**Date: January 5, 2022**

**From: Judy Heffern CEO**

**Subject: Communication for Inclusion Clare Stakeholders**

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Happy New Year to all! May 2022 be kind to everyone and may it bring health and happiness.

I am writing to provide you with an update with respect to the situation at Inclusion Clare.

EXECUTIVE DIRECTOR

Some of you may have already heard that Carolyn Sloan has resigned from her position as Executive Director (ED) at Inclusion Clare. Her last working day will be January 14th. Carolyn expresses her great appreciation for the opportunity to have worked for this organization during the past four and one-half years and plans to continue to her support for those served by Inclusion Clare.

Carolyn has accepted a new position as project manager for a community development and facilitation company, a position which sounds very exciting. Please join me in wishing her well in her new endeavours.

Brigette Robicheau, Operations Manager, will be assuming the Acting ED position upon Carolyn’s departure. I look forward to continuing to work with Brigette, the Inclusion Clare team, and with the residents and participants. Thanks are extended to Brigette for assisting us by assuming this role.

The search for a new ED is in progress. This will take some time.

GOVERNANCE

As you are aware from my last update the revised Bylaws were approved by former directors of the board/society members and a Special Resolution for acceptance of these Bylaws was forwarded to RJSC. RJSC must provide final approval, thus ensuring compliance with the requirements of the *Societies Act,* before the Bylaws can come into effect. The Special Resolution was filed on December 20th.

It is not surprising that we did not receive any feedback from RJSC over the holidays. We are continuing to communicate with RJSC in hopes of expediting a response. I know that you are all eager to get a new board in place and to get back to normal proceedings. We are hoping for that also. As soon as news is received, I will notify you. Until then we cannot move forward.

On a positive note, when we do receive a ‘green light’ from RJSC we will proceed as follows.

Moving Forward:

Once the Registrar of Joint Stock Companies approves the revised Bylaws, notice of a special meeting of the members will be given to all society members who have registered as a member by December 13th, as per the last communication update. We are still hopeful that this meeting will be held by mid January. The main purpose of that meeting will be to elect the new board of directors. Once the notice of the meeting has been issued, a call for nominations and applications for the board of directors will be sent to all society members.

Nominations must be delivered to the Society no later than ten (10) days after the date of the meeting of members is announced. The nomination process will be sent out along with the details of the special meeting.

The details of the meeting including the date, location, and time will be announced as soon as possible following the approval from RJSC. The format of the meeting will depend on the COVID-19 restrictions in place at that time however, given the current status it will most likely be by Zoom.

As per the previous update and to ensure that the board of directors best benefits the Society, we hope that the applications and nominations will be individuals who will be supportive of the mission of Inclusion Clare and possess a broad range of skill-sets. These may include: financial expertise, a social worker, an ethics professional, a lawyer, an individual experienced in governance in the not-for-profit sector, a recreation professional, an entrepreneur, a communications professional, a person with disabilities who represents the participants and residents of the Society and, a parent or guardian who represents the families of participants and residents of the Society.

Once the board of directors is elected, it will immediately elect the its officers which consist of the Chair, Vice-Chair, Secretary and Treasurer, and then the names of the officers will be announced to the members.

After electing the officers, the new board’s first order of business will to address outstanding governance issues. The first meeting of the board should occur no later than two weeks following the election of officers. An orientation to the role of the board will be provided in a timely manner.

CONCLUSION:

Thank you for your patience as we continue to work through the process of searching for a new Executive Director and electing a new Board of Directors for Inclusion Clare.

The new bylaws will be shared with the Society members and made available through the Inclusion Clare once final approval has been received from RJSC.

Please note that only those members who registered by December 13th will be included in the initial ‘special members’ meeting held under the new Bylaws. However, following the December 13th deadline others eligible for membership in the Society may continue to submit their names, occupation, addresses and contact information to Inclusion Clare society via bonjour@inclusionclare.ca or at:

Inclusion Clare

1711 Nova Scotia Trunk 1,

Church Point, NS B0W 1M0

Newly added names will be added to the register of members. The register of members will be maintained by the Society and updated regularly. The register of members shall be made available to the membership.

Should you have any questions, please direct them to me at jmheffern@gmail.com. Any questions received will be answered in the form of a ‘Question & Answer’ document, which will be available for viewing on the Inclusion Clare website at https://www.inclusionclare.ca/communications.

Respectfully,