BREAKING DOWN BARRIERS
Independent Living Resource Centre
Simcoe • Grey • Bruce

Board of Directors' Meeting
Agenda

Date: Thursday November 26, 2026
Time: 5:00 pm
Location: Zoom

Invitees: Sandy McAuliffe (Chair), Tom Crawford (Past-Chair), Alex Ballah, Rebekah Vaughan Guy Brucculeri, Ashlie Drake, Kathryn Bloomfield, Jan Sandberg, Lilly Cadeau, Robin Grant, Teresa Gal (ED), Maureen Smithers (Program and DF Coordinator)

Regrets:
Quorum:

---

1. **Approval of Agenda - Motion Required**
2. **Education Session:** BDB's relationships with Accessibility Committees by Maureen
3. **Approval of Minutes from October Board meeting – Motion Required**
4. **Business arising from the Minutes of October Board meeting:**
5. **Conflict of Interest:**
6. **Correspondence:** Teresa
7. **Executive Director's Report:** Teresa
8. **Treasurer's Report:** Jan

Motion to Approve the October Financial Statements as presented

9. **Committee Updates:** Questions arising from any submitted reports if applicable.
10. **Accessibility Committee:** Ashlie/ Kathryn/Lilly
11. **IL Canada Youth Committee:** Ashlie Drake
12. **Other Business:**

Next Meeting: TBD December 2026

Executive Director's report

Reporting Period: Oct 16th – Nov 19th , 2026

SAVE THE DATES

Would you like to attend a Monday Night Rotary Meeting?

*** Wasaga Beach Rotary** has extended open invitations to all organizations who are corvette lottery fund receivers to rsvp & join them for their **Monday Night Meetings**. They are looking to build more of a fellowship with the communities & want to get involved more. Staff & Board are welcome; please let me or Maureen know & we can RSVP for anyone interested in attending. Events posted in monthly calendar: https://portal.clubrunner.ca/225/events/calendar

***Giving Tuesday: December 1st, 2026: IMPACT promotions part of our Giving Tuesday Campaign**

***Dec 2nd: IL Canada International Day of Person's with Disabilities Forum via Zoom. E-mail shared.**

***December 3rd International Day of Persons with Disabilities: In-person event in Collingwood, collaboration with Town of Collingwood, 3:00pm Flag raising, Special presentation & refreshments at Collingwood Library. We will conclude the afternoon with a celebratory meal for the Board & Staff at Fig & Feta. Invitations will be e-mailed in the coming weeks.**

***December 17th, 2026: BDB Christmas Soiree at the Centre with all Members 2:00pm, RSVP please**

***December 17th, 2026: Board meeting one week earlier to accommodate for Holidays.**

SPECIAL PROJECTS

***Menstrual Equity Fund Pilot Project:** providing reliable and dignified access to menstrual products to help reduce stress and financial pressure for those we serve. Products have been received & regularly distributed. **Please feel free to make this known to groups of faith or other organizations that have anyone who would be in need of these products contact our Centre to arrange a pick up**. Here's a FB sample of what was posted so far. https://www.facebook.com/share/p/1Dx1eFTdi4/

For the 26-27 Fiscal we have entered into a partnership with DAWN Canada: THE DISABLED WOMEN'S NETWORK CANADA,** BDB has implemented & is delivering "Scaling Resilience and Change project"*** which expands access to survivor-led peer support programming for women with disabilities and Deaf women who have experienced gender-based violence; this is strengthening capacity of service providers & is shaping programs and practices that respond to these needs. Staff have been developing the training materials & the program launched this Summer & was at capacity & a waitlist has been started in hopes that this will be an annual program funding pending. Additional dates added by BDB staff to this program at request of participants.

***AODA training opportunities & Continued work for Start the Conversation AODA**

*BDB staff continue to work with local municipalities delivering sessions of support & site reviews.

*Will continue to promote free materials available on website.

*Even though the grant funds have come to a close our work with the **Start the Conversation AODA** has not. We continue to promote awareness & **the ask of the Board**, remains the same. Once again this is **where you can help-the ask:** asking the Board to share our bilingual post card that has a QR code to essential tools for businesses to be AODA ready. Please let us know how many copies you'd like & please distribute to local businesses who are not yet AODA compliant. The code directly takes people to the following link: https://breakingdownbarriers.ca/aoda-resources-information/

*Continue promoting use of the AccessNow App & encourage municipalities (especially those on Accessibility Committees) & schools to create map mission adventures https://accessnow.com/mapmissions/

- **BDB's YouTube Channel**:

BDB's YouTube Channel continues to gain traction. Check out the channel if you haven't yet & please subscribe to get notified when new content is available & encourage others to do the same: https://www.youtube.com/channel/UCprzWY3BegiDDwSYlb1iNbQ

Grant Funds 2026-27

- We were successful recipients for the **Craigleith Cares Foundation applied late September for $8,300 & received $5000.** These funds will need to be spent by December 2026 & is supporting the ***Wellness Without Barriers Program***.
- DAWN Canada ***$73,425, to support program & to be spent by March 31, 2027.***
- **New Horizons for 2026-27: $24,000 to be spent by March 31, 2027**

Executive Director's report

- **Canada Food bank "Menstrual Equity Fund Collaboration": Feminine Hygiene products to be available to community while supplies available. Next shipment to be received Nov 2026. TBD if this program will continue beyond this Fiscal.**
- **Collingwood Recreation & Community Grant, $5000,** project is underway & to be spent by Dec 2026.
- **OH base funding proposal for $66,500 was not selected at this time.** Proposals not selected will be retained for consideration should additional funding opportunities become available during the current fiscal year.

We have applied for the following funding streams & pending confirmation

New Tecumseth Grant: $2,000
Blue Mountain Community Grant: $1,000
Township of Clearview Grant: $2,500
OH 26-27 Multilingual & Accessibility Supports: $25,000
The McLean Foundation through their Catalyst Grant program $25,100
New Horizons for Seniors $50,000
Craigleith Cares Foundation 2027 Calendar year: $10,000
OTF Seed $100k for a youth driven project entitled "Accessibility Champions: Building a Culture of Inclusion"
*** (ESDC Federal Grant) Social Development Partnership Program – Disability Component - Disability Benefits Navigation Program: ask was** $468,629 over 24 months
***As a new initiative we are also applying to various proposal calls directly through foundations, tracking through an excel format & when we hear back will report on responses.**

SGB OHT: We continue to meet monthly & work on driving community initiatives. https://southgeorgianbayoht.ca/
Two new working groups emerged as part of the Seniors Action team from SGB OHT that I attend. I represent BDB at the **Navigation and Patient Transitions group** & Maureen represents BDB at the **Chronic Disease Management** working group.
We will be prompting information from these working groups on our social media pages to help community members better navigate care pathways. BDB listed on promotional documents to promote DF program as an option.
SGBOHT will be creating a special monthly report to share with anchor partner Boards. Once available will be attached to the E.D report as a stand alone.
The North Simcoe Ontario Health Team (NSOHT) Navigation Community of Practice (CoP) in the NSOHT has been created. I represent BDB at this table. Meeting bi-monthly with exception of Summer months. Good opportunity to connect & network with CSS/HSP organizations in North Simcoe. Good opportunity to promote BDB programs, supports & services.
Central & NSM CSS Networks: to meet quarterly to be able to connect about OHTs in the various regions we support as each respective organization limited with staff & time to be at all OHT tables due to smaller geographical reach with LHIN to OHT transition. I have been asked to join the Central CSS Steering Committee.
Central network: BDB registered for membership & continue participating: HR group, IPAC, ADP.
*There is an ADP group for Central & another for NSM that I continue to Chair. The NSM group has shifted to quarterly meetings & ad hoc meetings can be called if needed. I was asked to join the Central CSS Steering Committee & became a member since Jan 2026
*The IPAC network continues to meet monthly as a resource for all to improve & share best practices.

Reports to Funders (Direct Funding, IL Canada, OH etc.)

- IL Canada E.D's meet monthly to share best practices & provide Centre updates. E-mail shared regarding Save the date of IDPD Forum taking place via zoom on Dec 2 at 2:00pm. Further details will be shared once available.
- **DF:** We are working very hard to ensure we meet our targets. For 2026 year we have 7 New starters & 16 completed applications. Currently working with 6 active applicants. We have 5 Prospective Participants (PP) (completed interview) with pending agreements from CILT & we will host upcoming next steps Zoom sessions with new applicants in January 2027. We will be working with 4 of our PP's to get them started prior to December 13th as that is the cut off date for the 2027 calendar year. We are also working on completing 4 more applications to ensure we meet our goal for the 2027 calendar year. We have a weekly meeting with a DF Resource Support staff hired by CILT & we as BDB, continue developing best practices to improve on our internal processes. We as BDB staff, finalized a policy regarding home visits/offsite visits to incorporate into our Operational Policy to ensure everyone's safety & have set procedures, protocols & questions in place. I have been invited to be part of a working group to help review & provide Risk Management insight to a pilot of a DF Peer Mentor Model currently being created to support new applicants & new self Mangers. New requirements to request timesheets from new Self-managers is in effect as of November 19th. CILT to provide additional guidance on this request in coming weeks. Online application continues to be created to ensure a smoother submission & reporting tool provincially with application immediately getting uploaded to the database without the requirement of a manual up date.

OH: MSAA was extended & executed with same funding for 26-27. **Still waiting to hear about 25k applied for as one-time funding.** We need to ensure that we meet our SAA Local Obligations: Advance Indigenous Health Strategies and Outcome, the

Executive Director's report

EIDA-R SAA, Health Equity Plan. We will continue to have shared training opportunities for Board & Staff this new fiscal year to ensure we comply with our MSAA. I will also extend opportunities to the Board of available community training sessions. The AODA webinar BDB is offering also supports our obligations.

We will continue to look at available Training Opportunities available through the Mississauga Halton Regional Learning Centre: https://www.regionallearningcentre.ca/events
Please let us know if you participate to track this in our reporting to OH. Please track this time if you participate in your volunteer hours. This is very beneficial for staff & Board to participate in & complies with our MSAA. The sessions are truly impactful. Note **please use a personal email to register** (rather than a work email) . If anyone needs support to register, please reach out to Maureen or myself.
We will also look for training opportunities through Charity Village.

A. **Special Circumstance COVID-19**

COVID, Influenza & Respiratory cases: learning to live with COVID as an endemic

•All measures as mentioned in past Reports continue to be adhered to. Virtual Meetings: National, Provincial, Regional, Community, CSS, Ontario Health Networks & Working Groups. We continue to attend, Chair, and fully participate in all meetings as reported and listed in past E.D reports

- MDHU Public Health Alerts: Staff alerted to all reports as received by IPAC lead.
- BDB remains mask friendly as previously reported in past ED reports no change.
- Completion of self-assessment/assessments prior to in-person/on-site supports continue to be conducted for everyone's safety as we do need to be mindful of those that are immune compromised.
- Everyone continues to be informed not to attend in person if ill and screen indicates to stay home. https://www.ontario.ca/self-assessment/
- For us to manage time efficiently & safely deliver in-person supports both onsite, off-site & through home visits, **appointments by all coming onsite continue being required**, for all in person supports & rsvp confirmations must occur, follow up emails, texts, calls all of which take additional time to everyone's workday continue.
- To manage staff time efficiently, **IN EFFECT designated times on Wednesdays will be dedicated to in-person/virtual general apts for support** & new is Chat with Chris on designated Mondays.
- Simcoe Muskoka District Health Unit (SMDHU) website offers a very detailed Health Stats & info page that provides information and data about the health status of our people and communities.
- https://www.simcoemuskokahealth.org/health-stats/
- BDB will continue to use this source as a guide for best practices to ensure everyone's safety & we are at the ready with a Spring Surge Plan in place with our SGB OHT partners. (This includes having the needed supplies onsite for staff, consumers & volunteers).

B. **MAINTAINING REGULAR PROGRAMS (monthly calendar) IL Skills & Peer Support**

- Hybrid programs are a permanent feature to BDB's program & continue to be developed & delivered monthly.

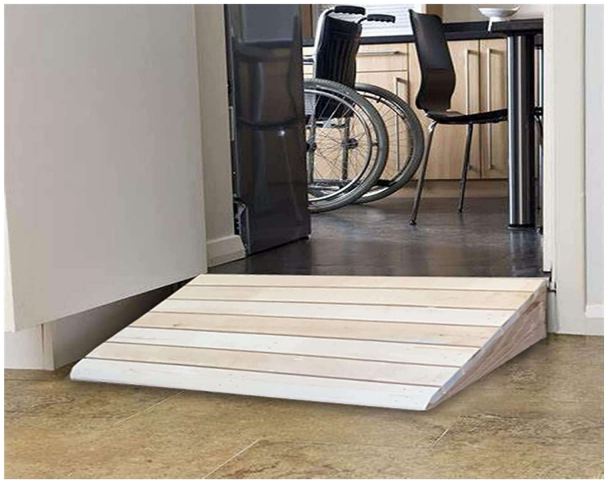
Warm wishes,
Teresa Gal
Executive Director

Executive Director's report

2026 Success Story

In April 2026, the Collingwood Leisure Club (CLC) reached out to Breaking Down Barriers looking for assistance with improving the physical accessibility of their space. When the BDB team arrived at the CLC for an accessibility audit, the volunteers already had an idea of some accessibility challenges within the space. As a large portion of their members are seniors and individuals who use mobility devices, they knew some adjustments were necessary.

One of their biggest priorities was to make sure they had safe and accessible emergency exits, which at the time of the audit, they did not. The rooms they used for main events had emergency exits with a large drop off to the ground, not accessible for individuals using mobility devices. They hadn't considered installing ramps as this would disrupt their path for snow clearing in the winter. Here, the solution became non-permeant, removeable ramps that can be stored out of the path in the winter, but nearby and easy to be placed at the exit in the case of an emergency. As a visual aid, we have included a photo of what a removable ramp may look like, although this photo is not from the CLC, but just an example. This demonstrates how BDB's accessibility audit introduced the CLC's volunteers to ways that existing structures can be adapted to become more inclusive.



The CLC reached out to BDB at the end of the summer (early September) with some exciting updates on the adjustments they have made thus far. Consistent with BDB's suggestions, they were able to adapt one of their washrooms to make it more accessible, such as by moving the location of the soap and hand towels at the sink to be reachable at a seated height and installing grab bars in the washroom stall. This is just one of the many changes they were able to make, allowing for their space to be more accessible.

The adaptations made at the CLC reflect how some changes can be simple, such as adding reflective tape to the ground to highlight uneven surfaces or a lip in a doorway, or simply moving the location of items, such as the hand towels. These adaptations might not be clear to everyone, which highlights the importance of accessibility audits in the community as they help to educate organizations and businesses of how they can create more accessible spaces that everyone can benefit from.

Submitted by Dana Pelkey
Independent Living Support

BREAKING DOWN BARRIERS
Independent Living Resource Centre
Simcoe • Grey • Bruce

MiExecutive Committee Meeting
Tuesday, November 17 @ 10am, 2026

Attendees (ZOOM): Sandy McAuliffe, Ashlie Drake, Tom Crawford, Rebekah Vaughn, Jan Sandberg
Regrets:
Call to Order: 10:05

- **Secretary**: Ashlie Drake

---

1. Board Agenda:

- **Date:** Thursday, Nov 26, 2026 @ 5pm via Zoom
- **Education Session:** BDB's relationships with Accessibility Committees - Maureen

2. Business arising from October Executive Mtg:

- **Teresa's Performance Evaluation:**
  - Ashlie shared new formatted review to the exec committee for feedback and scores to be sent back
  - Exec committee to discuss provided input and scores
  - Sandy to conduct performance review by end of November
- Ashlie to consolidate all input and scores into one document.
- Sandy and Rebekah will connect in the next couple of weeks to discuss integrating Impact and the results.

- **Exec Director pay Increase:**
- Will be reviewed after performance review is completed

- **New Vacation Accrual Policy**
  - Under Advisement

3. New Business:

- **December 3rd Holiday get together**
- **To be confirmed at board meeting**

4. Other business:

Meeting adjourned: 10:36 AM

Next Executive Mtg: TBD @ noon

BREAKING DOWN BARRIERS

TREASURERS REPORT

FOR THE PERIOD ENDING OCTOBER 31, 2026

I have reviewed the attached financial package as prepared by the Hospital Finance Team.

All accounts are reconciled and compliant with the budget. There are no discrepancies, errors or omissions.

The balance sheet accurately reflects our current position.

All known transactions up to the end of October have been accounted for. The bank has been reconciled and all receivables are collectible.

The income statement reflects all revenues earned and expenses incurred as of October 31. We had a loss of $(3,052) for the month, and a year to date a surplus of $6,386 which is $1,488 better than budgeted.

Please let me know if you have any questions or concerns.

Respectfully Submitted,

Jan Sandberg

Treasurer

Breaking Down Barriers
Statement of Operations - Full Entity
For the Five Months Ending October 31, 2026

	Month			YTD				YTD
	Actual	Budget	Fav. / (Unfav.)	Actual	Budget	Fav. / (Unfav.)	Annual Budget	Oct-26 Actual
REVENUE								
OH Funding - Base	10,053	10,053	-	70,371	70,371	-	120,636	29,990
OH Funding - One Time	-	-	-	-	-	-	-	-
ILC - Grants	3,081	3,081	-	21,567	21,567	-	36,972	9,243
Direct Funding Grants	8,750	10,421	(1,671)	66,416	72,949	(6,534)	125,056	32,876
Other Grant	7,851	8,508	(657)	60,646	59,554	1,093	102,092	2,061
Municipal Grant Revenue	748	708	39	3,800	4,958	(1,158)	8,500	3,000
Summer Student Revenue	-	-	-	22,380	-	22,380	-	15,853
Fundraising	-	2,917	(2,917)	7,230	20,417	(13,187)	35,000	10,485
Donations	40	190	(150)	12,420	1,330	11,090	2,280	520
Rental Income - MOD	1,584	1,584	(0)	11,085	11,086	(0)	19,004	4,613
Recoveries/Other	655	64	591	3,392	447	2,945	766	1,838
Amortization Revenue	1,388	1,388	-	9,716	9,716	-	16,656	4,164
Total Revenue	**34,149**	**38,914**	**(4,764)**	**289,023**	**272,395**	**16,629**	**466,962**	**114,642**
EXPENSES								
Direct Program Expenses								
Compensation	19,549	18,742	(808)	164,737	131,191	(33,546)	224,899	52,436
Supplies (Schedule 1)	2,322	1,683	(638)	18,123	11,783	(6,339)	20,200	2,049
Sundry (Schedule 1)	597	92	(506)	863	642	(221)	1,100	47
Equipment	-	-	-	-	-	-	-	-
Contracted Out	-	700	700	1,100	4,900	3,800	8,400	-
	22,468	21,217	(1,252)	184,822	148,516	(36,306)	254,599	54,531
Fundraising								
Compensation	-	-	-	-	-	-	-	-
Supplies (Schedule 1)	734	792	58	1,258	5,542	4,284	9,500	-
Sundry (Schedule 1)	102	373	271	2,487	2,608	120	4,470	2,427
Equipment	-	125	125	-	875	875	1,500	-
	835	1,289	454	3,745	9,024	5,279	15,470	2,427
Administration								
Compensation	5,169	5,941	772	35,915	41,589	5,673	71,295	16,842
Supplies (Schedule 1)	892	800	(92)	4,267	5,600	1,333	9,600	1,895
Sundry (Schedule 1)	2,659	3,884	1,225	22,113	27,187	5,074	46,607	15,567
Equipment	429	431	2	2,070	3,016	945	5,170	792
Buildings & Grounds	3,337	3,241	(96)	19,828	22,689	2,861	38,895	11,349
Amortization	1,411	1,411	(0)	9,875	9,875	(1)	16,928	4,232
	13,898	15,708	1,810	94,069	109,955	15,886	188,495	50,677
Total Expenses	**37,201**	**38,214**	**1,013**	**282,637**	**267,496**	**(15,141)**	**458,564**	**107,635**
Surplus / (Deficit)	**(3,052)**	**700**	**(3,752)**	**6,386**	**4,899**	**1,488**	**8,398**	**7,008**

Breaking Down Barriers
Balance Sheet
As at October 2026

	October 2026	September 2026
ASSETS		
Cash	194,412	205,153
Investments	-	-
Accounts Receivable	4,343	4,007
Prepaid Expenses	4,269	4,794
Land	120,000	120,000
Building	502,003	504,602
Land Improvements	4,365	4,539
Equipment	3,724	3,874
TOTAL ASSETS	**833,116**	**846,968**
LIABILITIES & NET ASSETS		
Liabilities		
Accounts Payable & Accrued Liabilities	25,455	24,893
Accounts Payable - Payroll	5,331	6,096
Mortgage Payable	75,166	75,776
Deferred Contributions	-	-
OTF Capital Grant - Building Amortization	217,800	219,188
Current Grants	53,327	61,925
March of Dimes Rent	1,200	1,200
	378,278	389,078
Net Assets		
Surplus / (Deficit)	6,386	9,438
Net Assets - Restricted (Contingency Fund)	599	599
Net Assets - Unappropriated	447,852	447,852
	454,838	457,890
TOTAL LIABILITIES & NET ASSETS	**833,116**	**846,968**

Current Year Grants
As at October 31, 2026

			FY 2026/2027			
Grant	**Total Grant Amount**	**Amount Received to date**	**Revenue to Date**	**Expenses to Date**	**Deferred Revenue**	**Notes**
New Horizons Seniors Grant	23,667	23,667	12,321	15,275	8,392	
DAWN Canada Grant	73,425	63,411	76,610	45,372	18,039	
			88,931			**Other Grant on Statement of Operations**
DF Funds for Promotion & Advertising (Carried over from 25/26)	4,397	4,397	-	-	4,397	
DF Funds One-Time	20,060	20,060	3,969	5,170	14,890	
Town of Collingwood Grant	5,000	5,000	-	748	4,252	
Craigleith Cares Grant (Carried over from 25/26)	5,000	3,909	194	553	3,356	
Township of Clearview	2,500	2,500	2,500	2,500	-	
			2,694			**Municipal Grant Revenue on Statement of Operations**
Canada Summer Jobs Grant	20,160	22,380	22,380	22,380	-	
			22,380			**Summer Student Revenue on Statement of Operations**
					53,325	**Deferred Grants on Balance Sheet**

BREAKING DOWN BARRIERS
Independent Living Resource Centre
Simcoe • Grey • Bruce

MINUTES
Governance Committee Meeting
Thursday May 19, 2026
10am via ZOOM

Attendees: Maureen Smithers, Teresa Gal, Tom Crawford, Rebekah Vaughan,
Regrets: None
Minutes: Maureen Smithers
Meeting Start Time: 10:05am

Discussion:

- Teresa presented highlights from the meeting she attended (in-person) with the CSS Central and the Ontario Ministry of Labour
    - Audits of organizations can happen at any time – requests could include asking to see meeting Minutes, policies – would be looking to confirm action items are being addressed in a timely manner
    - Organizations are required to report when some becomes ill from a workplace or home visit
    - We will be looking to confirm the details of how and when reporting needs to be done – is this a health care requirement vs. ADP or in-home support
    - Answers will guide us as to any risk management updates we may need to make
    - Question – when is our Risk Management Document due for review? – must be done every two years (Maureen to confirm – see Action Items below)
    - Question – is there anything outstanding that we need to consider?
        - Some examples Teresa provided were from the Executive Committee action items/minutes that specifically pertained to Teresa's performance review and updated letters of employment. Suggestion to ensure to use more manageable timelines of completion such as Quarters or even a fiscal year rather than specific months.
        - Teresa outlined the Letter of Employment she presents to all staff annually in April each year which indicates rate of pay as per new fiscal budget and suggested that one is also issued to her at that time and not to blend that with a performance review.

BREAKING DOWN BARRIERS
Independent Living Resource Centre
Simcoe • Grey • Bruce

Action Item Updates from May 2026 Meeting

Item	Person Responsible	Status
Follow Up with Board Applicant	Tom	Completed – May 2026
Complete revisions to Risk Management Document	Maureen	Completed -May 2026
Track Board and Staff Vulnerable Sector Checks and begin coordinating renewals as required	Maureen	Completed - May 2026
Review Board Polices for wording re: Terms of Office	Maureen/Summer	**May 12 – Completed. Director Terms are not captured in Polices – just in By-Laws**
Update Policies to ensure gender neutral wording has been captured	Maureen/Summer	Completed – June 2026
Send Directors Terms to Tom for follow up re:	Maureen	Completed -May 2026

Action Items from this (November 19) Meeting:

Item	Person Responsible	Status
Confirm when our Risk Management Document needs to be reviewed and advise committee	Maureen	To be completed before end of November 2026
Board Matrix to be Updated – Reach out to new Board Members	Maureen	To be completed before next meeting

Next Meeting – Tuesday January 12 – via ZOOM