



**Board of Directors Meeting Minutes  
Thursday, April 4, 2013  
Salish Room, Holiday Inn  
15808 104<sup>th</sup> Street Surrey**

The Board Chair introduced the Board and Management, and then explained the format of the CLBC Board meeting.

**Question and Answer Period**

In order to improve communication, transparency, and accessibility to the public, the Board of CLBC provides opportunities for the public to schedule presentations and to ask questions of the Board prior to the beginning of every Board meeting.

The Board received no questions from the public.

**Presentations**

There were no public presentations.

**Board Meeting**

**Attendees:**

Denise Turner, Board Chair  
Mark Duncan, Board Member  
Norah Flaherty, Board Member  
Ernie Malone, Board Member

Roberta Kjelson, Board Member  
Arn van Iersel, Board Member  
Elizabeth Hunt, Board Member  
Jan Marston, Board Member

**Regrets:**

John McCulloch  
Darryl Harand

**Staff:**

Doug Woollard (Interim CEO)  
Richard Hunter (VP Corporate Services)  
Carol Goozh (VP Policy & Program Development)  
Jack Styan (VP Strategic Initiatives)  
Brian Salisbury (Director of Strategic Planning)  
David Hurford (Director of Communications)  
Stacey Lee (Director of Human Resources)  
Jai Birdi, Director Regional Operations, Fraser Region  
Margaret Medina (Acting Board Liaison)



## **Call to Order:**

The Chair called the Public Board Meeting of April 4, 2013 to order at 12:35 p.m. and welcomed guests.

### **1. Agenda**

The Agenda was reviewed.

#### **Motion:**

It was **MOVED** and **SECONDED** that the Board approve the Agenda as presented.

**CARRIED**

### **2. Minutes of the January 30, 2013 Meeting of the Board of Directors**

The Minutes of the January 30, 2013 Board meeting were reviewed.

#### **Motion:**

It was **MOVED** and **SECONDED** that the Board approve the Minutes of the January 30, 2013 Board meeting as presented.

**CARRIED**

### **3. Strategic Issues/Board Education**

#### **a. People with Developmental Disabilities in the Criminal Justice System**

Brian Salisbury introduced Debbie Holmes, Head Teacher and Career Mentor and Mark Flynn, Teacher and Counsellor of the Foundations Program of the Surrey School District. Debbie and Mark presented to the Board that they have noticed a significant number of students with developmental disabilities involved in the Criminal Justice System. It is estimated that of the approximately 1,000 Developmentally Disabled students in Surrey, 100 have been involved with the justice system. The trend has also been evident in the Developmentally Disabled adults; this is supported by research and statistics from other jurisdictions. It was reported that the Criminal Justice System have limited understanding of individuals with developmental disability. Most of these individuals are also unaware of their rights and lack the cognitive skills necessary to understand the legal process. Two years ago, the City of Surrey approached the Foundations Program, Surrey School in an effort to address the issue. On behalf of the Foundations Program, Surrey Schools, Debbie and Mark are suggesting that CLBC consider implementing a justice advocate position to support individuals with developmental disability in Surrey. This would be in partnership with other organisations such as PLEA, the Attorney General and the Federal Justice Department.

On behalf of the CLBC Board and Management, the Board Chair thanked Debbie and Mark for all their hard work and commended their personal commitment to the issue.

Debbie and Mark left the Board meeting at 2:30 p.m.

## **b. CEO Report**

Doug Woollard reviewed his CEO Report and responded to comments and questions from the Board.

## **c. KPI Results of Board Ranking and Next Steps**

Richard Hunter presented the results of the board KPI survey. In his report, he highlighted the top six ranked board KPIs. After discussion, the Board requested: that management make a recommendation on the most effective KPI for success in increasing employment; seek additional data when only one indicator measures a particular goal, and; consider leading as well as lagging indicators.

This item will be brought back to the Board for further discussion.

## **4. Board Committee Reports**

### **Finance & Audit Committee Report**

Arn van Iersel reported that the Committee reviewed the Financial and Operating Report for Fiscal 2013/14. The Committee recommends for the Board to approve the Financial and Operating Report as of February 2013

#### **Motion**

It was **MOVED** and **SECONDED** that the Finance & Audit Committee recommends approval of the Interim Financial and Operating Report for the period ended February 2013.

**CARRIED**

The Finance and Audit Committee likewise reviewed the Internal Audit Policy and recommends approval to the Board.

#### **Motion**

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee; the Board approves the Internal Audit Policy as presented.

**CARRIED**

### **Quality & Service Committee Report**

Norah Flaherty reported to the Board discussions at the Q&S Committee meeting and advised the Board of Brian Salisbury's monthly calls with the Community Council Chairs to share information answer their questions and receive updates. The Community Chairs have reported they find these calls very useful.

The agenda for the Board's Annual meeting with Provincial Advisory Committee members, Community Council Chairs, senior management, Community Planning and Development managers, communication staff and the Self-Advocate, Family Partnership and Aboriginal Advisors was presented to the Board and approval was recommended.



***Motion***

It was **MOVED** and **SECONDED** approval of the Annual Joint Meeting agenda, as recommended by the Quality and Service Committee.

**CARRIED**

**Governance &HR Committee Report**

Jan Marston reported on the meeting of the Governance and HR Committee and responded to questions and comments from the Board. The Committee reviewed and made minor changes to the Board Governance Manual. With the exception of the Ethical Reporting section which requires additional input to be presented and discussed in the next Board meeting, the Committee recommends approval of the Board Governance manual as amended.

***Motion***

It was **MOVED** and **SECONDED** that the Board approve the amended Board Governance Manual as recommended by G&HR Committee;

**CARRIED**

**Adjournment**

There being no further business to discuss, the Chair asked for a motion to adjourn the meeting.

***Motion:***

It was **MOVED** and **SECONDED** that the Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:30 p.m. The next Board meeting is scheduled for May 28, 2013.