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Governance Committee
Meeting Minutes
Wednesday, May 3, 2017 – 1:00 p.m.
LICA Board Room

PRESENT:

Committee Members & Resource Persons	Wayne Bamber (Chairperson) Delano Tolley (Vice Chair) Heather Harms John Ilchuk Wilf Tomchek Colin Woods (Attended at 2:20 p.m.)
Observers and Guests:	Monty Moore
Staff and Contractors:	Arianne Crook, LICA Executive Director Carrie Cardamone, LICA Executive Assistant
Regrets:	Michael Bisaga, Manager Environmental Monitoring Programs Colin Hanusz, BRWA Program Manager Andrea Woods

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1. CALL TO ORDER

Chairperson Wayne Bamber called the meeting to order at 1:05 p.m.

1.1 Roll Call/Committee Member List

2. APPROVAL OF AGENDA

#1 Moved by Delano Tolley AND RESOLVED that the May 3, 2017 Agenda be approved, as presented.

3. APPROVAL OF MINUTES

#2 Moved by Heather Harms AND RESOLVED that the February 27, 2017 Minutes be approved, as presented.

4. ITEMS FOR DECISION

4.1 Policy 7.2 – Staff Annual Performance Evaluation

#3 Moved by Wayne Bamber AND RESOLVED that the Governance Committee submit the following recommendations to the Board of Directors that Policy 7.2 – Staff Annual Performance Evaluation be amended by the following:

> **"Policy 7.2 – Employee/Contractor Annual Performance Evaluation", and noted that throughout the rest of the policy, that the word staff is replaced with employee/contractor", and that throughout the rest of the policy manual the word staff is replaced with employee, and**
>
> **"INTENT:**
>
> **The Association requires that an annual performance evaluation of employee/contractor be conducted in June each year.", and**
>
> **DIRECTIVES:**
>
> **Article 7.2.1.3 which will read, "The evaluation tool will allow the employee/contractor to identify job-related objectives and training required for the coming year.", and that throughout the rest of the policy employee/contractor replaces Executive Director", and**
>
> **IMPLEMENTATION:**
>
> **Delete Article 7.2.2.6**

4.2 Policy 7.4 – Staff Hours of Work

#4 Moved by Wilf Tomchek AND RESOLVED that the Governance Committee submit the following recommendations to the Board of Directors that Policy 7.4 – Staff Hours of Work be amended by the following:

> **"INTENT:**
>
> **The expectation for hours of work for other employees is as set out below, and as established by the Executive Director to meet the Board requirements unless stated in the employment agreement.", and**
>
> **IMPLEMENTATION:**
>
> **Article 7.4.2.3 which will read, "The Executive Director shall attend Board and committee meetings as required, if the Executive Director cannot, another employee designated by the Executive Director shall attend instead.", and**
>
> **Delete Article 7.4.2.6**

4.3 Policy 7.6 – Overtime Hours

#5 Moved by John Ilchuk AND RESOLVED that the Governance Committee submit the following recommendations to the Board of Directors that Policy 7.6 – Overtime Hours be amended to read:

"INTENT:

Scheduled employee hours should be sufficient to cover regular office hours and regular duties. However, due to the nature of LICA operations, evening meetings and special events may be require additional hours.", and

DIRECTIVES:

Article 7.6.1.1 Additional hours may be requested of the employees by the Board or designate as appropriate.

Article 7.6.1.2 Where additional hours would extend the workday past 12-hour maximum allowed under the Alberts Employment Standards Code, the Board or designate may request delayed or split shifts as required.

IMPLEMENTATION:

Article 7.6.2.1 Overtime in excess of regular scheduled hours shall be paid at time-and-a-half or banked as time in lieu to be used as straight time. Overtime hours are to be pre-approved by the Board or designate."

4.4 Policy 7.8 – Staff Vacation

#6 Moved by Delano Tolley AND RESOLVED that the Governance Committee submit the following recommendations to the Board of Directors that Policy 7.8 – Staff Vacation be amended to read:

"INTENT:

All LICA employees are entitled to annual paid vacation leave.

DIRECTIVES:

Article 7.8.1.1 Vacation leave requires prior authorization, with as much notice as possible.

Delete Article 7.8.1.2

Amending Article 7.8.1.3 to now be Article 7.8.1.2 Employees shall work together to ensure that vacations cause minimal disruption.

PROCEDURES:

Article 7.8.2.1 the employee is entitled to a minimum of two weeks paid vacation or as per negotiated employment contract.

Delete Article 7.8.2.2, Article 7.8.2.3, and Article 7.8.2.4

Amending Article 7.8.2.5 to now be Article 7.8.2.2 Vacation entitlement, with approval, may be carried over into the next calendar year. A maximum of 1 week may be carried over.

Amending Article 7.8.2.6 to now be Article 7.8.2.3 If an employee falls ill or suffers an accident during annual vacation, and this can be supported by a medical certificate, that person will be granted appropriate sick leave and will not use up annual vacation entitlements.

Amending Article 7.8.2.6 to now be Article 7.8.2.4 An employee leaving the employ of Lakeland Industry and Community Association shall have pay adjusted to reflect annual vacation accumulation.

4.5 <u>Policy 7.9 – Leaves of Absence and Sick Leave</u>

#7 Moved by Colin Woods AND RESOLVED that the Governance Committee submit the following recommendations to the Board of Directors that Policy 7.9 – Leaves of Absence and Sick Leave be amended to read:

"INTENT:

LICA employees shall be entitled to paid and unpaid leaves of absence and sick leave.

DIRECTIVES:

Article 7.9.1.1 Every effort shall be made to grant personal leave because of a personal emergency. Such leave may be paid or unpaid and shall be at the discretion of the Board or designate.

Delete Article 7.9.1.2

Amend Article 7.9.1.3 to now be Article 7.9.1.2 Unpaid leave will not affect vacation entitlement.

Amend Article 7.9.1.4 to now be Article 7.9.1.3 In addition, employees will be paid sick leave, utilizing accumulated sick days.

IMPLEMENTATION:

Article 7.9.2.1 An employee must advise the Board or designate as soon as possible of necessary sick leave.

Article 7.9.2.2 An employee who requires sick leave for more than five consecutive office workdays must supply a supporting medical certificate.

Delete Article 7.9.2.4

Amend Article 7.9.2.5 to now be Article 7.9.2.4 In the event of extended paid or unpaid leave of absence or sick leave, the Board or designate is required to ensure that backup personnel are in place to cover LICA operations.

4.6 Policy 7.10 – Disciplinary Procedures

The Governance Committee decided to table Policy 7.10 – Disciplinary Procedures until the May 17 meeting.

4.7 Policy 7.11 – Grievance Procedure

The Governance Committee decided to table Policy 7.11 – Grievance Procedure until the May 17 meeting.

4.8 Policy 7.12 – Personnel Files

#10 Moved by Heather Harms AND RESOLVED that the Governance Committee submit the following recommendations to the Board of Directors that Policy 7.12 – Personnel Files be amended to read:

"INTENT:

The Association requires the maintenance of personnel files for each employee.

PROCEDURES:

Article 7.12.2.1 Personnel files may include the following:

Delete Article 7.12.2.3

Amend Article 7.12.2.4 to now be Article 7.12.2.3 Upon request to the Board or designate, the employee shall have the right to examine the contents of his/her personnel file. Such examination shall be in the presence of the Board or designate and shall be recorded in the file.

4.9 Policy 7.18 – Education and Outreach Coordinator Job Description

The Governance Committee reviewed Policy 7.18 – Education and Outreach Coordinator Job Description and agreed to forward it to the Board of Directors for review.

4.10 Recommendation from the Board of Directors

The Governance Committee decided to table the recommendation from the Board of Directors until the May 17 meeting.

4.11 Policy 5.19 – Ensuring LICA Sustainability

The Governance Committee decided to table Policy 5.19 – Ensuring LICS Sustainability until the May 17 meeting.

4.12 Policy 6.1 – Fiscal Year and Budget

The Governance Committee decided to table Policy 6.1 – Fiscal Year and Budget until the May 17 meeting.

4.13 Policy 6.3 – LICA Signing Authority

The Governance Committee decided to table Policy 6.3 – LICA Signing Authority until the May 17 meeting.

5. ITEMS FOR DISCUSSION ON UPCOMING DECISIONS

6. PRESENTATIONS

No report.

7. FOR INFORMATION ONLY (FIO)

7.1 .Finances to March 31, 2017

The Committee reviewed the finances to March 31, 2017.

8. FEEDBACK ON MEETING

9. NEXT MEETING DATE(S)

May 17, 2017

10. ADJOURNMENT

The meeting adjourned at 3:15 p.m.