

OHS Resource Centre – Enhancement Release Summary

Release Date: Oct 30, 2025

#	Enhancement	Before	After	Reason for Change
1	Standing, New, or Old Agenda Items - Attachment Permissions	Only the agenda-item creator, Co-chair, or Admin Assistant could upload or remove attachments.	All committee members – including ex-officio members – can upload or remove attachments for any agenda item before the meeting.	To give all members flexibility to add or update relevant attached documents to agenda items (e.g., Incident Report Summary, Inspection Reports).
2	Dial-in Option Text Box Usability and Functionality Update	The 'Dial-in Option' field was a plain text box. It didn't support embedded links and required a full URL to be entered manually. See Appendix Image A	The 'Dial-in Option' box has been upgraded with a rich text editor that supports embedded hyperlinks. Users can now copy and paste HTML text, for example, virtual meeting links. See Appendix Image B	Long URLs will no longer display in the Agenda or Minutes. This improvement enhances usability and overall functionality. See Appendix Image C

Appendix Image A

Schedule New Meeting

1

2

3

New Meeting

Meeting Dates

Review

Meeting Location

Virtual

Dial-in Options
Instructions for remote meeting attendance.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTJhYzQ2YWMtYzY2Ny00MmQ2LWEwNjYtOTk1OWVjYzVjOTJhYzQ0thread.v2/0?context=%7b%22Tid%22%3a%22d95de379-21b5-4c03-bee2-ca07cd01b90a%22%2c%22Oid%22%3a%22357a553b-

243/500

Cancel

Next

Appendix Image B

Schedule New Meeting

1

2

3

New Meeting

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Virtual

Dial-in Options
Instructions for remote meeting attendance.

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Microsoft Teams Need help?
[Join the meeting now](#)

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Appendix Image C

Oct 27, 2025 - 17:00 - 17:30

Agenda Summary

Subject
Special meeting

Facility
Virtual

Annual Evaluation Date
June 2026

Dial-in Options

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

For any questions or support, please reach out to us via ohsresourcecentre@switchbc.ca or call us at 672-333-3311.