other responsibilities of the Committee are considering request to Access Board Funds and the Board's Scholarships.

Approval of Funding Requests:

Requests to access Board Funds through grants and/or loans received this past year amounted to approximately \$15,000. Assistance was provided for: camp, respite, special assistive devices, clothing, personal item 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 30 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, Centres for Employment & Learning and the Familyhome Program. The recipient of the Evelyn M. Carroll Scholarship for 2018 was Taylor Lee-Good (2nd year applicant).

Policies:

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

- Vision, Mission and Service Principles (A-001);
- Guiding Principles (A-002);
- Social Media and Agency Equipment Usage Policy (B-006);
- Relationship with Law Enforcement Agencies (C-017);
- Emergency Policy (D-003);
- Smoking Policy (D-004);
- First Aid Policy & Procedure (D-011);
- Location Health & Safety Representatives Policy (D-016);

- Hiring Policy (E-002);
- Police Record Check Policy (E-003);
- Vehicle Use Policy (E-009);
- Employee Performance Standards Policy (E-011);

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.