**Committee Name:** Governance Committee **Report** **Date:** May 7, 2025

**Liaison to the Board:** Kate Pelletier

**Meeting Date:** May 7, 2025

**Date of Last Meeting:** March 12, 2025

**Date of Next Meeting:** August 27, 2025

**Meeting Summary:**

We reviewed progress on the final cosmetic editing of the Policy Manual and Board Handbook – they will be available for the June 12 Board meeting. Courtenay will continue work on the Employee Handbook now that the Policy Manual is complete and will have this completed and available for the September 3 Board meeting. The Governance Review Timelines were tabled until next meeting as Cory was away. We will target having these available for the September Board meeting. We discussed the estimated costs to have a lawyer review various documents (see attached). The Governance Committee thinks that in our fiscal situation that we can not really afford to have these reviews done at this time and that if there was a priority that perhaps with would be the employee and contractor contracts. We discussed the cost effective / efficiency of having the National Board and/or other Provincial Chapters provide key policies and documents they use – and that this would also provide consistency were appropriate, across the country. Michelle will reach-out to her contacts and we will also ask Dennis to raise at the National Board.

**Action Items in Progress:**

* Employee Handbook
* Governance Review Timelines

**Questions for the Board or Items for Board Input or Information:**

**Re: Lawyer Review of Key Documents**

* Where are we vulnerable with regards to policies / documents / forms?
* Should we be expending funds for a lawyer review of key documents / forms?
* How would the Board like the Governance Committee to proceed?

**Re: Trades Funding / National marketing campaign**

* With the mention of the shortage and importance of trades people in recent political speeches we are curious if there has been any action on this?
* Would Dennis ask his counterparts at the National Board to see if they are aware of anything happening with regards to this – is there is any way to leverage this interest in the form of funding or marketing campaigns

(The information below was provided by Michelle Skelly to the Governance Committee on May 7 after discussion with a lawyer)

**Lawyer Estimates**

Rhys Volkenant from Volkenant Law Group, introduced by Board member Abigail Fulton, provided some estimates with regards to some of the items that were brought up for updating and review.

I can present the details in the Board meeting in June after the financial statements are complete including expenditures from this quarter to get a better financial picture.

In the meantime, I can start with checking if other MO’s have any of these documents (recently reviewed by a lawyer) that we could potentially edit.

If we were to agree to follow through with all estimates below except the SCBC policies and Board Handbook the cost would be approximately $5,000 -$6,000 plus taxes.

**Estimates include:**

**SCBC policies and the Board Handbook:**

The estimate to review both the SCBC policies and the Board Handbook is $5,000 plus taxes.

This cost estimate is based on the amount of time (and fees) it has taken to carry out similar scopes of work for other clients and particularly given that the manuals together equal about 80 pages overall.

The fees to carry out this work would be based on time spent charged at their hourly rates are ***$325/hour,*** which could result in the total fees being less than or more than the cost estimate, but their general policy when they do give a cost estimate is to provide an update as to fees incurred periodically so you know where they are at as they continue to carry out the work and, especially, once they are getting close to the original cost estimate in fees incurred.

10% discount offered to their hourly rate for legal fees for non-profit organizations which would apply to this work.

**Total Estimated Cost: $5,000 plus taxes.**

***Protection of Youth Section Draft:***

As for a review of just the Protection of Youth Section Draft, the estimate for this work is $1,000 plus taxes.

**Lawyer Estimates con’t**

The comments above regarding fees and the discount similarly apply.

**Total estimated cost: $1,000**

***Staff and Contractor Contracts:***

The cost to review and provide comments on both of the documents would be $500 plus tax.

If after reviewing the comments, we decide we want them to prepare a new form of contract (either through revising the current version or through preparing another version based on their usual form of contract), the cost would be $1,000 plus tax for each document.

**Total estimated cost: $2,500**

***Waivers:***

For updating a standard form waiver like the one the cost is likely $500 - $1,000 plus taxes.

**Total estimated cost: $500 - $1,000**

***Privacy Policy revisions:***

For privacy policy revisions, this would depend on the scope of the revisions.

Estimated cost to help draft a privacy policy from scratch is normally between $1,000 - $1,500 plus taxes. They also recommend that clients have two privacy policies, one that is more inward facing (for employees) and one that is more outward facing (for consumers, clients and the general public).

**Total estimated Cost: $1,000 - $1,500**