

Governance Committee Report to the GN AGM, March 26th, 2019

The Governance Committee currently includes Hugh Armstrong, Anne Bernhardt, Eileen Cowtan, Dave McKenzie, John Slater and Paul Thibault. Three meetings were held in 2018 to review existing P&Ps and develop new ones.

New P&Ps

The following new P&Ps were sent to the Board in 2018 for review and approval:

- Lawsuits and Legal Advice (Approved by Board, 4 December 2018)
- Contracts and Agreements (Approved by Board, 5 March 2019)

Revised P&P

The following Indoor Program P&P was revised and submitted to the Board:

- Speaker Compensation (Approved by Board, 4 December 2018). The revision increased the mileage compensation to 60% of the Government of Canada Automobile Allowance Rates as posted on the Government of Canada website.

Other Committee Discussions

Other topics discussed by the Committee included:

- P&P for Personal Privacy: The requirements for PIPA and CASL were reviewed and communicated to the Board in September 2018. A P&P will be developed after the Board and GN Committees, including MHIP, work through a useful PIPA workbook for non-profit organizations and comment as guidance for the development of the P&P.
- Remote Storage: The P&P on “Storage of Documents and Records” was approved by the Board in 2013. Since Remote Storage requirements in that P&P have not yet been implemented, commercial remote storage services were reviewed and one was selected in 2018 and will be tested in 2019.
- Substance Abuse: The City has provided its P&P on this topic. GN will review it and produce its own P&P, if needed, based on our requirements and available resources.
- MHIP: The Operations Committee is updating its Terms of Reference and Job Description for the Chief Interpreter. This work is in its final stage and, once completed, the documents will be reviewed by the Governance Committee.
- Digitizing of GN Chronicles: Although Chronicles since 2013 have been posted in the past on the GN website as searchable PPF files, earlier Chronicles are only available as hardcopies. The Medicine Hat Archive department at the Esplanade Arts and Heritage Centre has kindly offered to digitize them as searchable PDF files so that they can be added to the GN website and included in the City archives. Hardcopies were submitted by GN and are currently being digitized by the City.

Respectfully submitted,

Paul Thibault, Committee Chairperson