

OHS Resource Centre – Enhancement Release Summary

Release Date: Sept 18, 2025

| # | Enhancement | Before | After | Reason for Change |
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| 1 | Improvements in PDF Layout (Agenda/Minutes) | PDFs had inconsistencies : Action item box looked different, agenda box caused page breaks, and attendance layout was horizontal. Action item 'description' was not reflected in PDFs. | Attendance layout vertical saving page space, agenda box no longer causes page breaks, and action item 'description' is now reflected in the PDFs. | To improve readability, layout consistency , and ensure all relevant information is captured in downloadable PDFs. |
| 2 | Improvements in Email and Resource Centre Notification Text | Email and Resource Centre notifications were inconsistent and lacked key info like support contacts or reference links . | All system-generated emails updated for clarity, professionalism , and now include support contact details and relevant links where applicable. | To enhance communication , make emails easier to understand , and ensure users know how and where to get help . |
| 3 | Agenda Item Order Retention | After each meeting, agenda items were automatically re-sorted alphabetically (A-Z) , requiring Co-chairs, Admins or Meeting Recorders to manually re-arrange them. | Once manually ordered , agenda items will retain their order in future meetings unless changed by a Co-chair, Admin Assistant, or Meeting Recorder . | To reduce manual work and maintain agenda consistency between meetings. |
| 4 | Editable Agenda Item Fields Across Screens | Agenda item details such as Name, Raised By (previously shown as “Creator”), Estimated Duration, Purpose, and Description could not be edited after creation or were limited to specific screens. | Co-chairs and Admin Assistants, and the person who raised the agenda item can now edit these fields on the agenda item Library, Draft/Finalized Agenda screens, Meeting Interface, and Edit Minutes screens . | To provide flexibility for correcting or updating agenda details throughout all stages of the meeting process. |

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| 5 | Support for Special Characters in Sign-Up and Local Fields in Resource Centre. | Special and Indigenous characters (e.g., k, x, ə) were not supported and appeared as question marks (?) . | All special and Indigenous characters are now supported in most input fields. However, these characters: - <, *, ?, >, /, \, and " - remain restricted for OHSRC user profile account First and Last Name fields only. | To support inclusive, accurate representation of names and information. |
| 6 | Expanded Character Limits for Input Fields | Fields like 'Discussion' and 'Find a JOHSC' had a 2,000-character limit , cutting off content. | Character limit increased to 32,000 for key fields like 'Discussion' and 'Message a JOHSC' . | To allow for more detailed notes, messages , and context without content or data loss . |
| 7 | Enhanced Quorum Setup – Flexibility by Union/Employer Structure | Only the Structure (total number of reps) could be defined, with no way to specify how many members are required to meet quorum from that structure. (If a Terms of Reference required a specific union to be present for quorum). | A new column called 'Needed for Quorum?' has been added next to 'Structure' for both worker and employer rep. This field is optional and allows users to input the number of reps required to meet quorum for each respective group. | To give greater flexibility and support committees with specific quorum rules , ensuring quorum expectations are clearly documented and configurable. |
| 8 | Improved Links in Resource Centre Notifications for Members and Practitioners | Members and practitioners had to navigate multiple screens or encountered errors when accessing meeting minutes directly from the Resource Centre notifications (🔔) | Practitioners will see direct download links for draft and published agenda/minutes, while members will be taken straight to the 'Past Meetings' screen for both draft and published minutes. | To simplify navigation and ensure users can access minutes/agenda quickly and without confusion . |

These updates are part of our commitment to continuously improve the OHS Resource Centre experience.

For any questions or support, please email us at ohsresourcecentre@switchbc.ca or call us at 672-333-3311.