

COMMUNITY LIVING

Atikokan

A graphic element consisting of a series of blue and green triangles pointing towards the right, creating a fan-like or sunburst effect.

Inspire. Encourage. Nurture.



Community Living Atikokan

2022-2023

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
2022-2023**

**Wednesday, June 21, 2023
118 Gorrie St, Atikokan
6:00pm**

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 2022-2023

Appoint Auditor for 2023-2024

Indemnification of Board Members and Officers 2022-2023

Appointment of the Board of Directors 2023-2024

Adjournment

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

Annual General Meeting Minutes

PLACE: June 15, 2022 – 6:30 p.m. – 118 Gorrie Street

PRESENT: Jason Young Brian Stimson
 Brandon Bain Candice Lee

REGRETS: Dennis Brown, Brad Gascoigne

RESOURCE: Jim Turner

GUESTS: Tina Pollard Christie Gushulak Alice Rusnick
 Melissa Lafond Shelby Davidson Ed Ojala
 Brad Booth

The meeting was held at 118 Gorrie Street
Recorder Siân Krassey

Welcome, J. Young.

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

69-2021 M/S To call to order the Community Living Atikokan Annual General Meeting.
 Carried.

70-2021 M/S To accept the Agenda as presented.
 Carried

Minutes:

71-2021 M/S That the minutes of the Annual General Meeting June 16, 2021 be accepted as circulated.
 Carried

Distributed Reports

Board Highlights –J. Young

The highlights are detailed in the written report.

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 being used as opposed to the MCCSS Accounting Standards.

Operational Highlights - J. Turner

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

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.

This year's Chips R Us start-up has been a little more stressful than other years but has proved to be another busy season.

Adult Services Manager - T. Pollard

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

Covid has been very challenging but staff have pulled together, CLA is ready for compliance and training has started up again.

Coordinator – Aspen Court Senior Living – Shelby Davidson

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

October's move in was very busy and took the winter to learn the building. There has been a lot of interest since the weather has improved. Really enjoying the new position.

72-2021 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 new format. There are no issues with the audit and CLA received a clean management letter. CLA has a slight surplus and Aspen Court has a deficit as expected.

73-2021 M/S That the Audited Financial Statements for the year ending March 31, 2022 as prepared by
BDO Canada LLP, Chartered Accountants be accepted as presented.
Carried

Upon the recommendation of the Board and Executive Director.

74-2021 M/S That BDO Canada LLP be appointed as our auditors for the 2022-2023 fiscal year.
Carried

Ontario Not-for-Profit Corporations Act (ONCA) – PooranLaw

ONCA provides Ontario not-for-profit corporations with a modern legal framework to meet the needs of today's not-for-profit sector.

- # 75-2021 M/S That the updated Purpose of CLA be approved as recommended by PooranLaw.
Carried
- # 76-2021 M/S That Bylaw #2 as recommended by PooranLaw be approved.
Carried
- # 77-2021 M/S That members indemnify and save harmless, the actions of the Board of Directors and Officers of Community Living Atikokan from the year 2021-2022.
Carried

Election of the Board of Directors 2021-2022

The Nomination Committee noted that two positions were available and upon the recommendation submitted the following names: Jason Young, Ed Ojala, Brian Stimson and Brad Booth be appointed for a three year term.

- # 78-2021 M/S That on the recommendation of the Nomination committee Jason Young, Ed Ojala, Brian Stimson and Brad Booth for a three year term.
Carried

J. Young acknowledged the following Board members for their years of service:
Cliff Pointer – 8 years
Dennis Brown – 31 years
Candy Lee – 17 years
Tom Hainey – 3 years.

J. Young also acknowledged the leadership team and staff, a great organization and proud to be a part of it.

Other Business - N/A

- # 79-2021 M/S That we adjourn. Time 6:44 p.m.
Carried.

President

Secretary



BOARD HIGHLIGHTS

Another year overshadowed by the COVID-19 pandemic went by. While it caused some challenges, disruptions and changes for all of us, it also highlighted the resilience of the people we support and the commitment of our amazing staff! Although we had to manage some outbreaks over the year, thankfully we had no hospitalizations related to COVID and, as always, our dedicated staff stepped up to keep everyone safe.

We all wanted to “go back to normal”; however, with the experience we gained throughout these three years, we are continuing to provide supports in new ways – growing our supports to include virtual activities and visits where appropriate. So, instead of “going back to normal” we are expanding and moving towards a “new and improved normal”.

Several dedicated Board members’ terms ended within the past year – Dennis Brown, Candy Lee and Tom Hainey and we sincerely thank them for their years of service. Ed Ojala and Brad Booth have been welcome additions to the Board and we look forward to their input and participation.

Looking forward, it is clear that we are shedding the “survival mindset” that defined our last few years, and now we are moving toward a new reality where we are learning to adapt and thrive through these ever-changing times.

As in the past, for this last year 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.

Finally, the Board would like to extend it’s upmost appreciation to Jim, our Executive Director, for his tireless efforts and for making Community Living Atikokan one of the most respected organizations in the region and throughout the Province. Jim’s dedication to his staff and to the members is clearly shown in his leadership, and the Board is confident CLA will continue to serve the needs of our members and the community as a whole.

Respectfully submitted,



Jason Young, President

2022-2023 Board of Directors

<i>President</i>	Jason Young
<i>Vice President</i>	Brad Gascoigne
<i>Treasurer</i>	Brian Stimson
<i>Secretary</i>	Ed Ojala
<i>Directors</i>	Brandon Bain
	Brad Booth
<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, 2023 and the results of operations and cash flows for the year in accordance with accepted Canadian accounting principles.

The provincial government provided funds to address costs related to COVID-19 and a permanent wage enhancement 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, 2024.



Brian Stimson, Treasurer

ORGANIZATIONAL HIGHLIGHTS

It has been three and half years since the initial impact of COVID-19. Today, we reflect on the past year and what we have been through; the changes and challenges; the positive outcomes and surprising accomplishments. We now see some incredible triumphs that may never have been achieved without the sacrifices and pressures we endured.

Community Living Atikokan (CLA) is proud of how responsive, flexible, creative, and focused our staff have been, allowing them to meet and conquer challenges, stay focused on what is important to the people we support and their families, and rise above it all.

Near the beginning of the pandemic our government acknowledged the essential work being done by frontline employees in the developmental service (DS) sector with a temporary wage enhancement. CLA collaborated with other DS agencies to advocate for this wage enhancement to be made permanent, and we are very pleased that the provincial government has responded, recognizing the important, crucial, valuable role DS employees play in the lives of the people we support. This wage enhancement helps to stabilize our workforce so that we can provide the right services for people.



All of Aspen Court Senior Living's 38 units were full for this past year. As a result, waitlists are in place for people wanting to move there. The residents continue to be the top promoters of Aspen Court to perspective new residents. And they have nothing but positive comments regarding Shelby and Jeff, who oversee all aspects of the day-to-day operations.



Not only did we continue to focus on health and safety over this past year, CLA also concentrated on the well-being, mental health and resilience of our staff as we noticed they were exhibiting burnout after three years of COVID, the same as every other workplace. We saw the benefit of this investment with the retention of our staff

as CLA did not experience the staff shortages that occurred at over 90% of DS agencies throughout the sector.

Our friends, family and community have come together uplifting and inspiring us to live our best lives, with strength and pride for overcoming many challenges. We join together with and for people with developmental disabilities to truly be included, to reach their full potential, flourish, and succeed. We couldn't do this without the



commitment of employees, union OPSEU Local 725, Board, stakeholders, community partners, families, and friends. We are thankful to you all for being the wind that propels the people we support to soar, dream, and achieve.

Within us we have the power to rise above it all, to change struggles into opportunities and to be the greatest, brightest versions of ourselves. May the upcoming year bring more strength, collaboration, and success in helping people to live their best lives and reach their goals. We look forward to another very progressive and outcome-filled year for 2023-24.



Jim Turner
Executive Director



Programs

Community Participation Services & Supports / Employment Support Services / Passport

As I reflect on the 2022-2023 year, I do so with a reasonable amount of relief. Relief from finally emerging from everything 'Covid' and all that entailed. It has been wonderful to finally be able to return our focus back to the Members, staff and agency.

This past year we were able to re-introduce Drop-In twice weekly from October to May and will be able to offer several other days in the summer months. One day a week is simply 'drop in' with nothing special planned, while the other day we plan some sort of activity for those interested. Attendance varies from only a few showing up to a very full house with standing room only 😊. What I notice most is that everyone just wants a place to gather, socialize, feel safe, have someone to chat with, enjoy a beverage and snack and to feel welcomed, seen and heard.



As always, our Employment Supports program is busy and going strong. There is no shortage of work for those who are interested in working. Of all the Members we support, 65% are employed in one capacity or another. The remaining 35% are either retired, not interested in employment or are currently not able to work due to health issues. Our busiest time of year continues to be summer with the following as our most active contracts - grass cutting/yard maintenance, completing laundry for several resorts and local businesses, car detailing and of course Chips R Us.



Over the past several years, we have invested a lot in Chips R Us by upgrading almost all of our equipment and outdoor furniture. This year the only thing left to be improved was the outside counters. The condiment stand and pick up counters are now stainless steel which look good, are easy to keep clean and really finishes off the *polished* look of the building. I know I say it every year, but I honestly cannot get over how busy Chips R Us seems to be. By reviewing

my stats, it truly is busier than each season before! New additions for summer 2023 are waffle fries and the option of paying by credit card (a request and welcomed addition from our American friends).

From April – October each year we hire a Passport Worker full-time from within our agency. This allows staff to really focus on the interests and desires of the Members we support. Over the winter months SIL staff were able to pick up some passport shifts and encouraged Members to try new things and continue to enjoy activities they are interested in. I continue to be in awe of the variety of fun and creative activities individuals are experiencing!



We are very excited with a new partnership we developed with the NWO Metis Child & Family Services agency and staff. We will be sharing resources and are co-planning several community events this summer. We are focusing on community presence and are hopeful we are able to create a shared vision of inclusion.

In January 2023, we held our first Wellness Wednesday event. A small committee has been formed to plan, prepare and execute a fun event or activity that promotes wellness! The last Wednesday afternoon of every month has been designated for staff to gather in a fun atmosphere while providing activities and health awareness. So far we have enjoyed a chili luncheon, smoothie making, an outdoor walk, fun games and a wind up BBQ in May. In the fall we hope to plan some events away from CLA.



I would like to close by thanking the Board of Directors, leadership team, CLA staff and family members for all their support, recognition and encouragement all year. Last, but not least, thank you to the Members we are lucky enough to support and who allow us to be a part of their lives. I continue to be proud to be part of our amazing team!!

Respectfully submitted,

Christie Gushulak

Christie Gushulak
Community Services & Innovation Manager

Supported Independent Living / Intensive Support Residence / Family Home

Over the past few years we have managed to maneuver our way through a pandemic while maintaining our momentum toward our organizational goals. This did not come without its trials and tribulations; however, with the right mindset, planning, and diligence from all levels of the organization, we were able to benefit from the lessons we learned throughout the challenge. We

utilized technology more than we had in the past, recognized the benefit of flexibility in our work practices, strengthened our team by focusing on our staff, and created preparedness and contingency plans that we will continue to utilize. I truly believe these are primary reasons our retention rates in our domiciliary programs are at an all-time high, whereas a few years ago we were struggling to find qualified staff. We began to focus with great intention on our new strategic planning goals of service excellence, the employee experience, and a quality of life for those receiving services. The Support Services Supervisor and I began incorporating these topics into our daily conversations and feedback sessions with staff in the Supported Independent Living, Intensive Support Residence, and Family Home programs, and although it should be said



that the Members have had a productive year, I would like to focus this year's report on what's been occurring behind the scenes.



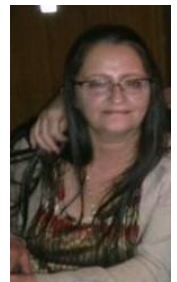
Our discussions with staff often began with what we believe is the highest level of service that our organization and staff can provide, professionalism, community connections, autonomy, and mental health. We used the newest version of the Core Competencies to incorporate language that would resonate, revamped our hiring process to incorporate behaviour based interviews, and updated our orientation requirements. We began focusing on a continuous growth process as a means to support professional development, provided daily feedback, and began conducting periodic Stay Interviews. When we discussed with staff absenteeism, efficiencies, best practices, etc. we ensured they were backed up with statistics that would better illustrate what we were conveying. When we spoke of outcome measures or discussed with the team the ministry's plan for the future, or Journey to Belonging, we attempted to make sure staff understood what indicators we are attempting to measure, (E.g. safety, health, continuity and security, rights, fair treatment and respect, inclusive communities, participation, relationships, confidentiality, social roles, choice in living arrangements, employment, services, personal goals and the realization of those goals, etc.) and were focused on ensuring our teams understood the importance of positioning ourselves to compete under a competitive service model.

The leadership team arranged countless training opportunities with people such as Allen Kehler, Joe Roberts, David Chalmers, Peter Leidy, and Al Condeluci, provided Mental Health First Aid to all CLA employees, and have arranged for Equity, Diversity, and Inclusion Training in the near future. We are currently looking forward to learning from others who have been invited to join us in the fall of 2023, as we have heard positive responses from the staff who have expressed gratitude for these opportunities.

All CLA employees were provided Crisis Readiness, Fire Safety Plan, and Non-Violent Crisis Intervention training. Several individuals completed the Joint Health and Safety certification and several others are continuing to pursue the Developmental Services Worker Diploma or Certification. The Support Services Supervisor and I have been working with Confederation College to provide a placement opportunity to a student of the Personal Support Worker Program and are in the planning stages for another individual. We believe all of these endeavors will be contributing factors in promoting a quality life for those receiving CLA services and a driving factor toward Service Excellence.



Unfortunately, CLA experienced great losses this year with the passing of Bob Peacosh and Suzanne Leeson. Bob was an original employee of the Intensive Support Residence whose soft and gentle nature made him perfect for the position. He was always smiling, open to anything that was asked of him, and always eager to help those around him. Suzanne had worked in the Supported Independent Program for many years and was a huge presence in the lives of so many. I'm sure her very distinct and infectious laughter could



be heard from miles away. These individuals were loved by all who knew them and they will be forever missed!

“At times, our own light goes out and is rekindled by a spark from another person. Each of us has cause to think with deep gratitude of those who have lighted the flame within us.”

—Albert Schweitzer



In closing I would like to thank the Board of Directors for giving of their time to an organization that I am so proud to be a part of. I'd like to thank the staff who work so hard and diligently and who are so caring toward the Members. Thank you to the leadership team who I have learned so much from over the years. Each of you have provided support and encouragement to me along the way and I am forever grateful. Lastly, I would like to thank the Members who have taught me about resilience, determination, and the importance of inclusion. I am proud to be part of such an amazing organization and I count my blessings every day for the understanding and patience you have all shown me. It's been a great year!

A handwritten signature in cursive script that reads 'Tina Pollard'.

Tina Pollard
Adult Services Manager

Aspen Court Senior Living

The last 12 months at Aspen Court have gone by in a flash! We stayed busy focusing on our current tenants and filling vacant units, while also navigating many hurdles and learning curves related specifically to our building. Although it feels like this report could be a page filled solely with updates on maintenance and warranty work, I know that so many more meaningful things have transpired here. We have welcomed new faces, experienced some tough goodbyes and dealt with almost everything else in between.

In the late spring of 2022, we were eager to assemble our patio furniture and natural gas grill and create some outdoor spaces that were sure to be enjoyed by everyone. Our gazebo and outdoor patio were a hit and tenants enjoyed using the BBQ while hosting family members for lunches and dinners. During the 'Welcome Home' festivities held in Atikokan, Aspen Court organized an open house at our building where we welcomed over 70 visitors to our facility. We used these wonderful social spaces to offer hot dogs and refreshments, answer a lot of great questions and spend some time with tenants, family members, visitors and friends. Our wonderful group of tenants began to organize weekly gatherings and events which now include a weekly coffee group, Thursday card games, and a monthly celebration for birthdays in the building. I'm happy to report that the social environment and utilization of amenities at Aspen Court has grown tremendously over the last year.

In September, we compiled a formal report of deficiencies/warranty items at Aspen Court and the work to address these items commenced in late fall. With deficiency work being identified in various areas of the building, it has been an ongoing team effort to coordinate contractors, access to the building, access to units and schedule service disruptions. We continue to work through the report and are hopeful that all our warranty work will complete within the coming months.

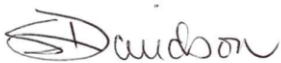
We had several new tenants join us over the summer and by September of 2022 we reached our first big milestone of filling all our units! We have remained fully occupied since that time and our waitlist continues to grow. I believe one of our greatest successes is the amount of applications we receive from individuals who have

been referred to us by current tenants of Aspen Court. We are contacted by so many individuals who have visited friends in the building or have heard about the great experiences at Aspen Court and are eager for their own spot at our facility. It is a wonderful reminder that the service we offer has been impactful to those who reside with us.

Before concluding this report, I would like to make mention of the tenants that we have lost over the past year. It is with great sadness that I would like to pay tribute to Bryan Bryk, Doug Tribe, Herbert Humphreys and Vi Groulx. It's hard to describe the sense of community that is formed here at Aspen Court, and the absence of each one of them was certainly felt by everyone. We feel privileged to have been the place that they called home at the end of their days.

It was a year full of a lot of 'firsts' for us and, looking back, I am so thankful for my team as well as the incredible group of tenants we have. It has been truly incredible to watch so many people move to Aspen Court and make it their home. The welcoming nature of other tenants and the support everyone is willing to offer each other is heartwarming. It goes without saying that I would not have been able to get through many aspects of my work with such ease if not for Jeff Bernard - Aspen Court Maintenance, my wonderful Tenants' Council and the continued support of Jim Turner. My role at Aspen Court has become more fulfilling than I could have ever imagined, and I am looking forward to the years ahead.

Respectfully submitted,



Shelby Davidson

Coordinator

Aspen Court Senior Living

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 2022: Raylene Alexiuk, Darlene Cox, Christie Gushulak, Siân Krassey, Jolene Lacell, Melissa Lafond, Debra Manford, Tina Pollard, Rosie Natti, Monique Ribey, Babes Rusnick, Coreena Selman, Glen Strom, Becky Strom, Jim Turner, Matt Turner, Dave White, Kristina Willis and Carrie Zacharias.

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:

Brad Gascoigne and Brian Stimson.

Directors who remain in office:

Brandon Bain, Jason Young, Ed Ojala, and Brad Booth.

The Nominating Committee proposes the following appointments:

Brian Stimson and Syed Ali.



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