Board of Directors
Tuesday, May 27, 2026, at 9:00 a.m.
In person: Contact Brant, 255 Colborne St.
or by **Zoom**: https://us02web.zoom.us/j/89538534212?pwd=vUuxnVBayUaq09OgC4h63PDhjytlVg.1

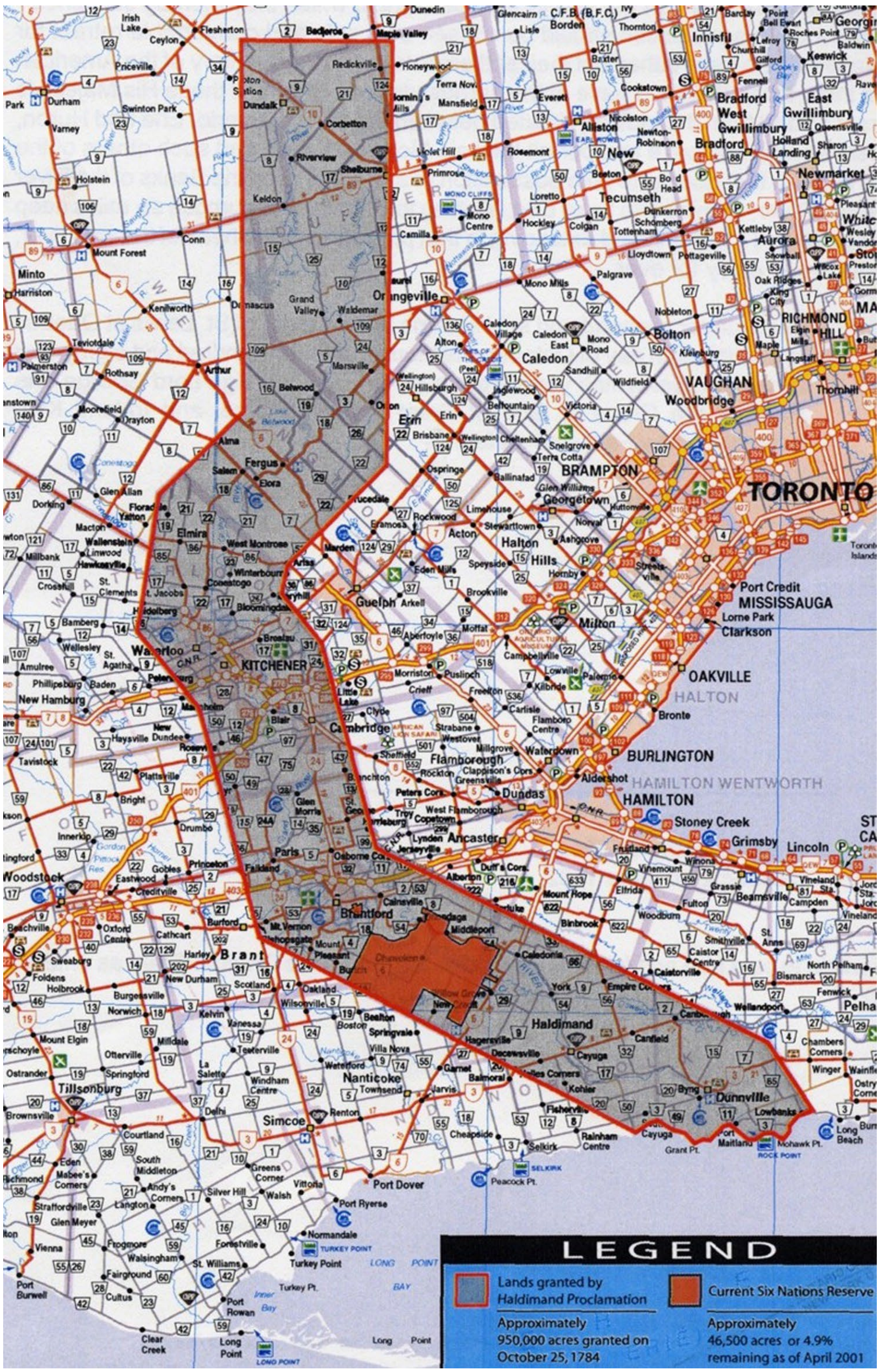
Agenda for Open Meeting

1.	**Call to Order**	
2.	**Land Acknowledgement**	
3.	**Agenda -** *Additions, Deletions, Approval*	**Decision**
4.	**Conflict of Interest Declarations**	**Declaration**
5.	**Approval of Minutes** – April 28, 2026	**Decision**
6.	**Business Arising from Minutes**	
	a. Annual Board Evaluation	
7.	**Executive Reports**	
	a. Chair's Report	**Decision**
	b. Treasurer's Report	**Decision**
	c. CEO's Report	**Decision**
8.	**Committee Reports**	
	a. Policy Review	**Decision**
	b. Nominating Committee – *Moved to In-Camera (Board Only Discussion)*	
9.	**New Business**	
	a. AGM Planning	**Information**
10.	**Correspondence**	
	a. 211 Ontario	
	b. MCCSS 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, June 23rd, 2026, at 9:00 a.m. AGM followed by Board Meeting**
at Contact Brant, 255 Colborne St. or by Zoom

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, April 28, 2026
In-person at Contact Brant or by Zoom

We did not have a Quorum.
Discussion took place, but decisions will be sent out via email.

Present:

Chair:	Patrick Parent
Secretary:	Jennifer Tonnies
Directors:	Jill Esposto, Maxine Lean
Chief Executive Officer:	Sandra Parker
Managers:	Linda McFadyen, Alison Hilborn
Executive Assistant:	Cindy Landry

Regrets: Greg Hackborn, Emily Miller, Jennifer Kroesbergen, Kimberly Vanderburg, Melanie Graham

Guests: Eardly Judah, Kelly Skryzpek

1. **Call to Order**
   Patrick called the meeting to order at 9:04 a.m.

2. **Land Acknowledgement**
   Patrick read the Land Acknowledgement.

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

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

5. **Presentation from the Auditor – Eardly Judah**

   Eardly reviewed the Auditors presentation:
   - Audit Timeline
   - Auditor's responsibilities: form opinion on Financial Statements.
   - Responsibilities of auditors regarding fraud. Material Statements. Determine if there is a material misstatement due to errors. New rules in accounting and internal controls.

Eardly asked the board if they are aware of any fraud, suspected, or alleged. Hearing none, he carried on.

Materiality: preliminary materiality to be $310,000. If there are any known errors, they have the discussion with Management.

6. **Approval of Minutes – March 24, 2026**

7. **Business Arising from Minutes**
   a. Annual Board Evaluation of the CEO

8. **Executive Reports:**
   a. Chair's Report

   b. Treasurer's Report – March 31, 2026

   c. CEO's Report
   Discussion regarding investing the surplus of funds for the past 4 years.
   Discussion regarding the Temporary Help Agencies.

9. **Committee Reports -** none

10. **New Business – None**

11. **Correspondence –** none

12. **In-Camera**

13. **In-camera reports**

14. **Adjournment**
    Motion: To adjourn the meeting at 10:21 a.m.
    Jill and Jenn. **Carried.**

Next Meeting: **Tuesday, May 26, 2026.**

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Date Chair's Signature

Annual Board Self-Assessment

Fillable Form: Please click under the appropriate column and add an "x" to what you think applies. Add any ideas, questions, or actions needed to the comments column.

ACTIVITIES	YES	NO	SOME WHAT	NOT SURE	COMMENTS
1. The Board understands that its' accountability includes financial responsibility, accounting and control of social/ethical decisions.	8				Reports reviewed in detail at each Board meeting, with communication in between as needed.
2. Good printed materials about the organization are available in an attractive and up-to-date format, and publicity appears in appropriate media in sufficient frequency and quality.	8				
3. Are you familiar with your Board's policies in regard to how you operate, make decisions, evaluate staff, recruit new members, and manage finances?	7		1		Ongoing discussion at meetings to ensure that meeting procedures are followed, appropriate succession planning is initiated and financial decisions are understood and approved.
4. The Board approves selection of outside counsel (lawyer).	8				
RELATION TO CHIEF EXECUTIVE OFFICER					
5. The Board selects a Chief Executive Officer and delegates to him/her full responsibility for all duties, except those reserved for the Board.	8				The addition of Sandra as CEO has been a blessing and demonstrates the importance of the thorough planning and process of selecting a new CEO undertaken last year.
6. The Board establishes an annual performance plan for the Chief Executive Officer and monitors and evaluates annually.	8				We have completed these yearly, though as suggested in previous meeting, there needs to be quarterly check ins around CEO and Board evaluation results.
7. The Board has a succession plan for the Chief Executive Officer and other designated key officers.	6		1	1	

APPROVES MISSION, POLICIES, GOALS AND PLANS	YES	NO	SOME WHAT	NOT SURE	COMMENTS
8. The mission, purposes, and values of the organization are clearly defined and approved by the Board.	8				
9. The Board approves the annual operations plan (Work Plan).	8				
10. General operating policies, personnel policies and job descriptions are in writing, are easily accessible and are regularly updated.	8				Board input sought out regularly
11. Is the organization's progress and effectiveness in meeting its goals and objectives clearly, comprehensively and meaningfully assessed on a regular basis?	8				
MONITORS FINANCIAL STRUCTURE AND ACTIVITY					
12. The Board receives regular reports on finances/budgets.	8				
13. The Board approves a revenue and expense budget in line with policy.	8				With ongoing support of CEO and Administrative support staff
14. The organization resources are used effectively (good value for money spent)	8				Thorough research and reasoning provided for all financial decisions (staffing changes, pay grids, investments, community engagement)
15. Insurance coverage for the Board, staff, facilities, programs, etc. is monitored regularly.	7			1	
16. The Board authorizes an annual independent financial audit and reviews the report with the auditor.	8				

	YES	NO	SOME WHAT	NOT SURE	COMMENTS
17. The Board attends to policy-related decisions, which effectively guide operational activities.	8				
18. The Board reviews and approves compensation for staff.	8				With input from and initiated by CEO
MONITORS PERFORMANCE OF MANAGEMENT					
19. The Board receives and monitors – at least quarterly-financial, statistical and operations reports.	8				Board Reports have been consistently thorough and pertain the relevant information we are looking to receive. CEO does a fantastic job of highlighting and proposing strategic financial moves for CB and CB employees.
20. The Board does a good job of evaluating the performance of the Chief Executive Officer (measuring results against objectives)	7			1	I have not been on Board long enough to comment on this function
RESPONSIBLE FOR MANAGEMENT OF BOARD					
21. The Board operates with a clear and current set of bylaws with which all Board members are familiar.	7		1		
22. Roles and responsibilities of Board and committees are well defined and understood, with descriptions for each.	7		1		I believe that CB Board could do more to be aware of the roles of Executive members, as some members may not be aware of the opportunities that exist within each Committee.
23. All members of the Board are informed, active participants in the governance process.	8				Having options to join meetings in person or virtually, and to participate in decision making via email makes it easy for all members to contribute
24. New Board members receive orientation in all aspects of the Board's work.	6		2		I am still learning! I feel there is still more to learn.
25. The Board creates committees of the Board, defines their functions and	8				

dissolves them as appropriate.					

	YES	NO	SOME WHAT	NOT SURE	COMMENTS
26. Training for Board work is a regular part of its' annual plan.	**4**		**2**	**2**	While opportunities for training have been identified and completed, I think this is an area that the Board could take more initiative on locating and engaging in as appropriate.
27. An annual appraisal of the Board's performance is done at least annually.	**7**			**1**	The Board does complete yearly evaluation, however there has not been a history of checking in on actionable items or opportunities for growth, more frequent revisiting of these items could prove helpful in strengthening both Board cohesion and performance.
28. Board meetings facilitate focus and progress on important organizational matters.	**8**				
BOARD MEETINGS					
29. All members actively participate in each meeting of the Board and committees to which they are assigned.	**8**				
30. Board meetings are effective; the Board has an effective procedure for decision-making, which it follows; all appropriate persons are involved in the process.	**8**				Thoughtful consideration and discussion of decisions at each meeting – members are respectful of each other's ideas
31. The Board has Board Only sessions (without staff) as needed.	**8**				
32. The Board has a regular report from the Chair, as well as from the Chief Executive Officer	**8**				

33. What is especially positive about how the Board presently functions?	Nice diversity of members. Good attendance and participation. Good Executive Assistant support and preparation. Good conversations and questions during meetings when needed. Good updates and communication from CEO. Runs very efficiently and the environment is always positive. It's been a pleasure to be a part of it! Respectful and timely communication with each other about concerns, initiatives, and items to approve. Ample opportunity for all members to give input; value placed on input of present members, opportunity to revisit previous decisions if applicable. The board works together with members and staff and are notified, informed and collaborative. They have a strong rapport with the staff/team and management team. The Contact Brant Board of Directors is filled with collaborative professionals and members with lived experience who are passionate about continued inclusion and service provision for citizens of the Brant, Brantford and Six-Nations communities. This Board has active membership and contributes in meaningful ways to the steering of CB's role in Youth Developmental Services. CB Board also has a positive working relationship with our CEO and are always presented with Reports that reflect the good work being done by CB staff and that fully inform Board Members of financial matters. I especially noticed how we get along, despite being from multi-disciplines.
34. What would you recommend to help the Board function more effectively?	Continued adherence to process. Continue to provide options for board members to join in person or virtually so that quorum is always met and all members have a chance to participate. The board is well informed, they are efficient, organized and involved. It is a pleasure to be part of this group of highly knowledgeable people and to make informed decisions to benefit the community/families/children and youth. Continuing education is always necessary, the Board should continue to engage in this when appropriate. The CB Board should also review opportunities for growth more frequently than during the yearly self evaluation. Nothing to add here, I think we function very effectively.

Board of Directors
Open Report from the Chair
May 27, 2026

Decisions Needed from April 28th Board Meeting

1. Motion to approve the minutes from the March 24, 2026 Board Meeting: moved by Jennifer Kroesbergen via email, seconded by Jennifer Tonnies via email. ***Decision***

2. Motion to approve the financial statements as of March 31, 2026: moved by Jennifer Kroesbergen via email, seconded by Jennifer Tonnies via email. ***Decision***

3. Motion to approve the CEO's report from April 28th, 2026: moved by Jennifer Kroesbergen via email, seconded by Jennifer Tonnies via email. ***Decision***

4. Motion to approve the current by-laws for 2026-27 (no changes since 2025-26): moved by Jennifer Kroesbergen via email, seconded by Jennifer Tonnies via email. ***Decision***

April 30, 2026				
Contact BRANT — Start Here — Your Path to Children's Services	2025-2026 ACTUAL	2026-2027 BUDGET	2026-2027 FORECAST	2026-27 MCCSS YTD Apr 30
R E V E N U E				
Access - Children's (MCCSS)	1,220	1,220	1,220	101
DS Children's Specialized (MCCSS)	191,165	191,165	191,165	0
RPAC (MCCSS)	702	702	702	116
Coordinated Service Planning & FASD (MCCSS)	472,077	472,077	472,077	39,339
Complex Needs (MCCSS)	66,820	66,820	66,820	5,568
Urgent Response Service (MCCSS)	7,318,653	7,318,653	7,318,653	609,887
	0			0
Sub-Total Ministry Actual Revenue	**8,050,637**	**8,050,637**	**8,050,637**	**655,011**
Off-setting Revenue ENS (ENS - funding for operating costs)			-	
Off-Setting Revenue Info Services (to offset revenue shortfall in MCCSS programs)	-	18,038	18,038	0
Interest on Ministry Surplus				
Deferred Capital Contributions				0
Amortization Deferred Capital Contributions				0
TOTAL Revenue	**8,050,637**	**8,068,675**	**8,068,675**	**655,011**
E X P E N S E S	**2025-2026 ACTUAL**	**2026-2027 BUDGET**	**2026-2027 FORECAST**	**2026-27 MCCSS YTD Apr 30**
Salary	2,086,579	2,209,948	2,209,948	145,477
Staff Training (education, conferences, recruitment - staff)	29,400	22,000	22,000	1,947
Building Occupancy (Lease, Utilities, Insurance, Repairs & Mtce)	65,369	71,000	71,000	4,785
Travel and Communication	162,821	131,700	131,700	15,353
Supplies & Equipment	21,781	14,000	14,000	415
Other Program/Service Expenditures (Purchases client services, all other direct not classified)	5,411,345	5,522,327	5,522,327	399,403
Governance Expenses	14,250	15,000	15,000	54
Professional/Contracted-out (legal, audit, bank, payroll services, consultant fees, membership fees)	111,428	82,700	82,700	506
Amortization Capital Assets		-	-	-
TOTAL Ministry Expenses	**7,902,973**	**8,068,675**	**8,068,675**	**567,940**
Ministry Surplus (Loss)	**147,664**	**0**	**0**	**87,071**
Less: Repayable to the Ministry	**-147,664**			
Ministry Surplus (Loss)	**0**	**0**	**0**	**87,071**

Repayable to MCCSS	**30-Apr-26**
Fiscal 2022-23	932,458
Fiscal 2023-24	116,146
Fiscal 2024-25	628,766
Fiscal 2025-26	147,664
Total	1,825,034

April 30, 2026	PROJECT FUNDS				
	2025-2026 Actual	**2026-2027 Budget**	**2026-2027 Forecast**	**2026-27 YTD**	**Notes**
REVENUE					
Your Guide					
FASD Caregiver Support Group	4,500	4,500	4,500		26/27 Expected to be funded by Partners 4 Planning (P4P)
Extensive Needs Interdisciplinary	510,081	500,000	500,000	2,659	April payment not received, to be corrected May
Other (Accrued, Interest Earned, Staff payments, GIC Interest, Miscellaneous)	4,459	5,000	5,000	116	Interest
Info Services (211-$43,116; Findhelp $1,319.89)	44,436	44,436	40,124	9,701	26/27 10% Reduction in funding from Ontario 211
CYSC Income	12,555		13,211	0	25/26 Deferred Rev to be used in 26/27
Revenue ENS (ENS - funding for CB operating costs to offset MCCSS)					
Revenue Info Services (to offset funding shortfalls in MCCSS)		-18,038	-18,038		
TOTAL Projects Revenue	**576,031**	**535,898**	**544,797**	**12,476**	
EXPENSES					
Your Guide					
FASD Caregiver Support Group	4,500	4,500	4,500	0	
Information Services (211, Findhelp)	11,661	11,020	11,020	932	Sal.&Ben.: CI Assist.
Extensive Needs Interdisciplinary	507,383	500,000	500,000	37,790	Includes +1 SC position
CYSC Expenses	12,555		13,211	0	Consulting costs
Other Expenses	1,200		0		
Non-Ministry Amortization Deferred Capital Contributions	0	0	0	0	
Applied to Ministry	**0**	**0**		**0**	
Total Projects Expenses	**537,299**	**515,520**	**528,731**	**38,722**	
Projects Surplus (Loss)	**92,620**	**9,712**	**16,066**	**-26,246**	

TOTAL MINISTRY AND PROJECTS				
TOTAL REVENUE	**8,626,668**	**8,604,573**	**8,613,472**	**667,487**
TOTAL EXPENSES	**8,440,272**	**8,584,195**	**8,597,406**	**606,662**
Less: Repayable to the Ministry	**628,766**			**0**
TOTAL Surplus (Loss)	**-442,370**	**20,378**	**16,066**	**60,825**

QB Cash Operating Account*	2,023,569	
QB 104 Contra Internally Restrict BHN	-16,374	
QB Petty Cash	100	
QB Savings Account	85,982	
Total Quickbooks (QB) Cash Balance	2,093,277	
BANK RECONCILIATION - operating account		
Accounting Cash Operating Balance*	2,023,569	
Less:		
Add: Outstanding cheques paid to URS Event participants	465	
Add: AW exp went through in Apr not not paid until May	152	
TD Cash Balance	2,024,187	-
Restricted Assets		
Restricted Cash - restricted for updating BHN info database	16,374	
Restricted Investments - GIC restricted for future corporation pressures	30,115	***Renewal October 17, 2026***
Total Restricted Assets	46,489	
Opening Internally restricted net assets	46,489	
Add: GIC interest		
Closing Internally restricted net assets	46,489	

Deferred Revenue	**As of Apr 30, 2026**	**As of Mar 31, 2026**	**Change**	
CYSC	13,211	13,211	0	Note 1
Deferred ENS Interdisciplinary	14,250	16,909	2,659	Note 2
Other				

Board of Directors
Report from the Chief Executive Officer - Open Meeting

May 26, 2026

Communication and Counsel to the Board

2026 Benefits Renewal

We have renewed our benefits with SunLife through Select Path advisor. SunLife initially proposed a 12.1% increase and Select Path was able to negotiate it down to a 7.5% increase. This agreed on increase amounts to $1,001.73 per month ($12,020.76 for the year).

Our health claims increased by 48% from 2024 to 2025, paramedical claims increased by 92%, and dental claims decreased by 2%. The most utilized paramedical service was for mental health practitioners.

To enhance mental health support, and promote employee well-being, we are adding an Employee Assistance Program (EAP), Green Shield +, which will become available to staff as of June 1, 2026. The cost for Green Shield + is $2.89 per employee per month ($901.68 total for the year). All staff are eligible to access the EAP, regardless of eligibility for benefits through SunLife, and it extends to their dependants.

The services available at no cost to employees through the EAP include:

- 5 hours of counselling for each employee and their dependants, plus 5 hours of couples' therapy
- Unlimited financial and legal consultations
- 5 hours of (each) total health and life services, including consultations with registered nurses, dieticians, career coaches, and more
- Indigenous virtual mental health
- Children's virtual mental health
- Self-guided digital Cognitive Behavioural Therapy (CBT)
- Well-being support with guidance on mental well-being, physical fitness, preventative healthcare, lifestyle choices, and more
- Digital pharmacy

The hope is that by adding support through the EAP, paramedical claims will decrease which will help minimize the impact of increasing benefits costs for Contact Brant.

The increased benefits cost, plus the added cost for the EAP is in line with our budgeted allocation for benefits (20% of staff salaries), with an 80% / 20% employer-employee cost share for benefit premiums. If benefit costs continue to increase year over year, we may need to re-visit premium splitting arrangements in the future.

Information

Healthcare Spending Account

Contact Brant provides a healthcare spending account (HCSA) to employees who participate in the health and dental benefit plan. The HCSA is designed to help employees offset eligible medical, dental, and vision-related expenses that are not covered under provincial health insurance plans or the company's group benefits plan.

The HCSA limit is established by the Board each year. The current HCSA limit is $300 per year for each eligible employee. This amount was included in the 2026-27 annual budget.

Recommendation: to approve the current HCSA of $300 per eligible employee for the 2026-27 fiscal year.

Decision

Missed Payments

Extensive Needs Services (ENS)

As of May 14, 2026 we had not received any payments for 2026-27 from Hamilton Health Sciences (HHS) for ENS in spite of being informed that payments would continue to flow based on the 2025-26 funding allocation. We have continued to provide service and pay our ENS partners as per our 2025-26 funding agreement. The total owing to us for April and May is $83,333. I reached out to HHS to inquire, and they confirmed this was an error which has been corrected and funding should flow. As of May 22, 2026, funding has not yet been received, so we will continue to monitor and follow up as necessary.

MCCSS – Children's DS Component

The funding we received for April and May, 2026 from MCCSS did not the Children's DS component, and we received double the very small amount of funding for RPAC. The total owing to us for April and May was $31,861. I reached out to our program supervisor, who confirmed this was an error. This was resolved as of May 4, 2026, and we have received the missed payments.

Information

URS Contracted Service Providers for 2026-27

Provider	Services
A & O Care Solutions	Respite
AGTA Home Health Care	Respite
AlphaBee	Behaviour therapy
Anchor Rehabilitation Support Services	Behaviour therapy, respite
Autism Day Program	Respite
Bartimaeus	Respite
Best Behaviour	Behaviour therapy
Bethesda	Behaviour therapy, mental health, occupational therapy, speech-language pathology, psychotherapy, respite

Bluewater Respite Care	Respite
Brant Kids Therapy	Occupational therapy
Clear Water Integrated Health	Social work, behaviour therapy, respite
Collaborative Approach Therapy Services	Occupational therapy
Cornerstones Special Needs Services	Respite
Elevate Training & Behavioural Supports	Behaviour therapy
EvenMoreCare Special Needs Services	Respite
ExpressAbility	Speech-language pathology
Hamilton Health Sciences	Behaviour therapy, social work, occupational therapy, speech-language pathology, psychology
Haldimand-Norfolk REACH	Behaviour therapy, social work
Innovative Occupational Therapy Services	Occupational therapy
Jason's Wheelhouse	Respite
Lansdowne Children's Centre	Behaviour therapy
Little Steps OT Solutions	Occupational therapy, respite
Momentum Autism Services	Behaviour therapy
Mountain Speech Language Services	Speech-language pathology
Niagara Care Connects	Respite
Oxford Speech Plus	Speech-language pathology
Pathways to Hope	Social work, speech-language pathology
Positive Behavioural Supports	Respite
Recreational Respite	Respite
Six Nations Department of Well-Being	Front door coordination, behaviour therapy, occupational therapy, respite, speech-language pathology, psychiatry
Social Connections ABA Therapy	Behaviour therapy, social work
Speech Hens	Speech-language pathology, respite
Springcare Solutions	Respite
Trillium Support Services	Respite
Willowbridge Community Services	Behaviour therapy, respite, social work
wm + a	Respite
Zebra Therapy	Speech-language pathology

Information

Service Coordination Review

With more certainty about ENS, and as we continue to navigate changes with respect to Coordinated Service Planning (CSP) and Complex Special Needs (CSN), a review of existing roles and responsibilities within the service coordination portfolio has been completed.

The Challenges:

Recently, Contact Brant added an additional full-time permanent position under URS. The position was filled by an internal candidate who previously worked as the "Front Door Coordinator – Service Coordination." The resulting vacancy prompted a review of that job description, and opportunities for changes were identified.

For more than a year, the Manger of Service Coordination – with support from the Manager of Autism Services – has been responsible for the CSN annual review process (coordinating reports, communication with MCCSS re: questions and approval status, case resolution coordination etc.) and validation processes (tracking invoices, projecting future CSN funding utilization for the year with MCCSS and Contact Hamilton, etc.). The bulk of this work is administrative. This was intended to be a temporary plan as we transitioned through the new CSP and CSN requirements.

Continuing to have two managers completing this work "off the side of their desks" is not sustainable, and it is taking away from their ability to really step into their managerial roles and develop their teams.

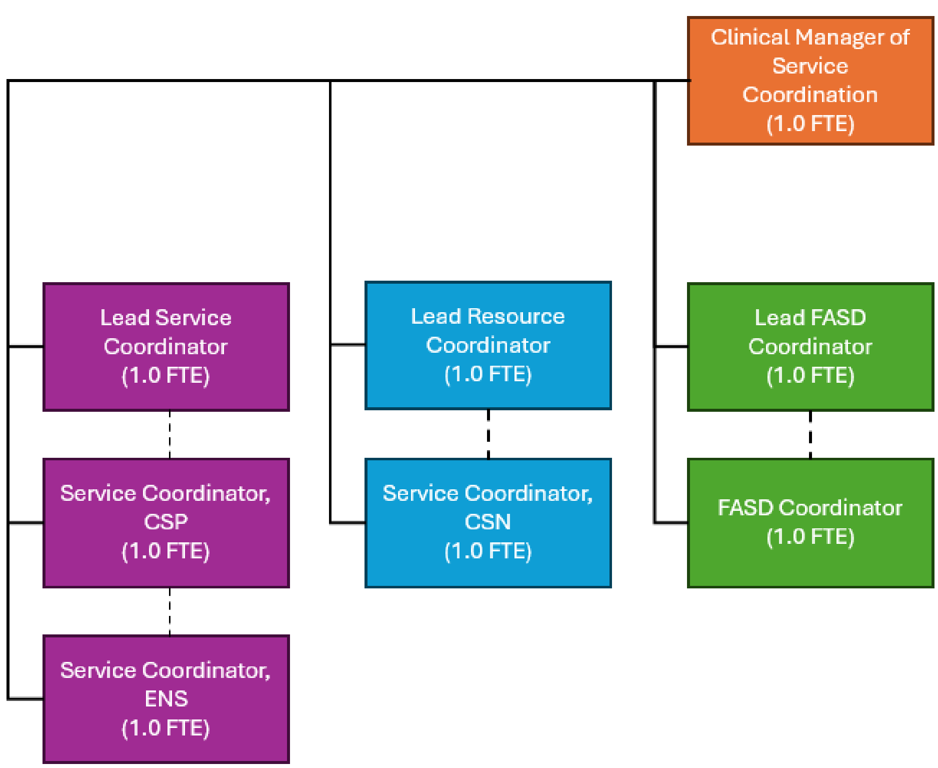
Additionally, Contact Brant established "Lead Coordinator" roles; however, the number of peers supported by each lead, and the workload under each component was unbalanced. The Lead Service Coordinator has been responsible for ENS since it's inception, which has been confusing at times for our community partners with one individual wearing two hats. However, it should be noted that the Interim Lead Service Coordinator has excelled at communicating clear boundaries between ENS and CSP.

The Plan:

The Manager of Service Coordination has helped to shape a more organized vision and balanced distribution of the workload within her portfolio. We are in the process of redistributing responsibilities to ensure the needs are met across CSP, FASD, ENS, CSN, and resource coordination (formerly "Access"). Staff had the opportunity to provide input, and to identify their own areas of interest / the role that would allow them to best utilize their strengths.

There will be a period of transition as work towards the model below to maintain consistency for families as much as possible, and as we plan for a staff's return from leave in January 2027.

<u>Service Coordination (CSP, CSN, ENS, FASD)</u>



When fully implemented, this model addresses these challenges that were identified:

- The previous Front Door Coordinator – Service Coordination role (currently vacant) will be replaced by a Service Coordinator, CSN.
- Direct CSN responsibilities will shift from the Managers to the Service Coordinator for CSN, with peer support from the Lead Resource Coordinator.
- CSN will be fully overseen by the Manager of Service Coordination, and the Manager of Autism Services will no longer have a role in CSN.
- ENS will shift away from the Lead Service Coordinator to a dedicated Service Coordinator for ENS.

Information

Temporary Help Agency (THA) Status Update

We continue to review our service provider contracts to understand their THA status. AGTA was the only organization with clients currently in-service where there was uncertainty about their status. AGTA sought legal advice and provided rationale from their lawyer stating they are not a THA. With that information provided to us in writing, we have satisfied our due diligence requirements and can continue working with AGTA.

Information

Correspondence

<u>211 Ontario</u>

We received notice in April, 2026 that one of the funding streams for 211 service in Ontario is no longer available. The impact of this change amounts to a 10% reduction in service delivery dollars from Ontario 211 Services. The revised funding allocation for 2026-27 for Contact Brant is $38,804.

This allocation continues to be enough to cover the associated staff salaries, so the impact is minimal.

<u>MCCSS Base Budget Increase</u>

Contact Brant will receive a base budget increase of $162,924 effective for the 2026-27 fiscal year and ongoing. At this time, we are unsure which components this increase will be for, and will plan accordingly as more information becomes known.

Board of Directors
Policy Review - Open Meeting
May 26, 2026

Policy Review

<u>Financial Policies</u>

The Board is required to review Contact Brant's financial policies annually. The financial policies with recommended revisions are provided for approval by the Board.

Policy Name	Status
FI 01 Financial Management	Revisions recommended as attached
FI 02 Banking	Revisions recommended as attached
FI 03 Investments	No revisions required
FI 04 Payment Requisition and Processing	Revisions recommended as attached
FI 05 Purchasing	Revisions recommended as attached
FI 06 Staff Mileage and Expenses	Revisions recommended as attached
FI 07 Petty Cash	Revisions recommended as attached
FI 08 Payroll Processing	Revisions recommended as attached
FI 09 Internally Restricted Net Assets	No revisions required
FI 10 Accounting for Contributions	Revisions recommended as attached
FI 11 Tangible Capital Assets	No revisions required

Recommendation: Approve the recommended revisions (where relevant) to the financial policies.

Decision

POLICY AND PROCEDURE MANUAL

SECTION: Financial **POLICY: FI 01**

REVISED: May 2026~~May 2025~~ **PAGE: 1 of 4**
May 2025; June 2022; March 2020; August 2017; Septeml

FINANCIAL MANAGEMENT

PREAMBLE

Financial and accounting policies and procedures are to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of funders and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

The general ledger is automated and maintained using QuickBooks On-line.

POLICY

Contact Brant will operate in a fiscally responsible manner, be accountable for all expenditures, complete an annual audit, and provide regular financial reports to the Board of Directors as well as to funders in accordance with the requirements of funding contracts.

PROCEDURE

1. Following is an outline of specific financial and accounting responsibilities:

a. Board of Directors

- Reviews and approves the annual budget
- Reviews and approves annual and monthly financial reports, which include a bank reconciliation summary
- Appoints the Executive members of the Board to be authorized signatories on the bank accounts (Chair, Vice Chair, Treasurer, Secretary and CEO)
- Ensures that there are always two signatures/approvals on all cheques and EFT transactions.
- Reviews and approves all expenditures and contracts over $20,000
- Reviews and annually approves all automatic monthly withdrawals for contracts
- Reviews and approves inter-account bank transfers
- Reviews and advises staff on internal controls and accounting policies, and procedures
- Reviews and approves the salary grid
- Appoints the auditor through Board recommendation
- Reviews the Chief Executive Officer's performance annually, including financial management.

b. Chief Executive Officer

- Reviews and approves all financial reports, including cash flow projections
- Develops an appropriate budget annually
- Monitors and manages the organization's budget
- Reviews and approves cash flow
- Reviews and approves all reimbursements and fund requests
- Reviews and approves all incoming and outgoing invoices
- Reviews and approves the petty cash fund managed by the designated staff
- Monitors and approves all expenses to ensure the most effective use of assets
- Submits financial reports to the Board of Directors and to funders
- Is one of two required signatories for all bank accounts
- Approves and signs all issued cheques/EFT transactions and ensures a second signature by an Executive member of the Board
- Reviews and approves all expenditures and contracts; ensures Board review and approval for all expenditures and contracts over $20,000
- Approves inter-account bank transfers only with Board approval
- Ensures that two different staff members review bank statements monthly for irregularities and review all deposit records.
- Oversees the adherence to all internal controls
- Monitors and approves asset retirement and replacement
- Reviews, revises, and maintains internal accounting controls and procedures
- Develops any grant submissions and initiates donor thank-you letter acknowledgements

c. Executive Assistant

- Overall responsibility for the accounting system and the integrity of financial records, as well as providing supervision to the ~~Bookkeeper~~Financial Analyst ~~and Accounts Payable Clerk~~.
  - ~~Ensures accurate financial record-keeping on behalf of Contact Brant in the general ledger, ensuring invoices are paid and funds received are accurately recorded.~~
  - Receives all incoming accounting mail and distributes accordingly.
  - Reviews monthly management and board reports prepared by the Financial Analyst for accuracy and completeness
  - Review bank statements and ~~Ensures~~ reconciliation of bank statements/accounts monthly by the Financial Analyst
  - ~~m~~Maintains a copy of all bank transactions (bank statements, deposit records, cheque copies, etc.)
  - Maintains a capital asset register with annual updates
  - ~~Manages Accounts Receivable and Accounts Payable by ensuring that invoices are produced for appropriate reimbursement to Contact Brant, invoices received are recorded in ApprovalMax, and payments through EFT or cheques are prepared for authorization by two~~

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~~signatories.~~

- ~~Ensures that payments are made to meet due dates~~

- ~~Processes all approved inter-account bank transfers, which must be received in writing from the Chief Executive Officer~~
- Identifies immediately to the Chief Executive Officer if there is a shortage anticipated in cash flow
- Ensures all financial records are kept in a locked cabinet

- ~~Ensures completion of accrual entries to ensure a timely close of the general ledger. (Note: Some accruals will be made as recurring entries. Accruals consider recurring expenses such as corporate pre-paid insurance.)~~
  - ~~Maintains a capital asset register with annual updates~~
- Manage administrative/operating expenses, including the purchase and first approval of invoices for processing
- Processes payroll, ensuring payroll information is submitted
- ~~Ensures preparation of monthly, quarterly, and year-end financial reports for the Chief Executive Officer, Board and funders~~
  - ~~Monthly financial statements for the Chief Executive Officer must be prepared in time for the Board of Directors meeting packages. The reports will include the fiscal board-approved budget, year-to-date revenue and expenditures, as well as the Projected year-to-date revenue and expenditures in the designated 'chart of accounts' template that is structured to show expense type and reflect cash flow.~~
- Ensures the completion of all reports required by Contact Brant by funders, including TPAR, the Annual Charitable Tax Return, and any other financial reports required, within the given timeframes
- Assists the Chief Executive Officer and Financial Analyst with the development of the annual budget
- ~~Ensures preparation of appropriate records to give to the auditor for the annual review, including:~~
  - ~~The financial records for submission to the Board-appointed Auditor within one month of the fiscal year-end.~~
  - ~~Works closely with the auditor to ensure Audited Financial Statements are completed by the Annual General Meeting of each year.~~
  - ~~Accountable to the Chief Executive Officer regarding the organization's financial operations.~~
- Reviews all financial and accounting policies and procedures revisions drafted by the Financial Analyst, at least annually, and ~~identifies~~ provides to the Chief Executive ~~Officer~~ Officer. ~~where revisions are required to meet general accounting practices.~~

d. Financial Analyst

- The Financial Analyst is responsible for keeping the agency's accounting records and ledgers, supporting budgeting, forecasting, and variance analysis.
  - Ensures accurate financial record-keeping on behalf of Contact Brant in the general ledger, ensuring invoices are paid and funds received are accurately recorded.
  - Manages Accounts Receivable and Accounts Payable by ensuring

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that invoices are produced for appropriate reimbursement to Contact Brant, invoices received are recorded in ApprovalMax, and payments through EFT or cheques are prepared for authorization by two signatories.

- Ensures that payments are made to meet due dates
- Processes all approved inter-account bank transfers, which must be received in writing from the Chief Executive Officer
- Prepares reconciliation of all bank accounts monthly and maintains a copy of bank reconciliations and support
- Ensures completion of accrual entries to ensure a timely close of the general ledger. (Note: Some accruals will be made as recurring entries. Accruals consider recurring expenses such as corporate pre-paid insurance.)
- Assist the Executive Assistant in the update of the capital asset register
- Prepares monthly, quarterly, and year-end financial reports for the Chief Executive Officer, Board and funders
  - Monthly financial statements for the Chief Executive Officer must be prepared in time for the Board of Directors meeting packages. The reports will include the fiscal board-approved budget, year-to-date revenue and expenditures, as well as the Projected year-to-date revenue and expenditures in the designated 'chart of accounts' template that is structured to show expense type and reflect cash flow.
- Assists the Chief Executive Officer with the development of the annual budget

- Assists in the completion of all reports required by Contact Brant by funders, including TPAR, the Annual Charitable Tax Return, and any other financial reports required, within the given timeframes
- Ensures preparation of appropriate records to give to the auditor for the annual review, including:
  - The financial records for submission to the Board-appointed Auditor within one month of the fiscal year-end.
  - Works closely with the auditor to ensure Audited Financial Statements are completed by the Annual General Meeting of each year.
- Reviews and updates all financial and accounting policies and procedures, at least annually, and identifies where revisions are required to meet general accounting practices.
- Make deposits, prepared by the Executive Assistant, at the bank and record and reconcile deposits. Submit deposit records, stamp dated by the bank, to Executive Assistance for review and filing.

e. Other Duties to be Assigned by the Chief Executive Officer

The Executive Assistant, wherever possible, will be assigned responsibilities for the receipt and deposit of revenue, as well as managing Petty Cash, including:

- Open and date stamp all financial mail received

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- Enter all cheques/cash received for Contact Brant into the Excel 'Deposits' record
- Prepare deposit slip with receipts and provide to the Financial Analyst for deposit, ~~E~~ensuring~~e~~ timely deposit of revenue in the agency's bank account
- ~~Provide the deposit record to the Bookkeeper for reconciling and recordkeeping.~~
- Manage and secure the agency's petty cash, including counting, verifying, and signing off on the Petty Cash Record, which will include receipts for all expenditures and revenue received. Revenue includes staff reimbursements for any personal expenses.

2. The Chief Executive Officer will be accountable for and oversee Contact Brant's financial situation and will not indebt the organization in accordance with Contact Brant's Governance Policies. The Chief Executive Officer will:

   2.1 Develop policies and procedures to ensure that the financial statements conform to generally accepted accounting principles, assets are safeguarded, guidelines of funders and donors are complied with, finances are managed with accuracy, efficiency, and transparency, and financial accountability to the Board of Directors is ensured.

   2.2 Monthly review and monitoring of bank transactions and cash flow to ensure they are in order. Manage the budget to ensure it is balanced by conservatively projecting planned expenditures to be equal to revenues received. This includes ensuring a business line of credit is available to address any cash flow shortages at any time.

   2.3 Review the general ledger on a periodic basis for any unusual transactions.

   2.4 Ensure sound financial planning, including preparing an annual budget for review and approval by the Board of Directors prior to the beginning of each fiscal year; budget development will include credible projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions and be derived from multi-year forecasts as well as agency priorities and current issues.

   2.5 Submit monthly financial reports, including year-end projections, to the Board of Directors and explain variances of more than 10%.

   2.6 Ensure an annual audit is completed by a Board-appointed Auditor for approval by the Board of Directors and at the Annual General Meeting.

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SECTION: Financial **POLICY: FI 02**

REVISED: May 2026~~2025~~
May, 2025; March 2020; August 2017, Septe

BANKING

POLICY

Contact Brant will maintain an appropriate number of bank accounts required for agency reporting. All bank accounts will be reconciled monthly.

Contact Brant will have a business credit card under the Chief Executive Officer's and the Executive Assistant's names.

PROCEDURE

Bank Accounts

1. All company bank accounts must be opened, modified, or closed by the recommendation of the CEO and only with the approval of the Board. All signing officers are required to authorize (digitally or in person) the opening, modification or closure of bank accounts.
2. A list of all active company bank accounts must be maintained and reviewed annually.

Authorized Signatories and Bank Account Access Rights

3. The signing officers for each bank account are the Chief Executive Officer, Chair, Vice-Chair, Secretary and Treasurer.
4. Bank accounts require two authorized signatories for all payments and transfers.
5. Following the annual election of Officers of the Board of Directors, the Executive Assistant will arrange for the Officers to complete the banking paperwork that will identify the appropriate signing officers. The Executive Assistant will also arrange for the Officers to gain access to the TD EFT Web commercial banking to approve EFT payments.
6. The Executive Assistant, ~~Bookkeeper~~Financial Analyst and Chief Executive Officer will each have a 'non-transactional status' Access Card that can only be used for viewing on-line bank account information, including account transactions and bank statements.
7. Two signing officers are required to identify or change the access card holders.

Payments and Withdrawals

8. Bank agreements and paperwork must outline the necessity of two signatories/digital authorizations for all payments and Board approvals for transactions. Refer to *Payment Requisition and Processing Policy, FI-04*.
   a. Withdrawals from bank accounts are completed through:

i. written cheques with the signatures of two signing officers
ii. EFT payments with digital approval of two signing officers
iii. Account transfers with Board approval, ~~which is~~ d~~ocumented~~ in Board Meeting Minutes (e.g. GIC), or by ~~.~~approval from two signing officers for VISA payment.

~~iii.~~iv.

b. Automatic withdrawals may be utilized for recurring payments when appropriate. The Chief Executive Officer will identify any automatic withdrawals to the Board for approval. Automatic withdrawals must be approved by the Board annually for the upcoming fiscal year and noted in the minutes as to the amount of the monthly withdrawal.

Deposits

9. The Chief Executive Officer will assign an employee, usually the Executive Assistant, to receive and deposit revenue, as outlined in the *Financial Management Policy, F1 01.*

10. The Executive Assistant will keep a copy of all deposits and the bank's deposit receipt.

Bank Reconciliations

11. The Financial Analyst prepares a monthly reconciliation of all bank accounts and maintains a copy of bank reconciliations and support. ~~Executive Assistant will review the bank transactions on-line monthly for unusual balances and/or transactions, print the bank statements, and provide to the Bookkeeper for reconciliation to financial statements.~~

12. The Executive Assistant will ~~ensure reconciliation of all agency bank accounts~~review monthly bank statements and monthly bank reconciliations. ~~within 3 working days of receipt of the statements, to include a comparison of dates, payee and amounts of deposits/cheques as shown in the accounting system and on the statement, as well as investigate any rejected items and discrepancies.~~

    a. The Executive Assistant will investigate unusual balances and/or transactions, and any payments that are outstanding over 3 months.

    b. The Executive Assistant will immediately report any irregularities or discrepancies to the Chief Executive Officer.

Security Measures

13. Online banking access must be limited to authorized employees only, with unique usernames and secure passwords.

14. Multi-factor authentication (MFA) must be enabled for online banking access whenever possible.

15. Bank statements and financial records must be stored securely, either physically in a locked location or electronically with appropriate cybersecurity measures.

16. Each staff that holds an Access Card is responsible for maintaining the Access cards and passwords in a secure and confidential location.

Business Credit Card

17. Contact Brant will have a business credit card under the Chief Executive Officer's name ~~and the Executive Assistant's name~~.

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a. The Chief Executive Officer and the Executive Assistant are accountable for using the credit card, and expenditures must be in accordance with Executive Limitations.
b. The Board of Directors' signing officer will review all credit card statements before approving the payment of the invoice.
c. The Executive Assistant will ensure all credit card invoices are paid in a timely manner to avoid interest charges.

PAYMENT REQUISITION AND PROCESSING

PREAMBLE

This policy establishes the procedures for making payments to vendors, employees, and other third parties. It ensures payments are made accurately, timely, and in compliance with internal controls and budget guidelines.

POLICY

All ~~employee~~ payment requests must be approved by ~~their~~ a Manager before processing. All URS Provider invoices must be approved by the URS ~~Administrative Assistant~~Contract Specialist before processing.

All payments made on behalf of the Corporation will be approved ~~and signed~~ by two signatories: the Chief Executive Officer, Chair, Vice Chair, Treasurer, or Secretary.

PROCEDURE

Payment Authorization

1. ~~Employee~~ All payment requests, except for URS Provider invoices, must be approved by the responsible Manager before processing. All ~~, and~~ URS Provider invoices must be approved by the URS ~~Administrative Assistant~~Contract Specialist before processing. The approver must:
   a) Verify the invoice amount is appropriate related to services/goods received or ordered.
   b) Verify expenditures are within the budgeted amount
   c) Payments must be supported by proper documentation (e.g., invoice, contract, receipt).
2. Approved payment requests are submitted to the ~~Bookkeeper~~Financial Analyst for processing.
3. Additional approvals by the Board are required for the following payments:
   a) Payments exceeding $20,000.
   b) Automatic withdrawals. The Chief Executive Officer will ensure that the Board of Directors annually approves any contracts requesting automatic withdrawals.
   c) A Board of Directors’ signing officer will review and authorize reimbursements to the Chief Executive Officer.
   d) A Board of Directors' signing officer will review all credit card statements before the invoice is paid.

Payment Methods

4. Payments may be made via Electronic Funds Transfer (EFT), cheque, wire transfer, or corporate credit card. EFT is the preferred method of payment.
5. Two signatories, usually the CEO and one of the Board Signing Officers, authorize cheques, EFT payments and wire transfers.
   a) Cheques will not be pre-signed.

Payment Terms

6. Reimbursements will be paid in a timely manner to meet due dates upon receipt of invoices and completed Expense Reports.
7. Vendors shall be paid according to the agreed payment terms, typically net 30 days unless otherwise negotiated.

Vendor Setup

8. New vendors must be set up by the ~~Bookkeeper~~Financial Analyst in QuickBooks.
9. An EFT authorization form must be completed by new vendors.
   a) The ~~Bookkeeper~~Financial Analyst will obtain a completed EFT authorization form from vendors.
10. The ~~bookkeeper~~Financial Analyst will set up all vendors for EFT payment in the TD Web business banking portal.

Duplicate Payment Prevention

11. All payments must be verified against existing records to ensure no duplicate payments are issued.
12. Paper invoices should be marked as “Paid” once the payment is processed. Digital invoices will be stored in email folders marked “Processed”. Processed folders will be deleted at least once per year. Invoices will be permanently stored in QuickBooks Online.

Expense Reimbursements

13. Employees must complete an Expense Report Form with original receipts attached, either in digital or paper format and submit to their manager for approval. Refer to *Staff Mileage and Expenses Policy, FI 06*.
14. Approved expense reports are to be submitted to the ~~Bookkeeper~~Financial Analyst for processing.
15. Reimbursement will coincide with agency payment processing, usually twice per month

Payment Processing

16. ~~The Executive Assistant will ensure that the~~The ~~Bookkeeper~~Financial Analyst~~/Accounts Payable Clerk~~ will:
    a) Use ApprovalMax to enter all expenses and invoices, including VISA charges, automatic withdrawals, expense reports, and bills.

b) Enter all invoices with supporting documentation.

c) Ensure expenditures are allocated to the appropriate GL (general ledger) account and cost class.

d) Verify that expenditures can be paid within the cash flow projection and notify the Executive Assistant/CEO if there are anticipated shortfalls.

e) Notify the Chief Executive Officer when approvals are required in ApprovalMax with appropriate documentation attached.

f) Produce payments at a minimum of twice each month.

g) Verify EFT payments are for approved expenses and ensure a complete list of unpaid bills.

h) ~~The Bookkeeper will r~~Reconcile approved and unpaid bills in QuickBooks and Approval Max.

i) ~~The Bookkeeper enters~~Enter EFT payments in TD Web commercial banking using the reconciled QuickBooks Unpaid Bills report.

j) Ensure authorization of payments is completed by two approved signatories, and payments are made to meet due date timelines.

k) Financial Analyst and/or Executive Assistant will ~~F~~follow up with individuals or companies where the billing amount is in question or payment will not be received in a timely fashion.

l) File all documentation to ensure everything is available for the annual audit.

17. The Chief Executive Officer will approve all invoices and expenses in ApprovalMax by reviewing the accompanying documentation. The Chief Executive Officer will verify that expenditures are within the budgeted amount and can be paid within cash flow projections.
    a) The Chief Executive Officer will note any special instructions regarding payment or the appropriate account.

18. The Chief Executive Officer will review the reconciled reports of approved and unpaid bills in QuickBooks and Approval Max prepared by the ~~Bookkeeper~~Financial Analyst and approve all EFT payments.

19. The Board signatory will be notified to complete their approval process in EFT.

Record Keeping

20. Payment records must be maintained for a minimum of 7 years or as required by law.

21. All payment documentation must be stored securely, either digitally with password protection or physically in locked file storage.

Segregation of Duties

22. No single employee should be responsible for both authorizing and issuing a payment.

23. The employee approving payments must be different from the employee recording them in the accounting system.

POLICY AND PROCEDURE MANUAL

SECTION: Financial | **POLICY: FI 05**

REVISED: May 2026~~2025~~ | **PAGE: 1 of 3**

May 2025; June 2022; April 2022; November 2014

PURCHASING

PREAMBLE

The *Broader Public Sector Accountability Act, 2010* established rules for procurement for designated organizations which include hospitals, school boards, colleges, universities, community care access centres, children's aid societies and organizations that receive more than $10 million in funding from the Ontario government. Organizations that receive funding from the Ontario government and that are not designated by the Act are encouraged to use the Procurement Guideline to improve openness, fairness and transparency during the procurement process.

Principles embodied in the BPS Procurement Directive:

- Accountability - Organizations are accountable for the results of their procurement decisions and the appropriateness of the processes.
- Transparency - Organizations must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
- Value for Money - Organizations must maximize the value they receive from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total lifecycle cost.
- Quality Service Delivery - Organizations, providing front-line services must receive the right product, at the right time, in the right place.
- Process Standardization - Standardized processes remove inefficiencies and create a level playing field.

POLICY

The Chief Executive Officer will ensure that appropriate purchasing policies and procedures are in place to manage procurement contracts fairly and effectively, ensure purchases are fiscally responsible, and purchases are made so the organization has appropriate equipment and resources to operate.

The Chief Executive Officer is authorized to make purchases of up to $20,000 in accordance with the Executive Boundaries established by the Board of Directors.

PROCEDURE

1. All purchases must be pre-approved by the Chief Executive Officer. The CEO must plan appropriately for all purchases through budget development with the Board, or financial year-to-date reports and expenditure planning.

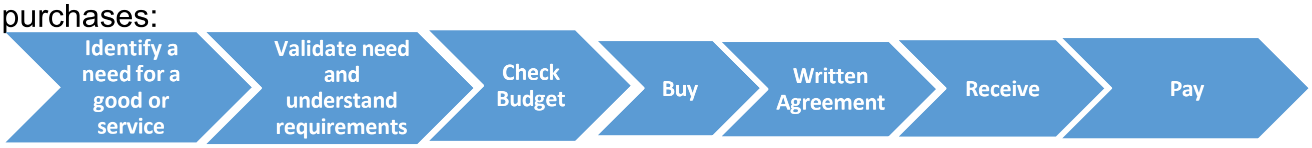
a) Asset depreciation needs to be considered; items such as computer hardware and software should have a plan for renewal every three years. Annually, the Chief Executive Officer and Executive Assistant will physically inspect and inventory all fixed assets, and a plan for purchasing will be developed with the budget based on previous years' experience and identified needs.

b) The Executive Assistant will keep a record of major assets, including but not limited to electronic equipment and office furniture.

2. All activities involved in the purchase of goods and services should be fair and transparent, and for the purpose of acquiring the best value for money. Employees will obtain comparative pricing and apply prudent protection against conflict of interest in any purchase.

   a) All qualified vendors will be provided with fair access to the purchase of goods and services. The selection of a supplier will be based on the agency's requirements, price, quality of the goods or services, level of service, alternatives, references, and the timing of the delivery of the item.

3. Segregation of at least three of the five functional procurement roles will occur: Requisition (by any employee), Validate need and understand requirements (employee's manager), Budgeting (CEO), Buy and Receive (Executive Assistant), and Payment (Financial Analyst) ~~Bookkeeper~~ with signatures by CEO and Board of Directors), and Entry of Payment in records (Financial Analyst~~Bookkeeper, Accounts Payable Clerk~~). Procurement best practices should guide decisions on purchases:



   i. Employee identifies the need for a good or service to the CEO.

   ii. The CEO verifies the need and requirements for this good/service. Do we already have it in the organization, or can the requirement be met using existing resources?

   iii. The CEO identifies the procurement method (informal/routine purchases, invitational, open competitive, Vendor of Record) based on the total cost and market availability. The CEO requests an estimate for the goods/services and verifies that there is money in the budget for the purchase. Estimates need to include total cost, including taxes, shopping, installation, warranty, maintenance, service, disposal, consulting or training, or changes required to existing products based on new goods or services. If funds are not available, how can we plan for this purchase?

   iv. The Executive Assistant is usually the employee assigned by the CEO to complete the purchase. Wherever possible, purchases are made through accounts that will invoice the agency; otherwise, employees will use Petty Cash or pay for the approved purchase and submit it for reimbursement.

   v. In some instances, a written agreement may need to be drafted and approved by the CEO.

vi. The Executive Assistant will confirm that the goods/services that we pay for have been received.

vii. The Executive Assistant will ensure payment of the invoice; the approval process will be completed by two approved signatories, usually the CEO and an Executive member of the Board of Directors.

4. When a major purchase (over $20,000) is considered, at least three suppliers will be invited to submit a bid (Request for Proposal); the executive assistant will maintain these in a file.

   a) Bid submission date and closing time must be clearly stated in competitive procurement documents; the closing date of a competitive procurement process must be on a normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time must be returned unopened.

   b) The Chief Executive Officer will recommend to the Board, based on an evaluation matrix, the choice of provider; the Board of Directors' decision will be final.

   c) The evaluation matrix will include the mandatory criteria identified in the request for bids: total cost, quality, transition costs, servicing, experience and expertise, and the supplier's capacity to meet procurement requirements.

   d) The market for potential vendors will be searched through networking with other organizations, internet search and checking references.

5. Comparative pricing will be completed for routine purchases wherever possible. The use of the provincial Vendors of Record and supplier catalogues/websites will be considered part of the comparative pricing process.

6. Local services will be considered when all other comparators are equal.

POLICY AND PROCEDURE MANUAL

SECTION: Financial **POLICY: FI 06**

REVISED: May 2026 ~~2025~~
May 2025; August 2022; March 2020; November 20 **PAGE: 1 of 4**

STAFF MILEAGE AND EXPENSES

POLICY

Staff using a personal vehicle traveling on behalf of Contact Brant will be paid mileage at a rate approved annually by the Board of Directors.

Travel and other expenses for reimbursement must be:

- work-related
- modest and appropriate
- strike a balance among economy, health and safety, and efficiency of operations
- submitted with appropriate documentation.

PROCEDURE

1. Appropriate expenses are those that are necessarily incurred in the performance of business and have associated original itemized receipts. All meals, accommodation and business-related purchases made by an employee must be approved by the Chief Executive Officer prior to any expenditure being made.
    a. Reasonable and appropriate pre-approved meal expenses when out of town on business will be reimbursed. Standards are $15 for breakfast, $15 for lunch, and $40 for dinner, plus appropriate taxes and reasonable gratuities (18%), as validated on the receipt. If the meal rate is exceeded, a written explanation with sufficient detail must accompany the expense claim for consideration by the Chief Executive Officer.
    b. Costs for alcoholic beverages will not be reimbursed.
    c. ~~C.~~ When required, accommodation will be made for a standard room; no reimbursement will be made for suites or concierge services.
    d. While out of town on business, additional business expenses can be covered if pre-approved, such as long-distance business calls, internet connection and computer access charges.

Personal Expenses

2. Expenses of a personal nature will not be reimbursed, including but not limited to expenses for recreational purposes, personal items including traffic and parking violations, social events that do not constitute hospitality, and friends or family members that do not constitute hospitality.
    a. Employees will reimburse Contact Brant for any personal long-distance calls made using agency-provided cell phones; staff will notify the Executive Assistant of their use of cell phones that might result in additional charges.

b. The staff assigned responsibility for Petty Cash will collect payments from staff for any personal expenses charged to the agency, such as personal long-distance calls.

Travel Costs

3. Mileage will be paid for work-related travel that is the most economical and practical way to travel, and reimbursement will be provided for necessary and reasonable parking expenditures.
   a. Staff will carpool when going to the same destination as other staff from Contact Brant or other organizations.
   b. Staff will track their mileage and submit it on the Expense Record form. All submissions must indicate the destination, distance, purpose of travel, and any related parking costs.
   c. Mileage will not be paid for travelling to and from work; however, if any employee is travelling directly from home to a business-related appointment, mileage will be calculated based on the lesser of the distance from home or work to the destination.
   d. Any travel outside of Brant must be pre-approved by the employee's supervisor and will be based on the most cost-effective transportation and operational efficiency. Travel by train is permitted when it is the most practical and economic way to travel; coach class economy fare is the standard.
   e. Travel outside of Ontario may be considered in exceptional circumstances for professional development if that opportunity is considered necessary and not available within the province. Expenses, including travel and hotel options, must be outlined when a request is made to the CEO.
4. When using a personal vehicle while on Contact Brant business, the following apply:
   a. Employees must have a valid driver's license and drive safely, including following speed limits, wearing seat belts, and using cell phones appropriately.
   b. Contact Brant assumes no financial responsibility for the use of personal vehicles.
   c. The employee must ensure the vehicle is insured at the owner's expense for personal motor vehicle liability, which includes coverage for business use.
   d. Contact Brant will not reimburse any costs associated with insurance coverage, including for business use, physical damage, or liability.
   e. Contact Brant will not be responsible for reimbursing deductible amounts related to insurance coverage.
   f. In the event of an accident, employees will not be permitted to make a claim to Contact Brant for any resulting damages.
   g. All accidents while on business must be reported immediately to local law enforcement authorities and the employee's supervisor.

Expense Report

5. Only approved work-related expenses will be reimbursed.
    a. Employees must complete an Expense Report form with original receipts attached, either in digital or paper format, and submit it to their manager.
    b. Expense Report Forms must be approved by the employee's Manager. The manager should ensure that virtual options for meetings are considered before travel.
    c. The Manager will submit the approved expense reports to the Bookkeeper for processing.
    d. Employees must submit reimbursement requests within 60 days of incurring an expense.
    e. Any overpayments shall be recovered from the claimant.

Hospitality

6. Pre-approved hospitality expenses for functions involving professionals not employed by Contact Brant may be reimbursed for reasonable, occasional, and appropriate actual expenses. Hospitality should be extended in an economical, consistent and appropriate way to facilitate agency business or when considered desirable as a matter of courtesy, including building relationships with service partners or business meetings required over a meal time.
    a. Hospitality expenditures should be reasonable for a not-for-profit agency and be consistent with the number of guests attending, the business purpose to be achieved, and the status of the guests.
    b. Hospitality expenses must be recorded in detail, including the circumstances, the form of hospitality, costs, the name and location of the establishment, and the names of attendees and employees.
    c. Appropriate token gifts of appreciation, valued up to $30, may be offered in exchange for expertise to people who are not engaged in work for Contact Brant and must have prior approval from the Chief Executive Officer.
    d. All hospitality-related purchases must be approved by the Chief Executive Officer prior to any expenditure being made.

Final Approval

7. The Chief Executive Officer is responsible for exercising managerial discretion judiciously by:
    a. Ensuring there is an appropriate records retention system and that documents, including claims and approvals, are maintained and stored for verification and audit purposes
    b. Ensure staff are aware of this policy's requirements and take appropriate action in the case of non-compliance.
    c. Ensuring all work-related expenses are reviewed for final approval. This will include ensuring all Expense Records have been reviewed and pre-approved by the employee's manager.

8. The Director of the Board approving expense payments for the Chief Executive Officer must review the CEO's Expense Report before the payment is processed.

POLICY AND PROCEDURE MANUAL

SECTION: Financial **POLICY: FI 07**

REVISED: May 2026~~2025~~
May 2025; August 2022; July 20

PAGE: 1 of 2

PETTY CASH

POLICY

A Petty Cash Fund will be available to use for small purchases required immediately or miscellaneous items for business use as approved by the Chief Executive Officer.

PROCEDURE

1. The Petty Cash Fund will be established at the beginning of each fiscal year for cash purchases and will typically be $100. Petty cash is used for items costing less than $20 that are required immediately for business use, or for small miscellaneous business purchases. The Fund will not exceed $200.
2. In addition to the petty cash, gift cards for the purchase of supplies will be maintained as part of the Petty Cash accountability.
3. The Chief Executive Officer will review the Petty Cash Fund and Gift Card Records annually to ensure they are as practical as possible to meet agency requirements.
4. Every petty cash expenditure and use of a gift card must be accompanied by a receipt; receipts must include the date, the item, the purpose of the purchase, and the purchaser's initials.
5. Petty cash may not be used to avoid purchasing procedures, nor used to cash cheques, make advances (IOUs), or pay wages.
6. The Executive Assistant will be the custodian of the fund and gift cards. The Executive Assistant will:
   a. Ensure that all petty cash, gift cards, and related receipts are secured and safeguarded in a metal lock box within a locked cabinet.
   b. Maintain a record of petty cash and gift card transactions.
   c. Receive, record and secure all employee and other reimbursements to Contact Brant (refer to Staff Mileage and Expenses Policy). These reimbursements will also be maintained in the petty cash lock box and a record maintained as part of the petty cash documentation.
7. A cash advance may be made prior to a purchase under the following conditions:
   - The advance may not be outstanding for more than two business days.
   - The advance must be documented.
   - Upon completion of the purchase, the advance will be marked “cancelled” and placed with the receipt for that purchase; the purchaser or the fund will be

reimbursed for any difference between the advance and the actual cost of the purchase.

8. The Petty Cash Fund will be replenished as required by the Executive Assistant, who will:
   - Reconcile the remaining cash and the receipts to verify that the total is equal to the authorized Petty Cash fund.
   - Submit the Petty Cash Reconciliation documentation and receipts to the ~~Bookkeeper/Accounts Payable Clerk~~Financial Analyst for petty cash replenishment.
   - Notify the Chief Executive Officer immediately of any discrepancies.
9. The Chief Executive Officer will review and approve all Petty Cash documentation prior to authorizing a cheque.
10. The Executive Assistant will count the cash in the Fund at least twice annually.
11. The Chief Executive Officer will implement and document a random reconciliation of petty cash at least once annually.
12. If the Chief Executive Officer authorizes a change of the custodian of the Petty Cash, the outgoing and incoming custodian will verify the fund status and a jointly signed memo detailing the fund status will be forwarded to the Chief Executive Officer with a copy retained by the Executive Assistant for audit purposes.

POLICY AND PROCEDURE MANUAL

SECTION: Financial **POLICY: FI 08**

DATE: May 2026 ~~2025~~
May 2025; August 2022; November 2014

PAGE: 1 of 1

PAYROLL PROCESSING

PREAMBLE

To ensure payroll accountability, employees will follow the *Hours of Work Policy* and are responsible to submit Attendance Records on a monthly basis to their supervisor identifying any approved vacation days taken, compensatory hours accrued or used, sick days utilized, or approved leave of absence days utilized.

POLICY

Contact Brant employees will be paid on a bi-weekly basis by direct bank deposit.

PROCEDURE

1. Employees will provide the Executive Assistant with the required information for their bank account to have their payroll directly deposited.
2. The Chief Executive Officer is responsible to ensure employees are paid according to the approved salary grid established by the Board of Directors and contractual agreements with each employee.
3. The Executive Assistant is responsible to ensure payroll information, as directed by the Chief Executive Officer, is kept up to date with the payroll provider and recorded in the organizations financial records.
4. Any changes to the standing information of the payroll register including addition of new employees, deletion of employees, changes in base pay rate, or changes in hours worked must be provided in writing or electronically by the Chief Executive Officer to the Executive Assistant before any change can be made.
5. The Executive Assistant will ensure payroll will be processed in a timely manner to make sure employees are paid on the scheduled bi-weekly dates; payroll statements will be distributed to each employee by the Friday of each pay week.
6. The Executive Assistant will review bi-weekly payroll reports provided by Ceridian for accuracy and forward to the ~~Bookkeeper~~ Financial Analyst to process payroll expenditures and allocations bi-weekly.
7. The Executive Assistant will ensure the payroll provider makes appropriate deductions, files all federal tax payments and reports, issues the T4 statements to employees by January 31st for the prior calendar year, and issues a Record of Employment at staff termination.

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POLICY AND PROCEDURE MANUAL

SECTION: Financial **POLICY: FI 10**

DATE: May 2026~~2025~~
May 2025; August 2018; November

PAGE: 1 of 2

ACCOUNTING FOR CONTRIBUTIONS

PURPOSE

Contact Brant receives funding ("contributions") primarily from ~~provincial Ministries~~ MCCSS for operating purposes and occasionally from non-Ministry sources for specific programs. This policy outlines the method of accounting for contributions received by the corporation.

DEFINITIONS

Restricted contribution: A contribution subject to externally imposed stipulations as specified by the contributor.

Unrestricted contribution: A contribution that has no externally imposed conditions, and Contact Brant is free to use the funds in any manner it chooses.

POLICY

The Chief Executive Officer will be accountable to the Contact Brant Board for funding received as identified through contractual agreements. Contact Brant will follow the deferral method of accounting for contributions in accordance with Canadian accounting standards for not-for-profit organizations.

PROCEDURES

1. Contact Brant follows the deferral method of accounting for contributions, in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).
2. In accordance with ASPNO, a determination will be made as to whether funding received by the corporation represents restricted contributions or unrestricted contributions.
3. The use of unrestricted contributions may be internally restricted, as outlined in the *Internally Restricted Net Assets Policy, FI 09*.

Externally Restricted Funds

4. In general, Contact Brant receives the following externally restricted funds:
   a. Ministry funding is externally restricted for operating purposes, outlined in contractual agreements. Funds are expected to be expensed within the year that revenue is received.

   b. Non-Ministry funding is usually externally restricted for specific projects and is not available for Contact Brant's general operations.

5. For accounting purposes, externally restricted contributions for future expenditures are recognized as revenue in the year in which the related expenses are incurred. Externally restricted contributions that have not been expended in a year are recorded as deferred revenue on the statement of financial position.
6. For accounting purposes, externally restricted contributions used to purchase depreciable capital property are deferred and amortized over the life of the related capital asset.

Unrestricted Funds

7. Non-Ministry funding may sometimes have no external restrictions and is available for the corporation's general operating purposes.
8. For accounting purposes, unrestricted funds are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Internally Restricted Funds

9. Unrestricted funding can be set aside as internally restricted net assets to fund specific activities in the future as recommended by the CEO and approved by the Board of Directors (Refer to Policy FI 09, *Internally Restricted Net Assets*).
10. Internally restricted net assets approved by the Board are not available for the corporation's general operations.
11. Ledger accounts will be established for each internally restricted net asset fund. Internally restricted net assets will be disclosed in the financial statements in accordance with ASNPO.
12. Ledger accounts will be established for internally restricted cash, which will be disclosed in the financial statements in accordance with ASNPO.
13. When related internally restricted fund expenses are incurred, they are charged to operations, and the balance of the internally restricted net assets is reduced accordingly. If applicable, the internally restricted cash balance is also reduced.
14. The CEO will account to the Board for the expenses of each of the internally restricted net asset accounts when presenting the financial statements.

Ontario 211 Services
20 Bay Street, 11th Floor, Suite 508
Toronto ON M5J 2N8
T 416-777-0211
www.211ontario.ca

April 13, 2026

211 Ontario Local Data Partners

Dear Sandra

Re: 211 Ontario Data agreements for 2026/2027

First, my apologies for the delay in sending out this communication. We learned very late in March that one of our streams of funding for 211 service in Ontario would no longer be available for the upcoming (now current) fiscal year and have been revising our budget and our service agreement schedules since then.

As you are aware, the 211 Ontario system is envisioning changes to our structure in order to maximize constrained resources for the benefit of an increasing number of people in Ontario who need our services. The path forward remains unclear, but we know that while the transformation discussions continue, we need to stabilize service to the best of our ability.

Given the loss of almost $500K for the fiscal year 2026/2027, we have had to reduce service delivery allocations across the board – this change impacts local data partners and regional service partners. We have also had to reduce budget expenditures in other areas of operations to account for increases in infrastructure costs.

The impact of this change for local data partners amounts to a 10% reduction in service delivery dollars from Ontario 211 Services. The reduction for your organization results in a new annual funding allocation of $38,804.

We understand that this is not welcome news for anyone. As we have committed to regional service partners, we are continuing to seek out new and increased sources of funding to meet increasing demand for our services. If we do identify new service delivery dollars for the provincial system, we will allocate it in future quarterly payments.

Please reach out with any questions. We sincerely appreciate your continued contributions to the 211 system in Ontario.

Sincerely,

Karen Milligan
Executive Director

From: MCCSS TPCommunications (MCCSS)
To: Sandra Parker
Cc: MCCSS-West-BU (MCCSS)
Subject: Contact Brant for Children''s and Developmental Services - Notification of Base Budget Increase Following Recent Budget Announcements / Avis d’augmentation du budget de base suite aux récentes annonces budgétaires
Date: Tuesday, May 19, 2026 6:47:23 PM

Ministry of Children, Community and Social Services

Ministère des Services à l'enfance et des Services sociaux et communautaires

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Date: May 19, 2026

To: Contact Brant for Children's and Developmental Services

Subject: Notification of Base Budget Increase Following Recent Budget Announcements

The Ministry of Children, Community and Social Services (MCCSS) is writing to inform you of an increase in your organization’s base funding flowing from the Government of Ontario’s recent budget announcements.

As part of the government’s commitment to supporting the delivery of high-quality services and addressing cost and system pressures, additional funding has been approved to strengthen the sustainability of eligible programs delivered by Transfer Payment Recipients (TPRs).

Funding Details

• Effective date: April 1, 2026
• Funding: increases were applied to TPR’s 2026-27 base funding
• Increases were applied to base funding and not to one-time projects or short-term programs.
• Your organization will receive a total additional ongoing base funding increase of **$162,924**. This funding increase will be added to your current TPON allocation at the Component level by **May 27, 2026**.

Use of Funds

• The additional funding is a base increase beginning in 2026-27 and ongoing. Funding is intended to support the ongoing delivery of funded services.
• Funding increases will align with existing program structures and principles, including established funding models.

For Transfer Payment Recipients, delivering Developmental Services Programs

Ensuring developmental services programs such as day supports deliver meaningful outcomes for people who rely on them is a top priority for the ministry. We are undertaking a number of measures to support greater consistency across the province and ensure services are responsive to the needs of people and families.

Over the coming months, the ministry will be strengthening expectations for service levels and delivery models of ministry-funded day supports, along with additional accountability mechanisms.

Earlier this year, the ministry updated its service objectives for Community Participation Supports to include requirements to report on key indicators. This will help us get better data on service delivery and monitor variances or changes in services on an ongoing basis.

The ministry is also undertaking information gathering to understand the current state of day support programs. This includes site visits with agencies and targeted engagement with individuals and families to gain insight into their experiences and preferences.

In addition, the ministry will be strategically reviewing agencies to assess how they are managing their funding in the best interest of the individuals they support. This includes the delivery of day supports and other developmental services.

The ministry appreciates your continued collaboration and engagement as we undertake this important work in our shared goal of improving supports for adults with developmental disabilities across Ontario.

Next Steps

• If you are part of the 2026-27 expedited contracting process and your year start contract is already executed, you may continue to operate under your existing agreement until an amendment is issued.
• If you are part of the 2026-27 expedited contracting process and your year start contract is not yet executed, please work with your ministry contact to include the increase in the contract being prepared.
• If you are not part of the 2026-27 expedited contracting process, please incorporate the new funding in your budget submission to the ministry.
  o The Budget Package will be available on May 27, 2026. To access your budget submission, please log in to TPON and navigate to the See Funding Opportunities section.
  o Your completed budget submission is due to the Ministry by June 30, 2026.
• Payments related to the increased funding will be provided subject to an executed contract.

Please ensure the completion of the following important activities to facilitate the seamless execution of your contract:

Complete Tax Compliance Verification

Transfer Payment Recipients that receive cumulative transfer payment funding of $10M or more from the province in the previous government fiscal year or have a new or renewed agreement with a contract value of $10M or more must complete the attestation and Tax Compliance Verification on an annual basis and submit with their budget in TPON. TPR's can access the Check your tax compliance status webpage for more information on this process.

Ensure Accurate Site Information, Signing Authority and Organization Details

Transfer Payment Recipients must register and maintain their site information in TPON for in-scope MCCSS funded services. Up-to-date site data and contact details are critical for maintaining connections with MCCSS processes including, but not limited to, Partner Facility Renewal applications, Serious Occurrence Reporting, and Developmental Services client referrals. Please refer to 'Manage My Sites' in TPON to ensure all sites are registered and existing site records are up to date.

Ensure that all Organization and contact information are reviewed and up to date in TPON. Please refer to the "Managing Organizations" section on the Ontario.ca resources here: Get funding from the Ontario government | ontario.ca

2026-27 Service Objectives and Outputs

You can access the 2026-27 Service Objectives and Output details using the following link: Ministry of Children, Community and Social Services service objectives | ontario.ca

Additional Mandatory Attachments

When submitting your 2026-27 funding application in TPON please note the following requirements:

- Valid Certificate of Insurance
- Current List of Board of Directors or Chief and Council information and
- Completed French Language Service Act (FLSA) documents (as per Appendix B)

Resources

Resources and quick reference guides for how to submit a budget form / use online forms are available in the central forms repository and are also referenced in the Ontario.ca/getfunding page. A list of recommended resources has been linked below for convenience of supporting the budget submission process:

- Online training materials:

  o English Session: https://vimeo.com/1187357384/0a66c437ad
  o French Session: https://vimeo.com/1187359045/6e5e9de5ae

- Get Help Section Get funding from the Ontario government | ontario.ca

- Summary of Changes to Budget Forms (Appendix D)

For over the phone technical support related to TPON please contact TPON Client Care at 416-325-6691 or 1-855-216-3090 Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time. TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095 or email the support team at TPONCC@ontario.ca .

Please contact your ministry program lead if you have questions related to your organization's budget submission requirements.

Thank you for your ongoing support and leadership.

Sincerely,
Ministry of Children, Community and Social Services.

Destinataires : Contact Brant for Children's and Developmental Services

Objet : Avis d'augmentation du budget de base suite aux récentes annonces budgétaires

Le ministère des Services à l'enfance et des Services sociaux et communautaires (MSESC) vous écrit pour vous informer d'une augmentation du financement de base de votre organisme qui fait suite aux récentes annonces budgétaires du gouvernement de l'Ontario.

Dans le cadre de l'engagement du gouvernement à soutenir la prestation de services d'excellente qualité et à atténuer les pressions sur les coûts et le système, un financement supplémentaire a été approuvé afin de renforcer la durabilité des programmes admissibles dont la prestation est assurée par les bénéficiaires de paiements de transfert (BPT).

Détails du financement

• Date d'entrée en vigueur : 1er avril 2026
• Financement : les augmentations ont été appliquées au financement de base des BPT pour 2026-2027.
• Ces augmentations ont été appliquées au financement de base et non aux projets ponctuels ou aux programmes à court terme.
• Votre organisme recevra une augmentation totale de son financement de base courant de **$162,924**. Cette augmentation du financement sera ajoutée à votre allocation actuelle de PTO au niveau de la composante **d'ici au 27 mai 2026**.

Utilisation des fonds

• Ce financement supplémentaire est une augmentation de base accordée à compter de 2026-

2027 et pour les années suivantes. Il a pour but de soutenir la prestation courante des services financés.
• Les augmentations du financement seront conformes aux structures et principes des programmes existants, y compris aux modèles de financement établis.

Pour les bénéficiaires de paiements de transfert qui assurent la prestation de programmes de services aux personnes ayant une déficience intellectuelle

L’une des principales priorités du ministère consiste à veiller à ce que les programmes de services aux personnes ayant une déficience intellectuelle, comme les soutiens de jour, produisent des résultats concrets pour les personnes qui en dépendent. Nous mettons en œuvre un certain nombre de mesures pour améliorer l’uniformité des services à l’échelle de la province et faire en sorte qu’ils répondent aux besoins des personnes et des familles.

Au cours des prochains mois, le ministère renforcera ses attentes en matière de niveaux de service et de modèles de prestation des soutiens de jour qu’il finance et mettra en œuvre des mécanismes de responsabilisation supplémentaires.

Plus tôt cette année, le ministère a mis à jour ses objectifs de service pour les soutiens liés à la participation communautaire afin d’y inclure l’obligation de rendre compte d’indicateurs clés. Cela nous aidera à obtenir de meilleures données sur la prestation de services et de surveiller en continu les écarts ou les changements dans les services.

Le ministère recueille également des renseignements afin de comprendre l’état actuel des programmes de soutiens de jour. À cette fin, il effectue des visites sur place auprès des organismes et tient des consultations ciblées avec les personnes et les familles afin de mieux comprendre leurs expériences et leurs préférences.

Le ministère procédera également à un examen stratégique des organismes afin d’évaluer la façon dont ils gèrent leur financement dans l’intérêt des personnes qu’ils soutiennent. Cet examen porte notamment sur la prestation des soutiens de jour et d’autres services aux personnes ayant une déficience intellectuelle.

Le ministère vous remercie de votre collaboration et de votre engagement continus dans le cadre de cet important travail visant à atteindre notre objectif commun qui consiste à améliorer le soutien apporté aux adultes ayant une déficience intellectuelle dans l’ensemble de l’Ontario.

Prochaines étapes

• Si vous participez au processus de passation de marchés accéléré 2026-2027 et que votre contrat de début d’année est déjà signé, vous pouvez continuer à exercer vos activités en vertu de votre entente actuelle jusqu’à la publication d’une modification.

• Si vous participez au processus de passation de marchés accéléré 2026-2027 et que votre contrat de début d’année n’est pas encore signé, veuillez travailler avec votre personne-ressource du ministère afin d’inclure l’augmentation dans le contrat en cours de préparation.

• Si vous ne participez pas au processus de passation de marchés accéléré 2026-2027, veuillez intégrer le nouveau financement à la proposition de budget que vous soumettez au ministère.

o La trousse budgétaire sera disponible le 27 mai 2026. Pour accéder à votre proposition de budget, veuillez vous connecter à PTO et vous rendre à la section « Voir les possibilités de financement ».

o Votre proposition de budget dûment remplie doit être soumise au ministère au plus tard le 30 juin 2026.

• Les paiements liés à l'augmentation du financement seront effectués si un contrat est signé.

Veuillez vous assurer de réaliser les activités importantes suivantes afin de faciliter la signature de votre contrat :

Effectuez la vérification de l'état de conformité fiscale

Les bénéficiaires de paiements de transfert qui ont reçu un financement sous forme de paiements de transfert cumulatif de dix millions de dollars ou plus de la province au cours du dernier exercice gouvernemental ou qui ont conclu une entente nouvelle ou renouvelée d'une valeur contractuelle de dix millions de dollars ou plus doivent remplir l'attestation et la vérification de l'état de conformité fiscale annuellement et les soumettre avec leur budget dans PTO. Les BPT peuvent consulter la page Web Vérifiez votre état de conformité fiscale pour obtenir plus d'information sur ce processus.

Assurez-vous de l'exactitude des renseignements sur le site, la personne autorisée à signer et l'organisme.

Les bénéficiaires de paiements de transfert doivent s'inscrire et tenir à jour les renseignements sur leur site dans PTO pour les services financés par le MSESC inclus dans la portée. Il est essentiel que les données sur le site et ses coordonnées soient à jour pour maintenir les liens avec les processus du MSESC, notamment, sans s'y limiter, les demandes de renouvellement des installations des partenaires, les rapports d'incident grave et l'aiguillage des clients vers les services aux personnes ayant une déficience intellectuelle. Veuillez consulter la section « Gérer mes sites » de PTO pour vous assurer que tous les sites sont inscrits et que les renseignements sur les sites existants sont à jour.

Assurez-vous que tous les renseignements sur l'organisme et ses coordonnées sont vérifiés et à jour dans PTO. Veuillez consulter la section « Inscription de l'organisme » des ressources d'Ontario.ca : Obtenir du financement du gouvernement de l'Ontario | ontario.ca

Objectifs et extrants des services pour 2026-2027

Vous pouvez accéder aux renseignements sur les objectifs et les extrants des services pour 2026-2027 à la page suivante : Objectifs de service du ministère des Services à l'enfance et des Services sociaux et communautaires

Pièces jointes obligatoires supplémentaires

Lorsque vous soumettez votre demande de financement 2026-2027 dans PTO, veuillez tenir compte des exigences suivantes :

· Certificat d'assurance valide
· Liste à jour des membres du conseil d'administration ou renseignements sur les chef et les conseillers

· Documents exigés en vertu de la Loi sur les services en français (LSF) remplis (conformément à l’Annexe B)

Ressources

Des ressources et des guides de référence qui expliquent comment soumettre un formulaire de budget ou utiliser les formulaires en ligne sont disponibles dans le répertoire central des formulaires et sont également référencés sur la page possibilités de financement offertes par le gouvernement de l’Ontario .

- Documents de formation en ligne :

  o Séance en anglais : https://vimeo.com/1187357384/0a66c437ad
  o Séance en français : https://vimeo.com/1187359045/6e5e9de5ae

- Section Obtenir de l’aide de la page Obtenir du financement du gouvernement de l’Ontario | ontario.ca

- Résumé des modifications apportées aux formulaires de budget (Annexe D)

Pour obtenir un soutien technique par téléphone concernant PTO, veuillez communiquer avec le Service à la clientèle de Paiements de transfert Ontario au 416 325-6691 ou au 1 855 216-3090, du lundi au vendredi, de 8 h 30 à 17 h (heure normale de l’Est). ATS/Téléimprimeur (pour les personnes malentendantes) : 416-325-3408 / Sans frais : 1 800 268-7095 ou envoyez un courriel à l’équipe de soutien à l’adresse TPONCC@ontario.ca .

Veuillez communiquer avec votre responsable du programme du ministère si vous avez des questions concernant les exigences relatives à la soumission du budget de votre organisme.

Nous vous remercions de votre soutien et de votre leadership constants.

Veuillez agréer l’expression de nos meilleurs sentiments.
Ministère des Services à l’enfance et des Services sociaux et communautaires