

**MINUTES**

**Present:** Michele Bossi, Kevin Bossi, Kevin Eccles, Katherine Ansett, Larry Vollett, Gale O'Brien, Richard O'Brien, Paul Wettlaufer, Trish Bridgen, Anne Marie Watson, Raj Rajput, Terry King, Janice Daize, Michael Barrett

**1. Call to Order:** Raj at 6:30pm via Zoom

**2. Welcome:** Raj –to Michael Barrett, Guest. Noted first electronic meeting during challenging times of Covid

**3. Approval of policy AD-08 change:**

*(Motion to approve the changes to Policy AD-08, as presented)*

*Motion by Michele Bossi; Second by Trish Bridgen; Carried*

**4. Approval of the Agenda**

*(Motion to accept the Agenda, as presented)*

*Motion by Kevin Eccles to accept agenda as amended with addition of Michael Barrett as guest presenter; Trish Bridgen second; carried*

**5. Guest, Michael Barret. President and CEO, SBGHC**

-thank you for donation of \$262,000 for central cardiac machine, etc raised last year with outstanding events-all volunteers because you care and support your hospital

-SBGHC zoom annual meeting last night

-infrastructure: HERF fund and Durham received a lion's share for hospital sprinklers, also new unit on the roof; thank you to Ontario Government for these funds

-financial: real success for SBGHC March 2019 was 1.7 million dollar deficit and 1.6 million dollar surplus this year (2020); budget action recovery plan (key points: right number of beds/population; private labs for outpatients; transformation funding; reducing physicians... so it's repaying the debt

-Covid has changed everything about hospital and society; saw Europe, Italy, New York City and more, restricted visitors, screening, increased capacity by discharging patients to build capacity in SBGHC to 88 acute beds; at the end of the day, not one covid admitted patient although a couple tested positive; the impact was in long term care; hospitals switched from acute care to reaching out to support long term care homes in area (infection control, PPE, universal swabbing of residents and staff); could re-deploy hospital staff to long term care homes; reintroduction of elective and scheduled surgeries on June 1; still have to maintain a 10% surge capacity and 15 days worth of medication and PPE; reintroduction of services going well; outpatient lab closed in Durham and Chesley but reopened June 15 with scheduled appointments – also helps with physical distancing; Premier says no Ontarian will be denied testing so they're coming to assessment centres and now 50-55 tests/day but need negative tests to enter long term care homes to visit

Dr. John Stirrat, surgeon, coming to Walkerton and Kincardine; young, bought house in Walkerton

Questions: Raj: are antibody tests in the works? Michael: in the works but nothing on the market

**6. Approval of the Minutes of the 21st Annual Meeting of Members**

*(Motion to accept the AGM Minutes of May 16, 2019, as presented)*

*Motion by Kevin Eccles; Second by Trish Bridgen; Carried*

**7. Presentation of Audited Financial Statements: King and Associates, Owen Sound**

The Finance Committee recommends that Members accept the 2019 financial statements as presented.

-Terry King: thank Anne Marie for her support and assistance, does a great job!

-very good report

-fair bit of cash that can be handled; qualification that cash can't be adequately audited; no reason at all to suspect that there is anything wrong; did not find any issue with the records; complete and accurate

-page 5: revenue

-fundraiser up \$20,000 ... \$240,000 net revenue

-expenditures were consistent except for transfers for SBGHC

-page 13 – property income and expenses consistent with history, no issues

-balance sheet – picture of point in time (assets and liabilities at year end); current assets up \$60,000; endowed assets up, liabilities down \$47,000; long term debt paid March 2020

-strength of foundation keeps improving (now \$1.75 million)

-Larry Vollett, finance committee, reviewed a couple of times and pleased to recommend to Board to accept as presented

*Motion that the financial statements for the year ended December 31, 2019 be accepted, as presented.*

*Motion by Michele Bossi; Second by Kevin Bossi; Carried*

**8. Appointment of Auditor for 2020 fiscal year**

– Raj thanked Terry King for his work; finance committee recommend they are pointed as auditors

*Motion that King and Associates be appointed as Auditors for the 2020 fiscal year for the Durham Hospital Foundation) Motion by Katherine Ansett; Second by Kevin Eccles; Carried*

**9. 2019 Impact Report** – Raj summarized report, shared how and where to access .pdf or hard copy

**10. 2019 Policy review/changes:**

**Policies AD-01, AD-09, FN-01, FN-03, FR-01, FR-02, Fr-03, GOV-03 (See Attachments)** (Raj discussed changes)

*Motion that the members accept the policy changes as presented. Motion by Michele Bossi; Second by Paul Wettlaufer; Carried*

**11. Ratification of acts of the Board of Directors**

*Motion that resolutions, contracts, acts and proceedings of the Board of Directors of the Corporation as enacted, passed or taken since the last annual meeting of the Corporation as referred to in the Minutes of the meetings or in the Financial Statements of the Corporation be hereby approved, ratified and confirmed by the members. Motion by Trish Bridgen; Second by Michele Bossi; Carried*

**12. Election of Directors** - As presented in Nominations Report. Shown in Appendices 2)

*(Motion that the slate of nominees be approved as Foundation Directors, as submitted.)*

*Moved by Raj Rajput, Chair; Second by Janice Daize; carried*

**13. Retiring Board members** - acknowledgement and thanks to Joyce McMillan and Regina Marini

- Anne Marie sending out tokens of appreciation

**14. New Business** - none

**15. Adjournment- 7:40 pm** Motion by Michele Bossi

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**Rajinder Rajput, Chair**

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**Janice Daize, Secretary**

## Appendices

### 1) Policies for approval

#### A)

Policy Type: Administration  
Policy Title: Executive Director

Policy Number: AD-04  
Policy Approval: March 27 2014  
Policy Review Date: Jan. 16, 2019

The Durham Hospital Foundation Inc., (hereafter referred to as the Foundation) employs an Executive Director to manage the day-to-day operations of the Foundation who reports through the Chair of the Foundation and is accountable to the Board of Directors.

#### **Section 1: Terms of Reference for the Executive Director**

The Executive Director is accountable to the Board of Directors. Reporting through the Chair, the Executive Director shall:

- a) manage the day to day operations of the Foundation, and its fundraising and operational activities,
- b) raise awareness and the profile of the Foundation in the community,
- c) develop, implement and maintain necessary Foundation Policies and Procedures,
- d) in consultation with the Board of Directors, prepare budgets, monitor annual operating revenues and expenditures and manage finances and other assets,
- e) develop, implement and monitor the fundraising strategies for the Foundation including annual and planned giving, capital campaign programs, and fundraising activities,
- f) implement and maintain the strategic plan as developed by the Board of Directors and ensure that funding development is carried out in keeping with the strategic plan,
- g) attend all meetings of the Board of Directors, and Committee meetings as required'
- h) work with the Committees of the Foundation to maximize the involvement and contribution of the members of the Board,
- i) identify, evaluate, cultivate and solicit major gift donations on an ongoing basis; build relationships and trust with new and annual donors,
- j) build relationships and solicit grants, in kind donations and sponsorships from the private sector, government foundations ensuring that all recognition, financial and final reporting requirements are met,
- k) maintain accountability and compliance for all funding sourced; ensure the Foundation meets Federal and Provincial legislative requirements applicable to not –for- profits and charitable status organizations,
- l) maximize the potential of the donor database, which includes developing procedures for prospective donors, and ensuring the necessary resources are in place to achieve this potential,
- m) coordinate the development and writing of foundation, corporate and individual solicitation, marketing, communication materials and maintain a digital presence and monitor relations,
- n) assist in establishing performance measures, monitor results and in consultation with the Chair, Board and Committees evaluate the effectiveness of the Foundation's fund development program.

**Additional Reference:** ED Position Description - Revision January 16, 2019

**B)**

Policy Type: Administration  
Policy Title: Amendments of Bylaws/ Policies

Policy Number: AD-09

Policy Approval Date: March 27, 2014

Policy Review Date: April 23, 2015

Policy Review Date: September 11, 2019

Bylaws are the fundamental governing rules of the Board of the Durham Hospital Foundation Inc. (hereafter referred to as the Corporation). The purpose of this policy is to state the conditions under which bylaws are amended.

1. Bylaws may be amended in response to legislation or when circumstances change.
2. Any member of the Board can propose adding, removing or amending a bylaw/ policy.
3. All members of the Board will receive notice and details of changes at a board meeting at which time a motion for amendment may be tabled.
4. A motion to add, amend or remove a bylaw shall be brought forward at the Annual Meeting of Members and requires a majority vote of at least two thirds (2/3) of the membership in order to be carried.

**Related documents:**

DCHCF AD-06 Meetings of the Board

DCHCF AD-08 Meetings of members/Annual Meeting

Dec/2013      April 23, 2015      September, 2020

**C)**

Policy Type: Financial  
Policy Title: Financial Control/Oversight

Policy Number: FN-01

Policy Approval Date: March 27, 2014

Policy Review Date: April 23, 2015

Policy Review Date: September 11, 2019

The Board is accountable to the community for the financial affairs of the Durham Hospital Foundation (hereafter referred to as the Corporation). The Board must ensure adequate controls are in place to manage finances and see that the Corporation has adequate resources to fulfill its mission. This policy sets out the financial priorities of the Board

**Section 1: Accountability**

1. Financial year:

The financial year of the Corporation shall terminate on the 31<sup>st</sup> day of December in each year.

2. Bank Accounts:

In accordance to AD-03, the Treasurer shall open an account or accounts in the name of the Corporation in financial institutions approved by the Board.

3. Signing Officers:

- a) The Board shall appoint at least three (3) signing officers, one (1) of which will be the Treasurer.
- b) All financial transactions including, but not limited to, cheques, payments of money, instructions to a financial institution, and investment of funds in the name of the Corporation shall be signed by any two (2) signing officers.
- c) All electronic payments or transactions must be verified and initialed by two (2) signing officers of the Board, subsequent to the transaction

4. Budget:

- a) The Executive Director, as directed by the Treasurer shall submit annually to the Finance Committee which in turn will submit to the Board, estimates of all sums required during the year for the purposes of the Corporation.

**Section 2: Financial Monitoring**

1. The Board monitors the finances in order to ensure that the ongoing financial position of the Corporation is consistent with the priorities approved by the Board. The Board shall monitor the monthly financial reports as prepared by the Executive Director at each meeting.
2. The Board shall submit the annual financial statements, audited by a certified accountant, at the Annual Meeting of Members.

An audit may be undertaken, upon the death, resignation, dismissal or other termination of the Executive Director, and at such times as the Board shall direct.

**Section 3: Banking Arrangements**

1. The Board shall designate, by resolution and, subsequently, a letter of direction, the officers and other persons authorized to transact the banking arrangements of the Corporation, or any part thereof, with the financial institutions that the Board has designated as the Corporation's banker, to have the authority set out in the resolution, including, unless otherwise restricted, the power to:
  - a) operate the Corporation's accounts with the financial institution
  - b) make, sign, draw, endorse, negotiate, lodge, deposit, or transfer any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money
  - c) issue receipts for and orders relating to any property of the Corporation

- d) execute any agreement relating to any banking business and defining the rights and powers of the parties thereto
- e) authorize an officer of the bank to do any act on the Corporation's behalf to facilitate the banking business, provided that such arrangements are as set out in FN-01, 3.0

#### **Section 4: Securities**

1. The securities of the Corporation shall be deposited for safe keeping with one or more financial institutions to be selected by the Board.
2. Any and all securities may be withdrawn, from time to time in accordance with the written Letter of Direction.

#### **Section 5: Borrowing by the Corporation**

1. Subject to the limitations set out in the By-laws or in the Letters Patent of the Corporation, the Board may:
  - a) borrow money on the credit of the Corporation;
  - b) issue, sell or pledge securities of the Corporation; and/or
  - c) charge, mortgage or pledge all or any of the real or personal property of the Corporation to secure any securities or any money borrowed, or any obligations or liability of the Corporation provided that, except where the Corporation borrows on the security of its real or personal property, its borrowing power shall be limited to borrowing money for current operating expenses.
2. From time to time, the Board may authorize the Executive Director to make arrangements with reference to the monies borrowed with power to vary or modify such arrangements, terms and conditions and generally to manage, transact and settle the borrowing of money by the Corporation.

#### **Related Documents:**

DCHCF AD-03 Officers Section 4

Nov/2013

April 23, 2015

September 2020

**D)**

Policy Type: Financial  
Policy Title: Purchasing

Policy Number: FN-03

Policy Approval Date: May 19, 2011

Policy Review Date: April 23, 2015

Policy Review Date: September 11, 2019

The Board of Directors of the Durham Hospital Foundation (hereafter referred to as the Corporation) has a fiduciary responsibility to conduct business in a fair and open manner. This policy provides confidence that the “best value” is being obtained through an impartial process. This policy shall establish procedures and guidelines for the procurement of goods and services.

**Section 1: Purchasing principles:**

1. To procure by purchase, rental or lease, quality and quantity of goods and services efficiently.
2. To encourage open competitive bidding on acquisition of all goods and services where practical.
3. To consider all aspects in evaluating bid submissions from qualified and responsible vendors.
4. Consideration, where practical, should be given to local suppliers/contractors.
5. To ensure compliance with all legislation.

**Section 2: Purchasing Procedure:**

1. All purchasing of goods and services is subject to approval of the Board of Directors of the Corporation.
2. Purchases previously approved by the Board of Directors during budget considerations do not need to come before the Board again.

It is generally understood that:

- a) Any purchase under \$4,999 does not require formal tendering or written quotations but the Executive Director will attempt to obtain competitive pricing.
- b) Any purchase between \$5,000.00 and \$49,999 shall require a written price quotation; a minimum of three (3) quotes if possible.
- c) Any purchase over \$50,000.00 shall require tenders.

**Section 3: Tendering Guidelines:**

1. All tenders are subject to general tendering principles.
2. A minimum of three tenders shall be required where possible.
3. Amendments to a tender shall be in writing and distributed equally to all parties who receive the initial tender.
4. Any tendering party in a conflict of interest with the Corporation shall automatically be disqualified.
5. Any tendering party failing to meet any of the tendering requirements shall be disqualified.



6. All tendering bid information will be retained in the file with all documents related to the goods or services subsequently purchased.

**Related documents:**

DCHCF GOV-11 Conflict of Interest

Sept/2010    April 23, 2015                      September 2020

**E)**

Policy Type:    Fundraising  
Policy Title:    Administration

Policy Number:                      FR-01

Policy Approval Date: March 27, 2014  
Policy Review Date: April 23, 2015  
Policy Review Date: November 19, 2019

This policy sets out the requirements for the administration of fundraising including the research of prospective donors to the Durham Hospital Foundation Inc. (hereafter referred to as the Corporation), the collection of personal data, gift processing and recognition.

**Section 1: Research**

1. All research undertaken by the Corporation on current and potential donors will be limited to its funding development process and no other purpose.
2. Research methods will respect the individual's right to privacy and information will be acquired only through publicly available sources, including any information provided voluntarily by the donor. Anecdotal information will be included in the donor file only if it can be corroborated with a public source or the donor directly.

**Section 2: Donor Records**

1. The Corporation will maintain records of all donations, which will include the donor's name, contact information, amount of donation and corresponding campaign, the contents of which will be protected by current privacy legislation (Municipal Freedom of Information and Protection of Privacy Act), and in accordance with the AFP Donor Bill of Rights.
2. Names of donors and contact information will not be sold, leased, rented or shared in any way with parties outside of the Corporation.

**Section 3: Official Tax Receipts for Tax Purposes**

1. Receipts will be issued in accordance with the charitable status of the Corporation for all monetary contributions.
2. Receipts for tax purposes will be issued for all qualifying non-cash contributions deemed at fair market

value. Gifts in-kind need not be accompanied by a professional appraisal; however, the Corporation, at its sole discretion, reserves the right to require an expert opinion on the value of the gift before issuing a receipt. **Section 4: Gift Recognition**

1. The Corporation will strive to acknowledge all significant gifts within 3 business days by phone or email and will issue thank you letters and tax receipts within 10 working days of receipt of donations.
2. While respecting the wishes of the donor and donor privacy, donations may be listed in the publications of the Corporation, including the website,
3. The names of donors will be displayed on the recognition boards as appropriate:
  - a) Friends \$500.00-\$999.00
  - b) Sponsor \$1,000.00-\$1,999.00
  - c) Patron \$2,000.00-\$4,999.00
  - d) Associates \$5,000.00-\$9,999.00
  - e) Millennium \$10,000.00-\$24,999.00
  - f) Keystone \$25,000.00-\$49,999.00
  - g) Cornerstone I \$50,000.00-\$99,999.00
  - h) Cornerstone II \$100,000.00-\$149,999.00
  - i) Cornerstone III \$150,000.00+
4. The Corporation respects a donor's right to make an anonymous gift.

#### **Section 5: Naming Rights**

From time to time the Corporation will offer the opportunity for significant philanthropic investment in the Corporation or health care infrastructure to ensure the sustainability of excellent health care service in the community. The Corporation Board has the authority to recognize significant contributions by naming health care services or facilities in honour of its benefactors. 2. Naming opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project cost and arrangements for payment.

3. The Corporation Board reserves the right to remove the donor's name should that individual or organization fail to exemplify the attitudes of integrity and civic leadership expected of this honour.
4. Naming of any hospital facility or area within the hospital must be approved by South Bruce Grey Health Center.

#### **Related Documents:**

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

[http://www.elaws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90m56\\_e.htm](http://www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm)

Feb/2012

April 23, 2015

November 2019

F)

Policy Type: Fundraising  
Policy Title: General Gift Acceptance

Policy Number: FR-02

Policy Approval Date: March 27, 2014

Policy Review Date: April 23, 2015

Nov. 14, 2019

The Durham Hospital Foundation Inc. (hereafter referred to as the Corporation) welcomes and encourages contributions from individuals, groups, and businesses for the purpose of raising funds for the Durham Hospital to enhance the health care of our community. This policy sets out the requirements for general gift acceptance in accordance with the charitable status of the Corporation.

### **Section 1: Ethics and Definitions**

1. The Corporation is committed to the highest standards of philanthropy, financial accountability, and development practice as articulated in the AFP Donor Bill of Rights and the Code of Ethical Fundraising and Financial Accountability.
2. Fundraising expenses will be kept to the minimum amount necessary to meet objectives.
3. The Canada Revenue Agency defines a donation as a voluntary transfer of assets to the Corporation made without the expectation that any benefit will accrue to the donor (other than a tax receipt).

### **Section 2: Types of Gifts**

1. The Corporation accepts the following types of contributions:
  - a) cash
  - b) property of significant value, such as real estate
  - c) transfers of securities\*\*
  - d) planned gifts such as bequests, gifts of life insurance and/or annuities
  - e) other in-kind gifts or services\*

### **Section 3: Acceptance of Donations**

1. The Corporation evaluates all donations and accepts only those which it feels align with the mission, values, and standards of the Corporation.
2. Donations will become the exclusive property of the Corporation and must be clear and unencumbered when given. The Corporation may accept conditions on the use and/or disposition of donations only where it deems the proposed conditions to be reasonable, feasible, and in accordance with the goals and policies of the Corporation.
3. The Corporation reserves the right to use the donations in the best interest of the Hospital and its Mission and shall make decisions regarding the investment, disposition and eventual disposal of all donations at its sole discretion, unless the donation is designated for a specified purpose and the Corporation accepted such donation recognizing the purpose and/or terms.

## Related Documents:

Association of Fund raising Professionals - Donor Bill of Rights

<http://www.afpnet.org/ethics/enforcementdetail.cfm?itemnumber=3359>

Imagine Canada - Ethical Fund Raising and Financial Accountability

<http://www.imaginecanada.ca/ethicalcode>

\* Gifts of service, such as accounting or legal opinion, cannot be issued tax receipts under the Income Tax Act because no property is transferred. If a donor wishes to offer a gift or service by charging the Corporation a fee and donating the proceeds back to the Corporation, then a receipt for the outright gift will be issued. The payment of the service invoice cannot be contractually linked to the subsequent outright gift; it must be the donor's choice.

\*\* Investments (that may be eligible for special tax treatment) include:

- a) shares that are listed on a prescribed stock exchange
- b) shares of a Canadian public mutual fund corporation and units of a mutual fund trust
- c) interests in a segregated trust

The Corporation has set up and will use a brokerage account- RBC Dominion Securities, in Owen Sound.

Feb/2012

April 23, 2015

Nov, 14, 2019

## G)

Policy Type: Fundraising  
Policy Title: Planned Giving

Policy Number: FR-04

Policy Approval Date: March 27, 2014

Policy Review Date: April 23, 2015

Nov. 14, 2019

The Durham Hospital Foundation Inc. (hereafter referred to as the Corporation), welcomes and encourages planned giving, a philanthropic program by which a donor can arrange a more substantial gift to the Corporation for the future. The emphasis is on planning and is focused on matching the objectives of the Corporation with the needs and objectives of the donor. This policy sets out the requirements for planned giving in accordance with the charitable status of the Corporation.

### Section 1: Ethics

1. The Corporation is committed to the highest standards of philanthropy, financial accountability, and ethical and standard professional practices as articulated in the AFP Donor Bill of Rights and the Code of Ethical Fundraising and Financial Accountability.

### Section 2: Types of Gifts

1. The Corporation accepts the following types of contributions as planned gifts:
  - a) bequests
  - b) gifts of life insurance and/or annuities
  - c) Securities, real estate and property of significant value
  - d) other gift arrangements as the Board may choose to approve

### Section 3: Acceptance of Donations

1. The Executive Committee of the Corporation, or Executive appointee, is authorized to negotiate planned gift arrangements with prospective donors within the guidelines approved by the Board.
2. All marketing plans and activities are subject to Board approval.
3. While honouring the wishes of the donor and the conditions, restrictions or designations associated with the bequest or gift as appropriate, the Corporation reserves the right to use the donations in accordance with the Mission of the Corporation and shall make decisions regarding the investment, disposition and eventual disposal of all planned gifts accordingly.
4. Donations, bequests and/or gifts must support the goals and objectives of the Corporation.
5. The Corporation will issue an official tax receipt for planned gifts that qualify as charitable gifts under the Income Tax Act and Canada Revenue Agency's interpretation.

Feb/2012

April 23, 2015

Nov. 14, 2019

## H)

Policy Type: Governance

Policy Number: GOV-03

Policy Title: Duties and Responsibilities of Individual Board Members

Policy Approval Date: March 27, 2014

Policy Review Date: April 23, 2015

Policy Review Date: September 2019

The Durham Hospital Foundation (hereafter referred to as the Corporation) expects its members to understand the extent of their authority and to use it appropriately. The Board proactively adopts governance policies and practices designed to promote the highest standards of ethical behavior. This policy sets out the obligations of individual board members.

1. Each board member is expected to become a productive participant in exercising the duties of the Board.
2. Individual members of the Board are responsible for exercising a ***Duty of Diligence*** as follows:
  - a) be informed of legislation under which the Board exists, by-laws, mission, values, vision, policies and procedures,
  - b) be informed about the activities of the Corporation and the community and issues that affect the Corporation, the Durham Medical Clinic and SBGHC,
  - c) attend board meetings regularly and contribute from a personal, professional and/or life experience to the work of the Board, (1 hour per month, 9 times per year)
  - d) be prepared for all the board meetings and use meeting time productively. (1 hour per month, 9 times per year)
  - e) participate on 1 committee. (variable time per month, depending on committee and activity)
  - f) attend all Corporate-sponsored fundraising events.
  - g) address Corporate communication/ correspondence in a timely manner (2-3 hours per month/ 8-10 hours per month for Officers)
  - h) consider making an annual financial gift to the Corporation
  - i) support and participate in donor stewardship and recruitment activities
3. Individual members of the Board are responsible for exercising a ***Duty of Loyalty*** as follows:
  - a) act in the interest of the Corporation members and community over and above other interest group involvement, membership on other Boards, Council or personal interest,
  - b) speak with "one voice" once a decision is reached and a resolution is passed by the Board,
  - c) represent the Corporation positively to the community, communicate with truth and integrity.
4. Individual members of the Board are responsible for exercising ***Duty of Care*** as follows:
  - a) promote the high level of service of the Corporation
  - b) consider information gathered in preparation for decision making,
  - c) offer personal perspective and opinions on issues that are subject to Board discussion and decisions,

- d) show respect for the opinions of others,
- e) assume no authority to make decisions outside of your authority or Board meetings,
- f) know and respect the distinction in the roles of the Board and staff
- g) refrain from individually directing the personnel of the Corporation and the
- h) uphold the law at all times.

**Related documents:**

DCHCF GOV-01 Purpose of the Board

DCHCF AD-05 Powers and Duties of the Board

Roles and Responsibilities of Directors

July/2013

April 23, 2015 September 2019

## 2) Nomination Report

### Board of Directors- Slate of Nominations

#### Submitted for June 25, 2020 Annual Meeting of Members

Members of the Nominating Committee: Rajinder Rajput, Janice Daize, Trish Bridgen

There are twelve positions on the Board. There are six (6) positions for Directors up for renewal in 2020.

The Nominations Committee recommends that the following members be elected to the Board of Directors at the June 25, 2020 Annual Meeting of Members.

**To be elected to a three year term:** (3 candidates, 1 vacancy)

Robert Martin	2020-2023 (2017-2020)
Paul Wettlaufer	2020-2023 (2017-2020)
Kevin Bossi	2020-2023
Vacant	2020-2023

**Directors completing a two-year term:** (1 vacancy)

Janice Daize	2019-2022 (2018-2019)
Katherine Anstett	2019-2022
Kevin Eccles	2019-2022
Vacant	2019-2022

**To be elected for a one-year term:** (1 vacancy)

Vacant	2019-2021
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**Directors continuing to serve a one-year term:**

Rajinder Rajput	2018-2021 (2015-2018)
Michele Bossi	2019-2021
Trish Bridgen	2019-2021

*Note: Directors are normally elected for a three-year term and are eligible to be re-elected for a second three-year term. Directors' terms are staggered to balance the expiry dates of terms and provide continuity to the Board.*

**Nominated for renewal as Honourary Directors:** Charmaine Owens, Peter Fallis, Larry Vollett