

Community Living Mississauga
67th ANNUAL GENERAL MEETING
Monday, June 23, 2022
DRAFT MINUTES

1. Welcome

Dorothy Martel welcomed everyone in attendance to the 67th Annual General Meeting of Community Living Mississauga with a warm welcome extended to Cindy Accardi, Program Supervisor with the Ministry of Children, Community and Social Services.

2. Call to Order

The meeting was called to order at 6:11p.m.

Dorothy passed along regrets from Keith Tansley, Executive Director. She identified Debbie Moffatt as the recording Secretary for the meeting.

Dorothy confirmed that she received proxies acceptable from 9 members. Those members had all given Laura Sluce, Vice President of the Board of Directors, their proxy, and Laura confirmed that unless she specifically said otherwise, her vote was on her own behalf and behalf of all proxies.

Dorothy confirmed that we had a quorum of members in addition to receiving 9 proxies appointed from members.

3. Approval of Minutes of Annual General Meeting held Monday June 16, 2021

It was M/S Pran Kirtani, Rick North **“THAT THE MINUTES OF THE JUNE 16, 2021 MEETING BE ACCEPTED AS DISTRIBUTED”**. Carried.

4. President’s Remarks & Activities of the Association for the Last Year

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

Dorothy stated it has been another challenging year at Community Living Mississauga. Dorothy began with the review of the organizations Mission statement.

The following points were highlighted:

- 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. 160 virtual volunteers have been active in the following areas of support – March Break, Day Supports, Residential Supports, Recreation & Leisure, Supported Independent Living, Summer Children & Teen Activity Programs, Committees and the Board of Directors, supporting and enhancing the lives of people we support through this pandemic! Additionally, 30 in-person Scotia Bank volunteers supported our 2021 Golf Tournament.

- A thank you was extended to the Senior Management Team for all of 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.
- Recognition was given to all employees for making a very challenging year a successful year for all the people we support in spite of the pandemic.
- Families were thanked for their patience, flexibility and understanding during these very challenging times.
- Our donors and community partners were also thanked for their ongoing support of Community Living Mississauga.
- We have been able to assist 45 people to achieve new paid employment.
- Early Childhood Education Resources Services recently returned to full support in the last few months. Through our funder, The Region of Peel, we have been expanding the number of children and families we support.
- Our Annual 2021 Golf Classic raised in excess of \$88,000.
- Tim Hortons Restaurants supported Community Living Mississauga with proceeds from the 2021 Smile Cookie Campaign donating nearly \$68,000!
- Although we have had to again postpone our annual Tribute Dinner, we do have a date for the next one scheduled for March 23rd, 2023!
- Due to the pandemic, we have not yet successfully fully re-opened our Day Supports
- We are also experiencing some significant challenges in the recruitment of new employees. We have implemented a variety of strategies and are hopeful to be seeing some improvements. This is a consistent challenge across the province.
- We are pleased to be offering leisure and recreation programs in addition to this year's summer programs in person.
- This year, our goals to name a few are to continue to expand our employment services so that even more people obtain paid employment, continue to work on an internal pilot project called Living the Dream where we can assist people to move out of their family home and live independently in a home of their own, and as always, continue our work on diversity, equity and inclusion to ensure that all of our employees are supported and fully engaged.

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

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

6. Treasurer's Report

a) Presentation of the Auditor's Financial Report

Kevin Porter, Treasurer was not able to attend so Laura Sluce provided the presentation of the Financial Statements.

Laura Sluce referenced the Financial Statements for our fiscal year ended March 31, 2022 included in the packages provided to all attendees.

The following highlights were presented:

Unfortunately during the year, we were informed by our previous auditors PricewaterhouseCoopers that because of staffing problems they were no longer able to continue on as our audit firm. Through a quotation process, our Board Finance Committee has worked to engage the services of Grant Thornton LLP to serve as our new auditors.

Laura explained that 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 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

Financial Position:

Assets

Starting with the Asset section our cash balance remains strong at over \$4.2 million down slightly from last year do mainly from the purchase of a new home that will provide 24 hour residential support to 3 young gentlemen in the coming year.

Accounts receivable balance decreased from \$766,000 to \$421,000 based mainly on quicker payments generated through the Passport program on behalf of people and families who are supported through that Government program.

Prepaid expenses are made up of prepaid insurance, rental deposits etc. and are down substantially from the previous year with a repayment by Superior Packaging.

Mortgage receivable current and non-current portion totaling \$64,000 in 2022 are disclosed in Note 4.

Capital Assets has increased mainly due to the purchase of the above mentioned new home.

Liabilities

Laura referenced the Liabilities section stating 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 \$102,000 in 2022 are disclosed in Note 4.

Deferred contribution of \$777,000 in 2022 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 that are disclosed in detail are on the statement of changes in net assets page.

Revenue and Expenditures:

Revenue

The total revenues for the year were \$44 million, increased by \$2 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.

Fees for services include fees for Residential and Day Support programs. The slight increase this year was the result of the partial reopening of our Day program.

Regional Government funding reflects how our Early Childhood Education Resource Services program reopened to normal capacity during the year.

Federal Government funding was reduced to zero as their COVID-19 subsidy programs ended.

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

Expenditures

Total expenditures were up slightly from the previous year.

A slight reduction in salaries due to less wage enhancements paid and also the decrease in the previously noted Federal Wages subsidies.

The major notable change in expenses was the Purchased Services line that increased to \$11.5 million from \$9.0 million from the previous year. The bulk of this increase was for the earlier mentioned additional contracts that we facilitated on behalf of the Ministry of Children, Community and Social Services.

Notes

Laura stated that the notes were self-explanatory.

Laura opened the floor to questions. There was a question regarding the decrease in the training dollars spent. It was explained that any training beyond the internal comprehensive program has been virtual with significant cost reductions for external opportunities.

It was M/S, Don Laughton, Rick North **“THAT THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2022 BE ACCEPTED AS PRESENTED.”** Carried.

b) Appointment of Auditors

Laura explained that in December 2021, PriceWaterhouseCoopers contacted us and told us due to staffing issues and a partner off, they would not be able to conduct our audit. Dorothy Martel, Laura Sluce and Keith Tansley reviewed proposals based on the following criteria:

- a) Saving money
- b) Necessary timeline to be able to meet the Ministry timeline
- c) Professional reputation

Based on this, the Finance Committee made the recommendation to contract with Grant Thornton who met the established criteria.

It was M/S, Rick North, Dave Oliver **“THAT GRANT THORNTON LLP BE APPOINTED AUDITORS FOR THE PERIOD APRIL 1, 2022 TO MARCH 31, 2023.”** Carried.

7. Nominations Report

Dorothy Martel 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. The Board does not have anyone whose term is up for re-election.

Dorothy read the one bio from the slate of candidates:

Jessica Portelance

Jessica was born in Etobicoke and has resided in Mississauga her entire life. She attended West Credit Secondary School. During the summer she participated in a Teen Activity Program offered by Community Living Mississauga. It was an experience which resulted in a greater appreciation of the role the organization plays in the Mississauga community. Jessica went on to Humber College where she successfully completed a (CICE) Community Integration Cooperative Education course Jessica has been a part-time employee at Starbucks for the past nine years. Jessica currently sits on the Rights Committee and is proud to represent her peers. Maintaining a busy lifestyle, she enjoys spending time with family and particularly likes travel. Jessica is very creative and loves to share her artwork with family and friends. Jessica is looking forward to serving her first term on the Board of Directors.

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

8. Retiring Board Members

Dorothy Martel recognized and thanked Candice Roberts for her commitment to the Board of Directors over the past 9 years.

Laura Sluce thanked Dorothy Martel for her contributions particularly during these past few years as President and during the pandemic. Dorothy will continue on in the role as Past President.

9. Installation of New Board of Directors

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

10. Adjournment

It was M/S Stephen Dasko, Pran Kirtani, **“THAT THE 2022 COMMUNITY LIVING MISSISSAUGA ANNUAL GENERAL MEETING BE ADJOURNED AT 6:37 PM.”** Carried.

/dm