



**Board of Directors  
Agenda for Open Meeting  
Tuesday, May 24, 2022 at 5:30 p.m.**

**Option of in-person** meeting at 643 Park Road North, **or attend via Zoom:**  
<https://us02web.zoom.us/j/83351392223?pwd=MVVxZDByZTYrbnhXYUZqVWVRVUJkdz09>  
Meeting ID: 833 5139 2223 Passcode: 749779

1. **Call to Order**
2. **Land Acknowledgment**
3. **Auditor**, Bobby Turnbull (tentative)
4. **Agenda - Additions, Deletions, Approval** **Decision**
5. **Conflict of Interest Declarations** **Declaration**
6. **Approval of Minutes** – April 26, 2022 **Decision**
7. **Business Arising from Minutes**
  - a.
8. **Executive Reports**
  - a. Chair's Report
  - b. Treasurer's Report – March 31 revised; April 30, 2022 **Decision**
  - c. CEO's Report **Decision**
9. **Committee Reports**
  - a. Policy Review Committee **Decision**
  - b. Nominating Committee – Directors' Terms **Discussion**
10. **New Business**
  - a.
11. **Correspondence**
  - a. MOH Memo re Year End Reporting **Information**
12. **In-Camera - Motion to move in-camera** **Decision**
13. **In-Camera Reports** (as appropriate) **Decision**
14. **Adjournment – Motion to adjourn** **Decision**

**Next Meeting:** Tuesday, June 28, 2022 at 5:30 p.m.  
**This will also be our AGM Business meeting**

## Land Acknowledgment



The Mohawk Institute Indian Residential School, located in Brantford, was the longest running residential school in Canada. Founded in 1828 as the Mechanics' Institute, a day school for boys from Six Nations of the Grand River, the institute began accepting girls in 1834.

The school was operated by the Anglican Church of Canada until 1969, when the federal government took over. This school also had students from as far as Sarnia, Ontario and Kahnawake, Quebec. Students of the Mohawk Institute attended the nearby Her Majesty's Chapel of the Mohawks, built in 1785. Today, the chapel is the oldest surviving church in Ontario.

In 1972, the Woodland Cultural Centre was established at the site of the former residential school, under the direction of the Association of Iroquois and Allied Indians. The cultural centre is now supported by the Mohawks of the Bay of Quinte, Six Nations of the Grand River, and the Wahta Mohawks. Among other activities, the Woodland Cultural Centre is working to restore the Mohawk Institute so that the school might serve as a physical reminder of the Government of Canada's assimilative initiatives.



**Board of Directors – Open Meeting Minutes  
Tuesday, April 26, 2022 at 5:30 p.m.  
Zoom Meeting**

**Present**

Chair:	Susan Fitzgerald
Past Chair:	Mike DeBruyn
Directors:	Alyssa Brimmer, Brian Konst, Laura Miedema
Chief Executive Officer:	Jane Angus
Lead Service Planning Coordinator:	Alison Hilborn
Executive Assistant:	Cindy Landry (recorder)

**Regrets:** Elizabeth Abraham, Kelly Skrzypek, Greg Hackborn

**Guest:** Bobby Turnbull

**1. Call to Order**

Susan called the meeting to order at 5:32 p.m.

**2. Land Acknowledgment**

Susan read the land acknowledgment.

**3. Auditor, Bobby Turnbull from BDO Canada LLP**

We welcomed Bobby and introductions were made.

Overall structure should be the same as last year.

Engagement Team: Eardly Judah is the engagement partner and Emily Workman will be assisting. Bobby has been with BDO for 5.5 years, Manager last January. Heavily involved with audits with broad range.

Key dates: Charity return (due by September). May 24<sup>th</sup> is next meeting (Bobby will possibly try to get drafts by then, if not, at least a couple of weeks before June 28). AGM business meeting is June 28, 2022.

Objectives and Approach: The objectives of the audit are to express an opinion on the Financial Statements and to present their findings to the Board. Performance of audit does not relieve management and Board. The audit is completed using a risk-based approach focuses on materials in statements.

Revenue recognition: Completeness of revenue and that all revenue accounted for. Management override of controls. Potential segregated of duties. Revenue side, confirmation from Ministry (3<sup>rd</sup> party evidence). Look at revenue analytics year after year. Management override of controls. Journal testing..management

overriding in nature. Segregation of duties in payroll. Free of material in statement of fraud or error. Journal entry testing. Inquire with right individual

BDO plans and performs the audit to determine if fraud is reflected in the Financial Statements.

The Board confirmed to Bobby that they have no knowledge of fraud.

Materiality: The materiality is set at \$29,000 this year, similar to last year. This will increase with the funding that is supposed to increase in April 2022.

Independent: Bobby confirmed that the BDO audit team is independent of Contact Brant.

Executive Limitations: The Executive Limitation for 2022-2023, BDO is comfortable at \$15,000 - \$20,000. The \$9,999.00 that the Board recommended is conservative.

Bobby will get in touch with Jane and Cindy to set dates with year-end trial balances.

**4. Agenda - Additions, Deletions, Approval**

**Motion:** To approve the agenda.  
Laura and Brian. **Carried.**

**5. Conflict of Interest Declarations**

None declared

**6. Approval of Minutes – March 29, 2022**

**Motion:** To accept the minutes from March 29, 2022.  
Mike and Alyssa. **Carried.**

**7. Business Arising from Minutes - nothing**

**8. Executive Reports**

a. Chair's Report – nothing to report

b. Treasurer's Report – March 31, 2022 – applied \$613 from unrestricted funds.

**Motion:** To approve the Treasurer's report as presented.  
Alyssa and Laura. **Carried.**

c. CEO's Report

Promo items – Fidget pop toy with logo and cardigan/sweatshirt with our logo.  
The board will receive an email asking for preference and size.  
Jane reviewed the stats and will send update of missing SPC data.

**Motion:** To revise the Vacation Policy to include the CEO having the discretion to allocate vacation differentially at hire depending on position, skills, and/or experience.

Mike and Alyssa. **Carried.**

**Motion:** To approve the CEO report as presented.  
Laura and Brian. **Carried.**

**9. Committee Reports**

a. Policy Review Committee –

**Motion:** To approve the revised Financial Conditions and Activities Policy and the Purchasing Policy as Presented.  
Laura and Mike. **Carried.**

**ACTION:** Jane will be bringing back the personal leave policy.

b. Nominating Committee – recruitment

Mike has approached someone. Will have to see.

**10. New Business**

- a. Date for MCCSS Program Supervisor to attend Board meeting.  
Invite Scott to the September AGM, so he can come and make introductions from MCCSS.

**11. Correspondence**

- a. MCCSS COVID-19 Updates Memo  
We are mandated to continue wearing masks.

**12. In-Camera**

**Motion:** To move in camera at 6:19 p.m.  
Brian and Mike. **Carried.**

**13. In-Camera Reports** (as appropriate)


**14. Adjournment**

**Meeting** adjourned at 6:25 p.m.

**Next Meeting:** Tuesday, May 24 at 5:30 p.m. –  
explore the idea of having it in-person and by zoom.


\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair's Signature

	MINISTRY FUNDS			March 31, 2022
	2020-2021 Actual	2021-2022 Forecast	YTD Actual	Notes
<b>REVENUE</b>				
Access - Children's (MCCSS)	1,200	1,200	1,200	
DS Children's Specialized (MCCSS)	185,315	185,315	185,315	
RPAC (MCCSS)	692	692	692	
Coordinated Service Planning (MCCSS)	261,100	261,100	261,100	
Complex Needs (MCCSS)	65,280	65,280	65,280	
FASD (MCCSS)	135,000	180,000	180,000	
URS	0	138,318	138,160	
Access Intake Service Planning (MOH)	334,093	351,493	351,493	
Service Coordination Process (MOH)	14,566	14,566	14,566	
<b>Sub-Total Ministry Actual Revenue</b>	<b>997,246</b>	<b>1,197,964</b>	<b>1,197,806</b>	
Off-Setting Revenue Info Services (211-\$43,114; Findhelp \$1,404)	44,225	44,518	45,953	
DSO (off-setting revenue in Access Intake Serv Planning)	10,000	10,000	10,000	
COVID-19 Expenses Offsetting Funds from Woodview	84,954	0	0	
Amortization Deferred Capital Contributions	0	0	0	
<b>TOTAL Revenue</b>	<b>1,136,425</b>	<b>1,252,482</b>	<b>1,253,759</b>	
<b>Applied from Projects</b>	<b>10</b>	<b>0</b>	<b>698</b>	
<b>Applied from Unrestricted Funds</b>			<b>0</b>	
<b>EXPENSES</b>				
<b>Salaries</b>	<b>791,578</b>	<b>796,624</b>	<b>861,454</b>	
<b>Benefits</b>	<b>54,086</b>	<b>137,193</b>	<b>137,302</b>	
Mandatory Benefits (CPP, EI, EHT)	52,510	53,305	57,851	
Benefits Other (WSIB, group benefits )	1,576	83,888	79,451	
<b>Training (education, meetings, recruitment - staff &amp; board)</b>	<b>8542</b>	<b>5,500</b>	<b>10,365</b>	
Staff Development	6,977	4,500	7,285	
Staff and Board Expenses	1,565	1,000	3,080	
<b>Transportation &amp; Communication</b>	<b>8,643</b>	<b>7,800</b>	<b>17,365</b>	
Travel	520	500	473	
Communication - (Postage, Bell, Cozzmic)	8,123	7,300	16,892	
<b>Building Occupancy (Lease, Insurance, Repairs &amp; Mtce)</b>	<b>42,683</b>	<b>47,133</b>	<b>46,672</b>	
Lease & Building Maintenance	33,264	33,764	33,610	
Insurance Expense	9,419	13,369	13,062	
<b>Professional/Contracted-out (legal, audit, bank, payroll services, client Translation, consultant fees)</b>	<b>14,705</b>	<b>31,650</b>	<b>54,479</b>	
Audit, Legal, Bank Charges, Payroll, Other	12,735	22,450	23,131	
Purchased Client Services	710	3,200	1,593	
Consulting	1,260	6,000	29,755	
<b>Other Program/Service Expenditures (Advert/Promo, Dues/Fees for Memberships, all other not classified)</b>	<b>22,518</b>	<b>27,400</b>	<b>49,442</b>	
Promotion and Membership Fees	4,019.67	3,800	15,773	
IT - Maintenance and DataBase Service (Backup Server,KCL, EMHware)	18,498	23,600	33,669	
<b>Supplies &amp; Equipment</b>	<b>26,746</b>	<b>24,624</b>	<b>77,379</b>	
Furniture and Office Supplies	4,682	7,000	36,747	
IT software & IT equipment & photocopier	22,064	17,624	40,633	
<b>COVID-19 Expenses, offset funds from Woodview \$84,894</b>	<b>98,505</b>	<b>0</b>	<b>0</b>	
Amortization Deferred Capital Contributions	0	0	0	
<b>Contingency</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL Ministry Expenses</b>	<b>1,068,006</b>	<b>1,077,924</b>	<b>1,254,457</b>	
<b>Ministry Surplus (Loss)</b>	<b>68,429</b>	<b>174,558</b>	<b>0</b>	

Quick Books Cash Balance*	60,740
Internally Restricted BHN	16,374
QuickBooks Balance	44,366
TD Account Actual Balance	136,918 *
Outstanding Transactions	0
Cash Balance (TD - Outstanding)*	136,918
Restricted Lease Funds	26,464
Unrestricted Funds Balance	81,927

GIC bank statement balance \$26,955.90 (Difference \$491.90)

	PROJECT FUNDS			March 31, 2022
	2020-2021 Actual	2021-2022 Forecast	YTD Actual	Notes
<b>REVENUE</b>				
Your Guide	0	23,240	23,240	\$23,239.78 deferred from 2020/2021
FASD Caregiver Support Group	4,260	4,500	4,500	
Community Project Grants	0	0	0	
Sifton Family Foundation Grant (for Parker's Project)	10,000	0	0	
Other (Accrued, Interest Earned, Staff payments, <b>GIC Interest</b> , Miscellaneous)	3,485	1,000	692	
Non-Ministry Amortization Deferred Capital Contributions	0	0	0	
<b>TOTAL Projects Revenue</b>	<b>17,745</b>	<b>28,740</b>	<b>28,432</b>	
<b>EXPENSES</b>				
Your Guide	0	23,240	0	No printing; no expenditures
FASD Caregiver Support Group	4,260	4,500	4,500	
Sifton Family Goundation Grant (Parker's Project)	10,000	0	0	
Other Expenses (Staff personal charges i.e.: postage, Miscellaneous)	202	100	196	
Non-Ministry Amortization Deferred Capital Contributions	0	0	0	
<b>Applied to Ministry</b>	<b>10</b>		<b>698</b>	
<b>Total Projects Expenses</b>	<b>14,462</b>	<b>27,840</b>	<b>4,696</b>	
<b>Projects Surplus (Loss)</b>	<b>3,273</b>	<b>900</b>	<b>23,038</b>	

TOTAL MINISTRY AND PROJECTS			
<b>TOTAL REVENUE</b>	<b>1,154,169</b>	<b>1,281,222</b>	<b>1,282,191</b>
<b>TOTAL EXPENSES</b>	<b>1,082,468</b>	<b>1,105,764</b>	<b>1,259,153</b>
<b>TOTAL Surplus (Loss)</b>	<b>71,701</b>	<b>175,458</b>	<b>23,038</b>

ACCRUED EXPENSES 2021-2022	Amount	Amount Paid	Date Paid
Translation - March 2022	350.00		
Ceridian HR - March 31, 2022	320.00		
Audit Expenses - 2021-2022 Fiscal Year	13,200.00		
Cozzmic - April 15, 2022 for March 2022	181.92		
Bell - April 15, 2022 for March 2022	225.00		
Retro 1% - Salary and benefits 2021-22 Fiscal Year	9,491.00		
Backup Server CTSit	5,269.50	5,269.50	April 5, 2022
Group Benefits	444.75		
<b>TOTAL ACCRUED</b>	<b>29,482.17</b>	<b>5,269.50</b>	

AMORTIZATION	Annual 20/21
Equipment/Furniture	4,256
Computers	11,615
Software	37,029
<b>Amortization MCCSS</b>	<b>52,900</b>

<b>HST Refund</b>	6,761.65
<b>HST Paid/yet to be Refunded</b>	15,812.33
HST is paid at time of cheque issued, yet bookkeeping & financial report take out the rebate which will be refunded; this reflects the rebate which balances the cheque written to the bookkeeping/financial report.	
<b>Month's Transaction Totals</b>	
Total revenue deposited	243,244.33
Total cheques written	127,620.39
Total withdrawals	320,186.38



April 30, 2022

	2021-2022 Actual	2022-23 MCCSS Forecast	2022-23 MOH Forecast	2022-2023 Forecast	2022-2023 YTD


## REVENUE

Access - Children's (MCCSS)	1,200	1,200		1,200	100
DS Children's Specialized (MCCSS)	185,315	185,315		185,315	15,453
RPAC (MCCSS)	692	692		692	65
Coordinated Service Planning (MCCSS)	261,100	261,100		261,100	21,762
Complex Needs (MCCSS)	65,280	65,280		65,280	5,440
FASD (MCCSS)	180,000	180,000		180,000	15,000
Urgent Response Service MCCSS)	138,160	3,776,999		3,776,999	314,760
Access Intake Service Planning (MOH)	351,493		351,493	351,493	29,303
Service Coordination Process (MOH)	14,566		14,566	14,566	1,212
<b>Sub-Total Ministry Actual Revenue</b>	<b>1,197,806</b>	<b>4,470,586</b>	<b>366,059</b>	<b>4,836,645</b>	<b>403,095</b>
Off-Setting Revenue Info Services (211-\$43,114; Findhelp \$1,404)	45,953	44,518	0	44,518	11,153
DSO (off-setting revenue in Access Intake Serv Planning)	10,000	0		0	0
Amortization Deferred Capital Contributions	0			0	0
<b>TOTAL Revenue</b>	<b>1,253,759</b>	<b>4,515,104</b>	<b>366,059</b>	<b>4,881,163</b>	<b>414,248</b>
<b>Applied from Projects</b>	<b>698</b>			<b>0</b>	<b>0</b>
<b>Applied from Unrestricted Funds</b>	<b>0</b>				

## EXPENSES

	2021-2022 Actual	2022-23 MCCSS Forecast	2022-23 MOH Forecast	2022-2023 Forecast	2022-2023 YTD
<b>ACA amounts</b>					
<b>Total Salaries</b>	<b>861,454</b>	<b>925,030</b>	<b>262,023</b>	<b>1,187,053</b>	<b>79,607</b>
<b>Staff Salaries</b>	<b>861,454</b>	<b>815,685</b>	<b>192,942</b>	<b>1,008,627</b>	<b>79,607</b>
<b>ACA Salaries</b>	<b>0</b>	<b>86,050</b>	<b>69,081</b>	<b>155,131</b>	<b>0</b>
<b>Projected New Grids/Increase Salary</b>	<b>0</b>	<b>23,295</b>	<b>0</b>	<b>23,295</b>	<b>0</b>
<b>Benefits</b>	<b>137,302</b>	<b>171,210</b>	<b>49,771</b>	<b>220,981</b>	<b>12,810</b>
Mandatory Benefits (CPP, EI, EHT)	57,851	74,315	21,900	96,215	6,068
Benefits Other (WSIB, group benefits )	79,451	96,895	27,871	124,766	6,742
<b>Training (education, meetings, recruitment - staff &amp; board)</b>	<b>10,365</b>	<b>10,900</b>	<b>3,500</b>	<b>14,400</b>	<b>81</b>
Staff Development	7,285	8,000	3,000	11,000	40
Staff and Board Expenses	3,080	2,900	500	3,400	41
<b>Transportation &amp; Communication</b>	<b>107,439</b>	<b>64,875</b>	<b>15,665</b>	<b>80,540</b>	<b>958</b>
Travel	473	2,875	200	3,075	0
Communication - (Postage, Bell, Cozzmic)	16,892	17,000	2,165	19,165	742
Promotion and Membership Fees	15,773	11,000	1,500	12,500	0
IT software & IT equipment & photocopier	40,633	17,500	6,400	23,900	0
IT - Maintenance and DataBase Service (Backup Server,KCL, EMHware)	33,669	16,500	5,400	21,900	217
<b>Building Occupancy (Lease, Insurance, Repairs &amp; Mtce)</b>	<b>46,672</b>	<b>42,527</b>	<b>17,500</b>	<b>60,027</b>	<b>3,886</b>
Lease and Building Maintenance	33,610.06	31,427	11,500	42,927	2,772
Insurance Expense	13,062	11,100	6,000	17,100	1,114
<b>Professional/Contracted-out (legal, audit, bank, payroll services, consultant fees)</b>	<b>52,886</b>	<b>21,000</b>	<b>11,000</b>	<b>32,000</b>	<b>330</b>
Audit, Legal, Bank Charges, Payroll, Other	23,131	19,000	11,000	30,000	230
Consulting	29,755	2,000	0	2,000	100
<b>Other Program/Service Expenditures ( Dues/Fees for Memberships, all other not classified)</b>	<b>1,593</b>	<b>3,245,160</b>	<b>1,000</b>	<b>3,246,160</b>	<b>0</b>
Purchased Client Services	1,593	3,245,160	1,000	3,246,160	0
<b>Supplies &amp; Equipment</b>	<b>36,747</b>	<b>34,402</b>	<b>5,600</b>	<b>40,002</b>	<b>0</b>
Furniture and Office Supplies	36,747	34,402	5,600	40,002	0
<b>Amortization Deferred Capital Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contingency</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL Ministry Expenses</b>	<b>1,254,457</b>	<b>4,515,104</b>	<b>366,059</b>	<b>4,881,163</b>	<b>97,672</b>
<b>Ministry Surplus (Loss)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316,576</b>



	April 30, 2022	PROJECT FUNDS			Notes
		2021-2022 Actual	2022-2023 Forecast	2022-2023 YTD	
REVENUE					
Your Guide	23,240	23,240	0	\$23,239.78 deferred from 2021/2022	
FASD Caregiver Support Group	4,500	4,500	0		
Other (Accrued, Interest Earned, Staff payments, <b>GIC Interest</b> , Miscellaneous)	692	1,000	0		
Non-Ministry Amortization Deferred Capital Contributions	0	0	0		
TOTAL Projects Revenue	28,432	28,740	0		
EXPENSES					
Your Guide	0	0	0	No printing; no expenditures	
FASD Caregiver Support Group	4,500	4,500	0		
Other Expenses (Staff personal charges i.e.: postage, Miscellaneous)	196	500	0		
Non-Ministry Amortization Deferred Capital Contributions	0	0	0		
Applied to Ministry	698		0		
Total Projects Expenses	4,696	5,000	0		
Projects Surplus (Loss)	23,038	23,740	0		

<b>TOTAL MINISTRY AND PROJECTS</b>			
<b>TOTAL REVENUE</b>	<b>1,282,191</b>	<b>4,909,903</b>	<b>414,248</b>
<b>TOTAL EXPENSES</b>	<b>1,259,153</b>	<b>4,886,163</b>	<b>97,672</b>
<b>TOTAL Surplus (Loss)</b>	<b>23,038</b>	<b>23,740</b>	<b>316,576</b>

<b>ACCRUED EXPENSES 2022-2023</b>	Amount	Amount Paid	Date Paid
Translation - March 2022	350.00	93.55	April 27, 2022
Ceridian HR - March 31, 2022	320.00	302.47	April 26, 2022
Audit Expenses - 2021-2022 Fiscal Year	13,200.00		
Cozzmic - April 15, 2022 for March 2022	181.92	204.68	April 15, 2022
Bell - April 15, 2022 for March 2022	225.00	58.12	April 13, 2022
Retro 1% - Salary and benefits 2021-22 Fiscal Year	9,491.00	9,509.79	April 13, 2022
Backup Server CTSit	5,269.50	5,269.51	April 5, 2022
Group Benefits	444.75		
<b>TOTAL ACCRUED</b>	<b>29,482.17</b>	<b>15,438.12</b>	

<b>AMORTIZATION</b>	<b>Annual 20/21</b>
Equipment/Furniture	4,256
Computers	11,615
Software	37,029
<b>Amortization MCCSS</b>	<b>52,900</b>

<b>HST Refund</b>	0.00
<b>HST Paid/yet to be Refunded</b>	7,354.50
HST is paid at time of cheque issued, yet bookkeeping & financial report take out the rebate which will be refunded; this reflects the rebate which balances the cheque written to the bookkeeping/financial report.	
<b>Month's Transaction Totals</b>	
Total revenue deposited	414,248.18
Total cheques written	9,432.44
Total withdrawals	97,671.71

Quick Books Cash Balance*	362,654	
Internally Restricted BHN	16,374	
QuickBooks Balance	346,280	
TD Account Actual Balance	136,918	*
Outstanding Transactions	0	
Cash Balance (TD - Outstanding)*	136,918	
Restricted Lease Funds	26,464	GIC bank statement balance \$26,955.90 (Difference \$491.90)
Unrestricted Funds Balance	10,226	



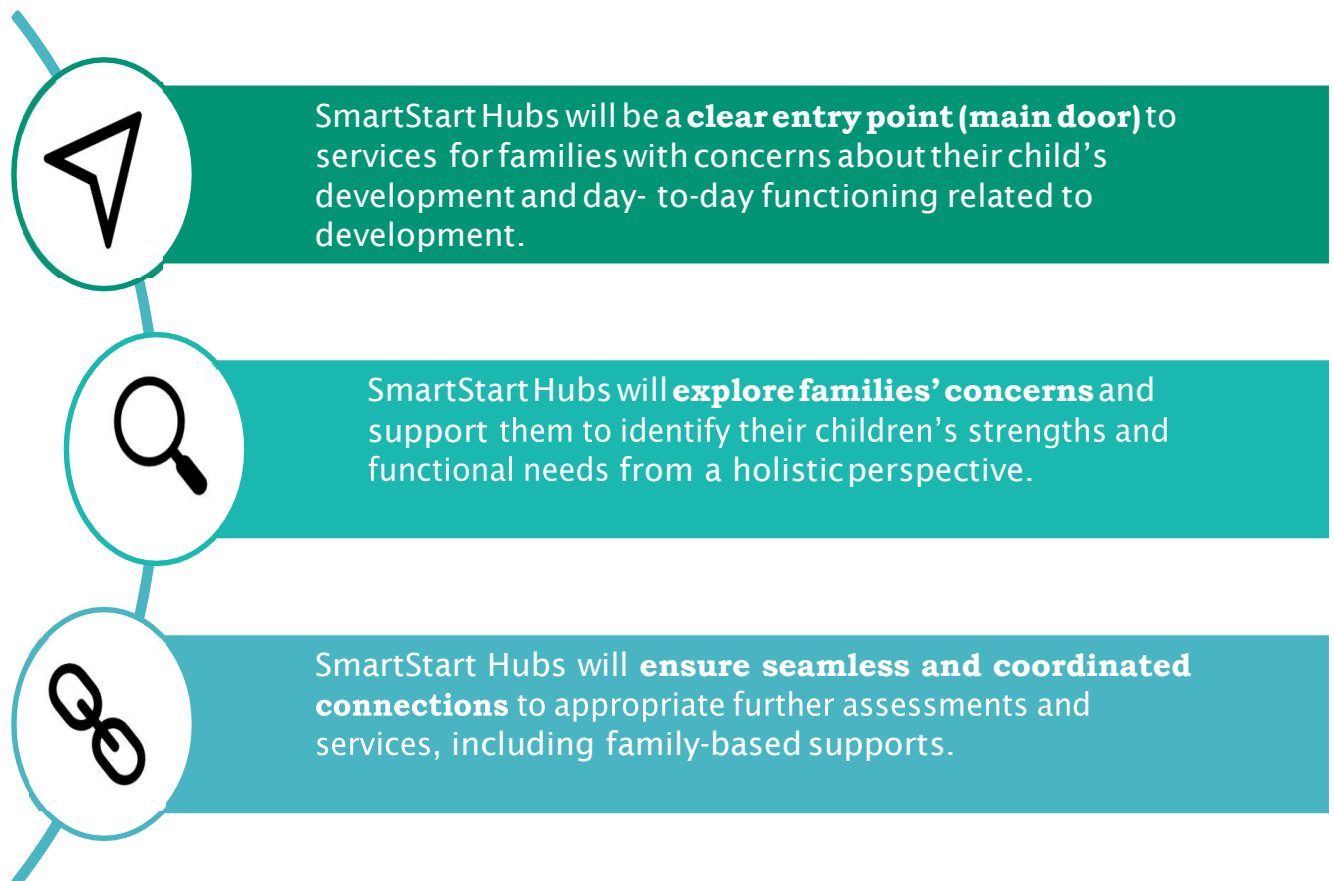
**Board of Directors**  
**Report from the Chief Executive Officer - Open Meeting**  
May 24, 2022

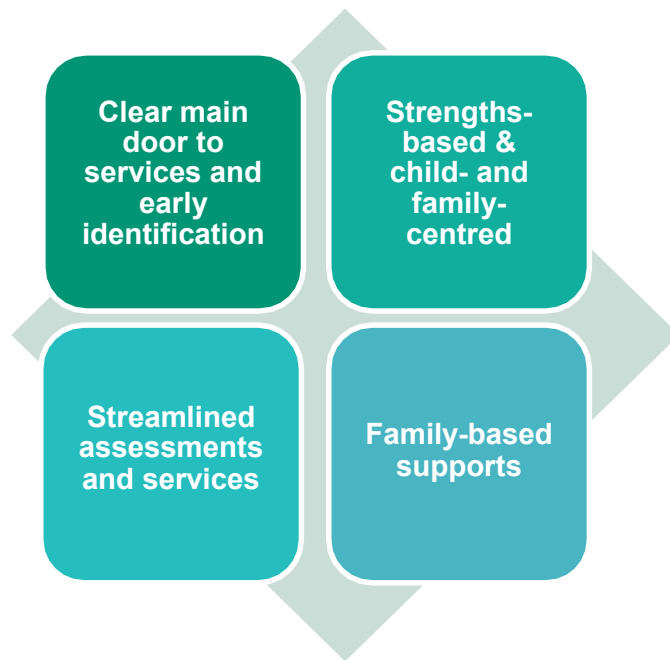
**Communication and Counsel to the Board**

**SmartStart Hubs**

MCCSS has released Guidelines for SmartStart Hubs which is a new initiative for Children's Treatment Centers (CTC: Lansdowne Children's Center). Some communities in Ontario do not have Access Mechanisms, such as Contact Brant, and this initiative is to address the challenges many families have to understand and navigate the children's service system. In each community, the SmartStart Hub will be a clear place for families to go (or to be referred) when they have a concern(s) about their child's development or day-to-day functioning related to development and want to explore those concerns further and get support in determining next steps.

One of the unique local aspects is that Lansdowne is more than a Children's Treatment Center. They have Resource Consultants to support special needs children in child care settings and are the primary OAP Provider. They also offer services that have always fallen under our mandate for Single Point of Access - the Infant and Child Development Program and developmental respite programs; Lansdowne is also one of our Coordinated Service Planning Providers.





Hubs are not to be the single access point – in fact work should support no wrong door. The Guidelines speak to streamlined pathways: To ensure clear and streamlined pathways to SmartStart Hubs and seamless and supported connections from Hubs to services in the community, CTCs will partner with local service provider partners. CTCs and their partners will define and clarify service pathways and establish protocols and processes to share information (with consent), including information from assessments, between service providers. This will help to ensure – as much as possible – that families do not have to share the same information again with each new service provider or unnecessarily repeat Assessments.

CTCs will be accountable for the delivery of SmartStart Hubs functions, and will **build on and leverage local strengths, existing structures and/or partnerships in communities, including access mechanisms** or other entry-points (e.g. PSL providers, ICDP providers), to deliver the Hubs functions.

CTCs may leverage and build on existing partnerships to deliver Hubs functions; for example, incorporating existing community access mechanisms into the entry function of the Hubs, and/or partnering with other children's service providers to administer the About My Child tool in alignment with the Hubs guidelines.

**For example, if an established access mechanism exists in a community, the CTC may choose to partner with the access mechanism to ensure that the 'clear entry' functions outlined in these guidelines are delivered by the access mechanism, to avoid disruption to locally-established processes, and confusion for families.** The other functions of the Hub (information gathering, connection to services) may still be delivered by the CTC).

Discussions have begun with Lansdowne around this. These will be important conversations for our agency, and provides the opportunity for our two agencies to improve clarity for families as well as build on our existing partnerships and strengths.

### ***Information***

**Urgent Response Service**

We hope to move to full implementation of URS by the end of May/early June once we have sufficient contracts with URS Providers in place.

As of mid-May, we have had 18 referrals and primarily provided service navigation supports. For the same period, our counterparts in West Region at Hotel-Dieu Grace Healthcare have only had 5 referrals.

***Information*****Contact Brant Website, [www.contactbrant.net](http://www.contactbrant.net)**

After much delay, we have gone live with our revised website. Last summer we received a grant to hire Nafisa Tasnuva, a student at Laurier in the User Experience program. Nafisa continued part-time on staff until the end of March to develop this website. She created graphics and decreased text to make the site more user-friendly. We are working through some edits of wording.

***Information***



**Policy Review Committee  
Recommendations to the Board  
May 24, 2022**

**Leave of Absence Policy**

There has been some confusion with the Leave of Absence Policy which provides up to 3 paid leave of absence days in a calendar year, with other personal leave requests being unpaid. Revisions were also made to include the Manager of Service Coordination.

*Making Ontario Open for Business Act, 2018* expects employers to annually provide:

- 3 days unpaid Sick Leave. (We provide 15 paid days), and
- 3 days unpaid Family Responsibility Leave, and 2 days unpaid Bereavement Leave. (We provide 3 paid days as well as unlimited unpaid days, and paid vacation for personal time off.)

Our Leave of Absence Policy refers to other policies (Sick Leave Policy, Vacation and Holiday Policy, and Hours of Work Policy) that provide paid time off that employees can request in addition to paid or unpaid leaves.

The revisions simplify that there are up to 3 paid days for personal leave. The previous policy statement was seen as confusing as it referenced a total of 5 days: *The Chief Executive Officer will approve up to 3 days for Family Responsibility Leave and 2 days for Bereavement Leave for an employee on scheduled workdays in a calendar year; 3 of these personal leave days will be paid.* The procedures outlined maximum leave for bereavement that added to the confusion, and this too has been revised for clarification. The former procedure stated: *...the maximum leave for bereavement that the Chief Executive Officer may grant will be based on the following:*

- *Death of a child, spouse/partner, parent or sibling – up to 5 days*
- *Death of a grandparent, aunt, uncle, cousin, or other relation or close relationship – up to 1 day.*

It should be noted that when staff provided input into the revisions, a few felt that 3 paid days was too few for bereavement, and although more days could be taken as unpaid, that staff experiencing bereavement should not also face loss of income. Some also identified that sick time and vacation time should ‘not have to be used’ for additional paid bereavement time. I let the staff team know that this would be brought to the Board for consideration.

I collected information on other agencies’ policies regarding bereavement:

Agency A	<p>Paid Bereavement Leave (for each loss)</p> <ul style="list-style-type: none"><li>• Up to 5 working days for the death of a spouse or child or step child</li><li>• Up to 3 working days for “other immediate relative(s)”</li><li>• Employees may request additional time off to be charged against accrued Vacation Time Compensatory Time, or a Personal Leave of Absence without pay</li></ul>
----------	--

Agency B	<p>Paid Bereavement Leave</p> <ul style="list-style-type: none"> <li>• Up to 3 paid days in 1 year</li> <li>• Employees can take additional paid time off against any accrued Sick Leave days, or use Vacation or Personal Leave of Absence without pay</li> </ul>
Agency C	<p>Paid Bereavement Leave (for each loss):</p> <ul style="list-style-type: none"> <li>• Up to 5 working days for death of an “immediate family member (fiancé, spouse, same sex partner; parent, step-parent, foster parent of employee or partner; child, step-child, foster child; grandparent, step-parent, grandchild, step-grandchild; spouse or same sex partner of the employee’s child; brother or sister; a relative of the employee who is dependent on the employee for care or assistance)</li> <li>• Up to 1 working day for death of an “extended family member” (aunt, uncle, cousin &amp; other family relation)</li> <li>• Bereavement Leave is “from date of death to the date of the funeral”</li> </ul>

Other things to consider in relation to this:

- We report on Direct and Indirect Hours of work completed by our staff and the Ministries consider this in relation to our full-time equivalent staff.
- Our policies provide more time off (and it is paid) than what legislation expects.
- The audit process looks at our Vacation and Leave policies as well as requires the Annual Summary of Attendance. They record it as a liability if we are not in line with policies; the Ministry requires us to report on how we will mitigate risks.

Board Direction is requested for:

1. The appropriate number of paid bereavement days in a year that the agency should provide.
2. The appropriate number of paid or unpaid Family Emergency Leave days in a year that the agency should provide.

***Direction***

**Vacation and Holiday Policy**

This policy was revised to address the recent Board direction to provide the CEO with the discretion to negotiate an additional week of vacation at hire depending on circumstances. The policy was also revised to add the Manager of Service Coordination, as well as clarify public Holiday pay for part-time employees.

**Voice Mail Policy**

Revisions were made to this policy to remove the Assistant Resource Coordinator as that is now an obsolete role.

**Other Policies**

A number of other policies need revision (i) to include the two management positions (either identified as the CEO 'and Manager of Service Coordination', or 'their supervisor'); (ii) to remove reference to the Assistant Resource Coordinator; (iii) to address employees' revised roles; and/or to reference the new Urgent Response Service staffing.

If changes are limited to these employee roles, it is recommended that the Board direct these revisions without the need to bring each policy for individual approval. A list of revised policies will be brought to the Board upon completion. If additional revisions are made, those policies will be brought to the Board for full approval.

**Recommendation:**

1. Approve the revised Leave of Absence Policy as presented (or with recommended changes regarding paid Bereavement and Family Emergency Leave).
2. Approve the revised Vacation and Holiday Policy, and Voice Mail Policy as presented.
3. Approve revisions to other policies limited to revised employee responsibilities, as presented.

***Decision***

## PREAMBLE

**SECTION: Human Resources**

**POLICY: HR 11**

**REVISED:** May 2022

May 2019; September 2018; November 2017;  
September 2015, August 2012

**PAGE: 1 of 2**

## LEAVE OF ABSENCE

Leaves of absence may be granted on scheduled workdays at the request of an employee to **their supervisor Chief Executive Officer**. Leaves of absence may be paid or unpaid.

Bill 47, Making Ontario Open for Business Act, 2018 outlines that employers must annually provide 3 days unpaid Sick Leave, 3 days unpaid Family Responsibility Leave, and 2 days unpaid Bereavement Leave.

Contact Brant's Sick Leave Policy addresses **paid time for** legitimate illness or non-work related injury, as well as unpaid extended sick leave. **The Vacation and Holiday Policy** provides paid leave that employees can request for any personal time off. Employees can also use any accrued Compensatory time for personal time off, as outlined in the Hours of Work Policy. The Leave of Absence Policy addresses other **paid and unpaid leaves including Family Responsibility Leave and Bereavement Leave**. Contact Brant follows legislative requirements including the Employment Standards Act for leaves of absence.

## POLICY

Employees may apply for a leave of absence at any time.

**The Chief Executive Officer** Contact Brant will approve up to 3 **paid personal leave days** for Family Responsibility Leave ~~and 2 days~~ or Bereavement Leave for an employee on scheduled workdays in a calendar year. ~~3 of these personal leave days will be paid.~~ All other requests for leaves of absence will follow legislative requirements and Contact Brant policies.

## PROCEDURE

1.0 Employees will direct their request for a personal leave of absence to **their supervisor Chief Executive Officer** in writing.

1.1 An employee may request **the paid** personal leaves for ~~Death/~~ Bereavement, or a Family Responsibility that is an urgent matter relating to an immediate family member.

2.0 **The Chief Executive Officer or Manager of Service Coordination** will approve an employee's request for personal leaves of absence for up to ~~5~~ **3 paid days** in a calendar year. ~~The first 3 personal leave days will be paid.~~

2.1 **For further Bereavement or Family Responsibility leaves, an employee may be eligible to use their Vacation, Sick, or Comp time, or can request an unpaid leave of absence. Refer to the Sick Leave Policy, Vacation and Holidays Policy, and the Hours of Work Policy.**



2.2 The actual amount of approved bereavement leave will depend upon the closeness of the relationship and the unique circumstances of the situation, such as needing to make the funeral arrangements, or out of town travel to attend the funeral. In the absence of unique situations, the maximum leave for bereavement that the Chief Executive Officer may grant will be based on the following:

- Death of a child, spouse/partner, parent or sibling — up to 5 days
- Death of a grandparent, aunt, uncle, cousin, or other relation or close relationship — up to 1 day.

2.3 Any request for a personal leave for the purpose of working for another employer or serving a jail sentence will not be granted.

3.0 Any approved leave of absence day will be reported in the Attendance Record as either 1 day or a 0.5 day in the Approved Personal Leave line; the Hours Worked cell would reflect 7.5 hours, or 3.5 hours respectively. a maximum of 7.5 hours. A half day may be taken and will count as 3.5 hours.

#### 4.0 Other Leaves of Absence

The Chief Executive Officer or Manager of Service Coordination will grant a leave of absence without pay as outlined in legislation. Other leaves of absence may include, but are not limited to, pregnancy leave, parental and/or adoption leave, family medical/family caregiver leave, organ donor leave, reservist leave, or jury duty.

4.1 *Jury Duty:* Contact Brant will grant a leave to employees for the duration of a jury summons.

An employee who is granted Jury Duty Leave may continue to receive pay for a maximum of 2 weeks, conditional on providing a copy of the jury summons to their supervisor Chief Executive Officer. If juror duties are not required, the employee is expected to return to work immediately if more than 3 hours remain in the employee's regular work shift. Where facilities exist and such activity is not prohibited by the Court during breaks or while waiting, the employee is expected to attempt to attend to job-related duties including checking and returning messages. Following 2 weeks of paid Jury Duty Leave, the employee will be granted a leave of absence without pay for the remainder of the jury summons.

The employee must keep their supervisor Chief Executive Officer informed regarding the expected return to work date throughout the court process.

4.2 The Chief Executive Officer Contact Brant will grant an unpaid leave if an employee is required to attend court because they have been summoned as a witness; the employee can utilize accumulated compensatory hours or vacation time instead of an unpaid leave. Contact Brant may require a copy of the summons to be a witness. If an employee is in court due to being a plaintiff or defendant, such attendance is a personal matter for which compensatory or vacation time must be used.

5.0 The Contact Brant Sick Leave Policy provides paid leave due to legitimate illness or non-work related injury, as well as unpaid extended sick leave. The Vacation and Holiday Policy provides paid leave time that employees can use for any personal time off. Employees can also use any accrued Compensatory time for personal time off, as outlined in the Hours of Work Policy.



## POLICY AND PROCEDURE MANUAL

**SECTION: Human Resources**

**POLICY: HR 09**

**REVISED:** May 2022

**PAGE:** 1 of 2

December 2019; May 2019; September 2018;  
June 2013

---

### VACATIONS AND HOLIDAYS

---

#### **POLICY**

##### VACATION

Employees will be entitled to paid vacation depending on their length of employment, number of months worked in a fiscal year, and their contracted work week hours.

Following is vacation eligibility based on a 37.5-hour workweek:

- In the first 3 years, vacation benefit is calculated at 9.375 hours per month worked (3 weeks based on 12 months of employment)
- After 3 years of service, the vacation benefit is calculated at 12.5 hours per month worked (4 weeks based on 12 months of employment)
- After 9 years of service, the vacation benefit is calculated at 15.625 hours per month worked (5 weeks based on 12 months of employment)
- After 15 years of service, the vacation benefit is calculated at 18.75 hours per month worked (6 weeks based on 12 months of employment)

##### HOLIDAYS

Contact Brant will grant the following eleven paid public holidays:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

#### **PROCEDURE**

##### **VACATION**

1. Employees will earn vacation in accordance with Board policy. The amount of eligible vacation per fiscal year is identified in hours at the beginning of the fiscal year, based on the projected number of months that will be worked and prorated for the employee's contracted hours in a workweek.
2. The vacation year runs from April 1<sup>st</sup> to March 31<sup>st</sup>. Vacations will be taken in the fiscal year that they are earned and will not be accrued.
3. An employee will report vacation time taken in hours on the monthly Attendance Report that is submitted to **their supervisor the CEO**.

- If an employee working a 4-day workweek schedules one day off, that day off is usually counted as approximately 9.5 hours. No compensatory time can be accumulated in a week where vacation time is taken.
4. Employees should coordinate and plan together for vacation and coverage of their workload and then submit their vacation request for approval to **their supervisor** ~~the Chief Executive Officer~~. Requests for vacation should be submitted to **their supervisor** ~~Chief Executive Officer~~ annually by December 31<sup>st</sup> for the following year.
  5. Employees will submit their vacation usage monthly to **their supervisor** ~~the Chief Executive Officer~~ using their Employee Attendance Record. Vacation usage will be tracked in hours.
  6. Employees who terminate in a given year and have taken more than their eligible vacation credits per months worked will have their pay for additional vacation time used deducted from their final pay. Employees who terminate in a given fiscal year and who have not taken their earned vacation credits per months worked will have such monies added to their final pay.
  7. Approval of vacation is at the discretion of the Chief Executive Officer **and Manager of Service Coordination**. Every effort will be made to accommodate staff equitably for vacation dates requested; however, due to workload considerations, it may not be possible to grant all the dates requested.
    - ~~The Chief Executive Officer~~ **Contact Brant** will ensure every employee has the opportunity to submit their vacation requests by December 31<sup>st</sup> for the following year before making vacation approvals.
    - After December 31<sup>st</sup>, requests for other vacation time will be considered on a first come, first served basis.
    - The summer months of July and August are often desired vacation time for employees; the Chief Executive Officer **and Manager of Service Coordination** will strive to equitably approve vacation requests for staff asking for vacation in these summer months, which may result in limiting the time an employee can take during the summer.
  8. **The Chief Executive Officer has the discretion to negotiate an extra week at hire for leadership positions, or desired after skills, or to recognize experience. The subsequent increases in eligibility for vacation will follow policy.**

#### **PUBLIC HOLIDAYS:**

1. Employees are eligible for the 11 paid public Holidays identified in Policy.
  - For full-time employees, all public Holidays are **equivalent to 7.5 hours for full-time employees and** reported as 7.5 hours on the monthly Attendance Report. ~~for employees working a 4-day workweek, the balance of their workweek hours can be handled through adjusting their work schedule on the other days worked, using comp time, or using vacation time.~~
  - Part-time employees' eligibility, whether the public holiday falls on a day that the employee would ordinarily work or not, will be based on the number of hours per week in their contract and prorated according to the Employment Standards Act. Public Holiday hours will be reported on the monthly Attendance Report according to the prorated amount provided by the Chief Executive Officer.

2. Employees are not to work on any of the public holidays, unless approved in advance by the Chief Executive Officer or Manager of Service Coordination.
3. If a full-time employee is required to work on a paid public holiday, the employee will be given 1½ days off in lieu thereof, unless the public holiday has been exchanged for another religious holiday.
4. ~~If a public holiday falls on a day that would not ordinarily be a working day for a part-time employee (under 30 hours per week), the part-time employee will be entitled to lieu hours according to the Employment Standards Act. The employee and their supervisor Chief Executive Officer will agree to the use of the lieu hours on another day that would ordinarily be a working day for the employee.~~
5. Employees who observe religious holidays not coinciding with the paid agency Holidays ~~may~~ will be granted a leave of absence by their supervisor Chief Executive Officer based on one of the following conditions:
  - a) without pay
  - b) using compensatory time
  - c) using vacation time
  - d) in lieu of a statutory holiday for which they will work instead.



## POLICY AND PROCEDURE MANUAL

**SECTION:** Administrative

**Policy:** AD 06

**Policy Date:** May 2022  
November 2014

**Page:** 1 of 1

---

### VOICE MAIL

---

#### POLICY

Employees will return voice mail messages within one business day, preferably within the same business day wherever possible.

#### PROCEDURE

1. When working out of the office for a business day, employees are expected to pick up phones messages and respond to phone calls.
2. When employees will not be able to return calls within one business day, employees are responsible to let the other Contact Brant staff know their schedule, and should change their voice mail to indicate when they will be able to respond to messages.
  - a. If employees are not going to be in the office due to being on vacation, their voice mail message must indicate when calls will be returned and how to obtain a more immediate response.
  - b. When an employee calls in sick, they should ensure the other Contact Brant staff are aware, and change their voice mail to indicate they are unavailable that day.
3. Employees should delete their voice messages on a daily basis. Any messages that need to be saved can be done through the employee's email where voice messages are also sent.
4. The ~~Assistant Resource Coordinator~~ or Administrative Assistant or alternate should ensure that the appropriate Contact Brant general voice mail message is on every evening, weekend, holiday and any other days when phone reception is not available.
5. Employees must provide their passwords for their voice mail to the Executive Assistant. Voice mail passwords shall be maintained in a secure place by the Executive Assistant.



## Contact Brant Board of Directors Terms

The Board needs to annually plan for Nominations of the slate of Directors, as well as election of Officers, at the AGM Business Meeting in June.

### By-Law 8.6:

- Members shall indicate annually to the Board of Directors their intention to continue as members.

### By-Law 20: Number of Directors

- The Board shall be comprised of a minimum of Eight (8) and a maximum of Twelve (12) elected Directors
- The Board shall strive to ensure that membership includes at least one (1) parent member and one (1) youth member, and shall limit the number to two (2) members who are connected to Ministry-funded service provider agencies as a Board member or employee, as well as the parents, siblings, children, spouses, common-law partners and partners of these individuals

### By-Law 21: Term of Office of Directors

- Newly elected Directors shall be elected for three-year terms. The Board shall strive for a balance of experienced Board members and new Board members.
- The maximum number of terms a Director may be elected for is three full terms or ten (10) years, whichever is greater. A Director who has served the maximum terms can be re-elected a Director following a break of at least one year.

### By-Law 24: Appointment of Officers

- No Director may serve for more than three consecutive years in one office, provided however, that following a break in the continuous service of at least one year the same person may be re-elected or re-appointed to any office.

	Director	Start Date	End of First 3-Year Term	End of 2 <sup>nd</sup> 3-Year Term	End of 3 <sup>rd</sup> 3-Year Term	Executive Position	Executive Date
1	Mike DeBruyn	June/13	June/16	June/19	June/22	Past-Chair	June 2021
2	Kelly Skrzypek	Feb./15	June/18	June/21	June/24	Vice-Chair & Treasurer	June 2021
3	Greg Hackborn	April/16	June/19	June/22		Secretary	June 2021
4	Susan Fitzgerald	June/18	June/21	June/24		Chair	June 2021
5	Alyssa Brimmer	Dec./20	June/23				
6	Laura Miedema	June/21	June/24				
7	Brian Konst	June/21	June/24				
8	Elizabeth Abraham	Jan./22	June/25				

**Ministry of Health**

Mental Health and Addictions  
Division

Mental Health and Addiction  
Programs Branch

56 Wellesley Street West, 9<sup>th</sup> Floor  
Toronto ON M5S 2S3

Telephone: (416) 327-7272

**Ministère de la Santé**

Division des services de santé mentale et  
de lutte contre les dépendances

Direction des programmes de santé  
mentale et de lutte contre les  
dépendances

56, rue Wellesley Ouest, 9<sup>e</sup> étage  
Toronto ON M5S 2S3

Téléphone : (416) 327-7272



180-2022-223

May 3, 2022

**MEMORANDUM**

**To:** Child and Youth Mental Health (CYMH) Transfer Payment Recipients

**From:** Mary Mannella  
Acting Director  
Mental Health and Addiction Programs Branch

**Re:** **Ministry of Health Children and Youth Mental Health Reporting**

---

The reporting timelines for the directly funded Children and Youth Mental Health (CYMH) Program have been delayed due to the migration to Transfer Payment Ontario (TPON) as well as the impacts of the pandemic. This notice is to communicate revised timelines and other updates related to the Ministry of Health (MOH) Final and Year End reporting requirements.

**2021-22 Final Reports**

Final reporting for the 2021-22 CYMH TP program will launch and become available to Transfer Payment Recipients (TPRs) in TPON on May 25, 2022. The reporting period will be from April 1, 2021 – March 31, 2022. Training dates in English and French will be provided once finalized.

Due to the delay in launching this final report template in TPON, the submission deadline has been updated to Friday June 24, 2022. This includes reports for programs that require supplemental reports, for example Lead Agency System Management, Indigenous Professional Development Fund, Indigenous Youth Life Promotion and Tele-Mental Health.

CYMH Transfer Payment Recipients

**Year End Reconciliation Reports**

Due dates for the Transfer Payment Annual Reconciliation (TPAR) Report for 2020-21 and 2021-22 will be communicated to service providers once finalized.

As was the case in previous fiscal years, service providers will be required to submit the following as part of the year end reconciliation submissions:

1. A completed TPAR template (to be distributed and released by MOH),
2. an Audited Financial Statement (regardless of the amount of funding received from MOH) for the particular fiscal year, and
3. a Post Audit Management letter (where applicable and where one has been prepared).

The submission will need to be certified and verified by the organization's executive leadership as well as representation of the Board of Directors who has signing authority for the organization.

**2022-23 Budget Templates in TPON**

It is anticipated that the 2022-23 TPON Budget template will be made available in the Fall of 2022 for TPRs to complete. This will not impact the way you receive funds from MOH and your 2021-22 approved base funding has rolled over on April 1, 2022.

We acknowledge that your organization is continuing its efforts to support activities and resources in response to COVID-19. Please speak to your Program Supervisor (see Appendix A for a contact list) if you have questions/concerns related to these requirements, or about your organization's ability to meet these requirements.

Thank you for the continued support that your organization and staff have provided to Ontarians the challenging and evolving impacts of COVID-19.

Thank you,



Mary Mannella  
Acting Director

Attachment: Appendix A

c: Child and Youth Mental Health Program Supervisors, Operations and Business Intelligence Unit, Mental Health and Addiction Programs Branch, Ministry of Health