



Board of Directors
Tuesday, June 23, 2026, at 9:00 a.m.
In person: Contact Brant, 255 Colborne St.

or
by **Zoom:** <https://us02web.zoom.us/j/81225760634?pwd=ux71sHkYEjzxs2jCsshJ3KoV0uslp.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 – May 26, 2026** **Decision**
- 6. Business Arising from Minutes**
 - a. None
- 7. Executive Reports**
 - a. Chair's Report **Decision**
 - b. Treasurer's Report **Decision**
 - c. CEO's Report **Decision**
- 8. Committee Reports**
 - a. Policy Review – None **Decision**
 - b. Nominating Committee – Moved to in-camera
- 9. New Business**
 - a. AGM Planning **Information**
- 10. Correspondence**
 - a. None **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, September 22nd, 2026, AGM followed by Board Meeting
at Walter Gretzky Municipal Golf Course



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.

Date

Chair's Signature



Board of Directors
Open Report from the Chair - 1
June 23, 2026

Email Decisions

Open Agenda Items

The Board of Directors meeting on Tuesday, April 28, 2026, did not have a quorum. The following were approved by email.

Approval of Minutes – March 24, 2026

The Board approved the Minutes of March 24, 2026.

Treasurer's Report

The Board approved the Financial Statement effective March 31, 2026.

CEO's Report

The Board approved the CEO's report as presented in the Board Agenda package.

Contact Brant By-Laws

The Board is required to review its by-laws annually and make any recommended changes at least one month prior to the AGM Business Meeting. The current by-laws were last revised in May 2023. There are no changes recommended at this time.

The Board approved the current by-laws for 2026-27.

All of the above were approved by email.

Jennifer K., Patrick, Jill, Emily, Melanie, Jennifer T. Maxine, Greg



Board of Directors

Open Report from the Chair - 2

June 23, 2026

Email Decisions

Open Meeting – May 26, 2026

The Board of Directors meeting on Tuesday, May 26, 2026, lacked a quorum. The following were approved by email.

1. Approval of Minutes – April 28, 2026

The Board approved the minutes of April 28, 2026.

2. Treasurer's Report

The Board approved the Financial Statement effective April 30, 2026.

3. CEO's Report

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.

The Board approved the current HCSA of \$300 per eligible employee for the 2026-27 fiscal year.

The Board approved the CEO's report as presented.

4. Policy Review – Financial Policies

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

The Board approved the revisions (where relevant) to the financial policies.

All of the above were approved by email.

Jennifer K., Kimberly, Maxine, Patrick, Jill, Emily, Melanie, Jennifer T., Greg



Board of Directors
Open Report from the Chair - 3
June 23, 2026

Summer Decision-Making

The next Board meeting is scheduled on September 22, 2026. In the past the Board has made decisions via email over the summer months.

Recommendation: For the Board to agree to email decision during July and August, 2026 as needs arise.

Decision

May 31, 2026					Notes
	2025-2026 ACTUAL	2026-2027 BUDGET	2026-2027 REVISED BUDGET	2026-27 MCCSS YTD May 31	
REVENUE					In May, received notice of additional ongoing base funding increase of \$162,924. Budget has been increased accordingly Removed offsetting revenue due to budget increase
Access - Children's (MCCSS)	1,220	1,220	1,244	210	
DS Children's Specialized (MCCSS)	191,165	191,165	196,900	31,861	
RPAC (MCCSS)	702	702	716	172	
Coordinated Service Planning & FASD (MCCSS)	472,077	472,077	481,519	78,687	
Complex Needs (MCCSS)	66,820	66,820	68,156	11,140	
Urgent Response Service (MCCSS)	7,318,653	7,318,653	7,465,026	1,219,783	
	0			0	
Sub-Total Ministry Actual Revenue	8,050,637	8,050,637	8,213,561	1,341,853	
Off-setting Revenue ENS (ENS - funding for operating costs)			-		
Off-Setting Revenue Info Services (to offset revenue shortfall in MCCSS programs)	-	18,038		0	
Interest on Ministry Surplus					
Deferred Capital Contributions				0	
Amortization Deferred Capital Contributions				0	
TOTAL Revenue	8,050,637	8,068,675	8,213,561	1,341,853	
EXPENSES					Incl. proposed 3% salary increase Incl. costs to improve office privacy Incl. increase to promotional spend
Salary	2,086,579	2,209,948	2,278,433	314,059	
Staff Training (education, conferences, recruitment - staff)	29,400	22,000	25,000	1,947	
Building Occupancy (Lease, Utilities, Insurance, Repairs & Mtce)	65,369	71,000	86,000	10,716	
Travel and Communication	162,821	131,700	185,300	17,321	
Supplies & Equipment	21,781	14,000	14,000	653	
Other Program/Service Expenditures (Purchases client services, all other direct not classified)	5,411,345	5,522,327	5,522,327	815,532	
Governance Expenses	14,250	15,000	17,600	766	
Professional/Contracted-out (legal, audit, bank, payroll services, consultant fees, membership fees)	111,428	82,700	84,901	963	
Amortization Capital Assets		-	-	-	
TOTAL Ministry Expenses	7,902,973	8,068,675	8,213,561	1,161,957	
Ministry Surplus (Loss)	147,664	0	0	179,896	
Less: Repayable to the Ministry	-147,664				
Ministry Surplus (Loss)	0	0	0	179,896	

Repayable to MCCSS	31-May-26
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Fiscal 2022-23	932,458
Fiscal 2023-24	116,146
Fiscal 2024-25	628,766
Fiscal 2025-26	147,664
Total	1,825,034

 May 31, 2026		PROJECT FUNDS				Notes
		2025-2026 Actual	2026-2027 Budget	2026-2027 Forecast	2026-27 YTD	
REVENUE						
Your Guide						26/27 Expected to be funded by Partners 4 Planning (P4P) April & May payment outstanding. Interest 26/27 10% Reduction in funding from Ontario 211 25/26 Deferred Rev to be used in 26/27
FASD Caregiver Support Group	4,500	4,500	4,500			
Extensive Needs Interdisciplinary	510,081	500,000	500,000	7,409		
Other (Accrued, Interest Earned, Staff payments, GIC Interest, Miscellaneous)	4,459	5,000	5,000	235		
Info Services (211-\$43,116; Findhelp \$1,319.89)	44,436	44,436	40,124	9,701		
CYSC Income	12,555		13,211	900		
Revenue ENS (ENS - funding for CB operating costs to offset MCCSS)						
Revenue Info Services (to offset funding shortfalls in MCCSS)		-18,038	0			
TOTAL Projects Revenue	576,031	535,898	562,835	18,245		
EXPENSES						
Your Guide						Sal.&Ben.: CI Assist. Includes +1 SC position Consulting costs
FASD Caregiver Support Group	4,500	4,500	4,500	0		
Information Services (211, Findhelp)	11,661	11,020	11,020	1,859		
Extensive Needs Interdisciplinary	507,383	500,000	500,000	61,129		
CYSC Expenses	12,555		13,211	900		
Other Expenses	1,200		0	265		
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	64,152		
Projects Surplus (Loss)	92,620	9,712	34,104	-45,907		

TOTAL MINISTRY AND PROJECTS

TOTAL REVENUE	8,626,668	8,604,573	8,776,396	1,360,098
TOTAL EXPENSES	8,440,272	8,584,195	8,742,292	1,226,109
Less: Repayable to the Ministry	147,664			0
TOTAL Surplus (Loss)	38,732	20,378	34,104	133,989

QB Cash Operating Account*	2,083,486
QB 104 Contra Internally Restrict BHN	-16,374
QB Petty Cash	100
QB Savings Account	86,101
Total Quickbooks (QB) Cash Balance	2,153,314
BANK RECONCILIATION - operating account	
Accounting Cash Operating Balance*	2,083,486
Less:	
Add: Outstanding cheques paid to URS Event participants	34
Add: AW exp went through in Apr not not paid until May	164
TD Cash Balance	2,083,684
Restricted Assets	
Restricted Cash - restricted for updating BHN info database	16,374
Restricted Investments - GIC restricted for future corporation pressures	30,115
Total Restricted Assets	46,489
Opening Internally restricted net assets	
Add: GIC interest	46,489
Closing Internally restricted net assets	46,489

Renewal October 17, 2026

Deferred Revenue	As of May 31, 2026	As of Mar 31, 2026	Change	
Deferred CYSC Income 25/26	12,311	13,211	-900	Note 1
Deferred ENS Interdisciplinary 25/26	9,500	16,909	-7,409	Note 2
Other				



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

June 23, 2026

Communication and Counsel to the Board

Extensive Needs Service (ENS)

The funding allocation for the Brant community is \$502,702 for FY 2026-27. This is a slight increase from \$500,000 from the previous fiscal year. Contact Brant will continue as the fiscal lead for ENS and provide service coordination. Willowbridge, Woodview, and Lansdowne will continue as collaborative partners in ENS.

Although we are grateful for ENS funding, the cost to provide services among all partners has increased beyond the small increase in funding we received. As such, the target number of children served has been reduced by 2 for the Brant community. Many administrative supports for ENS continue to be provided in-kind across all partners.

Missed payments: We continue to follow-up with HHS on the status of payment we have not yet received a payment for FY 2026-27.

Information

Child & Youth Strategic Collaborative (CYSC)

Contact Brant has co-chaired the CYSC (formerly the Strategic Leadership Table) since its inception many years ago. Over the years, representation at this committee has shifted from executive leaders to delegates with varying responsibilities for decision-making at their respective organizations. For the past two years, committee member engagement and participation in the CYSC has decreased, and the committee's goals and objectives became unclear. The last outstanding deliverable on the committee's work plan was to launch a Youth Bill of Rights for the community.

A lack of participation prompted the CYSC co-chairs to engage in a review process with member organizations where they could share feedback and thoughts about the future of the CYSC. After meeting with each member organization, the co-chairs made the decision to sunset the CYSC as of June 16, 2026 with the launch of the Youth Bill of Rights.

Partner organizations agreed that even though the committee has come to a close, our shared commitment for collaboration and partnership will continue in response to the current needs across our community.

Contact Brant continues to be an active participant at many tables with partner organizations. New committees have been established where the fundamental work of the CYSC will continue.

Information

Riverside Hub Transition & Incorporation Committee

This first meeting of this committee was held on May 27, 2026. Membership is comprised of the Executive Director / CEO and one Board member from each core partner of the Riverside Hub.

The goals of this committee are to establish the governance model – i.e. develop governance policies and by-laws, and write articles of incorporation. It will also establish values and principles, and determine the operational staffing model for the Riverside Hub. The committee is expected to exist for 2-3 years with a Board of Directors established at the end of this timeframe. The hope is for an official ribbon-cutting in four years.

Meetings will continue on a monthly basis.

Information

AGM Public Meeting

We continue to explore speakers for our public meeting in September. Please share any recommendations you may have. The public meeting is scheduled for September 22nd, 2026.

Information