



**Board of Directors**  
**Tuesday, September 23, 2025, at 5:30 p.m.**  
**In-person** at Walter Gretzky Municipal Golf Course  
or by **Zoom**: <https://us02web.zoom.us/j/89538534212?pwd=vUuxnVBayUaq09OgC4h63PDhjtIVg.1>

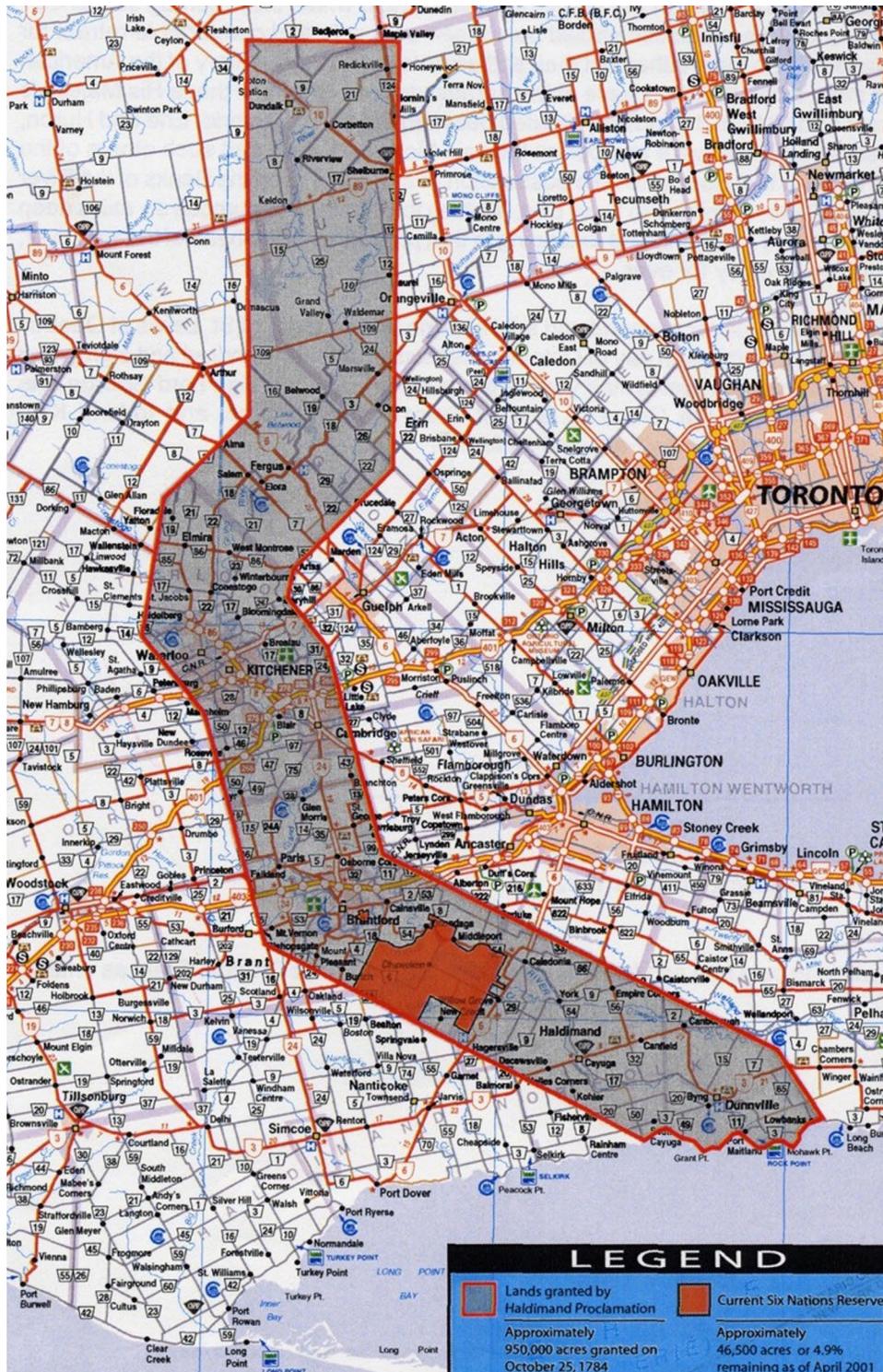
### **Agenda for Open Meeting**

- 1. Call to Order**
- 2. Land Acknowledgement**
- 3. Agenda - Additions, Deletions, Approval** **Decision**
- 4. Conflict of Interest Declarations** **Declaration**
- 5. Approval of Minutes – June 24, 2025** **Decision**
- 6. Business Arising from Minutes**
  - a.
- 7. Executive Reports**
  - a. Chair's Report **Decision**
  - b. Treasurer's Report – July 31, 2025 and August 31, 2025 **Decision**
  - c. CEO's Report **Decision**
- 8. Committee Reports**
  - a. Policy Review Committee **Decision**
  - b. Nominating Committee
- 9. New Business**
  - a. Projected Board Calendar **Decision**
  - b. 1<sup>st</sup> quarter report stats **Discussion**
- 10. Correspondence**
  - a. MCCSS West Region Correspondence – CSP Funding Increase **Information**
- 11. In-Camera - Motion to move in-camera** **Decision**
- 12. In-Camera Report** (as appropriate)
  - a.
- 13. Adjournment – Motion to adjourn** **Decision**

**Next Meeting: Tuesday, October 28, 2025 at 9:00 a.m.**

## Land Acknowledgment

We are grateful that the land on which we live and work lies along the Grand River and is the traditional territory of the Haudenosaunee (the Six Nations of the Grand River) and the Mississaugas of the Credit First Nation. As an organization in the Brant community, and as individuals who benefit from living and working on this land, we have a responsibility to continuously educate ourselves and celebrate the Indigenous communities we have the opportunity to work with and learn from.





**Board of Directors**  
**Open Meeting Minutes - Tuesday, June 24, 2025**  
In-person at Contact Brant or by Zoom

**Present:**

Treasurer: Emily Miller  
Secretary: Jennifer Tonnies  
Directors: Jill Esposto, Melanie Graham, Maxine Lean,  
Kimberly Vanderburg,  
Co-Chief Executive Officer: Jane Angus and Sandra Parker  
Managers: Alison Hilborn and Linda McFadyen  
Executive Assistant: Cindy Landry

**Regrets:** Patrick Parent, Greg Hackborn

**1. Call to Order**

Emily called the meeting to order at 9:39 a.m.

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

**Motion:** To approve the agenda.

Jill and Maxine. **Carried.**

**3. Conflict of Interest Declarations – none**

**4. Approval of Minutes – May 27, 2025**

**Motion:** To approve the agenda.

Melanie and Kimberly. **Carried.**

**5. Business Arising from Minutes - none**

**6. Executive Reports:**

a. Chair's Report – Welcome Jennifer Kroesbergen

Email Decision

**New Board Member Application**

Jennifer Kroesbergen applied to join the Board of Directors and a recommendation was made to accept and approve her application to the Contact Brant Board of Directors. The decision to approve the recommendation was made via email with the following Board members in favour:

*Patrick Parent, Jill Esposto, Maxine Lean, Kimberly Vanderburg, Jennifer Tonnies, Melanie Graham*

Welcome, Jennifer!

- b. Treasurer's Report – May 31, 2025

**Motion:** To approve the Treasurer's report as presented.

Melanie and Jenn. **Carried.**

- c. CEO's Report

As of yesterday, the CSP Guidelines had been received. The network added 1.3 million for Service Coordination Agencies across the province. We don't know what that amounts to yet.

**Motion:** To approve the CEO's report as presented.

Kimberly and Maxine. **Carried.**

## 7. Committee Reports

- a. **Policy Review Committee – Operational**

**Motion:** To approve the HR and Health and Safety Policies as presented.

Melanie and Maxine. **Carried.**

- b. **Nominating Committee**

**Motion:** To approve the Officers as presented.

Jill and Kimberly. **Carried**

## 8. New Business

- a. **Summer Board meetings and decision making.**

Reminder that the Board has no planned meetings in July and August; however, email decisions may be requested, so please keep checking your emails.

## 9. Correspondence - none

## 10. In-Camera

**Motion:** To move in-camera at 10:06 a.m.

Kimberly and Jill **Carried.**

## 11. In-camera reports - none

Congratulations were made to Jane on her retirement.

## 12. Adjournment

**Motion:** To adjourn the meeting at 10:08 a.m.

Kimberly and Maxine. **Carried.**

## Next Meeting:

Tuesday, September 23, 2025, is scheduled for 9:00 a.m. It was suggested that the Board meeting be held after the AGM. Sandra will send an email to confirm this. AGM is 4:00 on September 23<sup>rd</sup>.

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Date

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Chair's Signature

July 31, 2025

				
	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 FORECAST	2025-26 MCCSS YTD July 31
<b>REVENUE</b>				
Access - Children's (MCCSS)	1,220	1,220	1,220	412
DS Children's Specialized (MCCSS)	191,165	191,165	191,165	63,725
RPAC (MCCSS)	702	702	702	238
Coordinated Service Planning & FASD (MCCSS)	451,490	451,490	472,077	150,498
Complex Needs (MCCSS)	66,820	66,820	66,820	22,276
Urgent Response Service (MCCSS)	7,518,653	7,318,653	7,318,653	2,439,557
	0			0
<b>Sub-Total Ministry Actual Revenue</b>	<b>8,230,050</b>	<b>8,030,050</b>	<b>8,050,637</b>	<b>2,676,706</b>
Off-setting Revenue (from ENS)	16,971		8,287	
Off-Setting Revenue Info Services (211-\$43,116; Findhelp \$1,435.54)	-		33,464	0
Deferred Capital Contributions	-23,529			0
Amortization Deferred Capital Contributions	24,951			0
<b>TOTAL Revenue</b>	<b>8,248,443</b>	<b>8,030,050</b>	<b>8,092,388</b>	<b>2,676,706</b>
Applied from Projects				
<b>ACA</b>				
	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 FORECAST	2025-26 MCCSS YTD July 31
Per Salary GRID 2025-2026				
<b>SALARY</b>	1,796,234	1,979,934	2,017,220	680,062
<b>STAFF TRAINING</b> (education, conferences, recruitment - staff)	52,213	25,000	25,000	9,473
<b>BUILDING OCCUPANCY</b> (Lease, Utilities, Insurance, Repairs & Mtce)	60,292	68,451	68,451	22,117
<b>TRAVEL &amp; COMMUNICATION</b>	221,147	137,000	137,000	61,346
<b>Supplies &amp; Equipment</b>	21,282	23,832	23,832	997
<b>Other Program/Service Expenditures</b> ( Purchases client services, all other direct not classified)	5,210,742	5,727,833	5,727,833	1,700,159
<b>Governance Expenses</b>	17,175	38,000	38,000	5,862
<b>Professional/Contracted-out</b> (legal, audit, bank, payroll services, consultant fees)	215,641	30,000	30,000	5,039
<b>Amortization Capital Assets</b>	24,951	0	0	-
<b>ACA TRANSFERS</b>	-		-	-
<b>Contingency</b>		0	4,465	
<b>TOTAL Ministry Expenses</b>	<b>7,619,678</b>	<b>8,030,050</b>	<b>8,071,801</b>	<b>2,485,055</b>
Ministry Surplus (Loss)	628,766	0	20,587	191,652
Less: Repayable to the Ministry	-628,766			
Ministry Surplus (Loss)	0	0	20,587	191,652
				191,652
				0

June 30 announced CSP funding increase of \$20k

Repayable to MCCSS	As of July 30, 2025
Fiscal 2022-23	932,458
Fiscal 2023-24	116,146
Fiscal 2024-25	628,766
Total	1,677,370

	PROJECT FUNDS				Notes
	2024-2025 Actual	2025-2026 Budget	2025-2026 Forecast	2025-26 YTD	
<b>REVENUE</b>					
Your Guide	204	20,641	0	0	
FASD Caregiver Support Group	4,500	0	0	0	
Health Spending Account	0	6,900	0	0	
Extensive Needs Interdisciplinary	475,712	502,702	503,361	193,144	Includes PY deferred revenue recognized in income for costs incurred to date (Interdisciplinary \$12,978, FASD \$13,500)
Other (Accrued, Interest Earned, Staff payments, GIC Interest, Miscellaneous)	21,156	0	0	1,493	\$600 in cell phone purchases, \$551 interest earned
Info Services (211-\$43,116; Findhelp \$1,319.89)	43,866	44,484	44,436	22,218	Findhep revised fee schedule (7/25)
CYSC Income	0		0	21,719	\$7,500 received from members, \$4k grant, \$10,218.52 from Your Guide Def'd funds to be used for CYSC
Intensive Respite Funds 1124 (YHTF, DSO, etc.)	258,680	0	0	0	
Non-Ministry Amortization Deferred Capital Contributions	0	0	0	0	
<b>TOTAL Projects Revenue</b>	<b>804,119</b>	<b>574,727</b>	<b>547,797</b>	<b>238,574</b>	
<b>EXPENSES</b>					
Your Guide	204	20,641		0	
FASD Caregiver Support Group	4,500	0	0	0	
Health Spending Account	0	6,900		0	
Information Services (211, Findhelp)	0	34,772	34,772	3,243	Sal.&Ben.: CI Assist. (12,122); 25 FTE CN (22,650)
Extensive Needs Interdisciplinary	464,122	502,702	503,361	156,341	Includes +1 SC position
CYSC Expenses	0			7,065	Consulting costs
Intensive Respite Expenses 1924	242,672			0	
Other Expenses	0		0	0	
Non-Ministry Amortization Deferred Capital Contributions	0	0	0	0	
<b>Applied to Ministry</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Projects Expenses</b>	<b>711,498</b>	<b>565,015</b>	<b>538,133</b>	<b>166,650</b>	
<b>Projects Surplus (Loss)</b>	<b>92,620</b>	<b>9,712</b>	<b>9,664</b>	<b>71,924</b>	

<b>TOTAL MINISTRY AND PROJECTS</b>				
<b>TOTAL REVENUE</b>	<b>9,052,562</b>	<b>8,604,777</b>	<b>8,640,185</b>	<b>2,915,280</b>
<b>TOTAL EXPENSES</b>	<b>8,331,176</b>	<b>8,595,065</b>	<b>8,609,934</b>	<b>2,651,704</b>
<b>TOTAL Surplus (Loss)</b>	<b>721,386</b>	<b>9,712</b>	<b>30,251</b>	<b>263,575</b>

QB Cash Operating Account*	2,003,858
QB 104 Contra Internally Restrict BHN	-16,374
QB Petty Cash	100
QB Savings Account	84,840
<b>Total Quickbooks (QB) Cash Balance</b>	<b>2,072,424</b>
<b>BANK RECONCILIATION - operating account</b>	
Accounting Cash Operating Balance*	2,003,858
Add: Outstanding cheque	
Add: AW exp went through in July not paid until Aug	275
TD Cash Balance	2,004,133
<b>Restricted Assets</b>	
Restricted Cash - restricted for updating BHN info database	16,374
Restricted Investments - GIC restricted for future corporation pressures	28,599
<b>Total Restricted Assets</b>	<b>44,973</b>
<b>Opening Internally restricted net assets</b>	
	44,973
Add: GIC interest	
<b>Closing Internally restricted net assets</b>	<b>44,973</b>

Renewal October 17, 2026

Deferred Revenue	As of Mar 31, 2025	As of Jul 31, 2025	Change
CYSC	7,500	0	-7,500 In CYSC income this year
Your Guide	20,437	0	-20,437 Note 3
Deferred ENS FASD	13,500	0	-13,500 Note 1
Deferred ENS Interdisciplinary	13,490	513	-12,978 Note 2
Other	1,311	1,311	
	<u>56,238</u>	<u>1,824</u>	

Note 1 F2025 Deferred \$13,500, recognized as income in F2026 as all costs have come in

Note 2 F2025 Deferred \$13,490, recognized \$12,978 as income in F2026 for costs that have been incurred

Note 3 F2025 Deferred \$20,437, recognized \$10,218 in CYSC income this year and paid \$10,218 to HN Reach

**August 31, 2025**

 <b>Contact BRANT</b> <small>Start Here. Stay Here. Continue Growing.</small>	<b>2024-2025 ACTUAL</b>	<b>2025-2026 BUDGET</b>	<b>2025-2026 FORECAST</b>	<b>2025-26 MCCSS YTD Aug 31</b>
<b>REVENUE</b>				
Access - Children's (MCCSS)	1,220	1,220	1,220	513
DS Children's Specialized (MCCSS)	191,165	191,165	191,165	79,655
RPAC (MCCSS)	702	702	702	296
Coordinated Service Planning & FASD (MCCSS)	451,490	451,490	472,077	190,698
Complex Needs (MCCSS)	66,820	66,820	66,820	27,844
Urgent Response Service (MCCSS)	7,518,653	7,318,653	<b>7,318,653</b>	3,049,444
	0			0
<b>Sub-Total Ministry Actual Revenue</b>	<b>8,230,050</b>	<b>8,030,050</b>	<b>8,050,637</b>	<b>3,348,450</b>
Off-setting Revenue ENS (ENS - funding for operating costs)			8,287	
Off-Setting Revenue Info Services (to offset revenue shortfall in MCCSS programs)	-		31,218	0
Interest on Ministry Surplus	16,971			
Deferred Capital Contributions	-23,529			0
Amortization Deferred Capital Contributions	24,951			0
<b>TOTAL Revenue</b>	<b>8,248,443</b>	<b>8,030,050</b>	<b>8,090,142</b>	<b>3,348,450</b>
Applied from Projects				
<b>ACA</b>				
<b>EXPENSES</b>	<b>2024-2025 ACTUAL</b>	<b>2025-2026 BUDGET</b>	<b>2025-2026 FORECAST</b>	<b>2025-26 MCCSS YTD Aug 31</b>
	<i>Per Salary GRID 2025-2026</i>			
<b>SALARY</b>	1,796,234	1,979,934	2,118,911	823,928
<b>STAFF TRAINING</b> (education, conferences, recruitment - staff)	52,213	25,000	25,000	9,600
<b>BUILDING OCCUPANCY</b> (Lease, Utilities, Insurance, Repairs & Mtce)	60,292	68,451	65,111	24,003
<b>TRAVEL &amp; COMMUNICATION</b>	221,147	137,000	153,000	65,528
<b>Supplies &amp; Equipment</b>	21,282	23,832	13,832	1,289
<b>Other Program/Service Expenditures</b> ( Purchases client services, all other direct not classified)	5,210,742	5,727,833	5,277,833	2,110,787
<b>Governance Expenses</b>	17,175	38,000	22,000	5,862
<b>Professional/Contracted-out</b> (legal, audit, bank, payroll services, consultant fees)	215,641	30,000	42,000	5,142
<b>Amortization Capital Assets</b>	24,951	0	-	-
<b>ACA TRANSFERS</b>	-		0	-
<b>Contingency</b>		0	0	
<b>TOTAL Ministry Expenses</b>	<b>7,619,678</b>	<b>8,030,050</b>	<b>7,717,688</b>	<b>3,046,139</b>
<b>Ministry Surplus (Loss)</b>	628,766	0	372,454	302,311
<b>Less: Repayable to the Ministry</b>	-628,766			
<b>Ministry Surplus (Loss)</b>	0	0	372,454	302,311
				302,311
				0

<b>Repayable to MCCSS</b>	<b>As of Aug 31, 2025</b>
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Fiscal 2022-23	932,458
Fiscal 2023-24	116,146
Fiscal 2024-25	628,766
<b>Total</b>	<u><u>1,677,370</u></u>

Contact BRANT Start Here Your Path to Children's Services	August 31, 2025		PROJECT FUNDS				Notes
	2024-2025 Actual	2025-2026 Budget	2025-2026 Forecast	2025-26 YTD			
<b>REVENUE</b>							
Your Guide	204	20,641	0	0			
FASD Caregiver Support Group	4,500	0	4,500	0			
Health Spending Account	0	6,900	0	0			
Extensive Needs Interdisciplinary	475,712	502,702	503,361	234,811			YTD Includes PY deferred revenue recognized in income for costs incurred to date (Interdisciplinary \$12,978, FASD \$13,500)
Other (Accrued, Interest Earned, Staff payments, GIC Interest, Miscellaneous)	21,156	0	0	3,347			\$900 in cell phone purchases, \$690 interest earned, \$1515 GIC interest
Info Services (211-\$43,116; Findhelp \$1,319.89)	43,866	44,484	44,436	22,218			Findhelp revised fee schedule (7/25)
CYSC Income	0		21,719	21,719			\$7,500 received from members, \$4k grant, \$10,218.52 from Your Guide Def'd funds to be used for CYSC
Intensive Respite Funds 1124 (YHTF, DSO, etc.)	258,680	0	0	0			
Revenue ENS (ENS - funding for CB operating costs to offset MCCSS)							
Revenue Info Services (to offset funding shortfalls in MCCSS)			-31,218				
<b>TOTAL Projects Revenue</b>	<b>804,119</b>	<b>574,727</b>	<b>542,798</b>	<b>282,094</b>			
<b>EXPENSES</b>							
Your Guide	204	20,641		0			
FASD Caregiver Support Group	4,500	0	4,500	500			
Health Spending Account	0	6,900		0			
Information Services (211, Findhelp)	0	34,772	12,122	4,170			Sal.&Ben.: CI Assist. (12,122); (.25 FTE CN (22,650) - haven't been paid
Extensive Needs Interdisciplinary	464,122	502,702	503,361	209,590			Includes +1 SC position
CYSC Expenses	0		21,719	7,965			Consulting costs
Intensive Respite Expenses 1924	242,672			0			
Other Expenses	0		0	0			
Non-Ministry Amortization Deferred Capital Contributions	0	0	0	0			
Applied to Ministry	0	0		0			
<b>Total Projects Expenses</b>	<b>711,498</b>	<b>565,015</b>	<b>541,702</b>	<b>222,226</b>			
<b>Projects Surplus (Loss)</b>	<b>92,620</b>	<b>9,712</b>	<b>1,096</b>	<b>59,869</b>			

<b>TOTAL MINISTRY AND PROJECTS</b>				
<b>TOTAL REVENUE</b>	<b>9,052,562</b>	<b>8,604,777</b>	<b>8,632,940</b>	<b>3,630,544</b>
<b>TOTAL EXPENSES</b>	<b>8,331,176</b>	<b>8,595,065</b>	<b>8,259,390</b>	<b>3,268,365</b>
<b>TOTAL Surplus (Loss)</b>	<b>721,386</b>	<b>9,712</b>	<b>373,550</b>	<b>362,179</b>

-0 0

QB Cash Operating Account*	2,114,364
QB 104 Contra Internally Restrict BHN	-16,374
QB Petty Cash	100
QB Savings Account	84,979
<b>Total Quickbooks (QB) Cash Balance</b>	<b>2,183,069</b>
<b>BANK RECONCILIATION - operating account</b>	
Accounting Cash Operating Balance*	2,114,364
Add: Outstanding cheque	
Add: AW exp went through in Aug not paid until Sept	303
<b>TD Cash Balance</b>	<b>2,114,668</b>
<b>Restricted Assets</b>	
Restricted Cash - restricted for updating BHN info database	16,374
Restricted Investments - GIC restricted for future corporation pressures	30,115
<b>Total Restricted Assets</b>	<b>44,973</b>
<b>Opening Internally restricted net assets</b>	
	44,973
Add: GIC interest	
<b>Closing Internally restricted net assets</b>	<b>44,973</b>

Renewal October 17, 2026

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CYSC	7,500	0	-7,500	In CYSC income this year
Your Guide	20,437	0	-20,437	Note 3
Deferred ENS FASD	13,500	0	-13,500	Note 1
Deferred ENS Interdisciplinary	13,490	513	-12,978	Note 2
Other	1,311	1,311		
	<u>56,238</u>	<u>1,824</u>		

Note 1 F2025 Deferred \$13,500, recognized as income in F2026 as all costs have come in  
 Note 2 F2025 Deferred \$13,490, recognized \$12,978 as income in F2026 for costs that have been incurred  
 Note 3 F2025 Deferred \$20,437, recognized \$10,218 in CYSC income this year and paid \$10,218 to HN Reach



**Board of Directors**  
**Report from the Chief Executive Officer - Open Meeting**  
September 23, 2025

**Communication and Counsel to the Board**

**Coordinated Service Planning (CSP) and Complex Special Needs (CSN) Guidelines**

MCCSS released updates to CSP and a new CSN referral pathway on June 23, 2025 to coordinated service planning and CSN placing agencies across the province. After this initial release, interim requirements for the CSN program were released on August 22, 2025. CEO and Clinical Managers have been participating in weekly meetings with MCCSS (west region) and the Provincial Network of Coordinating Agencies (PNCA) throughout the summer to understand the requirements and prepare for implementation.

Contact Brant received notice of an annualized funding increase of \$20,587 to support implementation of the new referral pathway. Contact Brant is able to use this funding at our discretion to increase capacity in CSP and to support operational alignment with the updated CSP requirements.

**Key highlights:**

- CSP will move to tiered service delivery model
  - Tier 1 – brief service intended to provide support for connection to other services
  - Tier 2 – dedicated service planning coordinator with Coordinated Service Plan developed; less frequency in monitoring and updating
  - Tier 3 – most intensity of dedicated support; Coordinated Service Plan monitored and updated often; can be considered for a referral to CSN program
- All agencies providing CSP will be required to use a standardized, Ministry-provided template
- Changes apply to new children coming into CSP after the identified implementation date
- No changes for existing children receiving CSP and CSN; they will be grandfathered into the new system at a later date (to be determined)
- No changes for medically complex/fragile, and technology dependent children
- Focus of CSN will be on respite supports, daily living supports, intervention supports, and specialized assessments (i.e. not residential placements)
- With CPRI as the deciding body for CSN across the province, there is uncertainty whether the current case resolution process will still be relevant

**Next steps:**

- Exact implementation date is still unknown, but all information received to date has been shared with our local service delivery partners via email
- MCCSS Program Supervisor, Lauren Watson, will attend case resolution meeting with local community partners on Sept. 26/25
- Local MOUs will need to be updated reflecting these changes

## ***Information***

### **URS Pressures**

In June, 2025 we implemented changes to address fiscal and service capacity pressures in URS:

- Set a service delivery standard of up to 10 weeks of service (reduced from 12 weeks) with the opportunity to increase to 12 weeks with demonstrated clinical need
- Re-referrals became eligible for the same amount of service as new referrals

As a result of these changes, and added flowthrough contracts with service providers, URS is now forecasting a surplus for the 2025-26 fiscal year.

URS service coordinator caseloads continue to be high, as we have been unsuccessful in hiring a temporary URS so far. We continue with our recruitment efforts to add additional staff capacity for URS. URS service volume projections continue to exceed the service target, so ongoing advocacy with MCCSS is necessary for an annualized funding increase in future years. This will allow for better budget planning, rather than always reacting to in-year surpluses or deficits.

## ***Information***

### **Asset Protection & Risk Management**

#### Renewals

Our GIC matured on August 16, 2025 and was auto-renewed for another 14-month term at the current rate as of that date.

Our insurance policy was renewed as of September 21, 2025 with no change to the renewal premium.

## ***Information***

#### Office Cleaning

With the retirement of our General Office Assistant, we have contracted with Optimax Contracting for commercial cleaning twice per week, to start on Sept. 26, 2025. The company came recommended to us by our landlord. The fees associated with this contract are as follows:

Monthly service rate = \$490 + tax = \$5,880 + tax annually

This represents a slight cost-saving over replacing the General Office Assistant role.

The cleaning schedule will occur after hours. We have retained a copy of Optimax Contracting's WSIB Clearance Certificate, and their employees will sign a confidentiality agreement for our records.

## ***Information***

### Cyber Security

Through the insurance renewal process, it was flagged that we have been at-risk for a cyber security incident because we have not enabled multi-factor authentication. Our IT provider is currently in the process of enabling multi-factor authentication for all agency staff.

#### ***Information***

### Long-Term Disability Benefits

A recent staff resignation prompted a review of our Long-Term Disability Benefits. In our benefits contract, LTD is listed as a non-taxable benefit. However, since Contact Brant pays a portion of LTD for staff, per CRA regulations, it must be a taxable benefit at the time the benefit is collected.

We have been able to adjust our benefits contract to list LTD as a taxable benefit at no additional cost to employees or Contact Brant for the remainder of the term. We will revisit at the time of renewal.

#### ***Information***



## Board Meeting Dates and Agenda Schedule

### Board of Directors Meeting Dates 2025 - 2026

The Board meets the 4<sup>th</sup> Tuesday of each month at 9:00 a.m., except in July & August:

September 23, 2025      Note: This is also our AGM public meeting, starting at 4:00 p.m,  
and Board meeting to follow at 5:30 p.m.

October 28, 2025

November 25, 2025

December 16\*, 2025      Note: Change to 3<sup>rd</sup> Tuesday of the month; Board/Staff meeting  
and will include a staff/board dinner?

January 27, 2026

February 24, 2026

March 24, 2026      Note: This is not the last Tuesday of the month

April 28, 2026

May 26, 2026

June 23, 2026      Note: This is also our AGM business meeting

### **Recommendation:**

Approve the meeting schedule for 2025 – 2026 including the change in the meeting date for December 2025 to the 3<sup>rd</sup> Tuesday.

### ***Decision***

## Board Agenda Schedule

The following schedule is the anticipated Board agendas for September 2025 – June 2026

Month	Details	Reporting Method
<b>MONTHLY</b> • CEO Report	Program updates, risks, financial, strategic plan & outcomes, communication & counsel to Board, public relations, complaints/feedback, Ministry reports & communication, legislation, Executive Limitations	Agenda; Correspondence
• Chairs' Report • Treasurer's Report • Committee Reports	• Chairs' updates • Monthly Financial Report • Nominating & Policy Review	Agenda
<b>SEPTEMBER AGM Public Meeting</b>	September: Business Meeting Report; Annual Report; Strategic Plan; celebrate!	AGM Agenda
<b>SEPTEMBER</b> • Asset Protection & Risk Management	Insurance	CEO Report
• 1 <sup>st</sup> Quarter Report	Stats for April 1 – June 30; Client feedback	CEO Report
• Board Calendar	Projected schedule of agendas & meeting dates	Agenda
<b>OCTOBER</b> • 2 <sup>nd</sup> Quarter Report	Stats for July 1 – September 30; Client feedback	CEO Report
• Risk Management	Risk Management policies and status; Ministry Risk Assessment; Business Continuity Plan; Legal counsel	CEO Report
• Emergency executive succession	Review and approve plan	CEO Report
• Policy Review	HR Policies	CEO Report
• Strategic Plan	Review Work Plan outcomes (6 months)	Board Agenda
• Holiday Office Hours	Stat holidays, early closures, Bonus days	CEO Report
<b>NOVEMBER</b> • Annual Board Reviews	Annual review: Governance Policies, By-Laws, Mission Statements, Duties & Responsibilities, Service Principles, Health & Safety, Customer Service, Privacy & Confidentiality, Consent, Abuse, Conflict of Interest Policies	Board Agenda
• Interim Report	Due to Ministry Nov. 30 <sup>th</sup> (for Apr. 1 – Sept. 30)	Board Agenda
• Policy Review	Access and Service Coordination Policies	CEO Report
<b>DECEMBER</b> • Board/Staff Relations	Orientation to staff roles & agency services; staff recognition	Board Agenda
<b>JANUARY</b> • 3 <sup>rd</sup> Quarter Report	Stats for October 1 – December 31; Client feedback	CEO Report
• Budget preparations	CEO to identify financial pressures	CEO Report
• Ministry required annual reports	Feedback & Complaints report; Serious Occurrence Report; salary reporting	CEO Report
<b>FEBRUARY</b> • Budget preparations	CEO drafts budget; identifies pressures	CEO Report
• Staff compensation and benefits	Recommendations re salary grid, benefits, mileage	CEO Report
• Governance	Board evaluation; Plan for recruitment of Directors and Board Executive succession plan	Board Agenda
• Strategic Plan	Review draft outcomes report of current plan to discuss draft Work Plan for next fiscal	Board Agenda

<b>MARCH</b>		
• Budget approval & Service Descriptions	Approve budget & Service Descriptions when required; Review/ approve contracts and automatic withdrawals for upcoming year	Board Agenda; CEO Report
• Strategic Plan	Approve new annual Work Plan (March or April)	Board Agenda
• Policy Review	Financial Policies	Board Agenda
<b>APRIL</b>		
• 4th Quarter Report	Stats for January 1 – March 31; Client feedback	CEO Report
• Audit Process	Auditor presents re initiating audit process	Board Agenda
• Strategic Plan	Annual Work Plan Report on outcomes	Board Agenda
• AGM planning	Identify Directors' terms, recruitment and Board Executive positions; public AGM planning	Chair's Report; Board Agenda
• Policy Review	Information Services Policies; Review By-Laws	CEO Report
• URS Contracts	List the URS Providers contracted for the fiscal year	CEO Report
<b>MAY</b>		
• Policy Review	Administrative Policies	Board Agenda
• Draft Audit	Auditor presents draft audit	Board Agenda
• AGM planning	Confirm Directors' terms/recruitment; Board Executive positions	Board Agenda
• Policy Review	Finalize any By-Law revisions	Board Agenda
• CEO Review	Annual performance review completed by May	Board Agenda
<b>JUNE</b>		
• Annual Reconciliation	Approve ARR (usually by email in July)	Board Agenda
• AGM Public Meeting	Finalize public meeting plans for September	Board Agenda
• Decision making over summer	Confirm email decision making over July/August	Board Agenda
• AGM Business Meeting	Elect Directors & Executive positions; approve Audited Statement, By-Laws, and Auditor; ratify Board actions; strike Committees (Audit, Policy Review, Nomination)	AGM Agenda

### ***Information***