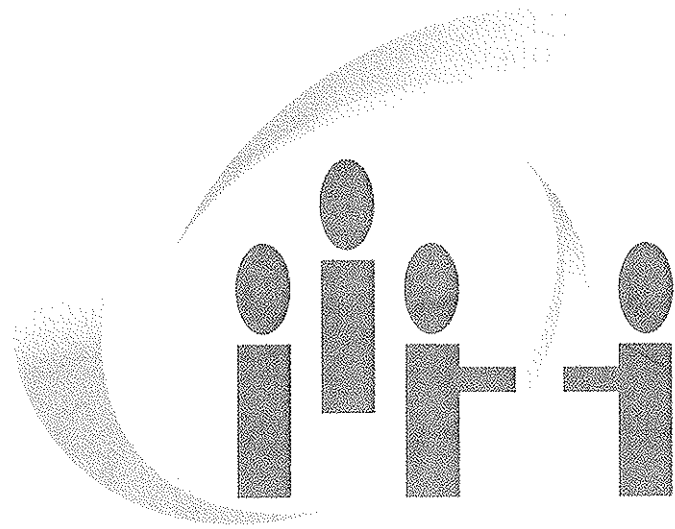


Ottawa-Carleton
Association
for Persons with
Developmental Disabilities
(OCAPDD)



2006-2007 Annual Report

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OCAPDD
50th ANNUAL GENERAL MEETING
Minutes

Wednesday, September 20th, 2006
7 p.m.

R.A. CENTRE

Head Table

Board of Directors

David A. Ferguson, Executive Director

Natalie Deschamps, Recording Secretary

1. Call to Order

Michael Elliott, President, called the meeting to order at 7:05, introduced himself and welcomed the audience to the 50th AGM. Michael welcomed our guests: Pierre Sauvé, MCSS and Carl Byers, KPMG. Charlotte repeated the above in French and indicated that questions raised in French would be answered in same language.

2. Approval of the Agenda

Motion: To approve the agenda.

Mover Pansy Waterman

Secunder Bob Morey

Calls for a vote (show of voter cards)

Carried

3. Approval of Minutes of 2005 AGM

Motion: To approve the 2005 AGM Minutes.

Mover Charlotte Roy

Secunder Bill Cowie

Call for a vote (show of voter cards)

Carried

4. Tabling of Annual Report

4.1 Introduction of the Board of Directors

The President introduced the Board of Directors and the Senior Staff, requesting that they remain standing as their names were called.

Bill Cowie - Past President; 50th Anniversary Committee Chair; Reporting Committee Member

Stephen Arbuckle – Vice President; Reporting Committee Chair

Eileen Cope - Education Committee Chair; Nominations Committee (absent)

Charlotte Roy – Nominations Committee Chair

Frank Arecchi - Nominations Committee Member; 50th Anniversary Committee Member

Pansy Waterman – By-Laws Committee Member

Rob Kirwan - By-Laws Committee Chair

Bob Morey – Board Member

Teresa Trevino – Board Member

Bob Pelda – Board Member

Bonnie Dinning – Board Member; OASIS Representative

David A. Ferguson - Secretary to the Board

Senior Staff

Bill Crawford	Director of Client Services
Judy Bernstein	Director of Client Services (absent)
Louis Renaud	Director of Client Services (absent)
Chris Allen	Director of Administration and Finance
Jean Martel	Director of Human Resources
Jocelyne Parent Lewis	Director of Community Resources
Natalie Deschamps	Office Manager
Pegi Newlands	Interim Office Manager

4.2 President's Report

Michael started off by saying he had been on the Board for 4 years and commented that this past year has been the smoothest. Everyone had a positive interest in the organization and were headed in the same direction. The Association met with staff and families back in February with a progress report. The Board also worked on updating the By-Laws. The Association is planning their 50th Anniversary Gala and he encouraged all to attend. The President commented that having no debt, the immediate future certainly looked bright. The President ended his report thanking all the staff for their contributions.

4.3 Executive Director's Report

Dave commented on the significant events of the past year such as the deal reached recently between NCC/CMHC, the tendering process at the Plant Maintenance Program, the changes in the Developmental Services Sector, the expansions that OCAPDD are planning in the near future. Dave concluded his presentation by thanking the Board of Directors, Management Team and staff group for their efforts in providing an excellent level of support throughout the organization.

4.4 Financial Report

The Executive Director presented the financial position of the Association and highlighted the financial statements.

Questions from the floor:

Q: How is the self-funding working out? Is there enough money to cover the claims?

A: Yes there is enough money to cover the claims. We also have insurance where if an employee goes over \$20,000 in one year the insurance covers the difference.

Q: What is the life expectancy of a person with developmental disabilities?

A: The ED commented he was unsure however persons with developmental disabilities have a shorter life span. Nowadays persons with developmental disabilities are out living their parents.

Q: Are you aware that the Rideau facility is closing on March 31, 2009?

A: Yes we are aware and OCAPDD has committed to support 9 individuals next summer.

4.5 Acceptance of Audited Financial Statements 2005-2006

Michael asked Stephen Arbuckle to take over for items 4.5 & 4.6.

Motion: to adopt the audited Financial Statements 2005-2006.

Mover Teresa Trevino

Seconder Bob Pelda

Calls for a vote (show of voter cards).

Carried

4.6 Appointment of Auditors

Motion: for the re-appointment of KPMG as auditors for 2006-2007.

Mover Frank Arcchi

Seconder Bonnie Dinning

Calls for a vote (show of voter cards)

Carried

4.7 Nominations Committee

Charlotte drew attention to the Nominations Report in the Annual Report and identified that as a result there would be no election this year. Efforts to recruit new members would continue, and the positions may have candidates appointed during the year. Any such individual would be brought forward to the 2007 AGM for membership approval. Charlotte specified the need for help in recruiting younger members. A pamphlet on the Association is available to help anyone with that task. Charlotte ended her report by thanking everyone for attending.

4.8 Education Committee

In Eileen's absence, Bob relayed her comments on key points of Education Committee activities during the year. The Education Committee report is outlined in the Annual Report therefore Bob just highlighted a few points. Bob mentioned he was also on that Board for approximately 10 years. Myrna Laurenceson and Debbie Kirwan have mentioned that they would be stepping down therefore we need people to step up. The education for the younger people is so important but if we don't continue this involvement in the School Board and continue to raise the bar we just might lose the battle.

4.9 By-Laws & Letters Patent Committee

Rob drew attention to the By-Laws & Letters Patent Report in the Annual Report and commented on the rationale for the proposed amendments. Rob indicated that the intention was to vote on the amendments to the Letters Patent as a package, and then the amendments to the By-Laws as a package. He also identified that if the members had concerns with this, the amendments could be voted upon individually.

Rob mentioned that the content is mostly housekeeping and all changes have been highlighted in the annual report. The committee of 4 members spent a lot of time on each. Additional changes to be noted are on page 37 under Composition item 3.i) and ii) the minimum period should state 1 year as opposed to 2 years. On page 44, item b should have been highlighted as it is a suggested change.

Motion: to approve the amended Letters Patent.

Mover Pansy Waterman

Seconder Stephen Arbuckle

Calls for a vote (show of voter cards)

Carried

Motion: to approve the amended By-Laws.

Mover Pansy Waterman

Seconder Stephen Arbuckle

Calls for a vote (show of voter cards)

Carried

4.10 Motion to accept Annual Report

Motion: to accept the Annual Report 2005-2006

Mover Stan Connor

Seconder Ann Smith

Calls for a vote (show of voter cards).

Carried

5. Board Recognition

Michael acknowledged the contributions of Eileen Cope and Teresa Trevino to the Board of Directors, upon their retirement from the Board. He then presented Teresa with a plaque, Eileen was absent.

6. Announcements

Michael invited Bill Cowie to announce the details concerning the 50th Anniversary Gala in November.

Bill mentioned that the Gala would be held on November 14th at the Hampton Inn Ottawa and Conference Centre. Alan Thicke would be Master of Ceremonies, Martin Dubé would entertain, Minister Meilleur, 2 MPP's and the Mayor had also agreed to attend the event. Bill suggested that people talk to their bankers, etc. for sponsorships, and encouraged all to help sell tickets. Bill thanked Jocelyne, Doug Ward, Frank Arecchi, Dave, Chris and the Board for their support.

Michael reminded Board members of the first Board meeting on October 10th at 5:30 p.m.

Michael thanked everyone for their attendance & participation. He then invited everyone to remain and enjoy the refreshments and encouraged them to speak with the Board & staff present.

Comments from the floor:

Stan Connor stated that he went back 44 years with the Nova Scotia mentally retarded children and suggested that we send a note to school with the younger children to try and recruit.

Bill also mentioned that Ann Smith was at the second AGM back in 1957 and that a history of the organization should be available at the gala. The Executive Director mentioned that the history of OCAPDD was available on the Web and if anyone could add to it to please let him know.

7. Adjournment

Michael Elliott

Motion: to adjourn

Mover Carl Bertrand

Seconder Stan Connor

Call for a vote (show of cards).

Carried

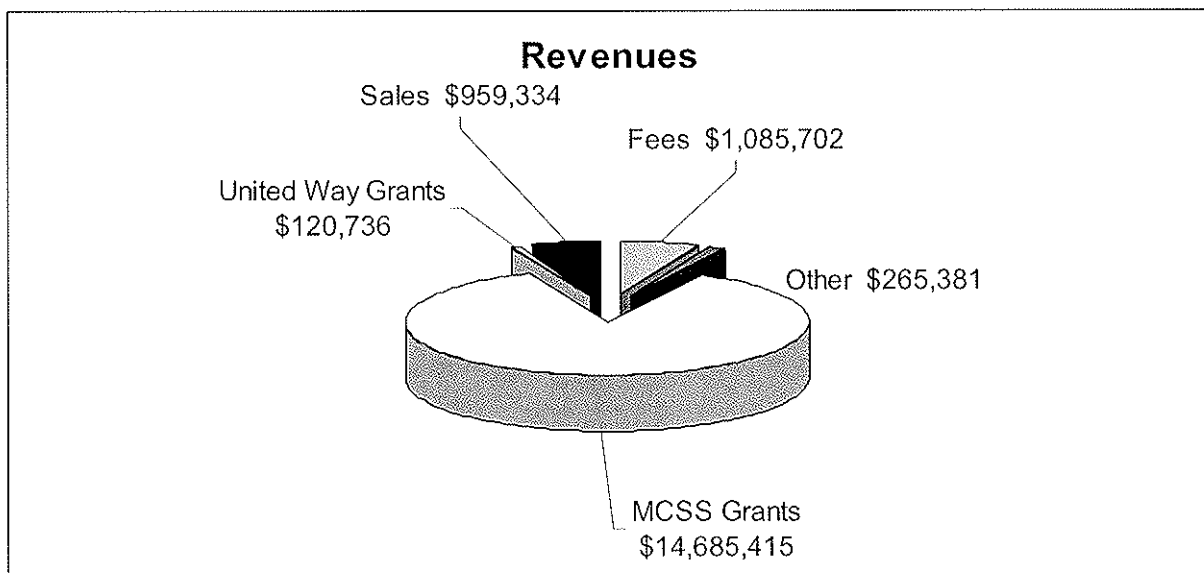
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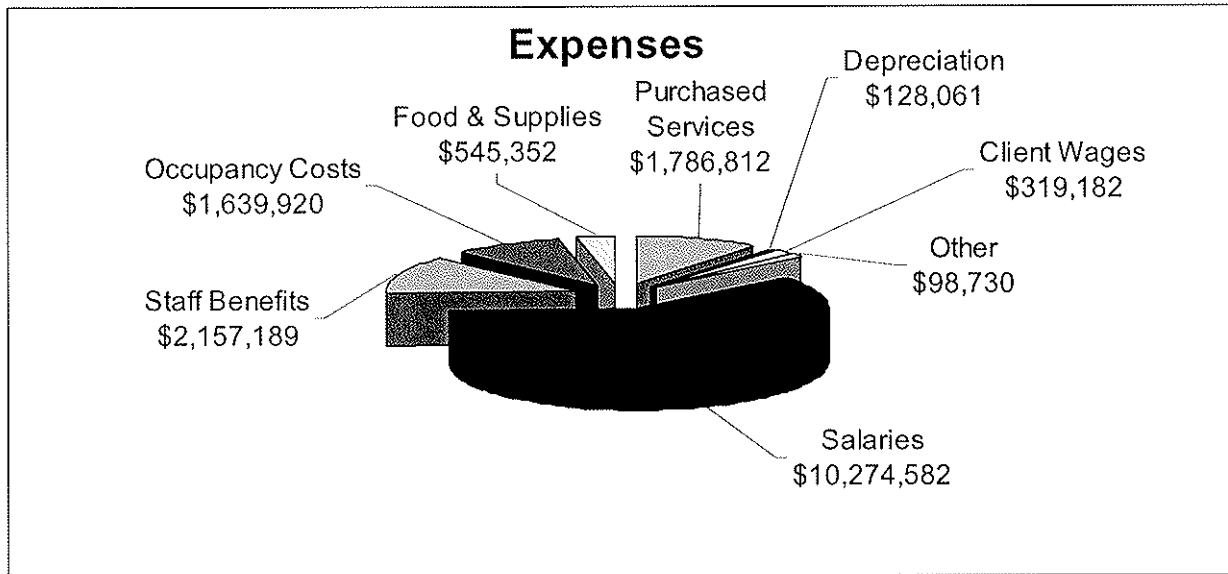
The year of celebrating OCAPDD's 50th Anniversary is coming to a close, and we would like to thank all of you who participated in the various activities that recognized this significant milestone. It is our opinion that we are well positioned for the challenges and opportunities that we will face in our next 50 years!

This report is intended to be a condensed summary that will be expanded upon at the AGM on September 19th. As in previous years, this package has been kept to a minimum in order to reduce expenditures, while at the same time providing a quick synopsis of the year as reference for members.

As reported on during the year, the Conservatory Program opened in January. Additionally extensive renovations are ongoing for both the Campbell and Charette buildings at Silver Spring Farm in order to prepare for accepting individuals from Rideau Regional Centre.

The full Audited Financial Statements for the year are available for any member who wishes to receive them. Please contact Natalie Deschamps at either: 613.569.8993 ext 225 or ndeschamps@ocapdd.on.ca to request them. The Association ended the year with a small operating surplus of \$149. OCAPDD's annual operating budget is \$16.7 Million so you can see this amount is extremely small when compared to the entire operating budget. As you will recall from last year, with one-time fiscal support from the Ministry the accumulated debt was eliminated. A summary of the revenues and expenditures for the year is provided in the pie charts below.





We have included a small, but important amendment to the By-Laws that will be voted on at the AGM. Although this change was approved by the Board of Directors previously, it was inadvertently left out of the package of amendments brought to the 2006 AGM.

On a provincial level there was a significant, coordinated lobbying effort by all stakeholders in the developmental services sector this past year. This effort did result in the Government announcing both a \$200 million increase in funding and multi-year funding. Unfortunately the allocation of this amount is being distributed in a manner that has left the sector still 'wanting'. Obviously the upcoming provincial election and subsequent Budget will be two opportunities for the sector to continue to make our concerns known to the candidates and newly elected Government.

In January, the Ministry issued an invitation to organizations to consider a possible amalgamation of a developmental service organization based in Cornwall – Open Hands. After a due diligence process, the development of a business plan and then a review / selection process conducted by the Ministry and a representative of the Board of Directors of Open Hands, OCAPDD was recently selected to develop an implementation plan to achieve this. OCAPDD's Board of Directors has endorsed this transitional process, and final approval will not be considered until January 2008.

As in previous years, a sincere expression of gratitude must be given to all of the employees and volunteers within OCAPDD. Their professional dedication to and compassionate support of our clients has been tremendous. On behalf of the Board of Directors and Management Team, thank you.

Michael Elliott
President

David A. Ferguson
Executive Director

Nominations

The Nominations committee is pleased to present the following nominee who has been recommended by the Board and is seeking election to the 2007-08 OCAPDD Board of Directors:

Dr. Susan Farrell

Dr. Susan Farrell is a Psychologist who provides both clinical services and research direction to persons with developmental disabilities as a member of the Dual Diagnosis Consultation Outreach Team of the Royal Ottawa Mental Health Centre. Within this role she has been able to gain a better appreciation of the issues faced by adults with developmental disabilities and those who care for them. Working with persons with developmental disabilities has been a life-long interest, as she has been volunteering with persons with developmental disabilities for over 20 years and has worked in the sector in the provinces of Ontario, Nova Scotia and Manitoba.

The following 4 current Board Members have been recommended by the Board and have agreed to stand for re-election for another 2 year term:

Bob Morey
Bonnie Dinning
Frank Arcchi
Rob Kirwan

Amendments to the By-Laws

Changes are in *UPPERCASE/BOLD/ITALICS*

6. In case of a tied number of votes at any Annual General or Special Meeting, whether by a show of hands or by a poll, the President shall cast the tie breaking vote.
7. A secret ballot must be conducted on any vote if so requested by a member in good standing.

V. **BOARD OF DIRECTORS**

a) **Composition**

1. The affairs of the Association shall be managed on behalf of the membership by a Board, and that the Board be representative of the community and clients we serve. Thus, without limiting the foregoing, that of the thirteen (13) members, three at a minimum represent families / parents with disabled relatives, two from the francophone community and the remainder from the public, private and non-profit sectors with every effort to ensure visible minority representation from the community, as appropriate. ***BOARD MEMBERS ARE ELECTED FOR TWO (2) YEAR TERMS.***

In any event, the Board, including the Immediate Past President, shall not exceed thirteen (13) Directors, appointed or elected.

2. All Directors shall have been voting members of the Association in good standing for not less than thirty (30) days prior to election.
3.
 - i) Individual Directors elected or appointed, may serve on the Board of Directors for a maximum period of, up to an including eight (8) consecutive years. Upon expiry of the consecutive eighth (8th) year, said Director shall be ineligible for election to the Board of Directors for a minimum period of two (2) years.
 - ii) It is understood, that the Past President's term of office is defined by sub-clause 4 below, following which the Past President shall be ineligible for election to the Board of Directors for a minimum period of two (2) years.
4. The Immediate Past President of the Association may serve as necessary, at the request of the Board, a term of up to two (2) years, but no less than one (1) year following the completion of that person's term as President. As Past President they are an Officer, ex-officio of the Association and, as such, shall enjoy the rights and privileges of an elected Director.

b) **Duties**

The Board shall be responsible for:

1. the formulation of policy, and

2. The Board of Directors shall meet a minimum of six (6) times per year. Notice of Board meetings shall be provided to every Officer and Director at least five (5) days before each meeting unless all Board members agree to the calling of a meeting on shorter notice or the Board meetings are held on a regular day or date each month or immediately following a General Meeting of the Association.
3. Meetings may be called by the President or by the Vice-President in the absence of the President, or by written notice of any three (3) Board members presented to the Secretary of the Board.

e) Quorum

1. Quorum, for the purpose of transacting business within the meaning of this clause, shall exist when the majority of the elected and/or appointed members to the Board of Directors are in attendance, at a meeting whose purpose it is to transact said Association business.
2. In attendance, as referred to in sub-clause 1) above, shall include Association business meetings involving teleconferencing.
3. Proxy votes will not be allowed during Board of Director meetings.

f) Voting Procedures

1. a) Questions arising at any meeting of the Board of Directors shall be decided by a majority vote with the President abstaining, save and except as set out in sub-clause b) below.
b) In the case of a tie vote, the President shall cast the tie-breaking vote.
2. All votes at any such meeting shall be taken by ballot if so demanded by any member of the Board of Directors present but, if no demand is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes shall be prima facie evidence of the votes recorded in favour or against such resolutions.

g) Participation

AT THE DISCRETION OF THE BOARD ANY MEMBER MISSING 3 OR MORE MEETINGS WITHIN THE BOARD YEAR MAY FORFEIT THEIR REMAINING TIME ON THE BOARD.

VI. OFFICERS OF THE ASSOCIATION

a) Composition

1. The Officers of the Association shall be a President, a Vice-President, Immediate Past President and a Secretary. The Officers of the Association, with the exception of the Secretary, shall be members of the Board of Directors.
2. The election of Officers shall be held at the first meeting of the Board of Directors following the Annual General Meeting. Such meeting shall be held within thirty