

2023/2024
Board of Directors

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MINUTES
Monday, September 11, 2023

5:30 p.m.

In Person

Conference Room #1 – The Dunn Building
440 Elgin Street, Brantford

Core Gift Statement

“Our signature Core Gift is improving lives.

We do it through having integrity, being forward thinking, having fiscal responsibility and by being engaged and doing more!”

In attendance:

Zile Ozols, Vice-President
Marylou Chatland, Director
Lonnie Johnson, Director

Tricia Klunder, Treasurer
Greg Hall, Director
Tim Papez, Director

Cristin Ladner, Secretary/Executive Director
Stefennie Jagt, Director

Regrets:

Daniel Custodio, President

Duncan Ross, Director

Administration:

Wendy Matthews, Administrative Assistant, Recording

1.0 **Call To Order**

Zile Ozols, Vice-President, called the meeting to order at 5:29 p.m.

2.0 **Recommendation No. 2023/2024 – 7: Appointment of Lonnie Johnson**

Zile noted that Lonnie has submitted all of the required paperwork and there are no concerns identified. Therefore, his name is being put forward for approval to join the Community Living Brant Board of Directors.

Moved by: Greg Hall and Seconded by: Marylou Chatland that the Board approve the Membership in the Corporation and the appointment to the Board of Directors of the Corporation for Lonnie Johnson effective immediately for a 2-year term Carried.

On behalf of all Directors, Zile welcomed Lonnie to the Board and noted that we look forward to his involvement and commitment to the Board and the agency.

Introductions followed.

3.0 Approval of Agenda

Moved by: Tim Papez and Seconded by: Tricia Klunder that the Board approve the agenda as circulated. Carried.

4.0 Declaration of Conflict of Interest

Based on the agenda, there were no declarations of conflict of interest.

5.0 Approval of Minutes of Meetings

5.1 Thursday, June 29, 2023 at 4:30 pm.

Moved by: Marylou Chatland and Seconded by: Stefennie Jagt that the minutes of the meeting held on Thursday, June 29, 2023, at 4:30 p.m. be approved as circulated. Carried.

5.2 Thursday, June 29, 2023 at 4:54 pm

Moved by: Greg Hall and Seconded by: Tim Papez that the minutes of the meeting held on Thursday, June 29, 2023, at 5:45 p.m. be approved as circulated. Carried.

ITEM	DISCUSSION/CONCLUSION	ACTION/RECOMMENDATION
<p>6.0 Executive Director's Report</p>	<p>Cristin Ladner's report was circulated with the agenda, and she provided additional comments to accompany her report.</p> <p>Successes and Challenges since the last meeting included:</p> <ul style="list-style-type: none"> - 70th Anniversary Celebrations on June 29th - Cristin shared the videos taken at the Open House and the Staff Appreciation Gala. They were produced by Filmetry, a company that we have engaged in a 6-month contract to help us increase our 	<p>Moved by: Greg Hall and Seconded by: Tricia Klunder that the Board accept the Executive Director's report as presented. Carried.</p>

	<p>presence on social media and in preparation for promoting CLBrant through the Ministry’s upcoming transformation with “Journey to Belonging”.</p> <ul style="list-style-type: none"> - 35th Annual Golf Tournament – Profits exceeded the past two years. The Silent Auction’s success also contributed to the bottom line. The Committee has agreed to continue with the same format next year, which includes a take-home dinner as opposed to the sit-down meal and award presentations. - In Person Management and Staff Training with Al Condeluci scheduled for September 12 and 13. His focus will be on rekindling the passion for inclusion and community, which was deeply effected by the pandemic, and he will also speak on on “Change, Challenge, and Opportunity”. - Update on annualized funding received from the Ministry through the Multi-Year Supported Living Program (MYSLP). - Belonging Brant – Extension of funding through the 3-year Trillium Fund until December instead of October. We continue to pursue options to look at continuing this project of citizen-led groups. - Collective Bargaining with CUPE – We began in August. Further discussion In Camera. Settlement of the agreement will effect our bottom line. The Board will be kept updated. A Negotiations Committee of the Board will be formulated tonight for the final ratification of the agreement on behalf of the agency. <p><i>The Legislative and Contractual Obligations and Compliance Report, Current Potential Risks to the agency, and Potential Future Risks to the Agency</i> were listed.</p> <p><i>Monthly Governance Policy Update – Policy 9.5 – Financial Planning and Reporting.</i></p>	
<p>7.0 Financial Report and 7.1 Financial Statements and Summary as at June 30, 2023</p>	<p>Kathryn’s report was posted. Cristin presented the Financial Report and the Financial Statements and Financial Summary for the period ended June 30, 2023, which included:</p> <ul style="list-style-type: none"> - Ministry Operations deficit of \$32,681. - Budget reviews with management staff to monitor the financial position, particularly focusing on managing staffing supports. - Associations Operations surplus of \$33,739. - Proceeds from the Golf Tournament will be reflected in the August Statements. 	<p>Moved by: Lonnie Johnson and Seconded by: Tricia Klunder that the Board accept the Financial Report as presented. Carried.</p>

	<ul style="list-style-type: none"> - Ministry required Year-End Reporting submitted. - 23/24 Budget submitted to the Ministry. 	
<p>7.2 Recommendation No. 2023/2024: 10: 2022/2023 Post-Audit Management Report to the Board</p>	<p>This Report from Millards for the year ended March 31, 2023, was posted. It is prepared annually by Millards, as required by Canadian Auditing Standards, to communicate with those charged with governance. Cristin provided a summary of the “Significant Findings from the Audit” contained in the report, which showed that there were no outstanding issues identified by Millards again this year.</p>	<p>Moved by: Marylou Chatland and Seconded by: Greg Hall that the Board accept the 2022/2023 Post-Audit Management Letter as presented. Carried.</p>
<p>7.3 Recommendation No. 2023/2024 – 8: Photocopier Lease</p>	<p>Community Living Brant currently has a lease agreement with XEROX for the photocopiers at Head Office, Dunn and the EarlyON Centre. This lease will be expiring in June 2029.</p> <p>Community Living Brant, as a Broader Public Sector funded agency, is eligible to access pricing through the OECM (Ontario Education Collaborative Market). They are not-for-profit organization that sources products and services for the education sector, broader public sector and not-for-profit sector following the Ministry's BPS Procurement Directive. Based on volumes, OECM is able to obtain very competitive pricing.</p> <p>XEROX is an approved supplier through the OECM. We have received a renewal proposal as follows:</p> <ul style="list-style-type: none"> • 66-month lease • Monthly Lease and Service Cost (based on current volumes--\$1,891.81 • Total projected cost over the life of the lease--\$124,859.46. <p>This pricing is a <u>9% cost reduction (\$12,295.25)</u> over the current lease and service costs while updating the systems to meet the needs of the agency. The two factors impacting the pricing—the decreasing cost of technology, the OECM pricing, and Community Living Brant's long-term customer relationship.</p> <p>It is recommended the Board of Directors approve renewing Community Living Brant's lease with XEROX for its photocopying services.</p>	<p>The Board questioned whether there is any cost in breaking the lease. Cristin will follow up on this question with Kathryn and report back to the Board.</p> <p>Moved by: Stefennie Jagt and Seconded by: Tricia Klunder that the Board approve renewing Community Living Brant's lease with XEROX for its photocopying services as presented. Carried.</p>

7.4 Recommendation No. 2023/2024 – 9: Snow Removal Services	<p>Community Living Brant has received the package for this winter's snow removal services. This season's cost is \$29,575 plus HST. This is up slightly over last year's costing of \$29,000 plus HST due to increases in the cost of liability insurance.</p> <p>We continue to be very pleased with the quality and reliability of the services provided by EnviroMasters Groundcare.</p> <p>It is recommended that the Board approve continuing its snow removal services with EnviroMasters Groundcare for 2023/2024.</p>	Moved by: Greg Hall and Seconded by: Tim Papez that the Board approve continuing its snow removal services with EnviroMasters Groundcare for 2023/2024 as presented. Carried.
8.0 New Business		
8.1 Formation of Board Committees for 2023/2024		
8.1.1 Audit Committee	The proposed Audit Committee for 2023/2024 will be comprised of: Treasurer as Chair – Tricia Klunder; President – Daniel Custodio, and 2 Community Members: Morris Gloyn and Glenda Minard, who will be approached to confirm their membership on this Committee again this year.	Moved by: Marylou Chatland and Seconded by: Lonnie Johnson that the Membership of the 2023/2024 Audit Committee be approved as presented. Carried.
8.1.2 Executive Director's Performance Evaluation Committee	The proposed Executive Director Performance Evaluation Committee for 2023/2024 will be comprised of: President – Daniel Custodio, Vice-President – Zile Ozols, and Treasurer – Tricia Klunder.	Moved by: Greg Hall and Seconded by: Stefennie Jagt that the Membership of the Executive Director's Performance Evaluation Committee for 2023/2024 be approved as presented. Carried
8.1.3 Negotiations Committee – Contract with	The proposed Negotiations Committee for 2023/2024 will be comprised of: President – Daniel Custodio, Vice-President – Zile Ozols, and a Board Director. Lonnie Johnson accepted to be a member on this Committee.	Moved by Greg Hall and Seconded by: Marylou that the Membership of the Negotiations Committee for 2023/2024 be approved as President – Daniel

<p>CUPE expired March 31, 2023</p>		<p>Custodio, Vice-President – Zile Ozols, and Director – Lonnie Johnson. Carried.</p>
<p>8.2 Board Self-Evaluation Discussion and Future Planning</p>	<p>To ensure effective governance, our Governance Policy “G.7.9 – Board Evaluation” states the Board will develop methods to evaluate their collective performance by completing an annual review on the effectiveness of its governance through an evaluation process, and as well, an evaluation is completed after each monthly meeting. Cristin noted, however, that the responses for the completion of the annual self-evaluation for last year proved insufficient to produce a valued summary of the Board’s performance. She felt this was a good opportunity for a discussion with the Board as to how they want to be evaluated so it produces a reflective and accurate look at its performance. The Board agreed they would like to receive the current forms (monthly and annual) that are used so they know what they are to be evaluating throughout the year, and to determine if any changes to the current forms may be required to enhance capturing the Board’s annual performance.</p>	<p>It was agreed that Wendy will circulate the Monthly Evaluation form and the Annual Self-Evaluation form for the Board to review. Their feedback to Cristin should be received in time to be discussed at the next meeting.</p>
<p>8.3 Board Meeting Dates for 2023/2024</p>	<p>Distributed for information.</p>	
<p>8.4 Board Year Plan for 2023/2024</p>	<p>The Board reviewed the plan and agreed with it. As the Board has indicated in the past that they benefit from the connection to hearing the presentations and stories from the people we support and staff at their meetings, Cristin indicated that for the months without a current designated presenter, she will check for interest from people supported and staff about coming to present to the Board and schedule them in for those meeting dates.</p>	
<p>8.5 CLO 70th Conference and AGM</p>		
<p>8.5.1 Back-Up Voting Delegate</p>	<p>Zile noted that Duncan is our voting Delegate and will be attending in person. However, we can have a back-up Voting Delegate registered should it be necessary. Greg Hall volunteered to be the backup. As CLO is also offering a virtual option to attend, Greg would attend virtually.</p>	<p>Wendy will register Greg as the back-up with CLO and send him the required information.</p>

<p>8.5.2 Recommendation No. 2023/2024 - 11: Proposed Bylaw Amendments for AGM</p>	<p>At this year’s upcoming Annual General Meeting, the Board of Directors of Community Living Ontario is proposing changes to the organization’s Bylaws that will (a) bring the organization in line with the new Ontario Not-for-Profit Corporations Act (ONCA), and (b) clarify language used in a few areas. These changes were posted. Zile noted that Community Living Brant has already implemented changes in our Bylaws to be in line with the new Act.</p> <p>Cristin presented CLO’s 2 significant changes, and as most of the other changes will not have a substantial effect on how the organization operates, the Board recommends our Voting Delegate/Back-Up Voting Delegate to vote in favor of the Bylaws proposed changes as presented.</p>	<p>Moved by: Lonnie Johnson and Seconded by: Tricia Klunder that the Board authorize Duncan or Greg to vote in support of these amendments or to monitor the specific conversation that might arise and then vote as they deem appropriate. Carried.</p>
<p>8.5.3 Nominations Report</p>	<p>This report was posted.</p>	<p>The Board agreed that as they did not have neither adequate knowledge of the candidates nor a preference that they would leave the decision to Duncan or Greg based on the discussion at the AGM about who best represents CLO organizations.</p>
<p>9.0 Serious Occurrences Update – June, July, August</p>	<p>Cristin reported that there were 13 Serious Occurrences reported to the Ministry: 5 in June, 3 in July and 5 in August.</p>	
<p>10.0 In Camera</p>		<p>Moved by: Tricia Klunder and Seconded by Stefennie Jagt that the Board move In Camera at 6:21 p.m. Carried.</p> <p>Moved by Marylou Chatland and Seconded by Greg Hall that the Board move Out of Camera at 6:36 p.m. Carried.</p>

		There were no recommendations to report from the In Camera session.
11.0 Monthly Board Meeting Evaluation	This meeting's evaluation was completed by Marylou: On Track – 4 ; Participation – 3 ; Listening 4 ; Leadership – 3; Decision Quality - 4; Candour - 4 and Fun - 4	
12.0 Next Meeting	Monday, October 2, 2023 at 5:30 p.m. – Conference Room #1 – Dunn Building	
13.0 Adjournment	There being no further business, it was Moved by: Tricia Klunder and Seconded by: Stefennie Jagt that the meeting be adjourned at 6:38 p.m. Carried.	

Zile Ozols, Vice-President

Cristin Ladner, Secretary/Executive Director