



**Board of Directors Meeting Minutes  
November 21, 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:**

Michael Prince – Board Chair  
Eileen Stewart – Board Member  
Diane Friedman – Board Member  
David Everett – Board Member

Jane Holland – Board Member  
Onkar Biring – Board Member  
David Babych – Board Member  
Barbara Carle-Thiesson – Board Member

**Regrets:**

Dan Smith – 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  
Sara Miller – Vice President, Corporate Services  
Megan Tardif – Director, Quality Assurance  
Randy Schmidt – Director, Communications  
Karen Mackay - Director, People Services & Organization Development  
David Toone – Director, Contract and Risk Management  
Alex Afanasev – Manager, Internal Audit  
Rebecca Lim – Executive Assistant to the CEO  
Donna Nordmann – Board Liaison (Recorder)

**Guests:**

Robin Syme, CanAssist at the University of Victoria  
Hollie Fischer, CanAssist at the University of Victoria

## **Call to Order**

Michael Prince, Board Chair, called the Public Board Meeting of November 21, 2018 to order at 9:00 a.m. and welcomed members of the Board, staff, and guests.

## **Story Telling**

Diane Friedman presented a video titled “*Unexpected – Plano Senior High School Graduation*” from youtube.com

### **1. Approval of Agenda**

Agenda of the November 21, 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 September 26, 2018 Meeting**

The minutes of the September 26, 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 Presentation “Emerging Technology Supports for People with Development Disabilities”**

Jack Styan introduced Robin Syme, CEO from CanAssist to the Board. Robin presented some background information and the current work being carried out at CanAssist at the University of Victoria. Robin then answered questions from the Board. The Board thanked Robin for her presentation.

*Robin Syme and Hollee Fisher left the meeting.*

### **4. Other Business**

#### **4.1 CEO Report**

Seonag Macrae discussed highlights of her CEO Report as of November 31, 2018 and responded to comments and questions from the Board.

**CARRIED**

### **5. Board Committee Reports:**

#### **5.1 Finance and Audit Committee Report**

David Everett reported that the Committee met with the External Auditor (PwC) - Sarah Marsh and Paulina Prokop. The Committee reviewed the External Audit Plan 2019 for CLBC presented by PwC.

The Committee had also reviewed and discussed the financial & operating report as of September 30, 2018, Quarterly Management Information as of September 30, 2018, and the CLBC’s 2019/20 to 2021/22 Information Resource Management Plan.

#### **Motion**

It was **MOVED** and **SECONDED** that as recommended by the Finance & Audit Committee, the Board approve the proposed revision to the 2019/20 to 2021/22 Information Resource Management Plan, as presented.

**CARRIED**

The Committee also reviewed the Procurement and Contracting Policy and recommended removal of reference to the 'CLBC Procurement and Contracting Procedure Guide in section 3.31' for enhanced clarification since it is an internal document that is not applicable to external parties

Motion

It was **MOVED** and **SECONDED** that as recommended by the Finance & Audit Committee, the Board approve the proposed revision to the Procurement and Contracting Policy as presented.

**CARRIED**

**5.2 Quality and Service Committee Report**

Jane Holland reported the Committee reviewed and discussed the 'Include Me' survey results that continues to be received well and with great response rates.

**5.3 Governance & HR Committee Report**

Eileen Stewart reported that the Committee has no more items in its Schedule of Outstanding Items. The Committee reviewed the Board Governance framework which is reviewed every two years and will be done in 2019. It was recommended that Committee chairs need to review their TORs in January with submission to G&HR at the March meeting.

The Committee also reviewed the Code of Conduct and Conflict of Interest Policies. The Committee recommended the Employee Standards of Conduct be amended to include a statement about being impairment-free at work.

Motion

It was **MOVED** and **SECONDED** that as recommended by the G&HR Committee, the Board approve the proposed revision to the Employee Standards of Conduct as presented.

**CARRIED**

**6. Directors' Reports on Community Interactions/ External Events**

Board members reported out on key discussions arising from their meetings with the local communities, service providers' visits, and staff and Community Councils, during their Board tours in Powell River (Oct 2) and Surrey (Oct 24).

*The meeting was paused for a short break during 10:30-10:45 a.m.*

**7. Story Telling**

Eileen Stewart presented "The Gold Standard Community for Persons with Developmental Disabilities" from youtube.com

**8. Volunteer for New Stories**

Barbara Carle-Thiesson and Onkar Biring will be presenting new stories at the next meeting on January 23, 2019.

## **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**

**Lastly, Michael announced to the Board that Eileen Stewart, David Everett, Diane Friedman, David Babych, and Jane Holland's Board terms had come to an end effective December 31, 2018. Michael also announced that Michael Watson had retired from the Board effective December 31, 2018. The Board expressed their appreciations and thanks to the Directors for their contributions to the Board for CLBC.**

The meeting adjourned at 10:55 a.m. The next Board meeting is scheduled for January 23, 2019 in Vancouver, BC.