



Board of Directors Meeting Minutes
May 17, 2018
Marine Boardroom, CLBC Head Office,
7th Floor, 1200 West 73rd Avenue, Vancouver BC

The Board Chair introduced the Board and Management, and then explained the format of 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 from the Board prior to the beginning of every Board meeting.

The Board received no questions from the public.

Public Presentations

There were no public presentations.

Attendees:

Tom Christensen – Board Chair	Jane Holland – Board Member
Eileen Stewart – Board Member	Onkar Biring – Board Member
Diane Friedman – Board Member	Dan Smith – Board Member
David Everett – Board Member	David Babych – Board Member
Barbara Carle-Thiesson – Board Member	Mike Watson – Board Member

CLBC Staff:

Seonag Macrae – Chief Executive Officer
Richard Hunter – Vice President, Finance and Chief Financial Officer
Jack Styan – Vice President, Strategic Initiatives
Lynn Davies – Vice President, Regional Operations
Karen Mackay – Director, People Services and Organization Development
Megan Tardif – Director, Quality Assurance
Randy Schmidt – Director, Communications
Alex Afanasev – Internal Auditor
David Toone – Director, Contract and Risk Management
Zainum Bahadshah – Manager, Organizational Support, Strategic Initiatives
Rebecca Lim – Executive Assistant to the CEO
Donna Nordmann – Board Liaison (Recorder)

Guests:

Leanne Dospital – Advocate for Service Quality
Jennifer Terwoord – Director, Regional Operations – Southern Interior
David Galbraith – Deputy Minister
John McCulloch – PAC Chair
Tim Veresh – PARCA

Call to Order

Tom Christensen, Board Chair, called the Public Board Meeting of May 17, 2018 to order at 9:05 a.m. and welcomed members of the Board, executives, and guests.

Story Telling

Eileen Stewart presented a video titled "*Social Inclusion*"

1. Approval of Agenda

Agenda of the May 17, 2018 meeting of the Board of Directors was reviewed.

Motion

It was **MOVED** and **SECONDED** that the Board approves the agenda as amended.

CARRIED

2. Business Arising from the Previous Meeting

2.1 Approval of Minutes of March 21, 2018 Meeting

The minutes of the March 21, 2018 meeting of the Board of Directors was reviewed. There was no business arising from the previous meeting and minutes.

Motion

It was **MOVED** and **SECONDED** that the Board approves the minutes as presented.

CARRIED

3. Strategic Issues/Board Education:

3.1 New Planning Approach

Zainum Bahadshah and Lynn Davies gave a presentation on the New Planning Approach and how improvements have been designed using a human-centred design approach with stakeholders across the province.

3.2 Multiple Complex Needs

Tim Veresh gave a presentation about Multiple Complex Needs and responded to comments and questions from the Board.

4. Other Business

4.1 CEO Report

Seonag Macrae discussed highlights of her CEO Report as of May 2018 and responded to comments and questions from the Board.

4.2 PAC Report to the Board by PAC Chair

John McCulloch gave a report on Provincial Advisory Committee (PAC) and responded to comments and questions from the Board.

4.3 PAC Appointments

Megan Tardif presented the following Provincial Advisory Committee (PAC) nominations for Board approval; Jennifer Deakin from South Island, Pauli Deacon, from North Shore Sunshine Coast, and Gordon Robertson, from North.

Motion

It was **MOVED and SECONDED** that the Board of Directors approves the Provincial Advisory Committee (PAC) appointments by Management.

CARRIED

4.4 Conversation with Advocate for Service Quality

Leanne Dospital gave a report on Service Quality and responded to comments and questions from the Board.

5. Board Committee Reports:

5.1 Finance and Audit Committee Report

David Everett reported that the Committee reviewed Audited Financial Statements – March 31, 2018. The Auditor, PWC, attended and presented an unqualified Independent Auditor’s Report and met with the Committee.

Motion

It was **MOVED and SECONDED** that, as recommended by the F&A Committee, the Board of Directors approves the Audited Financial Statements as of March 31, 2018 as presented.

CARRIED

In addition, the Committee recommends to the Board the approval of PwC appointment as the External Auditor for 2018/19 and the auditor’s fee for 2018/19 in the amount of \$55,900 plus expenses capped at \$1,500.

Motion

It was **MOVED and SECONDED** that, as recommended by the F&A Committee, the Board of Directors approves the appointment of PWC as the External Auditor for 2017/18 and the fee of \$55,900 plus expenses capped at \$1,500 as presented.

CARRIED

5.2 Quality and Service Committee Report

Jane Holland reported that there was one change suggested under Membership in the PAC Terms of Reference that would formalize the connection to CLBC’s Indigenous Advisory Committee.

Motion

It was **MOVED and SECONDED** that, as recommended by the Q&S Committee, the Board of Directors approves the change to the PAC Terms of Reference that would formalize the connection to CLBC’s Indigenous Advisory Committee.

CARRIED

Jane Holland also presented the Draft Agenda for the Annual Joint PAC/Board Meeting.

Motion

It was **MOVED and SECONDED** that, as recommended by the Q&S Committee, the Board of Directors approves the Draft Agenda for the Annual Joint PAC/Board Meeting.

CARRIED

5.3 Governance & HR Committee Report

Eileen Stewart reported that one of the annual tasks that the Committee does is review the CLBC philosophy and guidelines for management compensation. This was revised in 2015 and no further changes are being recommended.

Another annual review the Committee undertakes is CLBC's compliance to various legal and regulatory requirements. Management has provided a detailed report indicating that CLBC is in compliance. In addition, questions were asked regarding any incidences of workplace harassment. The Committee was informed that every employee signs an acknowledgement that there is a respectful workplace policy and that all new employees receive training on what it means to work in a respectful workplace.

6. Directors' Reports on Community Interactions/ External Events

Jane Holland and Jack Styran shared with the Board their experiences and feedback on attending the FSI training.

7. Story Telling

David Babych presented two videos on Barry Trotz who speaks about his son 'A Coach's Life' and 'Barry Trotz and Darryl Sutter's Connection'

8. Volunteer for New Stories

David Everett and Onkar Biring will be presenting new stories in the next meeting on September 26, 2018.

9. 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 12:00 p.m. The next Board meeting is scheduled for September 26, 2018 in Vancouver, BC.