



Community Living Atikokan

2018-2019

Annual Report

Inspire. Encourage. Nurture.

Our Vision

A Meaningful Life: Relationships, Community, Happiness, Well-being.
(The future we want for our Members - and others connected to CLA)

Our Mission

Inspire. Encourage. Nurture.
(What we will do to make our vision a reality)

Our Values

Caring Team and Community

- Supporting individuals and their families with patience, understanding, consideration, dignity and respect
- Investing in, and celebrating, a skilled and caring team
- Fostering an environment that promotes autonomy, is safe, supportive and inclusive where growth is honored

Committed Leadership

- Providing strong, responsive leadership through innovation and best practices
- Being accountable to our various stakeholders
- Creating leadership opportunities for all members of the team
- A strong dedication and recognition for continuous progress

Collaboration

- Achieving our Vision through teamwork and community partnerships
- Collectively advocating and influencing public policy

Choice

- Respecting the right and dignity of informed choice, and the freedom to decide
- Actively supporting Members in understanding their adult responsibilities within a community, while recognizing and achieving their life ambitions

Celebration

- Celebrating our successes and achievements

**ANNUAL GENERAL MEETING
2018-2019**

**Wednesday, June 19, 2019
118 Gorrie Street, Atikokan, Ontario**

Agenda

Call to Order and Introductions

Reading of Community Living Atikokan's Mission

Approval of Agenda

Minutes of Previous Annual Meeting

Reports:

Board Highlights Cliff Pointer

Financial Report Brian Stimson

Operational Highlights Jim Turner

Program Highlights Christie Gushulak/Tina McEvoy

Financial Report 2018-2019

Appoint Auditor for 2019-2020

Indemnification of Board Members and Officers 2018-2019

Appointment of the Board of Directors 2019-2020

Adjournment

In addition to the written report the following matters were discussed.

Thank you to all staff and the Board for their hard work.

Treasurer's Report – C. Lee

CLA continues to work with the 2009 base funding from MCSS, which resulted in at \$31,618 deficit. Unforeseen legal costs and AIMS made up the majority of this amount.

Operational Highlights - J. Turner

In addition to the written report the following matters were discussed.

Things are going really well. It is nice to see Members and Staff out and enjoying a variety of activities, have seen a drastic decline in incident reports. CLA has a tremendous staff. Four new part time employees were recently hired to replace those promoted to Full Time. CLA has increased the number of Members over this past year. Atikokan is well known and respected in our sector. We continue to work hard and build on what we have. I would like to thank the leadership team and admin, we are a team and work well together. The audit went very well – thank you S. Krassey.

Program Highlights

Community Services & Innovation Manager - C. Gushulak

J. Turner asked that everyone take the time to read this report as it provides a snap shot of one day in our community. Really important to understand.

Adult Services Manager - T. Pollard

T.Pollard wanted the pictures to tell the story as they can say so much. It was great year but also wanted to note that we lost one Member and recognize this.

86-2017 M/S That the Reports be accepted as submitted.

Carried

Audited Statements - J. Turner explained

In addition to the written report the following matters were discussed.

Board just met with the Auditors to discuss the Financial Statements and there are no issues with the audit and CLA received a clean management letter. As mentioned we had a \$31,618 deficit. CLA was expecting a larger deficit but MCSS did come forward with additional funding. CLA has been digging into its reserves and had a couple extenuating circumstances, increased legal fees and AIMS. MCSS has promised more money for 2018-19, hopefully this will alleviate the pressure. The Board reviewed the financial statements with the auditor and did recommend acceptance at the AGM. J. Turner noted that we have a new 50/50 donation from staff. This is a payroll deduction with half going into a monthly draw and the other half a donation to the association.

87-2017 M/S That the Audited Financial Statements for the year ending March 31, 2018 as prepared by BDO Canada LLP, Chartered Accountants be accepted as presented.
Carried

Upon the recommendation of the Board and Executive Director.

#88-2017 M/S That BDO Canada LLP be appointed as our auditors for the 2018-2019 fiscal year.
Carried

89-2017 M/S That members indemnify and save harmless, the actions of the Board of Directors and Officers of Community Living Atikokan from the year 2017-2018.
Carried

Election of the Board of Directors 2018-2019

CLA will continue to advertise for new board members after not receiving any interest. C. Lee and D. Brown did not want to leave the Board without a replacement and agreed to stay on until a replacement can be found. The Nomination Committee noted that two positions were available and upon the recommendation submitted the following names: Dennis Brown and Candy Lee.

90-2017 M/S That Dennis Brown and Candy Lee be reappointed to the Community Living Atikokan Board of Director for a one year term.
Carried

C. Pointer – The Board Members thanked the staff for their continued support.

Other Business - N/A

#91-2017 M/S That we adjourn. Time 6:24 p.m.
Carried.

President

Secretary

BOARD HIGHLIGHTS

Fifty years ago, on June 16, 1969, because individuals with developmental disabilities were not accepted into the public school system or the community, parents and citizens who shared common concerns incorporated the Atikokan and District Association for the Mentally Retarded as a place where individuals with developmental disabilities could attend.

Community Living Atikokan's name has changed over the years to reflect the ever-changing goals of those receiving supports through us since 1969. In 1992, we became the Atikokan and District Association for Developmental Services. Known simply as ADADS until 2010 when we became Community Living Atikokan.

We began with one program, a vocational workshop known as Arc Industries, known in today's terms as a sheltered workshop. A manager and three staff supported the 17 individuals enrolled in the program. In 1979, with the closure of the Caland Ore mine, Inland Steel donated their guest house to us where a six bed group home was opened. A Community Living Skills pilot project began in 1986 at 112 Gorrie St and evolved into the life skills training program.

CLA has continued to grow over the years, the services provided have changed and resources have been used to develop opportunities for individuals to experience growth, quality of life, inclusion and equality within the community to their fullest potential. In contrast to earlier forms of services that emphasized standardized service options, CLA has moved to a more 'person centered' approach built around the unique values, priorities, and preferences of each individual served. CLA is seen as a leader in the DS sector. There has been significant growth in just the past decade. CLA's budget has grown from \$1.62 million in 2010 to \$2.96 million in 2018. During that time our staffing numbers have increased from 30 to 36, which includes an increase from 13 to 21 fulltime positions.

CLA aspires to create and maintain an environment that respects diverse traditions, heritages, experiences, ideas and perspectives. We are committed to supporting diverse populations, attracting and retaining a diverse workforce, building and strengthening partnerships and fostering an environment free of discrimination and harassment. And above all else, we are committed to inspire, encourage, and nurture.

We look forward to what the future will bring us!



Cliff Pointer, President

2018-2019 Board of Directors

<i>President</i>	Cliff Pointer
<i>Vice President</i>	Jason Young
<i>Treasurer</i>	Brian Stimson
<i>Secretary</i>	Brad Gascoigne
<i>Directors</i>	Brandon Bain
	Dennis Brown
	Candice Lee
<i>Executive Director</i>	Jim Turner



Congratulations to Jolene Lacell and Siân Krassey, recipients of the 2019 Staff Excellence Award (l-r, Jim Turner - Executive Director, Jolene Lacell, Siân Krassey, And Jason Young - Board Chair)

Treasurer's Report

The leadership team oversees the annual audit process ensuring the timely completion of the audited financial statements which are presented at the Annual General Meeting.

The financial statements of the organization are prepared on the fiscal year basis of April 1 to March 31. BDO Canada LLP performed the audit and presented the draft financial statements to the Board of Directors of Community Living Atikokan prior to the AGM, at which time they were reviewed by the management team and the Board of Directors with our auditor. These statements are presented at the Annual General Meeting for approval, after which the formal financial statements will be completed and filed with the Ministry of Children, Community and Social Services.

The financial statements present fairly, in all material aspects the financial position of CLA for the year ending March 31, 2019 and the results of operations and cash flows for the year in accordance with accepted Canadian accounting principles.

Our government funding has seen a net zero increase since 2009. Increased costs, wage increases, as well as legislated and additional MCCSS mandated requirements of our organization all continued to impact on our operations and financial position.

During the past year, discussions on these financial matters and their impacts were monitored monthly by the Board of Directors as they reviewed the financial reports. The Executive Director detailed to the Board any information pertaining to the budget allocations, in particular financial pressures faced throughout the year. Adjustments were made, and continue to be made, as circumstances dictated with Board approval.

Even with the continued financial pressures, we endeavour to operate our programs within their budgets. However, during the past year, a deficit occurred resulting from unforeseen and unbudgeted legal and staffing costs, and from the purchase of a data management system to support our services. The graphs on the following pages summarize the 2017-2018 financial activities.

The leadership team has recommended that BDO Canada LLP be appointed as auditors for CLA for the year ending March 31, 2020.

Respectfully submitted,



Brian Stimson, Treasurer

Financial Activities for CLA (2018-19)

For the year ended March 31	2019	2018
Revenue		
Ministry of Community and Social Services		
Operating grant	\$ 2,329,314	\$ 1,875,250
One-time funding	-	142,450
Partner facility renewal funding	-	23,000
Transfer to deferred revenue (Note 5)	-	(104,706)
Transfer from deferred revenue (Note 5)	104,706	48,906
Prior years settlement (recovery)	(4,360)	-
Chips R Us	119,972	124,742
Contract services	45,835	46,996
Interest income	1,566	3,082
Passport services	86,603	45,399
Nevada income	17,839	24,201
Other income	27,787	33,061
Presence to citizenship registration fees	60,635	50,503
Power generation	14,161	15,419
Rental revenue	134,747	125,085
TV bingo	1,912	3,406
Video conferencing	11,396	11,396
Wage subsidies	3,682	3,373
	2,955,795	2,471,563
Expenses		
Advertising	7,679	1,889
Automotive	38,526	34,239
Benevolence and staff appreciation	21,475	8,934
Board expenses	1,227	1,957
Capital expenditures	89,910	43,064
Chips R Us expenses	117,002	124,137
Communications	21,685	18,892
Insurance	34,076	28,933
Nevada expenses	15,173	29,615
Purchased services	169,086	107,042
Repairs and maintenance	140,025	92,156
Salaries and benefits	1,976,110	1,755,967
Supplies	28,538	21,059
Travel and training	258,070	151,026
TV Bingo expenses	1,937	4,732
Utilities and property tax	81,111	79,539
	3,001,630	2,503,181
Deficiency of revenue over expenses for the year	(45,835)	(31,618)
Net assets, beginning of year	43,550	75,168
Net assets (deficiency), end of year	\$ (2,285)	\$ 43,550

ORGANIZATIONAL HIGHLIGHTS

Community Living Atikokan welcomed three new Members over the past year. With the requirement for additional supports, several part-time staff became full-time and additional part-time positions were created. There has been a significant increase in supports for people to be engaged and participating within the community. CLA continues to engage with other developmental services agencies looking for support as they transform their support services to more person-centred individualized supports. CLA is seen as a leader for the transformation of developmental services throughout the Province of Ontario.

For the first time in a decade, CLA saw a slight increase in our base funding this past year. With the new government and their planned cutbacks, we suspect that funding, and perhaps more, will be clawed back by the province. CLA has been diligent in managing our funding in the past and will continue as we go forward.

We recognize, acknowledge and express our appreciation to:

- the community and citizens of Atikokan for being inclusive, for creating opportunities and treating people with intellectual disabilities as citizens.
- all employees of CLA for their ability to have fun, imagine, dream and instill hope and optimism for the future by supporting people to seek new opportunities and experiences and for staying focused and progressing towards our Mission.
- the leadership team for being the best and their ongoing support.
- the business community who provide employment opportunities of individuals with developmental disabilities creating new hope and optimism for the future.
- the many volunteers associated with CLA; from members of the Board of Directors and the Committees of the Board, the Rights Review Committee and the volunteers involved with our fundraising activities.
- most importantly, the people with intellectual disabilities and their families who place their trust and confidence in CLA to provide the best possible quality of life, to help people achieve their dreams, to imagine and to explore life in the community.

We are very excited about the accomplishments, the successes and the energy, effort and creativity of this past year to supporting people with developmental disabilities to live, work and be part of their community. By focusing on the abilities of people, the opportunities within Atikokan are nearly endless. We look forward to another very progressive and outcome-filled year for 2019.



Jim Turner
Executive Director

Programs

Community Participation Services & Supports / Employment Support Services / Passport:

As I reflect on the past year we continue to see much progress and positive change. The most notable change this year in the programs I oversee was in the Passport program. An Individualized Funding Direct Support Professional position was created. This offers those Members who received Passport Funding the opportunity to purchase services and participate in a wider variety of activities of their choosing. We hired two applicants, both of whom were internal and arranged for them to share the position; alternating months. There have already been several out of town trips, camping, fishing and an upcoming sky diving trip planned. Talk about 'the Sky's the Limit'!! To date we have approximately, 25 Members who receive this funding.

The Community Participation Services & Supports program continues to reduce its hours offered for the 'Drop In'. Throughout the winter months we remained open for two half days per week, and only one half day in the summer months. This is in line with our strategic plan and in addition to promoting more individualized and one on one activities in the community for our Members.

The Employment Support Program remains successful with approximately 73% of our Members employed in some type of capacity. There are opportunities for almost everyone, however there are some who choose not to work or who are physically not able to at this time.

This past year we partnered with twelve businesses that contracted us to complete a wide variety of employment jobs for them. The following are some larger ones to name a few –

- Atikokan Sno-Ho – 2,000 buttons were manufactured
- Canoe Canada – 225 sleeping bags were laundered
- Branches Seine River Lodge – 220 loads of bedding
- OPG – over 250 hot lunches have been prepared and served

The 2018 Chips 'R' Us season ended with 26,450 orders filled in 109 days, an increase of 600 orders from the previous summer. Weather most definitely has the biggest impact on daily food sales. If the sky is blue and the air is warm, the customers come out to eat. In addition, 21,00 lbs (10.5 tons) of fresh French fries were prepared and sold. As always being the most important function of CRU is providing employment. Approximately 10-12 Members are employed in various capacities – cooking, potato/French fry preparation, laundry, cleaning, filling of the vending machine etc.

We collaborated with *Best Start Hub – Sundog Toy Lending Library* and *North Star Community School* to help promote Safe Kids Week. One hundred Chips 'R' Us bags were decorated by local students in grades 3-6 with safety messages to help spread the word. This was well received from Chips R Us customers.

In closing, as always, I would like to thank the Members we support! Having the opportunity to watch each one of them flourish and blossom while living the lives *they* choose, helps to remind me that is the genuine purpose of our work. Real people, living real lives!! Thanks also to the Board of Directors for their ongoing support and direction. To our dedicated leadership team of Jim, Tina, Babes & Melissa, each one of you truly provides me much support and inspiration. And last, but certainly not least to our Direct Support Professionals for their continued commitment and creativeness to ensure our Members really are 'Community Living'. I can't say enough how truly proud I am to be part of such an amazing team!

HAPPY 50th BIRTHDAY COMMUNITY LIVING ATIKOKAN!!!!

Submitted respectfully,



Christie Gushulak
Community Services & Innovation Manger

Supported Independent Living (SIL)

This year has been another successful year for those receiving support through CLA's Supported Independent Living Program. There are currently 16 individuals being supported through this program with a staffing pool of 20 people at various levels of their careers. The past 10 years has seen a dramatic increase in staffing levels in that program so training has become a priority, particularly as our Members age and a younger generation comes into service.



Over the year we've had 3 staff participate in the Dual Diagnosis Course through George Brown College, all of which will complete it successfully by the end of June. Several staff participated in a stress management workshop and the entire team is currently scheduled to participate in Autism Spectrum Disorder training through Kerry's Place, Gentle Persuasive Approaches through the Alzheimer's society, and the Purpose of our Work with Doug Cartan, all in early September. The leadership team has been working diligently over the past year on an Enhancing Leadership course, which will be completed in the near future, and have utilized what has been learned with the team through various activities geared toward team building. Several individuals will be participating in this year's Community Living Ontario conference that will be hosted in Thunder Bay. We have focused our attention on implementing a new information sharing platform called AIMS and are currently working on a new scheduling/payroll platform through Go-Easy-Care, which is scheduled to go live in the fall of 2019. Both platforms are designed to increase efficiencies within our programs.

The Members receiving support through our SIL program have also had a very productive year. One individual realized a goal by going up in a helicopter for the first time and as a result is in the process of arranging a trip to go parachuting. Another attended a vacation to Southern Ontario to visit family whom he had not seen in some time and is planning another trip this summer. Another individual has booked a train ride that he very excited about. With the PASSPORT funding, and more recently the introduction of the new Individualized Funding position, many Members have greatly increased their participation in community and are utilizing the resources that our community offers. Although, many of these examples may seem irrelevant to some, they far exceed the opportunities that were offered in our recent past and should be acknowledged as milestones. We cannot forget that in our not-so-distant past many of our Members would have been living very different lives in institutions and within segregated programs.





The SIL staff have proven themselves to be the most caring group of individuals that I've ever had the pleasure of working with. This year has been a very difficult year for many as we've lost one of our own. Unfortunately, she lost her battle with cancer but won her way into our hearts and is missed by her CLA family. The team is also supporting a coworker who is struggling to care for her sick child and the fight is not over. The way this team has rallied together to provide support to the families is heart-warming and speaks volumes to their caring nature. The CLA team band together, along with members of the community and the Church of the Good Shepherd to host a fund raising event to support this individual and ultimately raised over \$6000.00. These are just a few examples of the many shows of support that have gone on over the past year and that signify a cohesive and caring team. The SIL program is much more than a group of staff providing care to individuals supported in a particular program, they are a family who provide support to each other and who model and practice what true acceptance and inclusion is.

Intensive Support Residence (ISR)

I am proud to say that the ISR program is also going very well. A new home was purchased and a small staff office was built on the premises outside of the home. This new location has proven very beneficial as this individual has become very close to several of her neighbors. This move created an opportunity for the person to increase her independence as she no longer has people in her immediate presence at all time, unless she so chooses to do so.

Our small team of 6 dedicated staff have ensured that this individual has been provided opportunities for inclusive living and autonomy. The care and devotion that each of those team members have towards ensuring this person has had the opportunities to become a valued member of our community is to be commended, and I couldn't be prouder of them for their resilience. This team has spent many years working diligently together through the challenges associated with supporting someone with complex needs, and are now reaping the rewards for their efforts. The Member is flourishing far beyond expectations and it is a direct result of care, understanding, and advocacy. It is evident that each person recognizes, promotes, and shares the values that CLA upholds and although struggles will likely always be present, they are devoted to ensuring that the individual has the opportunity to live a meaningful life by providing inspiration, encouragement, and nurture.



Family Home Program

CLA's Family Home Program is still relatively new when we consider the big picture; however, it's very clear to me that we've made the right decision to start a Family Home Program at CLA. I see a brighter future for anyone who gets to become part of a person's family in this way. I have seen 3 individuals flourish in this environment and several others benefit from the care that our special provider gives to each person she has offered her home to, and ultimately her adoration. Although the last few years have been difficult after experiencing loss, our provider has continued her endeavours by taking on a Job Start Program through the Atikokan High School and



with Community Living Fort Frances and District to assist a transitional aged youth who currently transitioning into adult services with CLA. The program has been so successful that they have extended it throughout the summer and into the fall.

The individuals who reside in the Family Home have participated in numerous activities over the past year, which have included such things as riding in a helicopter, visiting with family, attending community events and participating in the leisure program at the drop in. One individual has gone through a serious health concern that has resulted in increased support needs. The Family Home Provider has gone above and beyond to ensure a speedy recovery despite the physical challenges that have resulted. One individual who experiences Autism has spoken his first word in many years and has broadened his social network dramatically. It is without question that this program is yielding positive results.



Summary

As I'm sure you can tell, I am very proud of the accomplishments that our entire team have made over the past few years. It is without question one of the most exciting times to be working in the developmental services field as we are in such a time of transition. This year I've had the opportunity to provide support to another organization as they transform their organization and have enjoyed moving from the student to the teacher. I participated in a career fair where I was able to speak with youth about a potential vocation in the developmental services field and have really focused my attention on the information presented through our Enhancing Leadership course. We are currently planning celebrations as CLA will turn 50 this year and I'm looking forward to what comes next. It has not always been easy as we progressed through necessary changes and failures that sometimes resulted from trying something new; however, the struggles have only made us stronger and more determined to make positive change.

We have a dedicated board of directors, leadership team, maintenance and office personnel, but most notably Direct Support Professionals who make the difference every day in the lives of the Members. Without recognition of those relationships I am convinced that none of our efforts would matter. I have to give a special thank you to Jim, Christie, Babes, and Melissa for being my sounding board and always there to support me. I have been saying it for years that we make a great team and I'm so thankful that I get to work with a group of people whose values are aligned with mine! I look forward to the future of Community Living Atikokan.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tina McEvoy".

Tina McEvoy

Adult Services Manager

Thank You to CLA Employees

Many of Community Living Atikokan's employees contribute \$10 every two weeks to a 50/50 draw where half of their contribution is donated to CLA and the other half awarded as the prize in a monthly draw. CLA would like to thank the following (and past) employees for their donations in 2018: Raylene Alexiuk, Michelle Cairns, Darlene Cox, Christie Gushulak, Siân Krassey, Jolene Lacell, Melissa Lafond, Suzanne Leeson, Debra Manford, Tina McEvoy, Rosie Natti, Bob Peacosh, Babes Rusnick, Becky Strom, Matthew Turner, Jim Turner, Leanne Tuffnell, Carrie Zacharias, Glen Strom, Debbie Wiersema, Coreena Selman and Kristina Willis.

Board of Directors Appointments

Our Bylaws state that "a Member of the Corporation shall be a Director of the Corporation" and that "on election as a Director, a Director shall be a Member". "Membership shall continue until the individual ceases to be a Director for any reason, whereupon Membership shall immediately terminate", and "there shall be as many Members as Directors".

"The Directors shall recruit qualified candidates for election in a number that is at least sufficient to fill the available Director positions. Each Director shall be elected for a term of three (3) years at an Annual Meeting of Members by ordinary resolution. The election shall be by a show of hands unless a ballot is demanded by any Member. All Directors shall be retired at the end of their term but shall be eligible for re-election if otherwise qualified."

Community Living Atikokan thanks the following directors for their commitment and support during their most recent term:

Cliff Pointer, Brad Gascoigne, Dennis Brown, Candy Lee, Jason Young, Brandon Bain and Brian Stimson.

Directors who remain in office:

Cliff Pointer, Brad Gascoigne and Brian Stimson

The Nominating Committee proposes the following appointments:

Three year term: Jason Young and Brandon Bain

One year term: Dennis Brown and Candy Lee



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