



**Board of Directors Meeting Minutes (Open)**  
**May 10<sup>th</sup>, 2023**  
**MS Teams/In-Person Meeting**

The Board Chair began the meeting with a territorial acknowledgement on the lands from which we were meeting and calling-in from, introduced the Board and Management, and then explained the format of the CLBC Board meeting. The Board Chair informed everyone that this meeting will be recorded.

**Question and Answer Period**

In order to support communication, transparency, and accessibility to the public, the Board of CLBC provides opportunities for the public to schedule presentations and to submit questions in advance to the Board prior to every Board meeting.

There were 16 members of the public in attendance.

**Attendees:**

Michael Prince – Board Chair	Marnie Larson – Board Member
Kathy Bright – Board Member	Simon Philp – Board Member
Patti Sullivan – Board Member	Joely Viveiros – Board Member
Julia Payson – Board Member	Stephen Lee- Board Member
Amber Rainshadow – Board Member	Corey Walker – Board Member
Al Lefebvre -Board Member	

**Guests:**

Adam McKinnon- Assistant Deputy Minister, SDPR  
Neil Belanger – Chair, IAC  
Fiona Whittington- Walsh – KPU  
Debbie Moore – Chair, PAC

**CLBC Staff:**

Ross Chilton - CEO  
John Stinson - Vice President, Service Delivery and Innovation  
Randy Schmidt – Vice President, Governance & Communications  
Joanne Mills – Vice President, Quality Service and Indigenous Relations  
Karen Mackay - Vice President, People & Culture  
Henry Chen – Vice President Finance & CFO  
Audrey McDonald – Acting VP, Information Technology and Project Services  
Alex Afanasev – Internal Auditor  
Padminie Chundunsing – Senior Executive Assistant to the Board & CEO (Recorder)

**Call to Order**

Michael Prince, Board Chair, called the Public Board Meeting of May 10<sup>th</sup>, 2023, to order at 9:05 a.m. and welcomed members of the Board, executives, and guests.



The Chair reminded attendees that CLBC Directors and Officers are public office holders and thus subject to the provisions of the Conflict-of-Interest Act. He asked Directors and Officers to declare any conflicts of interest, real or perceived they may have. Michael also asked the CEO if he was aware of any conflict of interest for any directors or officers. None were declared.

## **1. Consent Agenda Items**

1.1- Agenda of the May 10<sup>th</sup>, 2023, meeting of the Board of Directors was reviewed.

1.2- The minutes of the February 23<sup>rd</sup>, 2023, meeting of the Board of Directors was reviewed.

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

***CARRIED***

## **2. Other Business**

### **2.1- Including All Citizens Pathway (KPU)**

Dr. Fiona Whittington- Walsh, Lead Advisor on Disability, Accessibility and Inclusion at KPU, and faculty in the department of sociology gave an overview on the “Including All Citizens Pathway (IACP) Project. Including All Citizens Pathway started in 2016 with five students with intellectual disabilities. It started as a pilot project in partnership with Inclusion BC and Inclusion Langley Society.

The purpose of the IACP is the full inclusion of students with intellectual/developmental disabilities into university courses for credit and on equal basis with others. IACP students do not need to satisfy the English requirements to be accepted. This program recognizes that many students have experienced educational barriers and trauma. We are recognizing their life experiences, rather than just educational credentials.

This is a holistic, critical pedagogical approach to admissions. We are also utilizing already existing courses. Once IACP students start their studies, they are enrolled in Arts academic courses and are working towards their Faculty of Arts Certificate

The Faculty of Arts certificate is an exit credential that pre-exists the IACP and is designed to provide an educational experience that prepares students for work, citizenship, and critical engagement with their communities. Students take 10 academic courses including two English courses to complete the certificate. This is an exit credential that is available to all students.

The curriculum is not adapted or modified. It is about transforming the way we teach.

IACP is about recognizing diverse ways of knowing and demonstrating knowledge and recognizing emerging knowledge. It has as its foundation accessibility and inclusion and the principles of Universal Design for Learning.

IACP has full institutional support from senior leadership including the president, the provost, vice-president students, and the registrar. The university has made a commitment of two course releases every academic year to offer to new IACP instructors. This allows the new instructors time to transform their teaching and to be mentored with UDL and the inclusive pedagogy. They then become instructor mentors, mentoring students and new instructors.



## **2.2 - Provincial Advisory Committee (PAC) Report to the Board by PAC Chair**

Debbie Moore, Chair of the PAC Committee explained that the intention to strengthen communication between Board and PAC has led to us adding an agenda item at each PAC meeting, at which attendees can bring concerns to the table. These are then discussed, and a decision made as to what to forward to the Board for comment and feedback. At our last PAC meeting the issue of aging was discussed, and a request sent for information around the planning process for an aging population.

She also commented on a desire for cultural awareness, safety and sensitivity training for the PAC, following concerns expressed by a PAC member over an unfortunate use of inappropriate language.

She commented that the upcoming shelter rate uplift is causing confusion, and requested communication to clarify what steps, if any, agencies and caregivers need to take to ensure the uplift is received. She was invited to attend an upcoming 'partners' meeting, at which representatives from the Ministry of Social Development and Poverty Reduction (MSDPR) will present on this issue.

Finally, she commented on the notification process when there is an emergency situation such as an evacuation alert. CLBC staff who have sons/daughters supported by CLBC have their contracts monitored by a different office than the one they work from. This led to a contact being missed during the White Rock Lake fire a couple of summers ago.

## **2.3 - Indigenous Advisory Committee (IAC) Report by IAC Chair**

Neil Belanger gave a verbal update on the Indigenous Advisory Committee and responded to comments and questions from the Board.

### **3. CEO Report**

Ross Chilton presented the CEO Report in a new format, discussed highlights as of May 2023 and responded to comments and questions from the Board.

#### **4.1- Finance & Audit Committee Report**

Simon Philp, chair of the Finance & Audit Committee, gave a verbal update on the Finance & Audit Committee Meeting held on May 8<sup>th</sup>, 2023.

##### **4.1.1- Audited Financial Statements – March 31, 2023**

Simon Philp reported that the audited financial statement for the year ended March 31, 2023, was attached to the meeting material and put forth the motion for approval.

**Motion: The Finance & Audit Committee recommends that the Board approve the Audited Financial Statements for the year ended March 31, 2023. Motion Approved**

#### **4.2- Governance & Human Resources Committee Report**

Kathy Bright, chair of Governance & HR Committee, presented her report to the Board. The committee held its first quarterly meeting in the 2023 fiscal year on May 4<sup>th</sup>. The committee reviewed the extensive list of



Legal and Regulatory compliance requirements related to the CLBC workforce. All were reported to have been completed and checked. The committee discussed the process of checking compliance and felt secure in the accuracy and thoroughness of the report.

#### **4.2.1 Executive & Director Compensation Disclosure**

Kathy Bright mentioned that it is the time again for the Annual attestation of executive and board compensation disclosure. As in previous years, the final accounting and disclosure form is not ready in time for our Board Meeting. However, the form may be circulated to the Board once it is complete. The motion below will allow Michael to review the disclosure and sign the form for the government by June 7<sup>th</sup>.

**MOTION: The Governance & Human Resource Committee recommends that the Board authorize the Board Chair, or another appropriate member of the Board, approve and sign the attestation statement for the Executive Compensation Disclosure and Board Directors' compensation. Motion Approved**

#### **4.3 – Service, Quality & Performance Committee Report**

Julia Payson, chair of the Service, Quality & Performance Committee, gave a verbal update on the Service, Quality & Performance Committee Meeting held on May 4<sup>th</sup>, 2023.

##### **4.3.1- Joint Board/PAC/IAC Meeting Agenda**

Julia Payson walked the Board through the proposed agenda for the upcoming CLBC Annual Joint Meeting on June 3, 2023.

The agenda was recommended to the G&HR Committee for approval prior to seeking the Board approval.

**Motion: The Governance & Human Resource Committee recommends to the Board that the proposed agenda for the annual Joint Planning Day on June 3 be approved as recommended by management. Motion Approved**

#### **5. Directors' Reports on Community Interactions/External Events (*verbal update*)**

There was a brief discussion on director community interactions/external events.

#### **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 11.55 a.m. The next open Board meeting is scheduled for September 20<sup>th</sup>, 2023, in person at the Vancouver Head Office.