

2020/2021 Annual Report

of the

Policy and Procedure Committee

Chairperson: Patrick Carter

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

Resource Staff: Mary Lamb and Rosemary Foran

For the 2020/21 year, the Policy & Procedure Committee has convened by email, virtually and some limited in person meetings 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:

There were initially two requests to access Board Funds for the year; one with withdrawn, the other was in the amount of \$\$2,399.16, to assist with rent and utilities.

The "Community Access Fund", a fund administered by Staff since 2008, with set requirements and consideration provides financial assistance for individuals involved with Adult Services to attend inclusive community events. There were no requests to access this funding this year due to Covid-19, and individuals supported, like other community citizens were restricted with activities as most social and recreational community events were cancelled.

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, Foundations Huron and the Familyhome Program. At this time there is one application for the Evelyn M. Carroll Scholarship Fund. (We can update this, when the deadline for applications expire-May 7)

Agency By-Law No. 3:

The Policy and Procedure Committee recommended to the Board of Directors an Amendment to By-Law No 3; with respect to hold virtual meetings. The Board of Directors has subsequently made this recommendation to the Membership, to be confirmed at the June 23, 2021 Annual General Meeting. Additions were made to Sections 7.10 (a) and (b) and 8.7.8 (a) and (b).

Policies:

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

- Communication Policy (C-007)
- Orientation Policy - Employees, Volunteers and Student Placements (E-005)
- **Wait and see what additional Policies and Procedures are approved by the Board at the May Board Meeting and include these in the Annual Report?**

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

Submitted by:

Patrick Carter, Chair.