

**Community Living Mississauga
68th ANNUAL GENERAL MEETING
Thursday, June 22, 2023
DRAFT MINUTES**

1. Welcome

Laura Sluce welcomed everyone in attendance to the 68th Annual General Meeting of Community Living Mississauga and began with a land acknowledgement.

2. Call to Order

Laura Sluce called the meeting to order at 6:03 pm. She stated that Debbie Moffatt will be our recording secretary for this meeting. Laura confirmed we achieved quorum and that we have received proxies acceptable from 7 members. Those members have all given Craig Ross, a Director of the Board, their proxy, and Craig has confirmed that unless it has been specifically noted otherwise, his vote will be on his own behalf and on behalf of all proxies.

3. Approval of Minutes of Annual General Meeting held Monday June 23, 2022

It was noted that a correction was required with the motion that what placed approving the Slate of Candidates in agenda # 7 Nominations Report.

The motion was seconded by Jan Rodman and was documented as Jennifer Rodman. This correction was made and apologies were extended to Jan Rodman for this error.

It was M/S Don Laughton, Stephen Dasko, **“THAT THE MINUTES OF THE JUNE 23, 2022 ANNUAL GENERAL MEETING BE ACCEPTED AS DISTRIBUTED”**.
Carried.

4. President’s Remarks

Laura Sluce highlighted various activities of the association in the past fiscal year that could also be found in the annual report distributed to all attendees.

Laura stated that we began the year with the hope that COVID-19 was behind us but, unfortunately, it continued to have an effect during most of the past year. It limited us to only partially reopening several of our programs such as Summer, Leisure and Recreation and Day Supports.

Our other supports, such as Residential, Employment, Early Childhood Education Resource Services, Service Coordination and Peel Crisis Capacity Network were able to return to full capacity, although in some areas people were still not able to participate in our community as fully as they would have liked.

Laura continued to explain that we were also not exempt from a sector-wide hiring crisis where we had difficulty recruiting new employees and it is only now where we are seeing some improvement in this area.

The Board of Directors has spearheaded a couple of initiatives including an awareness campaign within the healthcare realm.

In addition, during our celebration, a preliminary preview of a Public Service Announcement video focused on inclusion will be presented.

Laura Sluce stated that we had an incredibly successful year with all our own events as well as 3rd party events and everyone was encouraged to read further details in our annual report.

Laura remarked that it has been another great year for all employees, volunteers and especially for all the people we support!

5. **Motion to Accept the Report of the Activities of the Association for the Last Year**

Laura Sluce mentioned that our Annual Report 2022-2023 captures the many activities of the association during the past year.

Laura Sluce noted that there were still some restrictions because of the pandemic but we continued to do as much as we could to promote awareness and continue offering support to people within our community. Both virtual and in person activities were offered throughout the year to children, youth and adults. Virtual activities consisted of baking, crafts, movie nights, games nights, karaoke nights and much more while in-person activities were limited to what was open at the time.

Weekend Respite Programs – throughout the year, 53 youth participated in both virtual and in-person activities in our Friday Nights Out and Saturday Teen Activity Program.

Community Engagement Resource Initiative – throughout the year, 86 adults participated in both virtual and in-person activities.

Summer Programs-Like many other organizations and businesses, we faced significant challenges with recruiting and hiring our staff team. With the easing of restrictions, the programs returned to our typical, in-person programs that were offered before the pandemic. However, virtual activities continued to be offered as well.

- Children’s Summer Support Program – 19 children were supported to participate in either our virtual activities or at a local day camp.
- Summer Teen Activity Program – 83 youth were supported while they either enjoyed virtual activities or our in-person program.
- Futures – 16 youth were supported while they participated in work-readiness workshops, work experience placements and social activities.
- Career Connection has been operating as an Employment Ontario service provider since January 2021 and has continued to provide employment supports for people who have an intellectual disability and employers who are focused on the value and benefits of inclusive hiring. 34 people were supported to secure paid employment, 5 people to successfully return to work and seven people to secure volunteer positions.

During the past year, we welcomed in-person volunteers to Day Supports, Supported Independent Living, our Golf Tournament and Group and Corporate Volunteers to Residential Supports. We also began planning in-person volunteers starting at Community on Campus in early 2023.

- Volunteers are and have always been an instrumental part of helping Community Living Mississauga achieve the overall goal of engaging and enhancing the lives of the people we support.
- Because Community Living Mississauga recognizes student placements' role in our hiring process, we are delighted to report that despite emerging from the pandemic, we coordinated close to 84 student placements in 2022. We are especially thrilled when we can hire students upon completion of their placement.

Every year, we depend on the generosity of our supporters to ensure that we can continue to offer many of the supports that are not funded by our government funding partners. This year we have had an outstanding response through general donations and also through our resource development efforts that included:

- Selected by Tim Horton's once again as the recipient charity of their annual Smile Cookie Campaign. This past year's campaign raised over \$80,000 and an eight-year total of close to \$730,000. We just wrapped up our 9th year as a recipient with over \$106,000 coming to Community Living Mississauga.
- Our Golf Tournament saw many of our supporters from previous years return and it raised \$100,000.
- After several years we once again hosted our annual Tribute Dinner in honour of Frank Giannone. This year's event saw a crowd of over 900 people raising an amazing \$350,000.
- The I. Kaneff Charitable Foundation which is a 3rd party golf tournament raised an incredible \$100,000.

Laura Sluce thanked the Senior Management Team for all their work to ensure that everyone has been kept as safe as possible and that our supports and services have kept going and changing where necessary.

A huge thank you was extended to all our incredibly dedicated employees for making a very challenging year a successful year for all the people we support despite the pandemic.

Laura Sluce thanked families for their patience, flexibility and understanding during these very challenging times.

And finally, thanks were directed to our donors and community partners for their ongoing support of Community Living Mississauga.

Jan Rodman added that Community Living Mississauga is an outstanding organization and wanted to thank the employees and the Board of Directors for their great work.

It was M/S Dave Oliver, Paul Brum, **“THAT THE ACTIVITIES OF THE ASSOCIATION BE ACCEPTED AS PRESENTED.”** Carried.

6. Treasurer’s Report

a) Presentation of the Auditor’s Financial Report

Executive Director, Keith Tansley provided the presentation of the Financial Statements in the absence of Treasurer Kevin Porter. Keith asked attendees to refer to the provided package of information for the Financial Statements for our fiscal year ended March 31, 2023.

Keith Tansley explained the Independent Auditor’s report is a 2 page report in draft format; the Auditors have completed all the procedures and once the statements are approved by the members today they will remove the draft and release the report. The report lays out the roles and responsibilities of the Management, Auditors and those charged with governance.

Assets

Starting with the Asset section, our cash balance remains strong at over \$6.8 million up from last year due mainly to a fairly large estate bequeath and also some funding that will be returned to our major funder, the Ministry of Children, Community and Social Services.

The Accounts Receivable balance of \$425,642 is based mainly on receivables from the Ministry’s Passport program which we coordinate on behalf of people and families who we provide support to.

Prepaid expenses are made up of prepaid insurance, rental deposits etc.

Mortgage receivable current and non-current portion totaling \$48,000 in 2023 are disclosed in Note 4.

Capital Assets has remained fairly steady over the past year.

Liabilities

Our overall accounts payable remain fairly static compared to previous years with the bulk of the payables based on the timing of payments and other liabilities due at year end.

Mortgages payable current and non-current portion totaling \$80,000 in 2023 are disclosed in Note 4.

The increase in deferred contributions relates to the restricted operating funding received in the current year that is related to subsequent years for which expenditures have not yet been incurred.

The Fund balances are disclosed in detail on the statement of changes in net assets page.

Revenue

Total revenues for the year were \$48 million, which is an increase of \$4 million from the previous year.

The bulk of the increase resulted from additional funding for Wage Enhancements and additional contracts that we facilitated on behalf of the Ministry of Children, Community and Social Services along with a large increase in donations.

Fees for services include fees for residential and day support programs.

The increase in Regional Government funding reflects how our Early Childhood Education Resource Services program has expanded during the past year.

Federal Government funding reflects funding to assist with the cost of operating our summer programs.

The increase in donations came from an overall increase in general donations through the year and the previously mentioned large estate bequeath.

The huge increase in interest income was reflective of the increase in interest rates that we have seen.

The balance of the revenue lines is relatively unchanged from the previous year.

Expenditures

Total expenditures are up slightly from the previous year with the most notable changes as follows:

The major notable change in expenses was the Purchased Services line that increased to \$13.7 million from \$11.5 million the previous year. The majority of this increase was for the earlier mentioned additional contracts that we facilitated on behalf of the Ministry of Children, Community and Social Services.

Professional services showed an increase based on IT, Insurance and legal costs.

Notes

Note 1 – describes the purpose Community Living Mississauga and is referred to as the organization.

Note 2 is the summary of the significant accounting policies - no changes in the accounting policies compared to the previous year.

Note 3 describes the Community Living Mississauga Foundation and its relationship to the organization.

Note 4 provides details of the mortgages receivable and payable.

Note 5 is the schedule of capital assets that records the purchase, disposal and amortization of our capital assets.

Note 6 details previous funding that is repayable to the Ministry of Children, Community and Social Services. The most significant amount repayable is \$495,576 which represents an unspent portion of the contracts that we facilitated on behalf of the Ministry of Children, Community and Social Services.

Note 7 reflects the deferred contributions.

Note 8 is the line of credit facility for \$250,000 which we haven't used during the year.

Note 9 reflects the commitments for leases etc. for future periods that we have previously entered into.

Note 10 describes the financial instruments and the credit risk.

Keith Tansley opened the floor to questions. There was a question regarding the amount of money spent on training. It was explained that we offer a great deal of internal training where we have certified trainers which negates the costs incurred from external companies. However, this past year we have engaged in externally provided Leadership training in addition to training regarding Diversity, Equity and Inclusion. There have also been significant cost reductions with the continued platform of virtual training.

It was M/S, Craig Ross, Paul Brum, **“THAT THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2023 BE ACCEPTED AS PRESENTED.”** Carried.

b) Appointment of Auditors

Keith Tansley stated we continue to be satisfied with the work of Grant Thornton LLP.

It was M/S, Pran Kirtani, Don Laughton, **“THAT GRANT THORNTON LLP BE APPOINTED AUDITORS FOR THE PERIOD APRIL 1, 2023 TO MARCH 31, 2024.”** Carried.

7. **By- Laws and Letters Patent**

Craig Ross, Director of the Board explained that the Ontario Not-for-Profit Corporations Act (ONCA), that includes charitable corporations, must meet the needs of today's not-for-profit sector. It sets out how not-for-profit corporations are created, governed and dissolved. As of October 19, 2021, ONCA is in force and compliance must be met within 3 years. Pallett Valo provided the legal expertise to ensure compliance with the Act. Craig Ross reviewed a document that was included in the AGM Package and will be included as an addendum to this year's AGM minutes.

Craig Ross presented the proposed amendments to By-Law No. 8. It was raised that in 9.1.1 where it is proposed to change to a floating Board, the minimum should be changed from (8) to (9) elected Directors in order to meet the 3 categories described.

It was M/S, Jan Rodman, Paul Brum, **“THAT THE CHANGES TO THE BY-LAWS BE ACCEPTED AS PRESENTED.”** Carried.

Craig Ross presented the proposed amendments to the Letters Patent. It was raised again as in the By-Law No. 8 where it is proposed to change to a floating Board, the minimum should be changed from (8) to (9) elected Directors in order to meet the 3 categories described.

In addition, a further suggested amendment was made to change the location of head office from the Regional Municipality of Peel to the City of Mississauga.

It was M/S, Pran Kirtani, Jan Rodman, **“THAT THE CHANGES TO THE LETTERS PATENT BE ACCEPTED AS PRESENTED.”** Carried.

8. **Nominations Report**

Laura Sluce explained that the Board of Directors is a highly-skilled, dedicated and diverse group of people that provides governance leadership to the association. She thanked all the members of the Board of Directors for their dedication and commitment during the past year. Laura Sluce read the bios from the slate of candidates:

Craig Ross

Craig is a partner with Pallett Valo LLP and is the practice group head of the firm's Wills, Estates & Trusts Practice. Craig's expertise has been consistently recognized by the Best Lawyers in Canada and Lexpert Professional Directories.

Craig has significant experience assisting families with children who have disabilities. In addition to the Board, Craig sits on the Rights Review Committee. Craig is also a regular speaker and writer on subjects of estate planning and planning for beneficiaries who have a disability. This is Craig's second term on the Board of Directors.

Greg Symons

Greg's involvement with Community Living Mississauga began in 2000 when he was awarded the mandate to manage the Community Living Mississauga Foundation investment portfolio. As a Director and Portfolio Manager for ScotiaMcLeod. Greg specializes in

designing and implementing strategies to enhance and sustain their client’s financial future. This includes developing cohesive total financial solutions which include financial planning, estate planning and insurance risk analysis.

Greg’s interest in Community Living Mississauga expanded over the years and he has committed a great deal of his time as a volunteer with Community Living Mississauga chairing the Annual Golf Classic and also serves on the organization’s Annual Tribute Dinner Committee. Greg has been a resident of Mississauga since 1982. This is Greg’s second term on the Board of Directors.

It was M/S, Stephen Dasko, Dave Oliver, **“THAT THE SLATE FOR NOMINATION PURPOSES IS ELECTED AS DIRECTORS OF COMMUNITY LIVING MISSISSAUGA.”** Carried.

9. Retiring Board Members

On behalf of the Board of Directors, Laura Sluce acknowledged Stephen Dasko who has served on our Board of Directors for 9 years. Laura noted that Stephen’s retirement from the Board was going to be recognized at our celebration following the AGM.

10. Installation of New Board of Directors

Dave Oliver a parent and very long-time supporter of Community Living Mississauga who is currently a member of our Quality Management Committee and a volunteer for over 40 years led the installation ceremony. This included a pledge recited by all members of the Board, typically part of the annual celebration.

11. Adjournment

It was M/S Dorothy Martel, Stephen Dasko, **“THAT THE 2022/2023 COMMUNITY LIVING MISSISSAUGA ANNUAL GENERAL MEETING BE ADJOURNED AT 7:06 PM.”** Carried.

/dm