

OHS Resource Centre – Enhancement Release Summary

Release Date: April 21, 2026

#	Enhancement	Before	After	Reason for Change
1	Completed/Cancelled Action items will no longer display on Meeting minutes.	Action items marked as completed or cancelled previously continued to appear in future meeting minutes, including in the Meeting interface.	Action items with a status of completed or cancelled are automatically excluded from future meeting minutes and meeting interface.	Reduces clutter in meeting minutes by limiting the ongoing display of completed action items, particularly for long-running agenda items.
2	Agenda PDF Updates	Draft and Finalized Agenda PDFs included all available fields for each agenda item, such as description, discussion, action items, and file attachments. This resulted in long agenda PDFs.	Agenda PDFs have been streamlined to improve readability and relevance. They now only display key fields such as Agenda Item Name, Estimated Duration, and Raised By. Fields like discussion, action items, and descriptions (except for New Business items) have been removed. File attachments will appear only if newly added to the current meeting and previously existing attachments from earlier meetings will not be displayed.	<p>The agenda previously included more detail than necessary. The streamlined format will focus on agenda item titles and time requirements, while full details will remain available in the meeting minutes.</p> <p>Note: For any new agenda items submitted prior to the meeting, the description field and any associated new attachments will be displayed in the Finalized Agenda.</p>

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3	Update Meeting link and location for recurring meeting series	Users were not able to modify the meeting link (Teams, Zoom etc.) and location once a recurring meeting series was created. If there was a change in the meeting link details or location, users had to delete the entire recurring meeting series and recreate it with the updated link.	Users can directly update the meeting link and meeting location for an existing recurring meeting series with a new “Edit Series Details” button.	Supports efficient meeting scheduling by removing the need to delete and recreate the series when meeting links and locations need to be updated.
4	Inclusion of Alternate members vacancies on Member Vacancies KPI Tile	Alternate member vacancies were not being displayed on the KPI Member Vacancies Tile. As a result, visibility into alternate vacancies was limited, and KPI reporting only reflected Regular Member vacancies.	The system now supports defining a specific number of alternate member positions within each committee.	Allows clear tracking of how many alternate positions are required versus how many are filled. Additionally, Alternate Member Vacancies is now included within the existing KPI Member Vacancies tile, providing better visibility and reporting.

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

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