



**ANNUAL GENERAL BUSINESS MEETING**

**Open Agenda**

**Tuesday, June 24, 2025 at 9:00 a.m.**

**Option of in-person meeting at 255 Colborne Street, or  
via Zoom:**

1. **Call to Order**
2. **Land Acknowledgment**
3. **Agenda - Additions, Deletions, Approval** **Decision**
4. **Conflict of Interest Declarations** **Declaration**
5. **Financial Reports – Audited Financial Statement** **Decision**
6. **Approval of Minutes – June 25, 2024** **Decision**
7. **Policy Review Committee Report** **Decision**
8. **Nominating Committee Report – Election of Directors** **Decision**
9. **Ratification of Board Actions** **Decision**
10. **In-Camera - Motion to move in-camera** **Decision**
11. **In-Camera Reports (as appropriate)** **Decision**
12. **Adjournment – Motion to adjourn** **Decision**

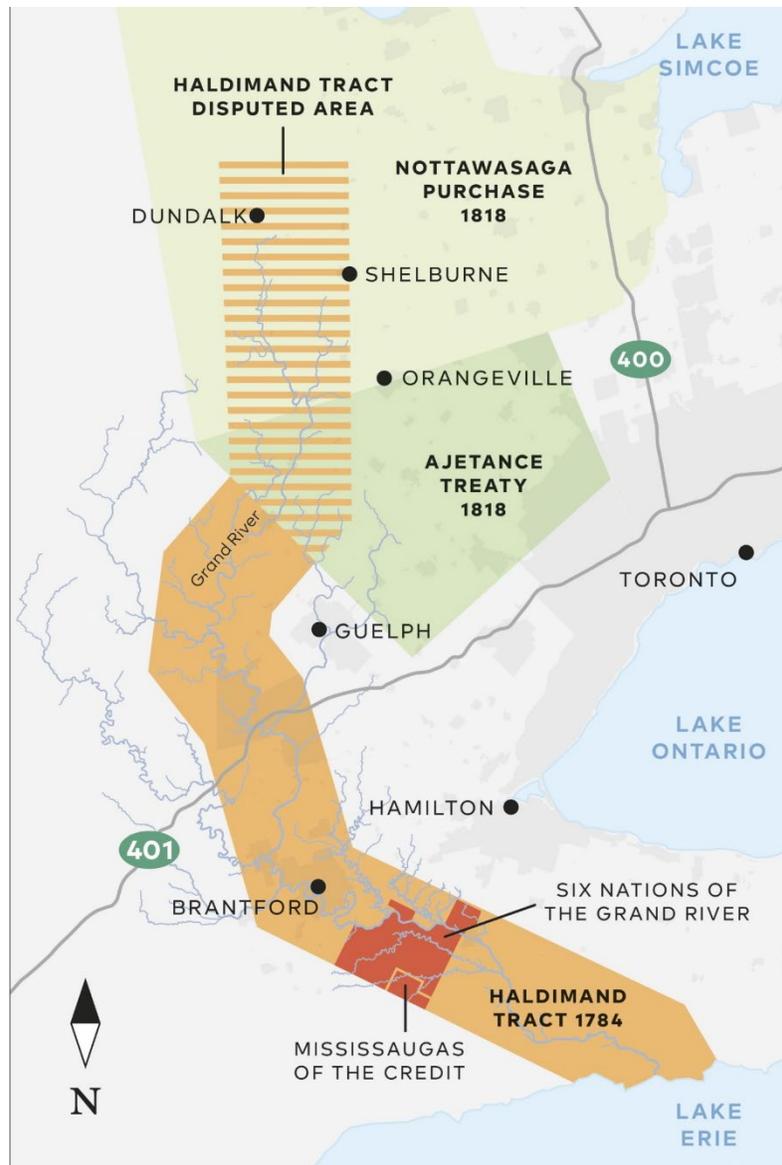
## Land Acknowledgment

We acknowledge that we are on the traditional territory of the Haudenosaunee, the Mississaugas of the Credit First Nation, and the Neutrals.

Territory acknowledgement is a way that people insert an awareness of the Indigenous presence and land rights in everyday life as well as recognize the history of colonialism and the need for change. However, these acknowledgements can easily be a token gesture rather than a meaningful practice.

Please join me in a moment of reflection to acknowledge the harms and mistakes of the past, and to consider how we can, individually and collectively, move forward in support of reconciliation, justice, and respectful collaboration.

*(Pause)*



Contact Brant for Children's and  
Developmental Services  
Financial Statements  
For the Year Ended March 31, 2025

Draft

Contact Brant for Children's and Developmental Services  
Financial Statements  
For the Year Ended March 31, 2025

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Contents

Independent Auditor's Report	1 - 3
Financial Statements	
Statement of Financial Position	4
Statement of Changes in Net Assets	5
Statement of Operations	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 12
Schedule 1 - DS Children's Specialized (Unaudited)	
Schedule 2 - Residential Placement Advisory Committee (Unaudited)	
Schedule 3 - Complex Special Needs (Unaudited)	
Schedule 4 - Service Coordination Process (Unaudited)	
Schedule 5 - Access Intake Service Planning (Unaudited)	
Schedule 6 - Coordinated Service Planning (Unaudited)	
Schedule 7 - Services for Children and Youth with CSN (Unaudited)	
Schedule 8 - Urgent Responsive Services (Unaudited)	

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## Independent Auditor's Report

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To the Board of Directors of Contact Brant for Children's and Developmental Services

### Opinion

We have audited the financial statements of Contact Brant for Children's and Developmental Services (the Entity), which comprise the statement of financial position as at March 31, 2025, the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2025, and its financial performance and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Brantford, Ontario  
TBD

Draft

## Contact Brant for Children's and Developmental Services Statement of Financial Position

March 31	2025	2024
<b>Assets</b>		
<b>Current</b>		
Cash (Note 2)	\$ 2,274,856	\$ 1,210,764
Accounts receivable	162,002	3,200
Prepaid expenses	22,776	11,855
HST receivable	64,964	31,369
	2,524,598	1,257,188
Restricted cash (Note 2)	16,374	16,374
Investments - restricted (Note 3)	28,599	27,240
Capital Assets (Note 4)	63,952	65,374
	\$ 2,633,523	\$ 1,366,176
<b>Liabilities and Net Assets</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 673,187	\$ 125,357
Repayable to The Ministry of Children, Community and Social Services	1,677,370	1,048,604
Deferred revenue (Note 5)	56,238	39,714
	2,406,795	1,213,675
Deferred capital contributions (Note 6)	63,953	65,375
	2,470,748	1,279,050
<b>Net Assets</b>		
Internally restricted net assets (Note 7)	44,973	43,614
Unrestricted	117,802	43,512
	162,775	87,126
	\$ 2,633,523	\$ 1,366,176

The accompanying notes are an integral part of these financial statements.

Contact Brant for Children's and Developmental Services  
Statement of Changes in Net Assets

For the year ended March 31	Internally Restricted	Unrestricted	2025 Total	2024 Total
Balance, beginning of the year	\$ 43,614	\$ 43,512	\$ 87,126	\$ 57,554
Excess of revenues over expenses	1,359	74,290	75,649	29,572
Balance, end of the year	\$ 44,973	\$ 117,802	\$ 162,775	\$ 87,126

The accompanying notes are an integral part of these financial statements.

## Contact Brant for Children's and Developmental Services Statement of Operations

For the year ended March 31	2025	2024
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 8,230,050	\$ 4,774,993
Ministry of Health	-	366,059
Hamilton Health Sciences (ENS)	475,712	-
Information Database 211	43,866	43,696
Your Guide	204	2,599
FASD caregiver support group	4,500	4,500
Additional respite	258,680	50,758
Other income	21,156	32,673
Deferred capital contributions (Note 6)	(23,529)	(19,592)
Amortization of deferred capital contributions (Note 6)	24,951	29,481
	<u>9,035,590</u>	<u>5,285,167</u>
<b>Expenses</b>		
Additional respite expenses	242,672	46,688
Amortization	24,951	29,481
Communication	24,070	21,625
FASD Caregiver Support Expenses	4,500	4,511
IT maintenance and database service	61,725	41,455
IT software, IT equipment and photocopier	28,633	7,256
Information Database 211 salaries and benefits	-	43,696
Insurance	16,044	16,681
Interpretation and translation services	15,279	13,630
Meeting and board expenses	17,175	28,459
Office expenses	21,282	17,377
Professional fees	215,641	56,608
Promotion and membership fees	102,819	18,787
Purchased client services (URS)	5,195,463	2,906,073
Purchased client services and operating expenses (ENS)	464,122	-
Rent and building maintenance	44,248	137,773
Salaries and benefits	1,796,234	1,736,316
Staff training	52,213	6,244
Travel	3,900	4,190
Your Guide expenses	204	2,599
	<u>8,331,175</u>	<u>5,139,449</u>
Excess of revenues over expenses	704,415	145,718
Repayable to The Ministry of Children, Community and Social Services	(628,766)	(116,146)
<b>Net Excess of revenues over expenses</b>	<b>\$ 75,649</b>	<b>\$ 29,572</b>

The accompanying notes are an integral part of these financial statements.

## Contact Brant for Children's and Developmental Services Statement of Cash Flows

For the year ended March 31	2025	2024
Cash flows from operating activities		
Excess of revenues over expenses	\$ 75,649	\$ 29,572
Items not affecting cash:		
Amortization of capital assets	(24,951)	(29,481)
Amortization of deferred capital contributions	24,951	29,481
	<u>75,649</u>	<u>29,572</u>
Changes in non-cash working capital:		
Accounts receivable	(158,802)	(3,200)
HST receivable	(33,596)	(2,769)
Prepaid expenses	(10,920)	(285)
Accounts payable and accrued liabilities	547,830	106,564
Deferred revenue	16,524	16,474
Repayable to The Ministry of Children, Community and Social Services	628,766	116,146
	<u>1,065,451</u>	<u>262,502</u>
Cash flows from investing activities		
Purchase of capital assets	(23,529)	(19,592)
Cash flows from financing activities		
Deferred capital contributions	23,529	19,592
Net increase in cash	1,065,451	262,502
Cash and cash equivalents, beginning of the year	<u>1,254,378</u>	<u>991,876</u>
Cash and cash equivalents, end of the year	<u>\$ 2,319,829</u>	<u>\$ 1,254,378</u>
Represented by:		
Cash	\$ 2,274,856	\$ 1,210,764
Restricted cash	16,374	16,374
Investments - restricted	28,599	27,240
	<u>\$ 2,319,829</u>	<u>\$ 1,254,378</u>

The accompanying notes are an integral part of these financial statements.

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# Contact Brant for Children's and Developmental Services

## Notes to Financial Statements

March 31, 2025

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### 1. Significant Accounting Policies

**Nature and Purpose of Organization** Contact Brant for Children's and Developmental Services (the "organization") is a not-for-profit organization incorporated without share capital under the Ontario Corporations Act. The organization is a single point of access for children's and developmental services provided by the Ministry of Children, Community and Social Services.

**Basis of Accounting** The financial statements have been prepared using Canadian accounting standards for not-for-profit organizations (ASNPO).

**Capital Assets** Capital assets are stated at cost less accumulated amortization. Expenditures for repairs and maintenance are expensed as incurred. Betterments that extend the useful life of the asset are capitalized. Amortization based on the estimated useful life of the asset is calculated as follows:

	Method	Rate
Equipment	Declining balance	20%
Computer equipment	Declining balance	55%
Computer software	Declining balance	100%

**Impairment of Long-lived Assets** In the event that facts and circumstances indicate that the organization's long-lived assets may be impaired, a test of recoverability would be performed.

Such a test entails comparing the estimated future undiscounted cash flows associated with the asset to the asset's carrying amount to determine if a write down to market value or discounted cash flow value is required.

For purposes of recognition and measurement of an impairment loss, a long-lived asset is grouped with other assets and liabilities to form an asset group at the lowest level for which identifiable cash flows are largely independent of the cash flows of other assets and liabilities.

**Revenue Recognition** The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Capital contributions are deferred and recognized as revenue in the year in which the expense is recognized.

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## Contact Brant for Children's and Developmental Services Notes to Financial Statements

March 31, 2025

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### 1. Significant Accounting Policies (continued)

Use of Estimates	The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from management's best estimates as additional information becomes available in the future.
Harmonized sales tax	Due to the organization's charitable status, 50% of the Federal portion and 82% of the Provincial portion of the HST paid is refundable to the organization.
Income Taxes	The organization is a registered charity and as such no income taxes are applicable
Financial Instruments	<p>Arm's length financial instruments are recorded at fair value at initial recognition.</p> <p>Related party financial instruments quoted in an active market or those with observable inputs significant to the determination of fair value or derivative contracts are recorded at fair value at initial recognition. All other related party financial instruments are recorded at cost at initial recognition.</p> <p>In subsequent periods, equities traded in an active market and derivatives are reported at fair value, with any change in fair value reported in income. All other financial instruments are reported at cost or amortized cost less impairment. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items measured at fair value and charged to the financial instrument for those measured at amortized cost.</p> <p>Financial assets are tested for impairment when indicators of impairment exist. When a significant change in the expected timing or amount of the future cash flows of the financial asset is identified, the carrying amount of the financial asset is reduced and the amount of the write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement, provided it is not greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously, and the amount of the reversal is recognized in net income.</p>

## Contact Brant for Children's and Developmental Services Notes to Financial Statements

March 31, 2025

### 2. Cash

The Organization's bank account is held at one chartered bank. The bank account earns interest at a nominal rate.

Cash balance includes internally restricted funds of \$16,374 (2024 - \$16,374). These funds are restricted for updating the Brant Haldimand Norfolk information database.

### 3. Investments

The investments consist of a guaranteed investment certificate with a fair value of \$28,599 (2024 - \$27,240) and a cost of \$28,599 (2024 - \$27,240). The guaranteed investment certificate has an effective interest rate of 4.50% and matures August 16, 2025.

### 4. Capital Assets

	2025		2024	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Equipment	\$ 93,161	\$ 49,851	\$ 87,608	\$ 39,718
Computer equipment	136,905	116,263	118,929	102,018
Computer software	95,775	95,775	95,775	95,202
	<u>325,841</u>	<u>261,889</u>	<u>302,312</u>	<u>236,938</u>
	<u>\$ 63,952</u>		<u>\$ 65,374</u>	

### 5. Deferred Revenue

Deferred revenue represents unspent resources restricted for purposes of providing future services specific to each funder. The deferred revenue balance is comprised of the following:

	2025	2024
Deferred Revenue - CYSC	\$ 7,500	\$ -
Deferred Revenue - Your Guide	20,437	20,641
Deferred Revenue - Other	28,301	19,073
	<u>\$ 56,238</u>	<u>\$ 39,714</u>

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## Contact Brant for Children's and Developmental Services Notes to Financial Statements

March 31, 2025

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### 6. Deferred Capital Contributions

	2025	2024
Balance, beginning of the year	\$ 65,375	\$ 75,264
Capital funding	23,529	19,592
Amounts recognized as revenue in the year	(24,951)	(29,481)
	\$ 63,953	\$ 65,375

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### 7. Internally Restricted Funds

The organization's Board of Directors implemented a policy to establish an internally restricted reserve fund to sustain operations and maintain financial stability and \$28,599 was set aside for this purpose. Funds totaling \$16,374 were also set aside for the upgrade of the Brant Haldimand Norfolk information database. These funds are not available for use without the prior approval of the Board of Directors.

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### 8. Commitments

The organization has entered in to a commercial lease agreement with London Property Investments Inc. until January 31, 2029. The minimum lease payments to maturity are as follows:

2026	\$ 35,071
2027	35,632
2028	36,194
2029	30,551
	\$ 137,448

The organization has also entered into agreements with various service providers for purchased services totalling approximately \$4,334,000 for fiscal 2026. The execution of these agreements are conditional on the receipt of funding from the Ministry of Children, Community and Social Services.

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### 9. Economic Dependence

The organization is primarily funded by the Ministry of Children, Community and Social Services and its ongoing existence is dependent upon continued funding by this agency.

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## Contact Brant for Children's and Developmental Services Notes to Financial Statements

March 31, 2025

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### 10. Financial Instrument Risks

Management has established policies and procedures to manage risks related to financial instruments, with the objective of minimizing any adverse effects of financial performance. A brief description of management's assessments of these risks is as follows:

(a) General Objectives, Policies and Processes:

The Board and management are responsible for the determination of the organization's risk management objectives and policies and designing operating processes that ensure the effective implementation of the objectives and policies. In general, the organization measures and monitors risk through the preparation and review of monthly reports by management.

(b) Credit Risk:

Financial instruments potentially exposed to credit risk include cash and cash equivalents and accounts receivable. Management considers its exposure to credit risk over cash and cash equivalents to be remote as the organization holds cash deposits at one major Canadian bank. Accounts receivable are not concentrated significantly and therefore the carrying amount of accounts receivable represents the maximum credit risk exposure.

(c) Interest Rate Risk:

The organization is exposed to interest rate risk arising from fluctuations in interest rates depending on prevailing rates at renewal of investments. To manage interest rate exposure, the organization invests in fixed income investments guaranteed by a chartered bank.

(d) Liquidity Risk:

Liquidity risk is the risk the organization will not be able to meet its financial obligations as they come due. The organization has taken steps to ensure that it will have sufficient working capital available to meet its obligations.

Contact Brant for Children's and Developmental Services  
 Schedule 1 -DS Children's Specialized  
 (Unaudited)

For the year ended March 31	2025	2024
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 191,165	\$ 185,315
Other revenue	-	23,021
	<u>191,165</u>	<u>208,336</u>
<b>Expenses</b>		
Administrative expenses	19,116	18,532
Communication	-	4,472
IT maintenance and database service	-	208
IT software, IT equipment and photocopier	-	1,022
Office expenses	-	1,300
Rent and building maintenance	-	7,000
Salaries and benefits	172,049	175,352
Staff training	-	396
Travel	-	54
	<u>191,165</u>	<u>208,336</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>

Contact Brant for Children's and Developmental Services  
 Schedule 2 - Residential Placement Advisory Committee  
 (Unaudited)

For the year ended March 31	2025	2024
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 702	\$ 692
Other revenue	-	183
	<u>702</u>	<u>875</u>
<b>Expenses</b>		
Administrative expenses	70	69
Salaries and benefits	632	806
	<u>702</u>	<u>875</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>

Contact Brant for Children's and Developmental Services  
 Schedule 3 - Complex Special Needs  
 (Unaudited)

For the year ended March 31	2025	2024
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 66,820	\$ 65,280
Other revenue	-	24,463
	<u>66,820</u>	<u>89,743</u>
<b>Expenses</b>		
Administrative expenses	6,682	6,528
Salaries and benefits	60,138	83,215
	<u>66,820</u>	<u>89,743</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>

Contact Brant for Children's and Developmental Services  
 Schedule 4 - Service Coordination Process  
 (Unaudited)

For the year ended March 31	2025	2024
Revenue		
Ministry of Health	\$ -	\$ 14,566
Expenses		
Administrative services		1,456
Professional fees	-	2,367
Salaries and benefits	-	10,743
	-	14,566
Excess of revenue over expenses	\$ -	\$ -

Contact Brant for Children's and Developmental Services  
 Schedule 5 - Access Intake Service Planning  
 (Unaudited)

For the year ended March 31	2025	2024
<b>Revenue</b>		
Ministry of Health	\$ -	\$ 351,493
<b>Expenses</b>		
Administrative expenses	-	18,239
Communication	-	1,775
IT maintenance and database service	-	249
IT software, IT equipment and photocopier	-	3,009
Insurance	-	3,606
Meeting and board expenses	-	1,048
Office expenses	-	945
Professional fees	-	15,477
Rent and building maintenance	-	7,762
Salaries and benefits	-	299,203
Staff training	-	150
Travel	-	30
	-	351,493
Excess of revenue over expenses	\$ -	\$ -

Contact Brant for Children's and Developmental Services  
Schedule 6 - Coordinated Service Planning  
(Unaudited)

For the year ended March 31	2025	2024
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 451,490	\$ 441,100
Other revenue	-	1,363
	<u>451,490</u>	<u>442,463</u>
<b>Expenses</b>		
Administrative expenses	45,149	44,110
Communication	1,794	2,644
Interpretation and translation services	292	1,189
IT maintenance and database service	3,733	14,842
IT software, IT equipment and photocopier	2,351	5,862
Meeting and board expenses	-	196
Office expenses	6,836	5,079
Promotion and membership fees	1,308	3,171
Rent and building maintenance	-	9,040
Salaries and benefits	379,728	349,871
Staff training	8,226	2,845
Travel	2,073	3,614
	<u>451,490</u>	<u>442,463</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>

Contact Brant for Children's and Developmental Services  
 Schedule 7 - Services for Children and Youth With CSN  
 (Unaudited)

For the year ended March 31	2025	2024
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 1,220	\$ 1,200
<b>Expenses</b>		
Administrative expenses	122	120
Salaries and benefits	1,098	800
Rent and building maintenance	-	280
	<u>1,220</u>	<u>1,200</u>
Excess of revenue over expenses	<u>\$ -</u>	<u>\$ -</u>

Contact Brant for Children's and Developmental Services  
Schedule 8 - Urgent Response Services  
(Unaudited)

For the year ended March 31	2025	2024
<b>Revenue</b>		
Ministry of Children, Community and Social Services	\$ 7,518,653	\$ 4,081,406
Other revenue	16,971	1,827
	<u>7,535,624</u>	<u>4,083,233</u>
<b>Expenses</b>		
Administrative expenses	694,819	408,140
Communication	14,293	-
IT maintenance and database service	34,469	831
IT software, IT equipment and photocopier	14,596	-
Interpretation and translation services	14,987	12,442
Office expenses	16,045	2,202
Promotion and membership fees	68,710	-
Purchased Client Services (URS)	5,195,463	2,906,073
Rent and building maintenance	19,469	6,120
Salaries and benefits	813,660	628,955
Staff training	19,008	2,109
Travel	1,339	215
	<u>6,906,858</u>	<u>3,967,087</u>
Excess of revenue over expenses	<u>\$ 628,766</u>	<u>\$ 116,146</u>



## **Financial Report**

June 24, 2025

The Agenda at the Annual Meeting includes approval of the financial statements for the previous year, as well as receiving and approving the Report of the Auditor. BDO was engaged to complete the Audit for the fiscal year 2024 - 2025.

### **Recommendations:**

1. Approve the financial reports as referred to in the minutes of the meetings of the Board of Directors since June 25, 2024.
2. Approve the audited Financial Statements for 2024 – 2025 as presented by BDO.

### ***Decision***



## ANNUAL GENERAL BUSINESS MEETING

### Open Minutes

Tuesday, June 25, 2024

Chair/Treasurer: Kelly Skrzypek  
Vice Chair: Greg Hacborn  
Secretary: Laura Miedema  
Directors: Emily Miller, Jenn Tonnies, Brian Konst,  
Jill Esposto, Melanie Graham, Kimberly  
Vanderburg  
Chief Executive Officer: Jane Angus  
Executive Assistant: Cindy Landry  
Manager of Service Coordination: Alison Hilborn

**Guest:** Tommy Nagorski, BDO; Maxine Lean

**Regrets:** Patrick Parent, Elizabeth Abraham

1. **Call to Order** - Kelly called the meeting to order at **5:33 p.m.**
2. **Land Acknowledgment** – Read by Kelly.
3. **Agenda** – No additions.  
**Motion:** To approve the agenda.  
Emily and Jenn. **Carried.**
4. **Conflict of Interest Declarations**  
None declared.
5. **Financial Reports - Audited Financial Statement**, Auditor – Tommy Nagorski  
No concerns or major issues. Tommy reviewed the draft auditor's report and will forward the draft Financial Statements for review and approval.

**Motion:** To approve the financial reports as referred to in the minutes of the meetings of the Board of Directors since June 27, 2023.

Greg and Jill. **Carried.**

There are no new control standards that would significantly impact Contact Brant. Unaudited schedules are to help users with the breakdown. Any changes, let BDO know. The board will need to approve by email decision.

Tommy provided an update of the draft Audited Financial Statements for 2023-2024 as presented by BDO.

6. **Approval of Minutes** – June 27, 2023  
**Motion:** To accept the minutes from June 28, 2023.  
Emily and Jenn. **Carried.**

**7. Policy Review Committee Report**

There are no policy revisions recommended at this time.

**8. Nominating Committee Report**

Two Board members have resigned effective June 2024. We would like to recognize Laura and Brian for their commitment to our organization. Laura Miedema and Brian Konst both started in June 2021 and have been valuable Directors on our Board.

Following is the slate of Directors for 2024 to 2025 and their terms:

	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	End of 4 <sup>th</sup> 3-Year Term	End of 5 <sup>th</sup> 3-Year Term
1	Kelly Skrzypek	Feb./15	June/18	June/21	June/24	June/27	
2	Greg Hackborn	April/16	June/19	June/22	June/25		
3	Emily Miller	June/22	June/25				
4	Elizabeth Abraham	Jan./22	June/25				
5	Jennifer Tonnies	June/23	June/26				
6	Jill Esposito	June/23	June/26				
7	Patrick Parent	June/24	June/27				
8	Melanie Graham	June/24	June/27				
9	Kimberly Vanderburg	June/24	June/27				

**Motion:** To approve the Board of Directors for June 25, 2024, to June 2025 as presented by the Nominating Committee.

Greg and Jenn. **Carried**

**9. Ratification of Board Actions**

**Motion:** To approve, ratify, and confirm all actions, contracts, proceedings, appointments, and payments enacted, made and taken by the Board of Directors of the Corporation since June 27, 2023, as referred to in the minutes of the meetings of the Board of Directors of Contact Brant.

Jill and Emily. **Carried.**

**10. In-Camera**

**Motion:** To move in-camera. 6:07 p.m.

Greg and Jenn. **Carried.**

**11. In-Camera Reports – (as appropriate).**

**12. Adjournment**

**Motion:** To adjourn at 6:15 p.m.

Emily and Greg. **Carried.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## Policy Review Committee Report June 24, 2025

Any changes to the By-Laws approved by the Board must be taken to the next Annual Meeting for confirmation.

There have been no revisions recommended since that time.

### ***Information***



## **Nominating Committee Report June 24, 2025 Business AGM**

Elizabeth Abraham resigned from the Board of Directors as of May, 2025. We would like to recognize Elizabeth for commitment to our organization. Elizabeth joined the Board in January, 2022 and we would like to thank her for her contributions to our Board of Directors.

The Board approved a recommendation to accept an application from Jennifer Kroesbergen to join the Board of Directors in June, 2025.

The Contact Brant Governance Policy outlines the following:

### Board Composition:

The Board shall be comprised of a range of eight (8) to twelve (12) elected Directors. The Board shall strive to ensure that membership:

- Includes at least one (1) parent member;
- Includes at least one (1) youth member; and
- Limits the number to two (2) members who are a Director of a Board or employee of a Ministry-funded partner service provider, as well as the parents, siblings, children, spouses, and partners of these individuals.

### Eligibility:

Directors shall live or work in the geographic area served by Contact Brant and be at least 18 years of age at the time of election to the Board.

- Directors shall be ineligible to continue:
  - If the Director wishes to become an employee of the Corporation.
  - If at the discretion of the Board, the Director is absent from three (3) consecutive Board meetings within a one-year period.
  - If the Director is the ex-officio Director and no longer holds the office of Chief Executive Officer.
- The following individuals are ineligible for membership:
  - Employees of any funders, as well as the parents, siblings, children, spouses, and partners of these individuals.
  - Employees of the Corporation, as well as their parents, siblings, children, spouses, and partners.

### Elections and Terms:

The Board shall strive for a balance of experienced Directors and new Directors. To this end, Directors are elected on a three-year term with their start date of a term being the Annual Meeting at which they were elected. The maximum number of terms a Director may be elected is 5 terms (15 years).

- A Director who has served the maximum term can be re-elected following a break of at least one (1) year.

Following is the slate of Directors for 2024 to 2025 and their Terms:

	<b>Director</b>	<b>Start Date</b>	<b>End of First 3-Year Term</b>	<b>End of 2<sup>nd</sup> 3-Year Term</b>	<b>End of 3<sup>rd</sup> 3-Year Term</b>	<b>End of 4<sup>th</sup> 3-Year Term</b>	<b>End of 5<sup>th</sup> 3-Year Term</b>
1	Kelly Skrzypek	Feb./15	June/18	June/21	June/24	June/27	
2	Greg Hackborn	April/16	June/19	June/22	June/25	June/28	
3	Emily Miller	June/22	June/25	June/28			
4	Jennifer Tonnies	June/23	June/26				
5	Jill Esposito	June/23	June/26				
6	Patrick Parent	June/24	June/27				
7	Melanie Graham	June/24	June/27				
8	Kimberly Vanderburg	June/24	June/27				
9	Jennifer Kroesbergen	June/25	June/28				

**Recommendation:** Approve the Board of Directors for June 24, 2025 to June 2026 as presented by the Nominating Committee.

***Decision***



## **Ratification of Board Actions**

**June 24, 2025**

Annually the Board must ratify all Board decisions over the past year.

### **Recommendation:**

Approve, ratify, and confirm all actions, contracts, proceedings, appointments, and payments enacted, made and taken by the Board of Directors of the Corporation since June 25, 2024, as referred to in the minutes of the meetings of the Board of Directors of Contact Brant.

### ***Decision***