

**Governance & Audit Committee
AGENDA**

Thursday, April 25, 2024 @ 5:00pm

<https://us02web.zoom.us/j/85344421170?pwd=QUN6NGxSN2R1ZytUdUw2Q0dpVExUdz09>

Meeting ID: 853 4442 1170 Passcode: 946581

Item	Description	MRP
1.0	Call to Order and Introductions	Deborah Wybou
2.0	Approval of the Agenda	Deborah Wybou
3.0	Declaration of Conflict of Interest	Deborah Wybou
4.0	Approval of Previous Minutes: February 8, 2024*	Deborah Wybou
5.0	Business Arising from the Minutes	
	5.1 Centre of Excellence*	Geri Geldart
	5.2 Board Evaluation Results*	Geri Geldart
	5.3 Board Reappointments*	Deborah Wybou
6.0	New Business	
	6.1 Report from the President & CEO*	Geri Geldart
	6.2 Board Appointments	Deborah Wybou
	6.3 Policies for Review*	Geri Geldart
	6.3.1 Gov-O-265 Orientation of New Board Members	
	6.3.2 Gov-R-270 Reimbursement to members for out-of-pocket expenses	
	6.3.3 Gov-R-275 Resolution Book	
	6.3.4 Gov-R-278 Retirement or Resignation Gifts	
	6.4 2024 – 2025 Calendar of Meetings*	Geri Geldart
	6.5 Email Votes	Deborah Wybou
7.0	Next Meeting: TBD	

**Denotes attachment*

Proposed Motions

1. That the minutes of February 8, 2024, be approved.
2. That Lyne St-Pierre-Ellis, Doug Holt, Brenda Bossé, and Pierre LeBlanc be recommended for re-appointment to the Board of Directors for a 3-year term.
3. That Dana Bursey and Wayne Albert be recommended for appointment to the Board of Directors for a 3-year term.
4. That the Governance & Audit Committee recommend to the Board of Directors that the policies Gov-O-265 Orientation of New Board Members, Gov-R-270 Reimbursement to Members for Out-of-Pocket Expenses, Gov-R-275 Resolution Book, and Gov-R-278 Retirement or Resignation Gifts be approved as amended.

Minutes of meeting of the Governance & Audit Committee Thursday, February 8, 2024 at 5:00pm

Present: Deborah Wybou, Lyne St-Pierre-Ellis, Tracey Burkhardt (virtual), Wayne Snowdon, Marjorie Belzile, Donna Curtis Maillet

Regrets: Andrea Seymour

1. Call to order & Introductions

Ms. Wybou (Chair) called the meeting to order at 5:00pm.

2. Declarations of Conflict of Interest

Ms. Wybou asked members to review the agenda and self-identify if there was the potential for a conflict of interest. No conflicts were identified.

3. Approval of Agenda

It was moved by Lyne St-Pierre-Ellis and seconded by Donna Curtis Maillet that the agenda be approved. - Motion carried

4. Approval of Previous Minutes: December 7, 2023

It was moved by Marjorie Belize and seconded by Wayne Snowdon that the minutes of December 7, 2023 be approved. - Motion carried

5. Business Arising

5.1 Communication Strategy – Key Messages and Board Pitch

G Geldart presented the revised Communication Strategy 2023-2025, including key messages and a Board Member pitch. The committee requested the Board Pitch be revised to 5-6 concise, bullet points.. W Snowden suggested adding a resident/family newsletter to the list of communication channels.

Motion:

It was moved by Wayne Snowdon and seconded by Lyne St-Pierre-Ellis that the Governance & Audit Committee recommend that the revised 2023-25 Communication Strategy be presented to the Board of Directors for approval. - Motion carried

6. New Business

6.1 Report from the President & CEO

G. Geldart shared her Quarter 3 report.

- To ensure the board is able to complete its self-evaluation prior to the April meeting, the evaluation tool should be presented to the board at its February meeting. G. Geldart will share

copy of the 2022-23 evaluation form with the committee for their review and feedback. A question regarding satisfaction with board education should be included.

- Staff e-boards have been installed in staff rooms throughout the facility to communicate important messaging to staff.
- YCF donor database reflecting donations back to 2008, is nearing completion.
- The revised operating plan for the remainder of 2023-2024 was reviewed. Certain items have been delayed due to staffing changes, such as the Foundation's fund development plan and a marketing plan for volunteer recruitment.

6.2 Policy Review

6.2.1 Briefing Note – Ends Policies

G Geldart provided a briefing note outlining the Carver Model of board governance (policy governance) and the key principles and policies associated with policy governance. Wayne Snowdon recommended that this be added to the Board Governance Policy Manual.

6.2.2 Policies for Review and Approval

The following policies were reviewed.

- Gov-Ends-P-530-Purpose,
- Gov-Ends-R-550- Residence of Choice, and
- Gov-Ends-E-510-Employer of Choice

Motion:

It was moved by Marjorie Belize and seconded by Lyne St-Pierre-Ellis that the Governance & Audit Committee recommend to the Board of Directors that the the policies Gov-Ends-P-530-Purpose, Gov-Ends-R-550 – Residence of Choice, and Gov-Ends-E-510-Employer of Choice, be approved as amended.
- Motion carried

6.3 Centre of Excellence – Exploring the Concept - Discussion

G. Geldart shared a briefing note exploring the concept of a Centre of Excellence and if York Care Centre should consider any change in direction which would allow the organization to realize its Strategic Vision. A similar discussion has been held with the Research and Ethics Committee, with a focus on the research components of a Centre of Excellence. Members agreed this discussion is a necessary precursor to the next round of strategic planning. Lyne St-Pierre-Ellis suggested the board hold a dedicated session for a review and discussion on this topic, potentially in May.

6.4 Board Appointments & Reappointments – for information

The board member appointment and reappointment dates were shared with the committee by G. Geldart. There are 4 members that are up for reappointment, Lyne St-Pierre-Ellis, Doug Holt, Pierre LeBlanc and Brenda Bossé. The committee will reach out to each of the four members to determine their willingness to stand for re-appointment. Nominations will need to be finalized at the April meeting of the Committee.

There are currently 11 board members of a potential total of 15 members. It would be desirable for new board members to be recruited and vetted prior to the annual general meeting in June. Therefore, the committee asked the CEO to start a recruitment campaign on social media for potential new board members and board committee members.

7.0 Next Meeting

The next meeting will be held on April 25, 2024 @ 5pm.

8.0 Adjournment.

The meeting was adjourned at 7:00 on a motion by Mr. Snowdon.

Deborah Wybou, Chair

Jennifer Vos, Recorder

DRAFT



York Care Centre

Board Session

- 1. Purpose:** The purpose of the project is to facilitate a deep discussion between the York Care Centre, board, and committees, to develop a clear definition of what it means for the Centre to be a Centre of Excellence in Long Term Care.
- 2. Date:** May 27th, 5 p.m. to 8:00 p.m.

Agenda

1. Welcome and Introductions and Background (5 p.m. to 5:30 p.m.)
2. Defining a Centre of Excellence (5:30 p.m.–6:00 p.m.)
 - a. Exercise #1: What does a Centre of Excellence mean to you?
3. Where We Are Today (6:00 p.m. to 6:30 p.m.)
 - a. Exercise #2: What do we excel at?
4. Where Do We Want to Be (6:30 p.m. to 7:00 p.m.)
 - a. Exercise #3: What does the future look like?
5. How Do We Get There (7:00 p.m. to 7:45 p.m.)
 - a. Exercise #3: What is Needed to Achieve the Centre of Excellence?
6. Next Steps and Wrap Up (7:45 p.m. to 8:00 p.m.)

BRIEFING NOTE

To: Governance and Audit Committee
From: Geri Geldart, President and CEO
Date: April 15, 2024
RE: Board Evaluation Results

1. Purpose

- The Board of Directors undertakes an evaluation of its functioning on an annual basis. The responsibility for conducting the assessment falls to the Governance and Audit Committee.
- The committee reviews the results of the assessment, identifies strengths, and considers new opportunities for development. Based on the results, the Committee will identify topics of interest to Board members for inclusion in future educational sessions.
- The annual review will be undertaken no later than May.
- The Governance and Audit Committee is responsible to review annually the statements contained in the forms used for the annual assessment amend and report results to the Board of Directors.

2. Background

An electronic survey was sent to all members of the board in late February. Responses were received between February 20 – March 11, 2024. Most questions were statements which respondents were asked to rate on a 5-point scale (Strongly Disagree, Disagree, Unsure, Agree, Strongly Agree).

All participants were asked to respond to questions on “Overall Board Functioning” and “Leadership-Board Chair and CEO”. In addition, participants were asked to respond to questions regarding the committees on which they are members.

Section 1 – Overall Board Functioning 9 respondents	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
1. Board Activities are confined to policy issues rather than management issues.	1	1	0	5	2
2. We have a written statement of Vision, Mission and Values for our organization	0	0	0	0	9
3. The material and information provided to members allows for an understanding of the critical issues, the long-range plans, the goals and strategy of the organization.	0	0	0	6	3
4. As a board member, I feel comfortable in approaching the Chair of the Board, the chair of committees or the President and CEO to seek clarification on issues that are not clear to me.	0	0	0	3	6
5. We know what our business is, and what isn't.	0	0	0	7	2
6. We have a Code of Conduct for Board Members	No – 0		1		Yes - 8
7. We know the difference between the roles of directors and that of the staff.	0	0	0	5	4

Section 1 – Overall Board Functioning 9 respondents	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
8. All management activities are delegated to the President and CEO.	0	0	2	4	3
9. Information is provided in a timely and easy to read manner, and as a Board member we are informed regularly and completely.	0	0	0	4	5
10. Directors trust each other and have a high degree of disclosure among themselves.	0	1	0	5	3
11. As a member of the Board, I feel comfortable in challenging the strategy, direction, goals and plans, and to take an unpopular position if required.	0	0	1	6	2
12. Directors understand their fiduciary, ethical and legal responsibilities.	0	1	0	5	3
13. The history and traditions of the organization are clear to this Board and are honored or changed with deliberation and agreement.	0	0	1	5	3
14. The goals of our organization are clear and revisited regularly.	0	0	0	6	3
15. The responsibilities of the directors are defined.	0	0	0	7	2
16. Directors do not cross the boundaries between board and staff.	0	0	1	4	4
17. Differences of opinion are encouraged during discussions, but all are expected to carry out the decisions reached.	0	0	1	4	4
18. The President and CEO is evaluated annually with input from Directors.	0	0	0	5	4
19. Directors are given an orientation session within a reasonable amount of time.	0	0	0	5	4
20. The Board has a 5-year strategic plan which is reviewed regularly.	0	0	0	4	5
21. Directors are provided opportunities through educational / information sessions to keep current on sector issues and trends which may impact on the organization and the needs of the community it serves.	0	0	1	5	3
22. Directors are provided with sufficient opportunity to participate in professional development (conferences, workshops, education sessions).	0	2	1	4	2

23. Please add any comments regarding your view of the overall functioning of the Board over the past year.

- YCC has a strong board. Gaps to close on the board are legal and IT representation.
- The board has been provided with education that will help enhance our understanding of our roles, responsibilities, and boundaries. I truly believe we are growing as a board, strengthening trust in each other and in our ability to govern. The education also helps members better understand limitations, especially between management/staff and the board.
- I cannot speak to the behaviour of all board members (e.g. questions 10, 16) I am familiar with policy however and what is expected of members.

Section 2 – Leadership. Board Chair and CEO 9 respondents	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
24. Board meetings are held often enough to keep everyone informed and actively able to serve the organization well.	0	0	0	5	4
25. Information, such as minutes of meetings, agendas and details are provided in a timely and informative manner.	0	0	0	3	6
26. Meetings are professionally managed, member participation is encouraged, agenda is followed and matters under consideration are concluded in a timely and effective manner.	0	0	0	4	5
27. There is time for closed sessions as well as for business at hand.	0	0	0	6	3
28. Each year the Board sets out its top priorities and meetings to attend to these priorities.	0	1	1	5	2
29. Items that should be handled by staff, or delegated to specific committees, are handled in that manner.	0	0	1	5	3
30. When making decisions, this Board uses a variety of procedures and resorts to parliamentary procedure only when required.	0	0	1	5	3
31. The CEO is a valued member of the Board even if she is not a formal member.	0	0	0	1	8
32. Staff members are invited to attend Board meetings as appropriate.	0	0	0	5	4
33. The Board Chair maintains a productive working relationship with the President and CEO and board members.	0	0	0	3	6

34. Please add any comments regarding your view of the leadership provided to the board by the Board Chair and/or CEO over the past year.

- The CEO has provided the board with exemplary direction and resources to perform at a high level.
- The Board Chair has continued to provide leadership during a difficult period and with out a vice chair. This is commendable.

Section 3 – Finance and Admin Committee 6 responses	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
36. The terms of reference for the Finance and Admin Committee were provided and explained to members.	0	0	0	4	2
37. Matters brought before the Finance and Admin Committee respect the terms of reference.	0	0	0	4	2
38. The agenda for the Finance and Admin Committee meetings and related documents are circulated in sufficient time to allow for review and preparation prior to the meeting.	0	0	0	4	2
39. The material and information provided allows for an understanding of the issues to be considered and, if required, I feel comfortable in approaching the Chair of the committee to seek clarification on issues that are not clear to me.	0	0	0	4	2
40. Members of the Finance and Admin Committee come to the meeting prepared and ready to contribute.	0	0	0	4	2
41. Finance and Admin Committee meetings are professionally managed, make good use of members' time, follow the agenda and are concluded within a reasonable time.	0	0	1	3	2
42. The minutes of the Finance and Admin Committee meetings are accurate and reflect the discussions and conclusions/decisions reached.	0	0	0	4	2
43. Meetings of the Finance and Admin Committee are held regularly and with appropriate frequency.	0	0	0	4	2
44. Members of the Finance and Admin Committee treat each other with respect and courtesy.	0	0	0	4	2
45. When I speak, I feel listened to and my views/comments are valued.	0	0	0	3	3
46. I feel the Finance and Admin Committee has the respect of the Board of Directors	0	0	0	4	2

47. Please add any comments regarding your view of the overall functioning of the Finance and Administration Committee of the Board.

- This committee has had a lot of significant work this past year with the recruitment of a new CFO and alignment of accepted accounting practices. This was directed under the strong leadership of Pierre and significant contribution of Doug.

Section 4 – Research and Ethics Committee 5 responses	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
49. The terms of reference for the Research and Ethics Committee were provided and explained to members.	0	0	1	1	3
50. Matters brought before the Research and Ethics Committee respect the terms of reference.	0	0	1	2	2
51. The agenda for the Research and Ethics Committee meetings and related documents are circulated in sufficient time to allow for review and preparation prior to the meeting.	0	0	0	1	4
52. The material and information provided allows for an understanding of the issues to be considered and, if required, I feel comfortable in approaching the Chair of the committee to seek clarification on issues that are not clear to me.	0	0	0	1	4
53. Error – question duplicated					
54. Members of the Research and Ethics Committee come to the meeting prepared and ready to contribute.	0	0	0	2	3
55. Research and Ethics Committee meetings are professionally managed, make good use of members’ time, follow the agenda and are concluded within a reasonable time.	0	0	0	1	4
56. The minutes of the Research and Ethics Committee meetings are accurate and reflect the discussions and conclusions/decisions reached.	0	0	0	1	4
57. Meetings of the Research and Ethics Committee are held regularly and with appropriate frequency.	0	0	0	1	4
58. Members of the Research and Ethics Committee treat each other with respect and courtesy.	0	0	0	1	4
59. When I speak, I feel listened to and my views/comments are valued.	0	0	0	1	4
60. I feel the Research and Ethics Committee has the respect of the Board of Directors	0	0	0	1	4

61. Please add any comments regarding your view of the overall functioning of the Research and Ethics Committee of the Board.

- Thank you Tracy for your leadership.
- Question 40 and 41 are the same - it is a pleasure to serve on this board

Section 5 – Governance and Audit Committee 5 responses	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
63. The terms of reference for the Governance and Audit Committee were provided and explained to members.	0	0	0	1	4
64. Matters brought before the Governance and Audit Committee respect the terms of reference.	0	0	0	1	4
65. The agenda for the Governance and Audit Committee meetings and related documents are circulated in sufficient time to allow for review and preparation prior to the meeting.	0	0	0	2	3
66. The material and information provided allows for an understanding of the issues to be considered and, if required, I feel comfortable in approaching the Chair of the committee to seek clarification on issues that are not clear to me.	0	0	0	2	3
67. Members of the Governance and Audit Committee come to the meeting prepared and ready to contribute.	0	0	0	2	3
68. Governance and Audit Committee meetings are professionally managed, make good use of members' time, follow the agenda and are concluded within a reasonable time.	0	0	0	2	3
69. The minutes of the Research and Ethics Committee meetings are accurate and reflect the discussions and conclusions/decisions reached.	0	0	0	1	4
70. Meetings of the Governance and Audit Committee are held regularly and with appropriate frequency.	0	0	0	1	4
71. Members of the Governance and Audit Committee treat each other with respect and courtesy.	0	0	0	1	4
72. When I speak, I feel listened to and my views/comments are valued.	0	0	0	1	4
73. I feel the Governance and Audit Committee has the respect of the Board of Directors	0	0	0	1	4

74. Please add any comments regarding your view of the overall functioning of the Governance and Audit Committee of the Board.

- Thank you, Deborah, for your leadership.

Section 6 – Care Services Committee 3 responses	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
76. The terms of reference for the Care Services Committee were provided and explained to members.	0	0	0	1	2
77. Matters brought before the Care Services Committee respect the terms of reference.	0	0	0	1	2
78. The agenda for the Care Services Committee meetings and related documents are circulated in sufficient time to allow for review and preparation prior to the meeting.	0	0	0	1	2
79. The material and information provided allows for an understanding of the issues to be considered and, if required, I feel comfortable in approaching the Chair of the committee to seek clarification on issues that are not clear to me.	0	0	0	1	2
80. Members of the Care Services Committee come to the meeting prepared and ready to contribute.	0	0	0	1	2
81. Care Services Committee meetings are professionally managed, make good use of members' time, follow the agenda and are concluded within a reasonable time.	0	0	0	1	2
82. The minutes of the Care Services Committee meetings are accurate and reflect the discussions and conclusions/decisions reached.	0	0	0	1	2
83. Meetings of the Care Services Committee are held regularly and with appropriate frequency.	0	0	0	1	2
84. Members of the Care Services Committee treat each other with respect and courtesy.	0	0	0	1	2
85. When I speak, I feel listened to and my views/comments are valued.	0	0	0	1	2
86. I feel the Care Services Committee has the respect of the Board of Directors	0	0	0	1	2

87. Please add any comments regarding your view of the overall functioning of the Care Services Committee of the Board.

- Thank you, Lyne, for your leadership.

88. Please add any final comments / observations you may have that will assist the Board in its future planning and operations.

- Our key issue in the year is defining what centre of excellence means and where we want to go.
- A really good organization on which to be a board member.
- I am impressed with the respect and collegiality between board members and the support given to the CEO.

3. Considerations

Given the results, the Governance and Audit Committee should discuss the following elements of the assessment. Although the majority of participants agreed with the statement, there were a small number of responses indicating disagreement.

1. Board Activities are confined to policy issues rather than management issues.
2. Directors trust each other and have a high degree of disclosure among themselves.
3. Directors understand their fiduciary, ethical and legal responsibilities.
4. Directors are provided with sufficient opportunity to participate in professional development (conferences, workshops, education sessions).
5. Each year the Board sets out its top priorities and meetings to attend to these priorities.
6. The number of members on each committee.

There were also areas of “uncertainty” which should be considered when developing orientation programs and board development sessions. These included:

1. We have a Code of Conduct for Board Members
2. All management activities are delegated to the President and CEO.
3. As a member of the Board, I feel comfortable in challenging the strategy, direction, goals and plans, and to take an unpopular position if required.
4. The history and traditions of the organization are clear to this Board and are honored or changed with deliberation and agreement.
5. Directors do not cross the boundaries between board and staff.
6. Differences of opinion are encouraged during discussions, but all are expected to carry out the decisions reached.
7. Directors are provided opportunities through educational / information sessions to keep current on sector issues and trends which may impact on the organization and the needs of the community it serves.
8. Directors are provided with sufficient opportunity to participate in professional development (conferences, workshops, education sessions).
9. Each year the Board sets out its top priorities and meetings to attend to these priorities.
10. Items that should be handled by staff, or delegated to specific committees, are handled in that manner.
11. When making decisions, this Board uses a variety of procedures and resorts to parliamentary procedure only when required.

4. Recommendations

- *That the Governance and Audit Committee review the results of the annual Board assessment and make recommendations to the Board regarding board development for the next fiscal year.*
- *That the Governance and Audit Committee review the questions used in 2023/24 and make recommendations for revision.*
- *That the Governance and Audit Committee determine if the electronic methodology used in 2023/24 be used in 2024/25*
- *That the Governance and Audit Committee determine if a 3-point rating scale, or a 5-point rating scale be used in future surveys.*



CEO Report to the Governance & Audit Committee

For the period: January 1 – March 31, 2024

Quarter 4 Activity

The purpose of this report is to apprise the Board's Governance and Audit Committee of key activities within each quarter of the fiscal year, including an up date on key performance indicators and the strategic Partnerships pillar. Accordingly, the Committee receives four reports per year with content from the following senior leaders.

Senior Leader

Geri Geldart, President and CEO

Key Areas of Reporting

Governance, Policy, Board Recruitment,
Community Engagement, Audit, Social Media

1. Governance

a. Policy Matters

- The three “Ends” policies which were approved by the Board in February have been shared with the senior leadership team and will form the basis for discussions over the next several months.
- Four policies are presented for the committee’s consideration at this meeting.

b. Board Evaluation

- A briefing note is included in our meeting package which provides the results of our recent board evaluation.

c. Board Recruitment

- We have relaunched a social media campaign to support the recruitment of new board members and committee members.

2. Social Media, Communications and Engagement

a. Volunteer Program

- We are holding our first Volunteer Recognition event since before the pandemic on Thursday, April 25th. Over the past few months, there has been a focus on updating our Volunteer Recruitment methods and we have had a wonderful response. Hopefully, we are past the period when people were nervous about volunteering in long term care. We are seeing a mix of candidates, including students and retirees. This is a great mix! We are providing Stephanie Seymour with administrative and marketing support to help her re-activate the Volunteer program.

3. Partnerships

a. Centre of Excellence

- The Centre of Excellence discussion meeting will be held on May 27th 5:00 – 8:00PM. We have engaged Jenna Evans, a consultant with Stiletto consulting firm to facilitate the discussion. The draft agenda is included in our meeting package and I would appreciate the committee’s feedback and advice to ensure we get the greatest benefit from this session.
- Continuing to support the Mill Cove Nursing Home as they make changes in their governance and leadership approach, Marjorie Belzile and I met with the Board Chair to discuss board governance and policies.
- Continuing to offer support to the nursing homes in Region 3, we invited their staff to participate in our professional development session in March (Challenging Conversations). The homes have asked that we continue to make this opportunity available to them when possible.

4. Committee Workplan

- a. We are continuing to meet our workplan targets (policy review and board evaluation results). We have deferred a presentation on the Volunteer program until the fall.

5. Operating Plan Progress Report

- a. See attached for the progress report for the Partnerships Pillar of the 23/24 Operating Plan.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: February 2005
Title: Orientation – new Board Members	Page: 1 of 1
Approved by: Board of Directors	Gov-O-265
Date Reviewed/Revised: 11/16	

The Chair or delegate, along with the President and Chief Executive Officer is responsible for orientation of all new Board Members.

Accordingly:

All new Board Members will be given a tour of the facility as well as a Board Manual.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: February 2005
Title: Orientation – new Board Members	Page: 1 of 1
Approved by: Board of Directors	Gov-O-265
Date Reviewed/Revised: 11/16; 04/24	

The Chair or delegate, along with the President and Chief Executive Officer is responsible for orientation of all new Board Members.

Accordingly:

1. All new members of the Board of Directors will be provided with a comprehensive orientation program which addresses the organization’s mandate, its governance structure, board member responsibilities and the nature and scope of its operations.
2. An orientation session will be conducted within 2 months of joining the Board.
3. Resource documents for the board will be available on the board portal.
4. The board portal will contain the relevant legislation, the bylaws, policies and procedures of the board, terms of reference of board committees, the Code of Ethics and Professional Conduct and the Strategic Plan.
5. An orientation plan will be developed and approved by the Board of Directors.
6. All new Board Members will be given a tour of the facility.

Changes made to add a bit more structure and detail to the orientation program.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: March 25, 2013
Title: Reimbursement to members for out-of-pocket expenses	Page: 1 of 1
Approved by: Board of Directors	Gov-R-270
Date Reviewed/Revised: 11/16	

The legislation and letters patent establishing York County Properties, York Manor Inc. and York Development Inc. provides that members of the Board are to serve without remuneration but that nothing is to preclude the reimbursement of out-of-pocket expenses incurred by members in carrying out their responsibilities as members.

Accordingly:

Members of the Board and its Committees are expected to attend scheduled meetings and be prepared to discuss and resolve matters submitted for consideration. Documents and information in support of matters to be considered are circulated in advance of meetings. These documents/information are provided to members by electronic means.

Members travel to meetings at their own expense using their vehicles. In addition most members prefer to, or have to, translate the documentation received, at their expense, from an electronic format to a printed version.

Therefore members are to be reimbursed for travel costs incurred in attending meetings and additional costs (i.e. ink, paper, etc.) incurred in translating documents from an electronic to a printed format as follows:

- a) Travel expenses:
The greater of \$15.00 or the provincial mileage rate per meeting attended

- b) Other expenses:
\$50.00 per annum for members who attended a minimum of 5 meetings and who incur costs in translating documents from an electronic to a printed format

YORK CARE CENTRE
Corporate Governance Policy

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- a) Travel expenses:
The greater of \$15.00 or the provincial mileage rate per meeting attended
- b) Other expenses:
\$50.00 per annum for members who attended a minimum of 5 meetings and who incur costs in translating documents from an electronic to a printed format.

Comments for consideration.

- *I don't see any evidence that this policy is being followed. I have not signed any expense claims since I arrived in March 2022.*
 - *The policy is a reasonable policy but there should be discussion regarding the allowance for travel to meetings.*
 - *We should also discuss if this is a payment that is made once per year, or after each meeting. We would prefer a year-end payment.*
-

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: March 2005
Title: Resolution Book	Page: 1 of 1
Approved by: Board of Directors	Gov-R-275
Date Reviewed/Revised: 11/16, 01/23	

Policy:

A Resolution Book, containing all the resolutions approved by the Board of Directors, listed and numbered by year from 1984 onwards, will be maintained and accessible.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: March 2005
Title: Resolution Book	Page: 1 of 1
Approved by: Board of Directors	Gov-R-275
Date Reviewed/Revised: 11/16, 01/23; 04/24	

Policy:

A Resolution Book, containing all the resolutions approved by the Board of Directors, listed and numbered by year from 1984 onwards, will be maintained and accessible.

No changes are recommended.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: October 2007
Title: Retirement/Resignation Gifts	Page: 1 of 1
Approved by: Board of Directors	Gov-R-278
Date Reviewed/Revised: 11/16, 06/22	

Policy:

To recognize those Directors who have served on the Board of Directors, the Finance and Administration Committee may approve up to twenty-five dollars (\$25.00) per year on a gift of recognition for Board Members retiring or resigning.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: October 2007
Title: Retirement/Resignation Gifts	Page: 1 of 1
Approved by: Board of Directors	Gov-R-278
Date Reviewed/Revised: 11/16, 06/22, 04/24	

Policy:

To recognize those Directors who have served on the Board of Directors, the Finance and Administration Committee may approve up to twenty-five dollars (\$25.00) per year on a gift of recognition for Board Members retiring or resigning.

I am not sure if the intention of this original policy was that we could provide a gift with a value of \$25 multiplied by the number of years the director served on the board....or.... a gift with a value of \$25.

The maximum number of years that someone can serve is 9. Therefore the value of the gift could be \$225.

Someone who serves one 3-year term - \$75.

Last year we provided a retiring board member with a gift which was less than \$100.

This policy needs to be updated to ensure that we provide meaningful recognition for board service.

The board should consider if they wish to provide a gift of an item, a gift of a charitable donation, or ???

2024 -2025

Board & Committee Meeting Schedule

SEPTEMBER 2024- 1st Quarter Review				Package Distribution	Committee Chair	Executive Lead(s)
Research & Ethics	Tuesday	10-Sep	4:30	Wed, Sep 4th	Tracey Burkhardt	Justine
Care Services	Thursday	12-Sep	4:00	Fri, Sep 6th	Lyne St-Pierre-Ellis	Jamie
Governance & Audit	Thursday	19-Sep	5:00	Fri, Sep 13th	Deborah Wybou	Geri
Finance & Administration	Monday	23-Sep	5:30	Fri, Sep 20th	Pierre LeBlanc	Heather/Shelley/Michel
Board of Directors	Tuesday	01-Oct	5:30	Fri, Sep 27th	Marjorie Belzile	Geri
OCTOBER/NOVEMBER 2024- 2 nd Quarter Review				Package Distribution	Committee Chair	Executive Lead(s)
Research & Ethics	Tuesday	22-Oct	4:30	Wed, Oct 16th	Tracey Burkhardt	Justine
Care Services	Thursday	24-Oct	4:00	Fri, Oct 18th	Lyne St-Pierre-Ellis	Jamie
Governance & Audit	Thursday	07-Nov	5:00	Fri, Nov 1st	Deborah Wybou	Geri
Finance & Administration	Monday	04-Nov	5:30	Fri, Nov 1st	Pierre LeBlanc	Heather/Shelley/Michel
Board of Directors	Monday	18-Nov	5:30	Thurs, Nov 14th	Marjorie Belzile	Geri
JANUARY/FEBRUARY 2025- 3 rd Quarter Review				Package Distribution	Committee Chair	Executive Lead(s)
Research & Ethics	Tuesday	28-Jan	4:30	Wed, Jan 22nd	Tracey Burkhardt	Justine
Care Services	Thursday	30-Jan	4:00	Fri, Jan 24th	Lyne St-Pierre-Ellis	Jamie
Governance & Audit	Thursday	06-Feb	5:00	Fri, Jan 31st	Deborah Wybou	Geri
Finance & Administration	Monday	10-Feb	5:30	Fri, Feb 7th	Pierre LeBlanc	Heather/Shelley/Michel
Board of Directors	Tuesday	18-Feb	5:30	Fri, Feb 14th	Marjorie Belzile	Geri
MARCH 2025 - Budget Meeting				Package Distribution	Committee Chair	Executive Lead(s)
Finance & Administration	Monday	24-Mar	5:30	Fri, Mar 21st	Pierre LeBlanc	Heather/Shelley/Michel
Board of Directors	Monday	31-Mar	5:30	Fri, Mar 28th	Marjorie Belzile	Geri
APRIL/MAY 2025- 4 th Quarter Review				Package Distribution	Committee Chair	Executive Lead(s)
Research & Ethics	Tuesday	08-Apr	4:30	Wed, Apr 2nd	Tracey Burkhardt	Justine
Care Services	Thursday	10-Apr	4:00	Fri, Apr 4th	Lyne St-Pierre-Ellis	Jamie
Governance & Audit	Thursday	24-Apr	5:00	Thurs, Apr 17th	Deborah Wybou	Geri
Finance & Administration	Monday	28-Apr	5:30	Thurs Apr 24th	Pierre LeBlanc	Heather/Shelley/Michel
Board of Directors	Monday	05-May	5:30	Thurs, May 1st	Marjorie Belzile	Geri
JUNE 2025 - Year End				Package Distribution	Committee Chair	Executive Lead(s)
Governance & Audit	Monday	09-Jun	5:00	Fri, June 6th	Deborah Wybou	Geri
Board of Directors	Monday	16-Jun	5:30	Fri, June 13th	Marjorie Belzile	Geri
Annual General Meeting	Monday	16-Jun	6:30	Fri, June 13th	Marjorie Belzile	Geri