

2015/2016 Annual Report

of the

Policy and Procedure Committee

<u>Chairperson:</u>	Cliff Murray
<u>Members:</u>	Sharon Creighton, Cheryl Gloucher, Mary Ann Doyle, Karen Lehnen and Don Young
<u>Resource Staff:</u>	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.”

1. Board Approval of Revised Policies and/or Procedures:
Revisions were made to 11 Policies and Procedures: Individual Welfare / Rights; Abuse; Emergency; Preventative Maintenance; Slips, Trips & Falls Prevention; Manual Handling; Behavioural Support; Infection Control; Critical Injury Notice; Finances of People Supported; Medical for Persons Supported.
2. Development/Approval of New Polices and/or Procedures:
Five new Policies were developed and included: Code of Conduct; Sharps Policy & Procedures; Workplace Inspection; Work Refusal; and Lifts, Transfers & Physical Assistance.

Also, work continues on the integration of new and revised policies in the Health & Safety Section of the Policy and Procedures Document.

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 \$5,572.84. Assistance was provided for: camp; assistive device (chair); living expenses (rent, utilities, etc.).

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 and to date, there has been approval of twenty five requests.

The Community of the Sisters of St. Joseph provided funds to the Community Support for Families Program to assist families who have a child with a disability, that live in poverty and are experiencing a financial crisis. This year, requests totalled \$1,699.44. Families that receive funds are required to make a pledge back to their community as a means of “paying it forward.”

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The Committee encourages everyone to support the various Board fundraise initiatives as this allows the Board to accommodate the many requests for financial support.

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) has been forwarded to local secondary schools, Partners In Employment and the Familyhome Program.

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.