

YORK CARE CENTRE Corporate Governance Policy	
Type: Ends	Date Issued: November 30, 2009
Title: EMPLOYER OF CHOICE	Page: 1 of 1
Approved by: Board of Directors	Gov-Ends-E-510
Date Reviewed/Revised: 11/16; 02/2024	

Purpose

York Care Centre is committed to being an organization based on a foundation of character and a culture of excellence, positioning itself as the employer of choice for health professionals and support staff.

Desired Outcomes

- **Foundation of Character**

The organization will establish and uphold a strong foundation of character and ethical conduct in all aspects of its operations. To create an environment where all employees feel valued and supported, York Care Centre will foster a workplace culture that promotes respect, fairness, accountability, and inclusivity.

- **Culture of Excellence**

York Care Centre will cultivate a culture of excellence that encourages continuous learning, innovation, and a commitment to delivering the highest quality of care and services. Excellence will be reflected in all aspects of organizational performance, including staff professionalism, resident care, and community engagement.

- **Professional Development and Training**

York Care Centre will invest in the professional development and training of its staff, ensuring that they have the skills and knowledge necessary to excel in their roles. Opportunities for ongoing education and advancement within the organization will be actively promoted and supported. The organization will support research and learning initiatives that contribute to the growth and advancement of the aging care field.

- **Staff Well-being and Work-Life Balance**

Recognizing the importance of work-life balance and mental health, York Care Centre will provide employee wellness programs, flexible scheduling options, and supportive policies to enhance the overall work experience for staff.

Monitoring and Evaluation

The Board of Directors will monitor the achievement of the outcomes outlined in this Ends Policy through regular reports from the executive leadership team. Employee satisfaction surveys, retention rates, and assessments of organizational culture will be key indicators in the evaluation process.

Review Date

This Ends Policy will be reviewed as needed, and at least every five years, to ensure its continued alignment with the evolving needs and goals of York Care Centre.

YORK CARE CENTRE Corporate Governance Policy	
Type: Ends	Date Issued: November 30, 2009
Title: PURPOSE	Page: 1 of 1
Approved by: Board of Directors	Gov-Ends-P-530
Date Reviewed/Revised: 11/16; 02/2024	

Purpose

The purpose of York Care Centre is to create and operate a Centre of Excellence in Aging Care that consistently provides exceptional and innovative services to enhance the quality of life for seniors. The organization is committed to being a leader in aging care, fostering an environment that promotes dignity, compassion, and a high standard of comprehensive care and support for residents, tenants, and clients.

Desired Outcomes

- **Dignity and Respect for Residents:**

To uphold the dignity and respect of all residents, York Care Centre will create an environment that respects their unique identities, preferences, and histories. York Care Centre will promote the autonomy of residents, to ensure that residents are able to actively participate in decisions related to their care.

- **Exceptional Quality of Care and Quality of Life**

Residents at York Care Centre will receive care that prioritizes their physical, emotional, and social well-being. The organization will strive to exceed industry standards and benchmarks in delivering aging care services.

- **Innovation in Aging Care Practices:**

To enhance the overall care experience of residents, York Care Centre will identify, adopt and implement innovative practices and technologies. To contribute to the evolution of aging care standards, York Care Centre will actively seek out and contribute to research and advancements in aging care.

- **Community Engagement and Collaboration:**

To foster connections, understanding, and support for aging care initiatives, York Care Centre will actively engage with the broader community. Collaborative partnerships with external entities, such as educational institutions, businesses and healthcare organizations, will be sought to enrich the knowledge and resources available to the Centre of Excellence.

Monitoring and Evaluation:

The Board of Directors will monitor progress toward achieving the outcomes outlined in this Ends Policy through regular reports and assessments provided by the executive leadership team. Data related to resident satisfaction and the adoption of innovative practices will be considered in the evaluation process.

Review Date: This Ends Policy will be reviewed as needed, and at least every five years, to ensure its continued relevance and alignment with the evolving needs and goals of York Care Centre.

YORK CARE CENTRE
Corporate Governance Policy

Type: Ends	Date Issued: November 30, 2009
Title: RESIDENCE OF CHOICE	Page: 1 of 1
Approved by: Board of Directors	Gov-Ends-R-550
Date Reviewed/Revised: 01/14; 11/16; 02/2024	

Purpose

York Care Centre aims to be recognized as a state-of-the-art facility, providing a safe and home-like environment that positions itself as a residence of choice for individuals seeking a high quality of life and care.

Desired Outcomes:

- **State-of-the-Art Facility:**
To ensure it remains at the forefront on senior care facilities, York Care Centre will invest in and maintain cutting-edge infrastructure, technology, and amenities. The organization will continually assess and update its facilities to meet or exceed industry standards for safety, accessibility, and resident comfort.
- **Safe and Home-Like Environment:**
To ensure the safety and security of residents, York Care Centre will implement rigorous safety protocols, emergency preparedness measures, and ongoing risk assessments. A warm, inviting, and home-like atmosphere will be cultivated, fostering a sense of belonging and community among residents.
- **Residence of Choice for Quality of Life:**
To support the physical, mental, and emotional well-being of the residents, York Care Centre will incorporate activities, programs, and services focused on the quality of life. The organization will strive to create an environment that encourages social interaction, personal growth, and a sense of purpose for each resident.
- **High Quality of Care:**
To maintain and improve the health and vitality of the residents, York Care Centre will provide care which is tailored to the unique needs of each resident. Continuous improvement initiatives will be implemented to enhance care practices and ensure compliance with best practices in aging care.
- **Resident and Family Satisfaction:**
To ensure the satisfaction of residents and their families, York Care Centre will actively seek and respond to feedback. Regular surveys and feedback mechanisms will be employed to measure satisfaction levels and identify areas for improvement.

Monitoring and Evaluation:

The Board of Directors will monitor the achievement of the outcomes outlined in this Ends Policy through regular reports from the executive leadership team. Key performance indicators related to facility upgrades, quality of care, quality of life, resident satisfaction, and safety measures will be considered in the evaluation process.

Review Date:

This Ends Policy will be reviewed as needed, and at least every five years, to ensure its continued alignment with the evolving needs and goals of York Care Centre.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: May 17, 2012
Title: Assessment: Board, Chair and Members	Page: 1 of 1
Approved by: Board of Directors	Gov-A-100
Date Reviewed/Revised: 05/12; 05/15; 01/21; 02/25	

Policy:

The Board is committed to undertaking an annual assessment of the performance of the Board as a whole, its Chair, its Committees as well as a review of the contributions of individual members.

Procedure:

1. BOARD AS A WHOLE

- a) The Governance & Audit Committee will undertake an annual assessment of the performance of the Board by seeking input from members through annual assessments. This includes reviewing and analyzing results, identifying strengths, and considering changes/improvements that may be required.
- b) The results will be presented to the Board with appropriate recommendations for consideration.

2. THE CHAIR

- a) The Governance & Audit Committee will undertake an annual review of the Board Chair by seeking input from members of the Board through annual assessment. This includes reviewing and analyzing results, identifying strengths, and considering changes/improvements that may be required.
- b) The results will be shared with the Vice-Chair of the Board who will discuss with the Board Chair.

3. THE MEMBERS

- a) The Governance & Audit Committee will prepare and distribute an annual self-assessment to members. The Committee will review and analyze results, identify strengths, and consider new development opportunities.
- b) Based on the results, the Committee will identify topics of interest to Board Members for consideration by the Board for inclusion in future educational sessions.
- c) Where the Committee identifies issues specific to a member of the Board, the Committee Chair will bring to the attention of the Board Chair for appropriate discussion with the member.

4. THE BOARD'S COMMITTEES, THEIR CHAIRS AND MEMBERS

- a) The Governance & Audit Committee will prepare and distribute an annual assessment of Standing and Ad Hoc Committees of the Board (including Chairs and members), which will be completed by the members.
- b) The Committee will review and analyze results, identifying opportunities where members could benefit from improved/increased knowledge about the organization, their role and/or responsibilities.
- c) Based on the results, the Committee will identify topics of interest to Board Members for consideration by the Board for inclusion in future educational sessions.
- d) Where the Committee identifies issues specific to a committee member, the Chair of the Governance & Audit Committee will bring these to the attention of the Chair of the appropriate committee for follow-up.

5. OTHER

- a. The annual review as described herein will be undertaken no later than May.
- b. The Governance & 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.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: November 30, 2009
Title: BOARD COMMITTEE PRINCIPLES	Page: 1 of 1
Approved by: Board of Directors	Gov-B-105
Date Reviewed/Revised: 11/16, /11/22	

Board committees shall function so as to reinforce the wholeness of the Board's responsibilities and so as never to interfere with delegation from Board to President & CEO.

Accordingly:

1. Board Committees shall be established and their respective Terms of Reference (TOR) developed, in accordance with the Corporation's by-laws. These TOR must be approved by the board.
2. Board committees exist to help the Board carry out its responsibilities. All committee terms of reference shall be approved by the Board of Directors. Committees ordinarily shall assist the Board by preparing policy alternatives and their implications for Board deliberation.
3. Board committee members may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President & CEO.
4. Board committees cannot exercise authority over staff. Because the President & CEO works for the full Board, he or she shall not be required to obtain approval of a Board committee before an executive action.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: November 30, 2009
Title: BOARD RESPONSIBILITY	Page: 1 of 1
Approved by: Board of Directors	Gov-B-110
Date Reviewed/Revised: 11/16; 01/23; 02/25	

The Board of Directors, through the following responsibilities, ensures the organization's mission and strategic objectives are achieved effectively and ethically.

1. Governance Polices

The Board shall develop, maintain, and periodically review governing policies that, at the broadest levels, address each category of organizational decisions.

- a) Ends: Organizational products, effects, benefits, outcomes, recipients, and their cost or relative worth (what good, for which recipients, at what cost). Ends policies shall be reviewed regularly to ensure alignment with the organization's mission, priorities and evolving needs of recipients.
- b) Executive Limitations: Constraints on executive authority that establish the prudence and ethical boundaries within which all executive activity and decisions must take place.
- c) Governance Process: Specification of how the Board conceives, carries out, and monitors its own tasks.
- d) Board-President & CEO Linkage: How responsibility is delegated and its proper use monitored; the President & CEO role, authority and accountability.

2. Governance Polices

The Board shall hire the President & CEO and establish clear expectations for performance through approved policies and measurable indicators. The Board shall give direction to and monitor President & CEO performance for compliance with Ends policies and adherence to Executive Limitations policies, with evaluations conducted annually, or as required. The Board shall ensure the President and CEO has the necessary resources to fulfill these expectations.

3. Oversight of Activities Beyond Executive Limitations

The Board shall deal with and make decisions regarding activities and/or transactions that exceed executive limitations as outlined in the board's policies. In such cases, the Board shall require an analysis of risks, benefits and alignment with the approved Ends policies.

4. External Audit Responsibilities

The Board shall bring a recommendation regarding the appointment of the external auditors to the annual meeting of the members of the corporation. The auditors shall be appointed at the annual meeting of the members. The Board shall ensure there is an internal audit plan in place. The Board shall set fees for the audit, define the audit management plan, and approve the annual financial statements of the Corporation.

5. Strategic and Business Plan Approvals

The Board shall approve, prior to implementation, all strategic plans and business plans as well as all operating and capital budgets.

6. Board Education and Development

The Board shall ensure its members receive regular training and education to remain informed about governance best practices, industry trends and the organization's strategic priorities.

7. Risk Management Oversight

The Board shall oversee the organization's risk management framework to ensure that risks are identified, assessed and mitigated. The Board shall periodically review the effectiveness of risk management practices and ensure they are integrated into the strategic and operational plans.

8. Succession Planning

The Board shall ensure the organization has a robust succession plan for the President and CEO and other key leadership roles to maintain continuity and stability.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: November 26, 2012
Title: Board & Community Members Acknowledgement of Role and Responsibility	Page: 1 of 3
Approved by: <i>Board of Directors</i>	Gov-B-112
Date Reviewed/Revised: 11/12; 05/15; 03/21; 02/25	

Members of the Board of Directors and community members of Board committees of York Care Centre are expected to conduct themselves with personal integrity and to ethically, honestly and diligently carry out their responsibilities as representatives of the organization.

Individuals who accept to serve York Care Centre as members of the Board agree to:

1. Fulfill their fiduciary responsibility by acting in the best interests of the organization at all times.

Members of the Board of Directors and community members of a board committee agree to:

1. Commit to accountability and confidentiality as outlined in the governance policies.
2. Adhere to the organization's "Code of Ethics and Professional Conduct" as well as to the governance policy "Board Members Code of Conduct".
3. Avoid and disclose any conflicts of interest.
4. Participate actively in meetings, deliberations and governance activities ensuring adequate preparation and contribution.

Accordingly:

Individuals who accept to serve York Care Centre as members of the Board of Directors or community members of a Board committee are required to sign a statement acknowledging the role and responsibilities associated with the position as provided in the applicable appendix A or B.

**YORK CARE CENTRE ACKNOWLEDGEMENT
MEMBER BOARD OF DIRECTORS**

As a member of the Board of Directors of York Care Centre and its group of companies, I agree to comply with the organization’s “Code of Ethics and Professional Conduct” as well as the governance policy “Board Members’ Code of Conduct” and to perform my duties honestly and with due diligence. I therefore undertake to:

1. Be loyal to and speak positively about the organization and its membership.
2. Avoid actual or potential situations of conflict.
3. Become familiar with and support the organization’s vision, mission, values, strategic direction, and policies of the Board.
4. Attend board meetings and/or assigned committee meetings, as appropriate
5. Read pre-meeting material before each meeting and seek whatever additional information may be required in reviewing issues for consideration.
6. Express opinions and ideas on matters being considered without monopolizing the discussion and being respectful of others’ views.
7. Act in good faith throughout the decision-making process and provide due care of the organization’s financial and legal requirements.
8. Not divulge any information received that is of a confidential nature.
9. Participate in an orientation session and any ongoing educational sessions.
10. Participate in self-evaluation and evaluation of the Board, its Chair and the President & CEO.
11. Recognize that the sole official connection to the operating organization, its achievements and conduct shall be through the President & CEO and that only decisions of the Board acting as a body are binding on the President & CEO.

I understand that failure to comply may result in my dismissal as a member of York Care Centre Board of Directors.

Signature

Witness

DATE

**YORK CARE CENTRE ACKNOWLEDGEMENT
COMMUNITY MEMBER**

As a Community Member of board committees of York Care Centre and its group of companies, I agree to comply with the organization's "Code of Ethics and Professional Conduct" as well as the governance policy "Board Members' Code of Conduct" and to perform my duties honestly and with due diligence. I therefore undertake to:

1. Be loyal to and speak positively about the organization and its membership.
2. Avoid actual or potential situations of conflict.
3. Become familiar with and support the organization's vision, mission, values, strategic direction and the policies of the Board.
4. Attend committee meetings.
5. Read pre-meeting material before each meeting and seek whatever additional information that may be required in reviewing issues for consideration.
6. Express opinions and ideas on matters being considered without monopolizing the discussion and being respectful of others' views.
7. Act in good faith throughout the decision-making process.
8. Not divulge any information received that is of a confidential nature.
9. Participate in an orientation session and any ongoing educational sessions.
10. Recognize that the sole official connection to the operating organization, its achievements and conduct shall be through the President & CEO and that only decisions of the Board acting as a body are binding on the President & CEO.

I understand that failure to comply may result in my dismissal as a community member of the Board of York Care Centre.

Signature

Witness

DATE

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: November 30, 2009
Title: BOARD MEMBERS CODE OF CONDUCT	Page: 1 of 1
Approved by: Board of Directors	Gov-B-115
Date Reviewed/Revised: 09/12; 05/15; 01/21; 02/25	

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members, and ensuring that all decisions align with the Ends policies and the strategic goals of York Care Centre. Individuals who accept to serve York Care Centre as members of the Board of Directors or community members of a Board committee agree to adhere to the organization's "Code of Ethics and Professional Conduct".

1. Board Members Accountabilities and Conflict of Interest.

- Board members must represent unconflicted loyalty to the interests of York Care Centre. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards. It also supersedes the personal interest of any Board member acting as a consumer of the organization's services.
- Board members must avoid conflict of interest with respect to their fiduciary responsibilities, and disclose any potential conflicts.
- There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization, except as procedurally controlled, to assure openness, competitive opportunity, and equal access to inside information.
- When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote but also from the deliberation.
- Board members must not use their positions to obtain employment for themselves, family members, or close associates. Should a member desire employment, he or she must first resign.
- Members shall, as soon as possible disclose their involvement with other organizations or parties that may produce a conflict with this code or be perceived as illegal or unethical behaviour.

2. Board Authority and Decision-making.

- Board members may not exercise individual authority over the organization except as explicitly set forth in Board policies.
- Members' interaction with the President & CEO or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized. Members' interaction with the public or press or other entities must recognize this same limitation.
- In their decision-making process Board members must ensure all decisions are aligned with the Ends policies and ensure the organization's assets are protected and used for their intended purposes.

3. Respecting Confidentiality and Conduct

- Board members shall respect the confidentiality appropriate to issues of a sensitive nature.
- Board members shall conduct themselves with respect and professionalism in all meetings.

**YORK CARE CENTRE
Corporate Governance Policy**

Type: Governance Process	Date Issued: May 17, 2012
Title: Board Membership Skill Matrix	Page: 1 of 1
Approved by: Board of Directors	Gov-B-120
Date Reviewed/Revised: 05/12; 05/15; 01/21; 02/25	

Policy:

In selecting individuals to serve as Board Directors, an annual recruitment plan will be developed to provide guidance in the selection of potential members to the Board to ensure that the membership reflects an appropriate combination of education, experience and competencies required for efficient governance.

Procedure:

1. At the beginning of each calendar year an inventory of current member skill sets together with upcoming vacancies will be undertaken.
2. Considering the skills of current members, strategic goals and objectives, and other related matters, a recruitment plan will be developed in response to vacancies which will occur in the upcoming 2 to 3 years.
3. The recruitment plan will confirm the current mix of education, experience and competencies and identify specific education, experience and competencies required. In addition, it will also seek to attract individuals who possess appropriate personal attributes (e.g. integrity, high ethical standards, etc.), sound judgement, strong interpersonal skills, and a high level of commitment to the organization and its success.
4. The recruitment plan will consider the following:
 - a) Finance - minimum **one member** with relevant education, experience, and financial competencies.
 - b) Healthcare - minimum **one member** with relevant education, experience, and healthcare competencies.
 - c) Public Sector - minimum **one member** with senior public service experience in management and/or policy.
 - d) Education - minimum **one member** with relevant education, and experience in the education field.
 - e) Research – minimum one member with relevant education, experience, and research competencies.
 - f) Strategy - minimum **two members** on the board should have education, experiences, and competencies relevant to the Board's Strategic Plan.
 - g) Other - The remaining positions on the Board are to be filled with individuals having education, experience and competencies deemed by the Board to be supportive of its vision, mission, values, and goals.
5. Any person of the full age of nineteen years shall be eligible for appointment as a member of the corporation and the corporation may make by-laws governing the method of selecting and appointing members, provided that at any time not more than one member of the corporation shall be a resident outside the County of York.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: November 30, 2009
Title: CHAIRPERSON'S ROLE	Page: 1 of 1
Approved by: Board of Directors	Gov-C-125
Date Reviewed/Revised: 11/16, 11/22	

The chairperson assures the integrity and fulfillment of the Board's processes and, may represent the Board to outside parties and the public.

Accordingly:

1. The chairperson shall ensure that the Board acts within its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting discussion content shall be only issues that, according to Board policy, clearly belong to the Board to decide, not the President & CEO.
 - b. Deliberation shall be fair, open, and thorough but also timely, orderly, and to the point.
2. The authority of the chairperson consists of making decisions that fall within topics covered by Board policies on governance process and Board-President & CEO linkage, except where the Board specifically delegates portions of this authority to others. The chairperson is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The chairperson is empowered to chair Board meetings with all the commonly accepted authority of that position (for example, ruling, recognizing).
 - b. The chairperson has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the chairperson has no authority to supervise or direct the President & CEO, except when so directed by the Board.
 - c. The chairperson, when the Board so directs, shall
 - d. represent the Board to outside parties.
 - e. The chairperson may delegate this authority but remains accountable for its use.
3. The Chairperson and the President & CEO shall confer on communications with the government and the public as required.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: March 2005
Title: CHANGE IN MEMBERSHIP	Page: 1 of 1
Approved by: Board of Directors	Gov-C-126
Date Reviewed/Revised: 11/16, 11/22	

The President and Chief Executive Officer shall notify the Director of Nursing Home Services, of any change in membership of the Board of Directors within 15 days of the change.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: September 13, 2012
Title: CONFLICTS OF INTEREST (RESOLVING)	Page: 1 of 1
Approved by: Board of Directors	Gov-C-127
Date Reviewed/Revised: 11/16, 11/22	

Further to the policy entitled "Board Members Code of Conduct" the process herein described is intended to inform members on how to declare and seek resolution of any situation where they may have a private or personal interest sufficient to appear to influence the objective exercise of their responsibilities.

ACCORDINGLY:

1. Members must be prepared to take action on any conflict-of-interest situation by recognizing it, disclosing it and removing themselves from decision making and ideally from the entire discussion.
2. Members, depending on the sensitivities and complexities of the situation, are to disclose immediately any conflict of interest situation to either the Board as a whole or privately to the Chair of the Board.
3. The Board or Chair will undertake whatever investigation is required and inform the member and the Board of the outcome and action to be taken.
4. The Board or Chair will ensure that conflict of interest situations are resolved on a timely basis.
5. Should the Board or Chair have reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest situations the member will be informed of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
6. After hearing the member's response and after making further investigation as warranted by the circumstances should the Board or Chair determine that the member has failed to disclose an actual or possible conflict of interest situation the member will be informed of any appropriate disciplinary and corrective action that will be taken.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: November 30, 2009
Title: Cost of Governance	Page: 1 of 1
Approved by: <i>Board of Directors</i>	Gov-C-130
Date Reviewed/Revised: 11/16, 11/22	

The Board shall invest in its governance capacity.

Accordingly:

1. Board skills, methods, and supports shall be sufficient to assure governing with excellence.
 - a. Education will be provided to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings.
 - b. Outside monitoring assistance may be arranged so that the Board can exercise confident control over organizational performance. This includes but is not limited to fiscal audit.
 - c. Outreach mechanisms shall be used as needed to ensure the Board's ability to listen to various viewpoints and values from outside the Corporation
2. York Care Center's annual budget shall contain a specific line item to cover costs incurred under this policy.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: November 30, 2009
Title: Communication to Government, Regulators and Stakeholders	Page: 1 of 1
Approved by: Board of Directors	Gov-C-135
Date Reviewed/Revised: 11/16, 11/22	

The Board shall communicate in an open and transparent manner through the President & CEO and the Board chair to keep the government, regulators, stakeholders and the public informed about the status of the Corporation.

Accordingly:

Public

1. The Board shall, as a minimum, produce and publish an annual public report.
2. The Board shall generally respond to the media through the President & CEO. With respect to specific issues the Board may choose to respond through the Chair.
3. Information regarding the Corporation shall be made available upon request except that which is protected by law or is deemed confidential by senior management to protect the interests of the Corporation.
4. The chairperson and the President and CEO shall confer on communications with the government and the public as required.

Government

The Chair and the President & CEO shall establish and maintain a communication link with government representatives.

Regulators

The Board shall ensure that corporate communication with regulators occurs in a transparent and cooperative fashion and that all filings occur in a timely manner.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: November 30, 2009
Title: GLOBAL GOVERNANCE PROCESS	Page: 1 of 1
Approved by: <i>Board of Directors</i>	Gov-G-140
Date Reviewed/Revised: 11/16; 01/23	

The Board shall set policy to see that York Care Center meets its objectives and obligations under its enabling legislation and by-laws, and its Board approved mission, vision and values.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: May 17, 2012
Title: NOMINATING PROCESS	Page: 1 of 1
Approved by: Board of Directors	Gov-N-260
Date Reviewed/Revised: 05/12; 05/15; 01/21; 02/25	

Policy:

The Board of Directors is committed to having an ongoing nominating process whereby individuals with appropriate education, experience and competencies and appropriate attributes will be identified to serve.

Procedure:

1. The Governance & Audit Committee through various means, including public advertisements when appropriate, will on an ongoing basis identify/receive names of individuals as potential candidates for appointment as members of the Board or its Committees.
2. The education, experience and competency of potential candidates will be assessed to determine consistency with needs as identified in the board's Recruitment Plan for members.
3. Once an individual is identified as a potential member of the Board her/his name will be provided to the Chair and Vice-Chair who will contact the individual and pursue the individual's willingness to serve. The actual appointment will be confirmed by the Board.
4. Potential candidates for Board membership may initially be appointed to serve on one of the Board's committees as a means of becoming familiar with the organization's goals, mission, values, and strategic plan.
5. Once a potential candidate is identified as a possible member of a Committee her/his name will be provided to the Chair of that Committee who will be responsible to contact the individual and pursue their willingness to serve. The actual appointment will be confirmed by the Board.
6. An appropriate orientation session will be provided to all members appointed to the Board and its Committees.
7. Individuals appointed to the Board and its Committees will:
 - a) Provide information confirming their education, experience and competencies including areas of interest in serving the Board.
 - b) Sign a statement acknowledging their role, duties, and legal responsibilities as members of the organization.
8. The organization will maintain records including the following:
 - a) The names of past and current members including length of time served, area served, etc.
 - b) The names of potential candidates including education, experience, competencies, areas of interest in serving the Board, etc. for one year.
 - c) The names and relevant information concerning individuals who have been contacted to serve and have indicated that they have no interest in serving the Board for one year.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: May 2014
Title: YORK CARE FOUNDATION – BOARD LIAISON	Page: 1 of 1
Approved By: Board of Directors	Gov-N-261
Date Reviewed / Revised: 11/16; 3/18; 01/23; 05/26	

POLICY:

The York Care Foundation Inc. is responsible for all active fundraising on behalf of York Care Centre. From time to time, special committees may be empowered by the York Care Foundation with the task of fundraising for specific purposes

Both the York Care Centre Board and the York Care Foundation Board welcome periodic reports from each other as a means of maintaining awareness and alignment on matters of mutual interest. Such reports may be provided in writing or in person at the discretion of each board.

The President and Chief Executive Officer of York Care Centre attends meetings of the York Care Foundation Board and serves as a communication link between the two boards, facilitating the flow of information and supporting a collaborative relationship between the organizations.

Prior to September of each year, the President and Chief Executive Officer will provide the Finance and Administration Committee with a list of potential York Care Centre capital and/or program projects which could benefit from funding by the York Care Foundation. The Finance and Administration Committee will review the list and make a recommendation to the York Care Centre Board for presentation to the York Care Foundation Board.

The Treasurer for York Care Centre will keep York Care Foundation updated on the financial requirements and needs of York Care Centre.

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; 05/24	

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 Board Members will be provided with a comprehensive orientation program which addresses the organization's mandate, strategic plan, 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.*

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; 05/24	

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.

Purpose

This policy outlines the guidelines for reimbursement of expenses incurred by members of the Board of Directors when conducting official business on behalf of the organization.

Policy

1. Members of the Board of Directors are eligible for reimbursement of reasonable and necessary expenses incurred in the performance of their duties for the organization.
2. Travel to and from regular meetings of the Board and Board sub-committees is not considered an eligible expense, as these are integral to the responsibilities of board membership.
3. Eligible travel expenses may include transportation (e.g., airfare, mileage reimbursement for personal vehicles), accommodation, meals, and other incidental expenses directly related to official business activities. All expenses must be reasonable and will be reimbursed in accordance with the organization's travel policy (Corporate Policy T-14 Travel Policy)

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, 05/24	

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.

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, 05/24	

Policy:

- 1. To recognize those Directors who have served on the Board of Directors for at least one three-year term, gifts of recognition in the amount of up to twenty-five dollars (\$25.00) per year of board service may be provided.*
- 2. Annually, the Governance and Audit Committee will ensure that all eligible retiring or resigning members are recognized at the general meeting of the Board.*

**YORK CARE CENTRE
Corporate Governance Policy**

Type: Governance Process	Date Issued: May 17, 2012
Title: STRATEGIC PLAN	Page: 1 of 1
Approved by: Board of Directors	Gov-S-280
Date Reviewed/Revised: 05/12; 05/15; 01/21; 02/25	

Policy:

The Board of Directors is committed to operating based on a 5-year Strategic Plan identifying the organization's vision, mission, values and setting out goals and objectives.

Procedure:

1. The Board will ensure the development of a 5-year Strategic Plan identifying the long-term vision of the organization, its mission, and its values as well as setting out appropriate goals and objectives.
2. The Strategic Plan will be developed by a Committee appointed by the Board from within its membership with representation from the President and CEO or other staff as required. The plan will be approved by the Board.
3. The Strategic Plan will identify 5-year goals which together with related objectives will be revisited and approved by the Board every year.
4. The Strategic Plan together with its goals and key objectives will be translated through the President & CEO into an annual operating plan.
5. The Operational Plan will identify activities to be pursued each year. Although some activities may be multi-year these will be reviewed/revised and set annually through the President & CEO.
6. A general review of the Strategic Plan will be undertaken at the end of 3 years leading to a revised, extended, or new Plan for the next 5-year period.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process

Date Issued: September 13, 2012

Title: TIMELINE FOR BOARD SUBMISSIONS

Page: 1 of 1

Approved by: Board of Directors

Gov-T-185

Date Reviewed/Revised: 09/12; 05/15; 01/21; 02/25

Policy:

The Board expects its members to attend meetings prepared to discuss and reach decisions on matters submitted for their consideration. In that respect members are expected to have read, prior to meetings, whatever information or documentation is submitted to them relevant to matters which they will be considering at their meetings.

Procedure:

1. The Board acknowledges that information and documentation in support of matters to be considered by members must be forwarded or made available to them in sufficient time to allow them to review it and seek clarification if required.
2. All information and documentation relevant to any matter to be considered and decided upon by the Board should be circulated to members at least 3 calendar days prior to a scheduled meeting.
3. It is understood that exceptions to this policy may be required in emergency situations where urgent consideration of a matter may be required. Such exceptions shall be approved by the Chair of the Board.

YORK CARE CENTRE Corporate Governance Policy	
Type: Board-President & CEO Linkage	Date Issued: November 30, 2009
Title: ACCOUNTABILITY – PRESIDENT & CEO	Page: 1 of 1
Approved by: <i>Board of Directors</i>	Gov-Link-A-310
Date Reviewed/Revised: 01/14; 10/21; 11/24	

Policy:

The President & CEO is the Board's only link to operational achievement and conduct. Accordingly, all authority and accountability for staff members, as far as the Board is concerned, are considered the authority and accountability of the President & CEO.

Procedure:

1. Neither the Board as a body nor any individual director shall give operational direction to persons who report, directly or indirectly, to the President & CEO.
2. The Board shall conduct an annual review the President & CEO's performance, equating it to the organization's overall performance. This review will assess:
 - Achievement of strategic plan objectives,
 - Fulfillment of Board-stated Ends, and
 - Compliance with Board-prohibited means.

Achievement in these areas shall be regarded as successful performance by the President and CEO.

YORK CARE CENTRE	
Corporate Governance Policy	
Type: Board-President & CEO Linkage	Date Issued: November 30, 2009
Title: MONITORING PRESIDENT & CEO PERFORMANCE	Page: 1 of 1
Approved by: Board of Directors	Gov-Link-M-340
Date Reviewed/Revised: 01/14; 01/21; 11/24	

Policy:

Systematic and rigorous monitoring of the President & CEO's job performance shall be based solely on the organization's achievement of strategic plan objectives, Board policies on Ends, and organizational operation within the boundaries established in Board policies on Executive Limitations.

Procedure:

1. **Purpose of Monitoring**
Monitoring is conducted to assess the degree to which the President & CEO is meeting Strategic Plan objectives and adhering to Board policies on Ends and Executive Limitations.

2. **Methods of Monitoring**
The Board may obtain monitoring data by one or more of the following methods:
 - Internal Report: The President & CEO provides compliance information directly to the Board.
 - External Report: An independent third party assesses compliance with Board policies.
 - Direct Board Assessment: The Board conducts its own assessment to verify compliance.

3. **Standard for Compliance**
In every case, the standard for compliance shall be any reasonable President & CEO interpretation of the Board policy being monitored.

4. **Monitoring Schedule**
The Strategic Plan and all policies that instruct the President & CEO shall be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method but shall ordinarily depend on a routine schedule.

YORK CARE CENTRE Corporate Governance Policy	
Type: Board-President & CEO Linkage	Date Issued: November 30, 2009
Title: DELEGATION TO THE PRESIDENT & CEO	Page: 1 of 1
Approved by: <i>Board of Directors</i>	Gov-Link-D-320
Date Reviewed/Revised: 01/14; 01/21; 11/24	

Policy:

The Board shall instruct the President & CEO through a Strategic Plan and written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided. Within these parameters, the President & CEO is authorized to use any reasonable interpretation of these policies.

Procedure:

1. The Board shall systematically develop a Strategic Plan and Ends policies that articulate the desired outcomes and results the organization is expected to achieve, including any cost considerations. These policies shall be designed to move from broad, general goals to more specific objectives as needed.
2. The Board shall develop the job description for the President & CEO which outlines responsibilities necessary for achieving the organization's Ends within established Executive Limitations.
3. The Board shall establish Executive Limitations policies that clearly define boundaries on the means by which the President & CEO may operate, moving systematically from the broadest level to more defined restrictions. These policies provide a framework within which the President & CEO may exercise authority while ensuring alignment with the Board's risk tolerance and ethical standards.
4. As long as the President & CEO uses any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President & CEO is authorized to establish all further operating policies, make all decisions, take all actions, establish all practices, and develop all activities necessary to fulfill the Board's directives.
5. The Board may change its Ends and Executive Limitations policies, thereby adjusting the parameters within which the President & CEO may operate. By doing so, the Board changes the latitude of choice given to the President & CEO. However, until such changes are made the Board shall respect and support the President & CEO's decisions made within the established delegation.

**YORK CARE CENTRE
Corporate Governance Policy**

Type: Executive Limitation	Date Issued: November 30, 2009
Title: ASSET PROTECTION	Page: 1 of 1
Approved by: Board of Directors	Gov-Exec-A-405
Date Reviewed/Revised: 09/12; 05/15; 01/21; 09/25	

Policy:

The President & CEO shall not allow organizational assets to be unprotected, subjected to improper use, or inadequately maintained. Accordingly, the President & CEO shall not:

1. Fail to prudently insure against theft, inventory, and property losses to at least an amount sufficient to replace the asset and against liability losses to Board members, staff, and the organization.
2. Fail to ensure that a comprehensive risk management system is in place which:
 - a. Identifies, assesses and monitors operational, financial and strategic risks
 - b. Updates risk assessments at least annually
 - c. Includes risk mitigation strategies,
3. Fail to ensure that appropriate security measures are in place to meet or exceed any applicable standards and to ensure the security of all:
 - a. Physical operating assets,
 - b. Information systems,
 - c. Resident personal belongings and confidential information,
 - d. Medication systems,
 - e. Financial assets and accounting systems in the care and control of York Care Centre.
4. Permit the use of organizational assets for:
 - a. Personal benefit of staff, board members or their families without appropriate authorization,
 - b. Purposes unrelated to organizational mission and approved activities,
 - c. Political activities or partisan political purposes.
5. Fail to maintain assets through:
 - a. Regular preventive maintenance programs for equipment and facilities
 - b. Timely replacement of obsolete or unsafe equipment
 - c. Adequate backup systems for critical operations
 - d. Environmental controls protecting assets from damage
6. Neglect to establish adequate internal controls including:
 - a. Segregation of duties for financial transactions
 - b. Approval protocols for significant expenditures and contracts
 - c. Inventory management and tracking systems.
7. Allow technology systems to operate without:
 - a. Feasible cybersecurity safeguards including firewalls, anti-virus, and intrusion detection
 - b. Regular data backups stored securely off-site
 - c. Disaster recovery capabilities for critical systems

**YORK CARE CENTRE
Corporate Governance Policy**

Type: Executive Limitation	Date Issued: November 30, 2009
Title: COMMUNICATION AND SUPPORT TO THE BOARD	Page: 1 of 1
Approved by: <i>Board of Directors</i>	Gov-Exec-C-410
Date Reviewed/Revised: 01/14; 01/20; 09/25	

Policy:

The President & CEO shall not permit the Board to be uninformed or unsupported in its work. Accordingly, the President & CEO shall not:

1. Fail to submit monitoring data required by the Board (see the Board's Ends policies and the policy on Monitoring President and CEO Performance) in a timely, accurate and understandable fashion, directly addressing the requirements of Board policies being monitored.
2. Fail to marshal for the Board as many staff and external points of view, issues, and options as needed for fully informed Board decisions.
3. Withhold information about material external and internal changes, particularly in the assumptions upon which any Board policy had previously been established.
4. Delay reporting any actual or anticipated non-compliance with any policy of the Board beyond 30 days of discovery.
5. Neglect to advise the Board if, in the President & CEO's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President & CEO Linkage, particularly in the case of Board behavior that is not conducive to the good working relationship between the Board and the President & CEO.
6. Fail to protect York Care Centre's public image and credibility through appropriate public relations and communication, or to keep the Board and the Department of Social Development informed of anticipated adverse media coverage or public relations challenges which could affect organizational reputation.
7. Communicate individually with board members about matters requiring board attention, except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board.

YORK CARE CENTRE Corporate Governance Policy	
Type: Executive Limitation	Date Issued: November 30, 2009
Title: EMERGENCY PLANNING	Page: 1 of 1
Approved by: <i>Board of Directors</i>	Gov-Exec-E-420
Date Reviewed/Revised: 01/14; 10/20; 01/26	

Policy:

The President & CEO shall not allow York Care Centre to operate without a comprehensive emergency preparedness plan that protects residents, employees, visitors and organizational assets.

Procedure:

Accordingly, the President & CEO shall not:

1. Operate without current emergency plans which address:
 - Missing resident
 - Natural disasters and severe weather events
 - Fire, power outages and infrastructure failures,
 - Infectious disease outbreaks,
 - Security threats and workplace violence
 - Cyber security incidents and data breaches
 - Supply chain disruptions affecting resident care
2. Fail to ensure emergency plans include:
 - Clear command structure and communication protocols
 - Resident evacuation and shelter-in-place procedures
 - Staff deployment and back-up coverage plans
 - Coordination protocols with emergency services
 - Business continuity measures for essential operations
3. Allow more than 12 months to pass without conducting emergency drills testing the following emergency scenarios
 - Code Red – Fire
 - Code Green – Evacuation
 - Code Black – Workplace Threat
 - Code Yellow – Missing Resident
 - Code White – Personal Violence Threat
4. Fail to maintain current emergency supplies and equipment sufficient for a minimum 72-hours period of operations.
5. Neglect to train key personnel in emergency procedures.
6. Fail to coordinate emergency plans with local emergency services and other relevant organizations.
7. Allow emergency contact lists and communication systems to become outdated or non-functional.

YORK CARE CENTRE Corporate Governance Policy	
Type: Executive Limitation	Date Issued: November 30, 2009
Title: EMERGENCY PRESIDENT & CEO REPLACEMENT	Page: 1 of 1
Approved by: <i>Board of Directors</i>	Gov-Exec-E-425
Date Reviewed/Revised: 01/14; 10/20; 09/25	

Policy:

The President and CEO shall not allow the organization to operate without reasonable protection from sudden loss of President and CEO services.

Accordingly, the President and CEO shall not:

1. Fail to maintain a current succession plan that includes:
 - a. At least one qualified internal or external candidate identified for interim leadership.
 - b. Clear delegation of authority protocols effective immediately upon CEO incapacity.
2. Fail to share the succession plan with the Board Chair.
3. Fail to ensure that designated interim leaders are familiar with:
 - a. Critical operational decisions and contacts.
 - b. Board meeting schedules and essential reporting requirements.
 - c. Emergency contact protocols for board, key stakeholders and regulatory bodies.
4. Neglect to establish clear triggers for succession plan activation, including temporary and permanent scenarios.
5. Fail to notify the Board Chair within 24 hours of any circumstance which might require succession plan activation.

YORK CARE CENTRE
Corporate Governance Policy

Type: Executive Limitation	Date Issued: November 30, 2009
Title: EMPLOYMENT, COMPENSATION AND BENEFITS	Page: 1 of 1
Approved by: Board of Directors	Gov-Exec-E-430
Date Reviewed/Revised: 01/14; 01/21; 10/25	

The President & CEO shall not cause or allow employment practices, compensation, or benefits that create risk to fiscal integrity or organizational reputation.

Accordingly, the President & CEO shall not:

1. Change employee compensation and benefits without Board approval.
2. Change compensation or other benefits of non-union pay systems applicable to York Care Centre employees, without Board approval, if such a change would create a deviation from the approved budget.
3. Establish early retirement programs or establish or change pension benefits without Board approval.
4. Create compensation arrangements for the President and CEO position or approve the President and CEO's own compensation adjustments. This authority rests solely with the Board.

YORK CARE CENTRE
Corporate Governance Policy

Type: Executive Limitation	Date Issued: November 30, 2009
Title: FINANCIAL CONDITION AND ACTIVITIES	Page: 1 of 1
Approved by: Board of Directors	Gov-Exec-F-435
Date Reviewed/Revised: 01/14; 01/21; 10/25	

The President & CEO shall not cause or allow the development of fiscal jeopardy or a material deviation from Board priorities as established in Ends policy.

Accordingly, the President & CEO shall not:

1. Allow cash flow to become insufficient to meet:
 - a. Payroll obligations and statutory remittances
 - b. Critical supplier payments necessary for uninterrupted resident care
 - c. Debt service obligations
 - d. Regulatory fee payments
2. Make unbudgeted capital purchases or commitments exceeding \$10,000 without board approval, except when:
 - a. Required for emergency protection of residents, staff, or facilities
 - b. Necessary to meet regulatory compliance deadlines
 - c. Such emergency expenditures are reported to the Board within 10 business days with full justification.
3. Acquire or dispose of real property without Board approval.
4. Fail to maintain adequate insurance coverage that meets or exceeds the requirements specified in the Asset Protection policy.
5. Initiate, terminate or settle significant litigation without Board approval.

YORK CARE CENTRE Corporate Governance Policy	
Type: Executive Limitation	Date Issued: November 30, 2009
Title: FINANCIAL PLANNING AND BUDGETING	Page: 1 of 1
Approved by: Board of Directors	Gov-Exec-F-440
Date Reviewed/Revised: 01/14; 01/21; 10/25	

The President and CEO shall not cause or allow financial planning and budgeting that deviates materially from the Board's Ends priorities, risks financial jeopardy, or fails to be based on a multi-year strategic plan.

Accordingly, the President & CEO shall not:

1. Submit budgets for board approval that lack sufficient information to enable credible projection of revenues and expenses, separation of capital and operating items, cash flow, and disclosure of planning assumptions.
2. Plan expenditures in any fiscal year that exceed revenues that are conservatively projected to be received in that period.
3. Allow operations to begin in any fiscal year without Board-approved operating or capital budgets.
4. Implement new initiatives prior to receiving board approval if exceeding previously approved budgets.

YORK CARE CENTRE Corporate Governance Policy	
Type: Executive Limitation	Date Issued: November 30, 2009
Title: GLOBAL EXECUTIVE CONSTRAINT	Page: 1 of 1
Approved by: Board of Directors	Gov-Exec-G-445
Date Reviewed/Revised: 01/14; 01/21; 10/25	

The President & CEO shall not cause or allow any organizational practice, activity, decision or circumstance that is unsafe, unlawful, imprudent or in violation of commonly accepted business and professional ethics.

Accordingly, the President and CEO shall not:

1. Operate in violation of applicable laws, regulations, or contractual obligations, including healthcare licensing requirements, collective agreements, and regulatory directives.
2. Allow practices that are unsafe for residents, employees, visitors, or the community.
3. Permit activities that violate long-term care standards or undermine public trust in the organization.
4. Allow financial practices that jeopardize fiscal integrity or fail to protect assets.
5. Permit employment practices that discriminate or violate privacy and confidentiality obligations.
6. Fail to ensure that systems and practices are in place to protect personal health information and confidential records.
7. Allow conflicts of interest involving the President & CEO, staff, or Board members that compromise objective decision-making.
8. Permit misrepresentation of the organization's services or capabilities, or make commitments beyond authorized authority.
9. Jeopardize professional relationships with regulatory authorities, funders, or long-term care system partners.
10. Make decisions without appropriate analysis, due diligence, or consideration of risks and consequences.

YORK CARE CENTRE Corporate Governance Policy	
Type: Executive Limitation	Date Issued: November 30, 2009
Title: INTERNAL CONTROLS AND INTEGRITY OF REPORTING	Page: 1 of 1
Approved by: Board of Directors	Gov-Exec-I-455
Date Reviewed/Revised: 01/14; 01/21; 01/26	

Policy:

The President & CEO shall not cause or allow financial reporting or internal controls that lack integrity, timeliness or reasonable prudence in the application of accounting flexibility allowable within General Acceptable Accounting Principles (GAAP).

Procedure:

The President & CEO shall not:

1. Operate without internal controls appropriate to ensure integrity in financial reporting and related disclosures.
2. Allow financial reporting that does not conform with GAAP.
3. Implement changes in accounting policy or application of accounting policies without prior approval of the Board.
4. Fail to present the Board with audited Financial Statements for the corporations or part of the corporation with audit opinion(s).
5. Impede the work of the internal or external auditors thereby compromising their ability to achieve their responsibility on behalf of the Board.

**YORK CARE CENTRE
Corporate Governance Policy**

Type: Executive Limitation	Date Issued: November 30, 2009
Title: RELATIONSHIP WITH STAKEHOLDERS	Page: 1 of 1
Approved by: Board of Directors	Gov-Exec-R-470
Date Reviewed/Revised: 01/14; 01/26	

Policy:

With respect to interactions with residents, families, employees, volunteers, donors, community members and other stakeholders, the President & CEO shall not cause or allow conditions, procedures or decisions that are unlawful, unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

Procedure:

Accordingly, the President and CEO shall not:

1. Operate without clear policies and procedures that define respectful treatment of all stakeholders and mechanisms for addressing concerns and complaints.
2. Fail to inform stakeholders of their rights, available services, complaint procedures and how to access assistance or advocacy.
3. Deny stakeholders the right to be heard, to receive timely responses to concerns, or to have complaints addressed through fair and transparent processes.
4. Fail to protect vulnerable persons from abuse, neglect, or unsafe conditions.

YORK CARE CENTRE Corporate Governance Policy	
Type: Executive Limitation	Date Issued: November 30, 2009
Title: TREATMENT OF STAFF	Page: 1 of 1
Approved by: Board of Directors	Gov-Exec-T-475
Date Reviewed/Revised: 01/14; 01/21; 01/26	

Policy:

With respect to treatment of employees, the President & CEO shall not cause or allow conditions, procedures and decisions that are unlawful, unsafe, unfair, undignified or fail to provide confidentiality and privacy.

Procedure:

Accordingly, the President & CEO shall not:

1. Fail to comply with employment standards legislation, workplace health and safety regulations, human rights laws, privacy legislation and all applicable collective bargaining agreements.
2. Operate without written personnel policies that clarify rules for staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism, harassment, and preferential treatment for personal reasons.
3. Discriminate against any staff member for expressing dissent.
4. Fail to ensure that employees are aware of their rights under this policy.
5. Terminate staff without due process and just cause for performance related reasons or without due process and/or appropriate severance for position elimination.
6. Fail to ensure adequate orientation and training is provided for new employees.
7. Fail to encourage a culture of accountability, innovation, productivity, and ethical conduct.

YORK CARE CENTRE
Corporate Governance Policy

Type: Governance Process	Date Issued: May 2014
Title: YORK CARE FOUNDATION – BOARD LIAISON	Page: 1 of 1
Approved By: Board of Directors	Gov-N-261
Date Reviewed / Revised: 11/16; 3/18; 01/23; 05/26	

POLICY:

The York Care Foundation Inc. is responsible for all active fundraising on behalf of York Care Centre. From time to time, special committees may be empowered by the York Care Foundation with the task of fundraising for specific purposes

Both the York Care Centre Board and the York Care Foundation Board welcome periodic reports from each other as a means of maintaining awareness and alignment on matters of mutual interest. Such reports may be provided in writing or in person at the discretion of each board.

The President and Chief Executive Officer of York Care Centre attends meetings of the York Care Foundation Board and serves as a communication link between the two boards, facilitating the flow of information and supporting a collaborative relationship between the organizations.

Prior to September of each year, the President and Chief Executive Officer will provide the Finance and Administration Committee with a list of potential York Care Centre capital and/or program projects which could benefit from funding by the York Care Foundation. The Finance and Administration Committee will review the list and make a recommendation to the York Care Centre Board for presentation to the York Care Foundation Board.

The Treasurer for York Care Centre will keep York Care Foundation updated on the financial requirements and needs of York Care Centre.