



**Minutes of the Board of Directors Meeting  
Community Living British Columbia  
Tuesday, November 27, 2007**

**Attendees:**

Lois Hollstedt (Chair)	Joan Rush	Maurice Mourton
Amanda Lennard	Ken Crump	Rod Gunn
Harvey Venier	M. Lynn Rolko	Teresa Azak

**Regrets:**

Colleen Hay

**Guests**

Doug Woollard, VP Community Planning and Development

**Staff:**

Rick Mowles (CEO)

Josefina Marchetti (Recorder)

**Call to Order:**

The Chair called the meeting to order at 11:13 and welcomed the members. She indicated that Colleen Hay sent regrets due to a family emergency and announced George Fulcher's resignation.

**Agenda:**

The agenda was reviewed and accepted with the following additions:

- 1) Terms of Reference for the Corporate Secretary and the Governance Committee.
- 2) Finance & Audit - Approval of a lease over \$250,000.00.
- 3) Fraud, Theft and Corruption Policy
- 4) Board Self-Evaluation

**1. Minutes of the Board Meeting – October 30, 2007**

**Motion**

It was moved by M. Lynn Rolko, seconded by Ken Crump, to approve the minutes of the Board of Directors meeting held on October 30, 2007.

*Carried Unanimously*

## **2. Facilitator Training**

Doug Woollard, VP Community Planning and Development, presented the Discovery Goal Based Planning (DGBP) program. This program focuses on person-centred planning with self-advocates and their families. The DGBP was developed for CLBC by doctors Frances and Jim Ricks. The program includes a network of specially trained coaches who have taken a four-day course to be ready to assist all CLBC facilitators to complete their training.

## **3. Finance and Audit Committee**

### **Minutes of the F&A Meeting – October 30, 2007**

#### **Motion**

It was moved by M. Lynn Rolko, seconded by Harvey Venier, to approve the minutes of the Finance and Audit Committee meeting held on October 30, 2007.

*Carried Unanimously*

### **CLBC Financial Statements for the period ending October 31, 2007**

Ken Crump, Chair of the Finance & Audit Committee, presented the financial statements for the seven months ended October 31, 2007; including the statement of operations, the statement of financial position, the statement of changes in net assets and the statement of cash flows.

### **Publishing Governance Policies**

Crown Agency Secretariat best practices guide states that the only governance policies that *must* be made public are: Conflict of Interest-Board and Conflict of Interest-Employees (both posted on CLBC's website) and Code of Ethics (currently in development). The Board received a document with a list of other governance policies that may be appropriate for public disclosure. The Finance and Audit Committee during its November 23, 2007 meeting moved to recommend to the Board the public disclosure of those policies.

#### **Motion**

It was moved by Maurice Mourton, seconded by Harvey Venier, to approve the public disclosure of the following governance policies:

Auditor Independence, Investment Management, Banking, Delegation of Financial Authority, Financial Management and Control, Planning, Budgeting and Reporting; Information Security, Corporate Performance Management, Internal Audit and Risk Management (currently in development).

*Carried Unanimously*

### **Direct Funding Policy**

Ken Crump presented a draft of the Direct Funding Policy which establishes the financial and administrative controls for this mechanism of direct payment. The F&A Committee reviewed

this policy during its November 23, 2007 meeting and moved to recommend the approval of this policy by the Board.

**Motion**

It was moved by Maurice Mourton, seconded by Joan Rush, to approve the Direct Funding Policy, as submitted. *Carried Unanimously*

**Internal Audit Policy**

Ken Crump presented a draft of the Internal Audit Policy. The F&A Committee reviewed this policy during its November 23, 2007 meeting and moved to recommend the approval of this policy by the Board.

**Motion**

It was moved by Rod Gunn, seconded by Harvey Venier, to approve the Internal Audit Policy, as submitted. *Carried Unanimously*

**Lease Approval**

Due to the upcoming expiration of the lease contract and the inconvenience of having two different locations, the F&A Committee has reviewed a proposal to move the CLBC Information Technology department to the building where CLBC headquarters are located. This proposal will provide not only savings but also operational benefits. The F&A Committee during its November 23, 2007 meeting moved to recommend to the Board the approval of this lease.

**Motion**

It was moved by M. Lynn Rolko, seconded by Amanda Lennard, to approve the lease contract for the office space located on the sixth floor of Airport Square building. *Carried Unanimously*

**4. Complaint Process Update**

The CEO presented the updated Complaints Process. He informed that the Complaints Process Policy has been updated to ensure concerns from individuals and their families are responded to in a fair and timely manner.

**Motion**

It was moved by Ken Crump, seconded by Rod Gunn, to approve the updated Complaints Process Policy, as submitted. *Carried Unanimously*

**5. CEO Report**

**Community Councils** – The CEO presented four nominations for the Prince George and Area Community Council and one nomination for the Peace District Community Council.

**Motion**

It was moved by M. Lynn Rolko, seconded by Ken Crump, to appoint Beverley Currie, Jenny Jones, Kristina Antrobus and Vickie Pigeon as members of the Prince George and Area Community Council for a two year term; and to appoint Jackie Allen as a member of the Peace District Community Council for a two year term. *Carried Unanimously*

**Family Leadership Intern Position** – This new position reports to the Director, Strategic Plan. This is a new initiative that has been created to develop leadership capacity among family members in the community living field. The long term goal is to support family members to become future leaders to be able to contribute to the development of policy and needed supports and services in their home communities and at the provincial level.

**Community Relations Specialist Position** – The Community Relations Specialist will report to the Director of Communications. This position will serve as a key member of a team responsible for providing advice and communication services at CLBC. This position’s role is to develop media plans and identify local people, projects and initiatives for building awareness to the public.

## **6. Fraud, Theft and Corruption**

The Board reviewed the Fraud, Theft and Corruption Policy which was approved on March 31, 2007. After some discussion, the Board decided to make an addition to item 3-3.1: “including a method for confidentially directing any allegations about senior management to the Board”.

### **Motion**

It was moved by Joan Rush, seconded by Maurice Mourton, to approve the updated Fraud, Theft and Corruption policy. *Carried Unanimously*

## **7. Terms of Reference for the Corporate Secretary**

The Chair presented the Terms of Reference for the Corporate Secretary for review and approval.

### **Motion**

It was moved by Maurice Mourton, seconded by Joan Rush, to approve the Terms of Reference for the Corporate Secretary, as submitted. *Carried Unanimously*

### **Motion**

It was moved by M. Lynn Rolko, seconded by Harvey Venier, to replace the CEO as the Corporate Secretary with the Vice-President Corporate Services, Richard Hunter. *Carried Unanimously*

## **8. Terms of Reference for the Governance Committee**

The Chair presented the Terms of Reference for the Governance Committee for review and approval. After some discussion, the Board agreed to add the phrase: “including the related timetable” to item II – D.

### **Motion**

It was moved by Joan Rush, seconded by Rod Gunn, to approve the Terms of Reference for the Governance Committee with the addition to item II – D, and to delegate to the Human Resources Committee the recruitment and evaluation duties.

*Carried Unanimously*

**Motion**

It was moved by Ken Crump, seconded by Teresa Azak, to appoint Joan Rush as the Governance Committee Chair. *Carried Unanimously*

**9. Board Self-Evaluation**

Maurice Mourton, Chair of the Human Resources Committee, announced that he will distribute the Board Self-Evaluation Questionnaire. He asked the Board members to answer the questionnaire and send it back to him before January 8th, 2008.

**Next Meeting**

The next meeting will be held on Tuesday, January 29, 2008, at 11:00 am.

**Adjournment**

There being no further items to discuss, the Chair adjourned the public segment of the meeting at 14:10.

**In-Camera Session**

The Board moved into an in-camera session at 14:11 to discuss Treasury Board and Human Resources issues. The Board emerged from the in-camera at 15:15.