



SUPPORTS FOR COMMUNITY LIVING

Annual General Meeting  
Monday June 28, 2021 at 7:00 pm

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## Agenda

1. Approval of Agenda
2. Approval of Minutes from June 22, 2020
3. Report of the Chair
4. Financial Report
  - a. Presentation of Audited Statements
  - b. Appointment of Auditor for 2021-2022
5. Report of the Nomination Committee
6. Presentations
  - a. People Supported
  - b. Staff
7. Presentation
8. Adjournment

**Present:** Dave Hansen, Pat Mostacci, Emilia Bozzo, Rose Spadafora, Valerie Dalgetty-Righton, John Dalglish

**Regrets:** Mark Farrugia, Grace Berlingeri, Brian Tisdale

**Staff:** Donna Marcaccio, Frederique Bogris, Colleen Clementi, Martin Sherwood, Paula Barrett, Angela Sherman

4 Other Member and 55 Guests

**Recorder:** Serena Bisignani

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

Dave Hansen, Chair of the Board welcomed everyone to the virtual AGM meeting.

**MOTION:**

“That the agenda for the AGM of June 24, 2020 be accepted as presented.”

**MOVED:** John Dalglish

**SECONDED:** Rose Spadafora

**CARRIED 2020 06 01 AGM**

### **2. Approval of the Minutes of the June 24, 2019 AGM**

**MOTION:**

“That the minutes of the AGM of June 24, 2019 be approved as presented.”

**MOVED:** Pat Mostacci

**SECONDED:** Emilia Bozzo

**CARRIED 2020 06 02 AGM**

### **3. Report of the Chair**

On behalf of the Board of Directors, Dave commented on the incredible work that has been done on the front lines in the community with those that are supported by Rygiel. It is evident that the organization is focused on constantly examining and improving results for people and families supported by Rygiel. On behalf of the board Dave offered his congratulations to the senior staff, the front line staff, and the individuals supported for the work that was done to complete the Accreditation process, it is absolutely exemplary. Dave acknowledged Donna’s outstanding work in this area and her vision to bring this forward and on behalf of the Board in particular would like to thank Serena, it was evident in her work, and it was a true labour of love to land this plane. Congratulations on this achievement.

The Chair further commented “In light of the situation we now find ourselves in, Dave commented on the absolute precision and care of the plans made and carried out, to keep everyone safe, because it is a herculean effort to carry out the day to day work and

additional work. I congratulate you in taking on this new challenge; it speaks to what happens every day in Rygiel, regardless if we are in the midst of a pandemic or dealing with other challenges. Please know that the Board never takes for granted the incredible work being done in the homes.”

Dave thanked the Managers and Service Coordinators whose work the Board gets to see a little more closely.

Dave thanked Serena the Executive Assistant who keeps us on track and well informed and the information flowing to the Board. “She is absolutely an important part to the Board and for this organization as a whole. And to the Supervisors and support workers, caring out the work every day we can’t thank you enough.”

Dave thanked the Board of Directors for their deep care and love for Rygiel; it is evident in every conversation at the board level.

It is an absolute pleasure for Dave to be even a small part of this community that is Rygiel. Know that the Board will continue to support the actions you take on daily basis.

#### **4. Report of the Executive Director**

It is Donna’s pleasure to be here and give the Executive Director’s report of the happenings over the last year. Donna highlighted the following: The agency experienced a blackout at 220 Cranbrook, which caused some serious damage and big cost to repair because of some hungry squirrels in the Hydro pole. Everyone rose to the occasion and with Colleen’s help got us up and running and very little work was missed or the agencies responsibilities. There are a lot of joys that happen throughout the year, gatherings at the main office and after hours. Thanks to staff who volunteer their time to have socials for residents and lots of families taking part prior to COVID.

There have been some challenges over the last year including the agency’s Budget. The agency did not have a budget package from the Ministry until well into the third quarter. There was no funding confirmations until then. The agency ran on assumptions over the past fiscal year and did very well with it. Thanks to everyone’s diligence. This happened because MCCSS was adapting to a new government with rules and expectations. This happened at all levels in the province.

At the beginning of this fiscal year there were some goals set. One was to update the Strategic Plan, which is an important document that is approved by the Board of Directors and gives the agency direction for the next three years. One of the goals was to update the Board By-laws. Second was to complete the Accreditation process, which we were successful in completing. The agency researched the possibility of putting housing on the property located on Cranbrook Drive, and the plans have begun to be developed.

These were four high level goals and Donna is proud to say that all four have been accomplished.

Staff completed a Needs Analysis for people supported. The effects of aging are really impacting the agency supports. Almost 40 individuals are over the age of 50. Because of the demographics, there are emerging health issues and additional mobility issues. The agency is now facing a number of environmental pressures in order to support people.

In considering all this, the agency developed a plan to build some additional houses on the property. All the preliminary work is done and draft drawings are done. The agency was awaiting to apply for permit when COVID hit. The Board asked the Housing Corporation if they would consider providing this housing to help Rygiel Supports to fulfill its mandate of good service delivery. We are grateful that Housing Corporation accepted the recommendation of the proposal and approved to proceed in developing the housing project we have set out.

In closing I want to take this opportunity to thank everyone. This is a time when we can thank everyone, so we have amazing staff we have our front line staff who are the ones who ensure that the direct support is of the highest standard possible.

Donna would like to thank everyone for the great work during this pandemic, it was over night we transitioned form one way of work to another. It's been a struggle for everyone especially our families who come for respite but cannot.

Linda Quenelle, Program Supervisor sent regrets, but sent in a letter of greeting. Dave Hansen, Chair of the Board read out the letter which gave thanks to staff and the Board of Directors for their continued support through COVID. Rygiel has taken the necessary steps and precautionary measures to respond and prevent and alleviate the outbreak of the Corona Virus.

## **5. Financial Report**

### **a. Presentation of Audited Statements**

Dave Hansen asked Rose Spadafora to introduce the Auditors.

Rose introduced herself as the Treasurer of the Board of Directors. Rose introduced Mark Oresti from Vince and Partners to present the Audited Statements.

The Audit was done virtually due to the current pandemic which created some challenges but was completed successfully. Mark commented that the Rygiel team was able to fulfill request for documents under the current circumstances.

Mark highlighted the Summary of Operations and highlighted the following. At the end of 2020 there was a decrease in revenue primarily due to a decrease in Ministry funding related to several different programs and administration positions were also left vacant to accommodate some of the extra operating costs. The agency is still looking to fill some of these roles as they do need the additional staff.

Staffing and other support costs did decrease due to the Ministry decrease in Budget. Some were due to retirement of long time staff. 16 retirees over the past year, even with the decrease in staff the agency continue to have a high standard of care, especially during these last few challenging months.

There was a decrease in some of the renovations in the year due to many large renovation completed last year and some being pushed back to year end and not being completed due to the virus.

Mark noted the agency continues to meet its Pay Equity obligations.

Mark highlighted in the Summary of Operations there is a small deficit with the year end.

Rose Spadafora asked if any questions or comments to the report.

**MOTION:**

“That the audited statements be accepted as presented by mark Oresti from Vince and Partners.”

**MOVED:** Pat Mostacci

**SECONDED:** Emilia Bozzo

**CARRIED 2020 06 03 AGM**

**b. Appointment of Auditor for the 2020-2021 Year**

**MOTION:**

“That Vince and Partners be appointed as Auditors for the coming 2020-2021 year.”

**MOVED:** Val Dalgetty-Righton

**SECONDED:** John Dagleish

**CARRIED 2020 06 04 AGM**

**6. Report of the Nomination Committee**

Pat Mostacci from the Nomination Committee would like to nominate Sam Cino for the Board of Directors.

**MOTION:**

“That Sam Cino be appointed to the Board of Directors.”

**MOTION:** Pat Mostacci

**SECONDED:** Rose Spadafora

**CARRIED 2020 06 05 AGM**

The board welcomed Sam Cino to the Board of Directors.

## 7. By-Law review and Motion for Amendments

There is an incredible amount of work that go into changing by-laws. Dave thanks Donna and those who took this on to update the by-laws. This will bring the by-laws up to date with Ontario Not for Profit Corporations Act. The following was updated:

- Simplify the incorporation process
- Clarify rule of governance
- Clarify whether Not for Profit can earn a profit, commercial activity
- Allow some corporations to use a review process instead of an Audit
- Enhance member's rights.

To prepare, Rygiel took a review of its current by-laws through legal consultation. The analysis was very helpful. There are a number of minor changes recommended; these are not a compliance issue but an opportunity to update language and to remove any repetition that appeared. The key changes that are required are:

- The agency is changing from 3 classes of voting members to one. How will this impact anyone who currently can vote? All current members will be grandfathered in, during the coming year the board will set criteria for membership eligibility for any applications. Anyone eligible to be a member will have voting rights going forward.
- As part of this, the Letters Patent have also been updated to change the purpose of to operate a home for mentally and physically handicapped children, it will now become community support to individuals with developmental disabilities.

### MOTION:

"To approve the changes to the by-laws that updates language and format and collapse 5 categories of membership to one."

**MOVED:** Emilia Bozzo

**SECONDED:** John Dalgleish

**CARRIED 2020 06 05 AGM**

## 8. Presentations

### a. Staff Awards

- 45 Years – Angela Sherman
- 30 Years
  - Tammy Evans
  - Victoriana Rimando
  - Maria Bals
  - Suman Gupta
- 25 Years
  - Kathleen Barrett
  - Ken Platt
- 20 Years
  - Urszula Stefanowska
  - Mladen Avramovic
  - Maria Marrone
  - Mateusz Roj
  - Carol Gayle

- 10 Years
  - Urszula Rybarczyk
  - Kenny Archer
  - Jenny Magic-Carter
  - Ryan Mogensen
  - Norma Long-Dunchie
  - Jadwiga Pieniazek
  - David Fair
  - Christian Pacaldo
  - Marilyn Dusome

**b. People Supported**

- 45 Years
  - Donald Brenton
  - Christine Knowles
- 35 Years
  - Wictor Makarewicz
  - Patrick Moore
  - Julie O'Neill
  - Raminder Deol
- 25 Years
  - Barbara Hands

**9. Presentation**

79 Lister prepared a video presentation "A Year in the Life" Natasha M. gave a speech and then presented the video virtually for all to watch.

**10. Adjournment**

Dave Hansen thanked everyone for joining the Virtual AGM.