

COMMUNITY LIVING

Atikokan

A graphic logo consisting of a series of blue and green triangles of varying sizes, arranged in a fan-like shape pointing to the right.

Inspire. Encourage. Nurture.



Community Living Atikokan

2021-2022

Annual Report

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
2021-2022**

**Wednesday, June 15, 2022
118 Gorrie St, Atikokan
6:30pm**

Agenda

Call to Order and Introductions

Reading of Community Living Atikokan's Mission

Approval of Agenda

Minutes of Previous Annual Meeting

Reports:

Board Highlights Jason Young

Financial Report Brian Stimson

Operational Highlights Jim Turner

Program Highlights Christie Gushulak/Tina
Pollard/Shelby Davidson

Financial Report 2021-2022

Appoint Auditor for 2022-2023

ONCA Motions

Indemnification of Board Members and Officers 2021-2022

Appointment of the Board of Directors 2022-2023

Adjournment

Community Living Atikokan

114 Gorrie Street, P.O. Box 2054, Atikokan, ON P0T 1C0

Annual General Meeting Minutes

PLACE: June 16, 2021 – 6:01 p.m. – 114 Gorrie Street – video conference

PRESENT: Dennis Brown Brad Gascoigne Brian Stimson
Brandon Bain Cliff Pointer Candice Lee
Jason Young

REGRETS: Tom Hainey

RESOURCE: Jim Turner

GUESTS: Tina Pollard Christie Gushulak Alice Rusnick

The meeting was held by video conference
Recorder Siân Krassey

Welcome, J. Young.

The Mission of Community Living Atikokan was read by all present.

82-2020 M/S To call to order the Community Living Atikokan Annual General Meeting.
Carried.

83-2020 M/S To accept the Agenda as presented.
Carried

Minutes:

84-2020 M/S That the minutes of the Annual General Meeting June 17, 2020 be accepted
as circulated.
Carried

Distributed Reports

Board Highlights – C. Pointer/ J. Young

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

Aspen Court and exciting new benefit to Atikokan. Thank you to all staff and the Board for their hard work.

Treasurer's Report – B. Stimson

The leadership team ensured CLA finished the year in a good financial position. CLA has a good supply of PPE for future use. CLA had a clean audit with a slight deficit. Thank you S. Krassey and J. Turner. The audit set up changed because of the addition of Aspen Court. The Not for Profit Accounting Standards are be used as opposed the MCCSS Accounting Standards.

Operational Highlights - J. Turner

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

Last year unprecedented. CLA's focus changed to Member and Staff safety and their well-being. Thank you leadership team for taking on additional responsibilities because of Covid. Staff had the challenge of keeping Members in their home and supporting one another. Very happy that the vaccinations are rolling out.

Aspen Court a positive distraction this past year. The project is moving along very well despite the many challenges this year presented. The Fixed Price contract defiantly gave peace of mind.

Thank you team and staff for stepping up during these very difficult times.

Program Highlights

Community Services & Innovation Manager - C. Gushulak

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

Happy Birthday Jim and CLA! Happy to see a light at the end of the tunnel. Rapid testing has been put on the hold until necessary, the vaccine roll out has helped with this decision.

Adult Services Manager - T. Pollard

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

Staff really stepped up this year. Keeping Members safe and understanding the PPE protocols has been a challenge. By the end of July the majority of staff and members will be vaccinated.

Had some great training during this difficult year.

85-2020 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.

86-2020 M/S That the Audited Financial Statements for the year ending March 31, 2021 as prepared by BDO Canada LLP, Chartered Accountants be accepted as presented.
Carried

Upon the recommendation of the Board and Executive Director.

87-2020 M/S That BDO Canada LLP be appointed as our auditors for the 2021-2022 fiscal year.
Carried

88-2020 M/S That members indemnify and save harmless, the actions of the Board of Directors and Officers of Community Living Atikokan from the year 2019-2020.
Carried

Election of the Board of Directors 2021-2022

C. Pointer spoke about his time on the Board, how much he enjoyed the experience and the progress that CLA made. Thanked CLA, J. Turner and the Board and explained due to a serious health issue he had to resign. J. Turner thanked C. Pointer for his time and effort.

The Nomination Committee noted that two positions were available and upon the recommendation submitted the following names: Candy Lee and Dennis Brown.

89-2020 M/S That on the recommendation of the Nomination committee Candy Lee and Dennis Brown for a one year term, by acclamation.
Carried

90-2020 M/S

Where the current Bylaw reads:

The affairs of the organization shall be managed on behalf of the membership by a board, which consists of minimum of seven (7) to a maximum of nine (9) Directors, which is elected by the membership and, in addition, the immediate Past President.

The Board recommends the following change:

The affairs of the organization shall be managed on behalf of the membership by a board, which consists of minimum of five (5) to a maximum of nine (9) Directors, which is elected by the membership and, in addition, the immediate Past President.

A quorum of the board of directors consists of a majority of the number of office immediately before a meeting begins.

Carried

Other Business - N/A

91-2020 M/S

That we adjourn. Time 6:52 p.m.

Carried.

President

Secretary



BOARD HIGHLIGHTS

Over the past year, Community Living Atikokan (CLA) continued to be tested and challenged in many ways. Who would have thought back in March 2020 that the pandemic would still be a big part of our lives into 2022. In an ongoing unprecedented time, we express our sincere gratitude to the people we support, their families, CLA's staff and leadership for their resilience and understanding. Our organization could not have accomplished all we have without our staff and leadership, who as a team accomplished so much to get us through this past year.

In such an uncertain time, we continued to be guided by our Strategic Plan and its goals of Leadership and Advocacy, Organizational Strength and Innovation. Leadership, staff and the board worked throughout the year to develop a new strategic plan that will guide us for the next three years.

You will read in this report the many ways our organization has gone above and beyond to support our Members and staff throughout the pandemic. Every effort was made throughout the pandemic to continue to enrich quality of life for the Members.

When CLA closed our group home nearly a decade ago, we never suspected this would add to the Members' safety during a pandemic because they lived in their own homes. This added to the benefits that have resulted in people being afforded opportunities to live in homes they choose and with people they choose to live with.

A majority of individuals and families receiving PASSPORT funding have chosen to allocate their PASSPORT funding to CLA to provide support. We are so proud of this as it validates that CLA's supports are the most valued and respected and this will ultimately result in new employment opportunities at CLA.

Three years ago, CLA undertook the planning and construction of much needed seniors housing in Atikokan. In November 2021, Aspen Court Senior Living opened offering spacious, modern suites. Of our 38 suites, there is a mix of affordable and market rent units with 12 being barrier free units. This \$12.5 million project, that pumped nearly \$3 million directly into Atikokan's economy, is a luxurious and welcoming independent senior living complex located in a quiet area of Atikokan.

We are very proud to have navigated through a pandemic that none of us fully understood or experienced previously and to watch the growth, innovation, creativity, and commitment

has created a positive environment at CLA. We look forward to channeling this energy towards favourable deliverables and positive results as we move forward.



Jason Young, President

2021-2022 Board of Directors

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



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, 2022 and the results of operations and cash flows for the year in accordance with accepted Canadian accounting principles.

The government provided funds to address costs related to COVID-19 and a pandemic pay incentive for frontline staff.

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.

The leadership team has recommended that BDO Canada LLP be appointed as auditors for CLA for the year ending March 31, 2023.



Brian Stimson, Treasurer

ORGANIZATIONAL HIGHLIGHTS

This past year proved to be the second which can be described as unprecedented. Focusing on staff and Member safety in a pandemic world continued as the norm. What we did and how we accomplished it changed monthly, weekly and/or daily depending of information from Public Health Ontario, the health unit or MCCSS. The policies and protocols Community Living Atikokan (“CLA”) established worked for two years as CLA did not have a single case of COVID-19 associated with the organization until March 2022.

CLA grew during the year as we opened Aspen Court Senior Living in November 2021. Recognizing the intense demand in our local community for quality and affordable seniors housing, CLA partnered with CGV Developments (“CGV”) of Cochrane Ontario and the Canada Mortgage and Housing Corporation (“CMHC”), by way of its National Housing Strategy, to make Aspen Court a reality. This was a welcome end to the three years of planning and construction. CLA is the owner of a \$12.5 million, 38-suite senior living complex that offers quality and affordable housing to seniors in our community. CLA has a mortgage with CMHC that includes a 50-year amortization with a 20-year term and sub-2 percent interest rate.

This past year has continued to present us with unique challenges and has left many of us feeling worn down. We are hopeful about moving past COVID-19 and focusing on CLA’s accomplishments, successes, energy, efforts and creativity that have become part of our culture as we support 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 2022-23.



Jim Turner
Executive Director



Programs

Community Participation Services & Supports / Employment Support Services / Passport

As I reflect on the past years, I realize this is my 20th annual report! That realization helped me to understand why I seem be struggling with how to start and what content to include. I strive to 'change it up' from year to year to make it interesting to the reader, but also know it is about quality, not quantity. I have come to recognize that no matter the words I choose, or content added, it is truly difficult to adequately capture the work we do, how important it is and how it positively impacts others. The staff at Community Living Atikokan really do have the Best Job Ever, Making a Difference in Someone's life!!

There are twenty-one Members funded in our Employment Supports Program with fourteen actively completing contracts on a regular basis. Here are just some of the stats of how busy the year has been. They have thoroughly detailed 18 vehicles, completed over 550 loads of laundry, shoveled over 400 driveway/walkways, cut 270 lawns, completed weekly janitorial contracts at 3 locations, filled 4 beverage vending machines regularly, picked up, sorted and delivered mail 4x weekly to two customers, peeled and chipped over 25,550 pounds of potatoes and filled over 37,000 orders at Chips R Us!! Early this spring we also took on the Diabetes Canada donation bin collection contract and have transported over 100 bags of donations in just 2 months. It is exhausting to think about, but each of these opportunities are gratefully accepted and are completed with the highest of standards! Our Members truly do fabulous WORK!!



Chips R Us continues to be one of the most popular places in town to get a quick meal. So popular in fact, Premier Doug Ford stopped by for supper last August! Our reputation is important to us, but we are most proud that we are able to employ seven Members on a regular basis, all being paid minimum wage or better. This past year we have been able to upgrade the last of our wooden picnic tables, added new vibrant umbrellas, increased the size of the parking lot and installed security cameras. New awnings are on order as well as a new stainless steel fabricated condiment stand. We have advanced to a digital menu board (55" TV) with the capability to easily make changes to menu or include advertisement if required. With the volatile markets, we have been keeping an eye on costs and profit margins and will adjust as required.

I am optimistic that the word 'covid' is and will continue to become less incorporated in our vocabulary. We do continue to remain cautious in ensuring we all stay safe but are now

attempting to focus on getting back to life before Covid. Our agency remains well stocked with regards to PPE and will continue to monitor staff and Members with Rapid Antigen testing when required. People are ready and eager to emerge from the long winter we had and from Covid restrictions.

The staff in our Passport program continue to impress and amaze us with their creativity and energy. This program gives our Members an opportunity to discover what activities and interests they aspire to achieve and we attempt to make that happen for them. Over the past year the following are some highlights of the activities explored – camping, fishing gardening, hiking, exploring the old mine sites, music in the park, horseback riding, aquafit, swimming, crafts, tutoring, healthy meal planning, creative cuisine cooking, completing free courses through contact north, learning to crochet, bbq’s, beach days, dances, concerts and connecting with programs/agencies in the community such as the library, ANFC and pioneer center to name a few!



In closing, I would like to thank the Members we support, who allow us into their homes and lives. Their courage and determination brings out the best in all of us. Thank you to the Leadership team for the ongoing support and encouragement. The last few years have been challenging and having each of you in *my corner*, has helped to lift the load and brighten my days. And lastly, a heartfelt thank you to our staff, who routinely go beyond the call of duty and demonstrate how much they care about their team, our Members and agency!

Christie Gushulak

Christie Gushulak
Community Services & Innovation Manager

Supported Independent Living / Intensive Support Residence / Family Home

When reflecting back over the year what stands out to me is the resilience faced by the staff and Members who endured the relentless changes that were occurring as a result of the pandemic. It was not an easy task to stay on top of the messages that were being received from the Ministry; however, our teams weathered the storm and remained diligent in our endeavours



to keep staff and Members safe. There were many changes to the Preparedness and Prevention Plan, several COVID-19 update meetings with Pooran Law and the Real Xchange who provided us with resources, and staff and Members received their booster doses of the COVID-19 vaccine. We continued to utilize PPE, practiced screening protocols, enforced

visitor restrictions, and maintained our cleaning protocols. We made changes to the Rapid Antigen Testing requirements as Omicron swept through our community. By the end of the year CLA had been directly impacted as eleven staff and Members were hit with the virus. Thankfully, all those inflicted recovered quickly and it has been over two months since there's been another case. The pandemic has made it difficult to maintain consistency in promoting autonomy, community participation and relationship building, as lockdowns, visitor restrictions, business closures, event cancelations, and restrictive safety protocols hindered these things. Thankfully some restrictions were lifted and we are again on the path to meeting those objectives. This year CLA was able to hold its Christmas gift exchange, Christmas dance, and staff appreciation dinner, which was a highlight for many. We continued throughout the year to conduct virtual trainings and staff meetings and staff became very creative at finding ways to help people stay connected.

We were fortunate this year to complete several renovations and updates to our staff offices and Member's apartments/homes. New offices were built in the White Street building for myself and the Support Services Supervisor, which freed up space for staff and



allowed me the opportunity to be on site to manage programs and provide feedback. The White Street building received a fresh coat of paint, new computers, staff lockers, new flooring, along with new furniture throughout. New cabinets, lockers, and counters were installed in the ISR office and several Members received renovations to their apartments that included new cupboards,

flooring, bathrooms, etc. Staff were very pleased to learn that the temporary wage enhancement was being made permanent and very few staffing issues occurred during the year; however, CLA did see a few people on short-term leaves due to medical issues. New Member Service Agreements were drafted with the assistance of Pooran Law as a means to meet the new ONCA regulations and CLA once again sailed through compliance quickly and without issue. We can attribute some of this to the AIMS system that has proven invaluable.

MEMBER



Throughout the year the Members continued to receive support with their Person Directed Plans and Annual Rights Reviews, although these would typically be done with large groups they were conducted individually to maintain safety protocols. Goals were set and reached for many, while staff attempted to keep things as consistent as possible despite the restrictions and

group size limitations. Members participated in creative activities from hallway bingo to movies in the yard and many more imaginative ideas that staff offered. Several people maintained employment positions, sought learning opportunities on line, trained for a marathon walk, and stayed in contact with family. Many are looking forward to participating in community events such as the Bass Classic, Atikokan Reunion, church dinners, etc. now

that restrictions have been lifted. A new Member was welcomed into the SIL Program when CLA was able to free up funding to provide her support.

In the course of the year staff and leadership received training by prominent leaders such as Al Condeluci, Allan Kehler, Joe Roberts, Peter Leidy, Melissa Agnes, and David Chalmers. Several members of the leadership team participated for a year with the 'Invest in You' group who brought in training from Simon Sinek, John Maxwell, and several leaders from the Disney Company, which is known for its exemplary leadership. The work we did with David Chalmers saw the development of our new Strategic Plan, while the work with Melissa Agnes saw the development of CLA's new Crisis Readiness Program. Training on this will be brought to our teams in September. Several staff continued to work through the Developmental Services Worker Apprenticeship Program and we are currently looking forward to the humorous message from Judy Croon who will be speaking to our teams on relieving work-related stress with humour in the very near future.



Thank you!

I would like to express gratitude to the staff who have worked so hard to maintain safety in the programs for the past two years, and the leadership team who have stepped up to meet the additional demands resulting from the pandemic. We have worked together to ensure we have maintained our stamina in the optimal supports that we have been providing over the years. I realize that the mixed messages and constant changes have not made this easy but together we have done it with diligence and patience during an unprecedented time. I want to thank the Members who have shared in this struggle with courage and a willingness to follow protocols that may have been difficult and potentially confusing at times. CLA is very fortunate to have a board of directors who are giving of their time in order to assist us in our objectives and although the year has been difficult, I can say without question that it has been another successful year of inspiring, encouraging, and nurturing!

Tina Pollard

Tina Pollard
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 employees for their donations in 2021: Raylene Alexiuk, Michelle Cairns, Darlene Cox, Christie Gushulak, Siân Krassey, Jolene Lacell, Melissa Lafond, Suzanne Leeson, Debra Manford, Tina Pollard, Rosie Natti, Bob Peacosh, Monique Ribey, Babes Rusnick, Coreena Selman, Glen Strom, Becky Strom, Celina Sutherland, Jim Turner, Matt Turner, Dave White, Kristina Willis and Carrie Zacharias.

Aspen Court Senior Living

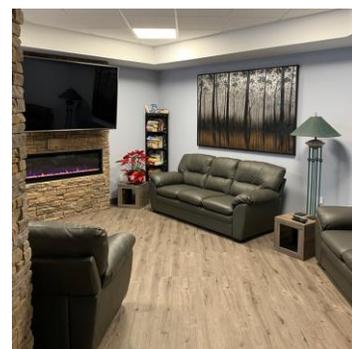
It has been a very busy 7 months since we were provided with our occupancy permit for Aspen Court Senior Living. The permit was received on October 26th, 2021 and we immediately got to work to start the process of moving Senior's into their new homes. In a short 2 weeks, we had successfully coordinated with 20 sets of Tenant's to sign tenancy agreements and set move in dates – all which was done under COVID-19 restrictions. By the end of November, we had 18 sets of Tenants settled in their Suites with an additional 2 sets of tenants who would move in by the end December.

In December of 2021, Aspen Court held its first Annual Tenants meeting, which was accompanied by a successful potluck dinner that the whole building contributed to. At this meeting, the Tenants collectively appointed the membership of our first Tenants Council who, over the coming months, would come together to assist me in helping everyone in the building work through the 'growing pains' that came our way. It was truly a collaborative effort as we navigated through the curveballs of settling into a new building and the ever-changing safety requirements of the pandemic.



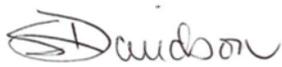
As tenants started to feel more at home and restrictions started to ease, we saw a significant increase in the use of the building amenities. Weekly coffee gatherings and exercise classes held in the common room, stylists booking in the salon and many visitors taking advantage of the short-term rental unit. Some of our tenants started hall-walking together (and using the walking path when the weather permitted), while others seemed drawn to relaxing in the fire-side lounge to watch their favourite sports games together. With warmer days ahead, we are all looking forward to having many gatherings in the newly finished gazebo and BBQ's out on the patio.

We have made big strides in filling our vacant units. We started 2022 with an occupancy rate of around 65% and I am happy to report that as of the beginning of June, the building is at 80% capacity with 30 of 37 units filled or committed to. And while we certainly utilize social media as a means for advertising and promotion of the building (including a revamp of our website), we have also received a lot of applications resulting from tenant referrals. I believe this

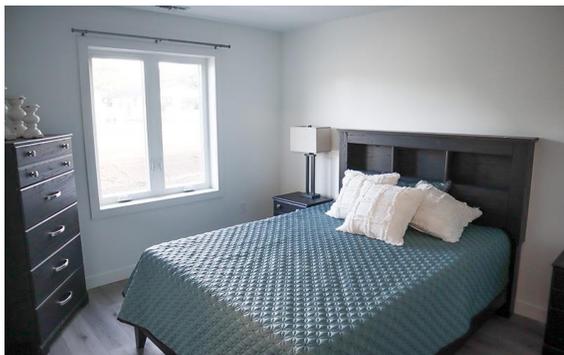


speaks to the level of enjoyment and satisfaction our Tenants have experienced with their move to Aspen Court.

Of course, none of the successes of Aspen Court would have been possible without hard work of our entire team. I could not conclude this report without mention of Jeff Bernard, who takes care of Maintenance at our building. Jeff has been an invaluable resource at Aspen Court and I know I can speak for our Tenants when I say he has made everyone's experience in getting settled an enjoyable one. I am so grateful for the ongoing guidance and support I have received from Jim Turner and Sian Krassey – it has been an absolute pleasure joining this team. A big 'Thank you' to the CLA Board members for the helping Aspen Court become a reality for our community. I am excited to see how things will evolve and grow at Aspen Court in the 2022-23 year.



Shelby Davidson
Coordinator – Aspen Court Senior Living



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:

Dennis Brown, Candy Lee, Jason Young, Tom Hainey and Brian Stimson.

Directors who remain in office:

Brandon Bain and Brad Gascoigne

The Nominating Committee proposes the following appointments:

Jason Young, Ed Ojala, Brian Stimson and Brad Booth.



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