

2014 - 2015 Annual Report

Community Living South Muskoka















Serving Muskoka residents since 1967

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An Annual General Meeting of

Community Living South Muskoka will be held on Monday, September 28, 2015 at Morrison Meadows, 1177 Fraserburg Road, Bracebridge

Agenda

- 1. Welcome
- 2. Approval of 2014 Annual General Meeting Minutes (September 22, 2014)
- 3. Chairman's Report
- 5. Chief Executive Officer's Report
- 6. Treasurer's Report
- 7. Committee Reports
- 8. Presentation of Audited Financial Statements for Fiscal Year Ending March 31, 2015
- 9. Appointment of Auditor for Fiscal Year Ending March 31, 2016
- 10. Appointment of Legal Counsel for Fiscal Year Ending March 31, 2016
- 11. Approval of Action of the Board of Directors for Fiscal Year Ending March 31, 2015
- 12. Election of Directors and Officers for Fiscal Year 2015/16
- 13. Recognition Staff and Board
- 14. Family BBQ



Minutes of the 2014 Annual General Meeting

Community Living South Muskoka held on Monday, September 22, 2014 at 1177 Fraserburg Road, Bracebridge, ON

1. Welcome

Board Chairman, Gord Haugh, thanked everyone for attending and welcomed them to the Annual General Meeting. Gord reminded the membership that only those with paid membership can officially vote.

2. Approval of Annual General Meeting Minutes

Gord advised that starting on Page 3 of the Annual Report are the Minutes of last year's Annual General Meeting and the following motion was made:

Moved by: David Morrison;

Seconded by: Stephen Richardson

THAT the Annual General Meeting Minutes of September 23, 2013 be approved as

circulated.

CARRIED

3. Ministry of Community and Social Services

Gord introduced Lisa Graham, Program Supervisor, Ministry of Community and Social Services. Lisa thanked everyone for their hard work and dedication and noted that community collaboration, as demonstrated by Morrison Meadows, is a vital part of being a successful, viable agency, together with strong leadership and dedicated staff.

4. Chairman's Annual Report

Gord reviewed his report which begins on Page 6 of the Annual Report. Gord then called upon Krista Haiduk-Collier to present her first report as the newly appointed Chief Executive Officer of Community Living South Muskoka.

5. Chief Executive Officer's Annual Report

Krista reviewed the highlights of her report which begins on Page 7 of the Annual Report. Krista then called upon Gord for the Treasurer and Committee Reports.

6. <u>Treasurer's Report & Committee Reports</u>

Gord informed the members that on Page 11 of the Annual Report is the Treasurer's Report, followed by Pages 14 - 15 for the remainder of the Committee Reports. Gord advised that he and members of the Board are available for any questions with respect to the reports.

7. Presentation of Audited Financial Statements for Fiscal Year Ending March 31, 2014

Gord called on Nicole White of BDO Canada LLP to highlight the Audited financial statements. Gord then informed the members that a full set of audited financials are available for anyone interested.

Moved by: Stephen Richardson;

Seconded by: Lang Moffat

THAT the Audited Financial Statements as of March 31, 2014 be approved as

circulated.

CARRIED

8. Appointment of Auditor for Fiscal Year Ending March 31, 2015

Gord asked for a motion to appoint BDO Canada LLP as auditor for the fiscal year ending March 31, 2015.

Moved by: David Morrison; Seconded by: Roy Donnelly

THAT BDO Canada LLP be appointed auditor for the fiscal year ending March 31,

2015.

CARRIED

9. Appointment of Legal Council for Fiscal Year Ending March 31, 2015

Gord asked for a motion to appoint Brian Jacques as legal counsel for the fiscal year ending March 31, 2015.

Moved by: Stephen Richardson; Seconded by: Roy Donnelly

THAT Brian Jacques be appointed legal counsel for the fiscal year ending

March 31, 2015.

CARRIED

10. Approval of Action of the Board of Directors for Fiscal Year Ending March 31, 2014

Gord asked for a motion from the membership to approve the actions of the Board for the year ending March 31, 2013.

Moved by: Virginia Snider; Seconded by: Tom Glassford

THAT the actions of the Board be approved as circulated for the fiscal year ending

March 31, 2014.

CARRIED

11. Election of Directors and Officers for the Year 2014/15

Gord advised that on Pages 16 to 18 of the Annual Report is the proposed slate of Directors and their biographies. Gord asked each Director to stand as he introduced them.

Roy Donnelly Stephen Richardson Gord Haugh Andy Zeltkalns Lang Moffat Cameron Hoffman

David Morrison

Gord asked for a motion to approve the slate of Directors.

Moved by: George Edwards; Seconded by: Virginia Snider

THAT the slate of Directors be approved.

CARRIED

13. Board Resignation and Staff Recognition

Gord thanked Alex Armstrong for his contributions over the years as a member of the Board of Directors. Krista presented the staff awards for 10 years, 15 years, 20 years and 25 years of service.

14. Core Values Awards

Krista and Ann Kenney presented the winners of the first annual Core Values Awards.

15. Adjournment

Gord thanked everyone for coming and adjourned the meeting.

This meeting does now adjourn.

CARRIED



Chairman's Report

At our last Annual Meeting, we thanked Ann Kenney for her years of dedication and service to Community Living South Muskoka, and indeed to the broader developmental disability sector across the province and beyond.

This year started with the agency in transition to our new CEO, Krista Haiduk-Collier, and as you can see tonight, Krista has firmly grasped the reigns and is working quickly with her management team to ensure we are positively positioned to take advantage of the changing nature of our business.

As all of you are well aware, the funding model has substantially changed and we have to change with it in order to continue to serve the majority of the developmentally disabled in South Muskoka. These changes have also been a challenge for the Board as we oversee the move from a strictly service agency, to the need to add a strong marketing component to our offering.

Over the year, we have continued to adjust to the presence of the DSO as a major factor in the provision of services. Their role, and the evolution of Passport funding, has necessitated changes in the way we do business.

For these reasons, the Board has undertaken a Strategic Planning process to firmly set our goals and objectives for the next five years, and beyond. Many of you may have been asked to contribute your thoughts to this process and I thank you for your input.

As governments continue to diminish their direct contributions to our sector we have to also find ways to raise the funds necessary to continue to offer the superior service that is our

hallmark. To this end, the Board, as part of the planning process, asked George Edwards and Gord Durnan to share with us their expertise in community fund raising. I thank both of these gentlemen for sharing their knowledge and their time with our Board.

As part of this year's report, David Morrison has written a short report on the work done by himself and the "farm" committee. The report in no way conveys the amount of work done by the committee and the personal time devoted to Morrison Meadows by its name sake. As you look around here tonight, you can see the substantial changes that have taken place in the past year.

And frankly, the work has only just begun. Of course, the new accessible playground is a fantastic addition to the infrastructure of the farm. But, such equipment comes with a substantial price tag. While we still have a relatively small amount of money to raise in order to complete the funding, we could not have even envisaged this project without the substantial contributions from the Government of Canada and our community partners. Given the advances over the past year, we look forward eagerly to the changes that the fertile minds of Dave and his committee propose to the Board over the next 12 months. My thanks to Cam, Steve and Tara for their time and efforts on the Morrison Meadows Committee.

While we are very fortunate to have a large, dedicated staff, the Board relies on one individual to keep us on track. Our thanks goes to Amanda Brown, who despite hobbling on broken bones has kept impeccable records and always ensures our agendas and documents are completed and forwarded in a timely manner.

Boards and their members are seldom static and your CLSM Board is no exception. At last year's AGM, we welcomed Cam Hoffman to the Board. During the year we have added Tara Gregor, who many of you know as the General Manager of the YMCA in Gravenhurst. Tara, as you may have noticed, has an expanding role on the Board and is planning her own special Nativity scene before Christmas of this year. In addition, we recently welcomed Linda O'Hallarn who most of you will know either from her years as a valuable member of the CLSM staff family or her continuing contributions to her community. In addition, Linda and her family provided respite for the Family Home Program for many years.

But, with additions, also come departures. Early in the year Alex Armstrong announced that he would have to resign as a director. And then, at the end of our fiscal year, Roy Donnelly also asked us to accept his resignation. These two gentlemen, both educators during their careers, contributed to our understanding of education issues and informed school Boards and other members of the education fraternity about our work with the developmentally disabled. We will miss them both.



Unfortunately, tonight's meeting also is the last for our Treasurer, Stephen Richardson. A former banker, Steve has been the Boards eagle eye on the financial situation. His expertise and insights will be sorely missed. Despite resigning from the Board, Steve has agreed to continue to contribute to our Strategic Planning process. Thank you Steve for your past and continuing contributions.

While we say goodbye to these gentlemen, I look forward to continuing to work with our current Board Members Tara Gregor, Cam Hoffman, David Morrison, Lang Moffat and Linda O'Hallarn to provide Board guidance to Krista and her hard working, professional staff.

Respectfully submitted, Gord Haugh Board Chair



Chief Executive Officer's Report

It is hard to believe that an entire year has passed since I transitioned into the role of CEO. I am pleased to be reporting that the agency has a number of successes to celebrate thanks to the strong foundation we had to build upon and the efforts of our dedicated team. I would like to highlight some of the wonderful work of everyone here at CLSM:

Our agency has embraced the concept of continuous quality improvement, and as a result, our operational work plan has been expanding as we set and meet targets. Our new 2 page annual flyer highlights some of our accomplishments. In particular, I would like to point out the reduction in the

number of behaviour incidents in the agency by 30% over last year and the investment in staff training. Every member of our team here has played a role in achieving these results and we look forward to working with the agencies new strategic plan as we continue to set goals, improve quality services and meet personal outcomes for people.

We have had a number of construction projects completed to address identified needs and

improve quality. Of note this year, we did a major expansion to our home on Muskoka Beach Road. The home had 3 bedrooms for 6 people, one of which was a shared bedroom so small that the DSO could not find a match anywhere in the province. After a lengthy process, the Ministry supported our plan to meet individual needs and funded the cost to create 3 more separate living spaces so now everyone has their own private bedroom. I am pleased to report that the project was done on time and on budget. A special thank you to



everyone for all of their cooperation and patience during this much needed expansion. The other two main projects completed this year were at our Morrison Meadows property. The Ontario Trillium Foundation funded a renovation for us to create an accessible space including washroom facilities and St. Dominic's Catholic Secondary School partnered with us and generous community donors to build the green house. Both of these projects are highlighted in the Morrison Meadows Board Committee report.

In this time of change, it is more important than ever that we continue to reach out to community partners and work in cooperation with stakeholders. A few highlights to note from this year are our work with HANDS to expand our baseline screening agency wide. It should be noted that this is a unique program in the province which has received a great deal of interest. We were asked to present our model to the regional director and agencies that comprise of the new North region of MCSS/MCYS. We are in the process of exploring a cooperative dementia research project with HANDS and a local university. We also are partnered with The North Network of Specialized Care as part of a research project with the Skills Group training. A further partnership was part of the highlighted need of the agency to align our resources and prepare for a new way of 'doing business' with direct funding. We partnered with the 7 Community Living Agencies in Muskoka,

Parry Sound and Nipissing to work on creating a marketing strategy for Passport, and will be rolling out some of the recommendations later this year.

We entered into this past fiscal year with three expired collective agreement. Both CUPE Units and OPSEU worked diligently with our negotiation team, and I am pleased to report that we have all three locals with settled agreements until March 31, 2016.

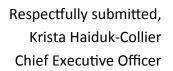
As the agency has undergone changes, our Management team was no exception. We have made a few changes to our structure, and I believe we are in an excellent position to face the challenges in the upcoming years. We also had the retirement of our long-time Director, Bob Gillmore, who we thank for his 25+ years of service!

In April 2015 we had our annual compliance inspection of the work we have been doing during the previous 2 years and we passed at 100% first round of inspections. This is

an unheard of

ring the previous 2 years and of inspections. This is accomplishment that everyone should be proud of. In particular, I would like to thank Gene Greenhalgh and Debbie Southorn for their on-going efforts to keep us all on track, and of course each and every staff member, management team member, family who agree to sign all that paper work and the people we support for their patience with those ISP meetings!

I would like to finish the report by thanking our Board of Directors, Management Team, Staff, and Families for making a difference in the lives of people who have developmental disabilities. Your efforts and dedication to the work we do have made this first year as CEO a wonderful experience and I look forward to the great things that will happen as we all work together in the future.



Treasurer's Report

Community Living South Muskoka has achieved a balanced budget on the operational side of the organization. A nominal deficit totaling \$1,646 occurred through normal depreciation of Board purchased assets, and other donated assets. As stated in previous Treasurer's Reports, depreciation of Board assets is governed by numerous factors including length of financing or revenue generated over different time



frames. The Board received income during the year through vehicle lease payments, rental income from our property at 1177 Fraserburg Road, and through the sale of clean electric power to Hydro One generated by our Solar Array panels located at the farm.

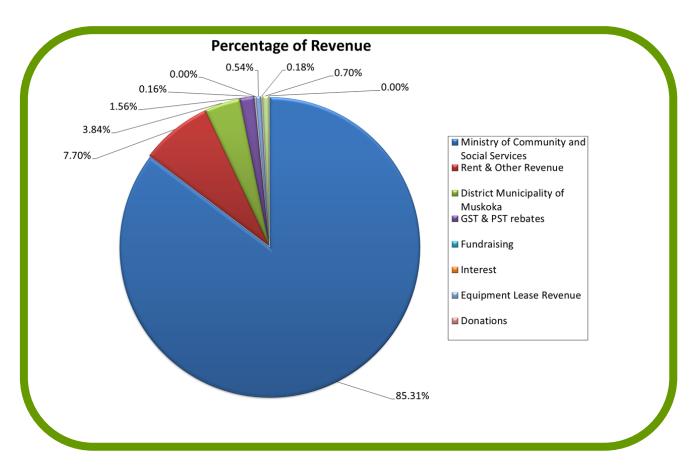
Community Living South Muskoka applied for and received a Trillium Grant which was used to install accessible washrooms at our property Morrison Meadows. We received funding from the Ministry of Community and Social Services (MCSS), to enlarge our Muskoka Beach Road property, adding three new bedrooms. We also received annual funding from MCSS which assisted in our being able to negotiate three new collective agreements with our three Union units.

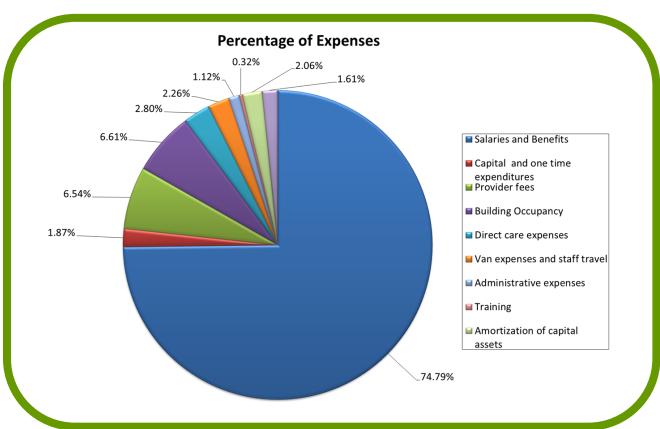


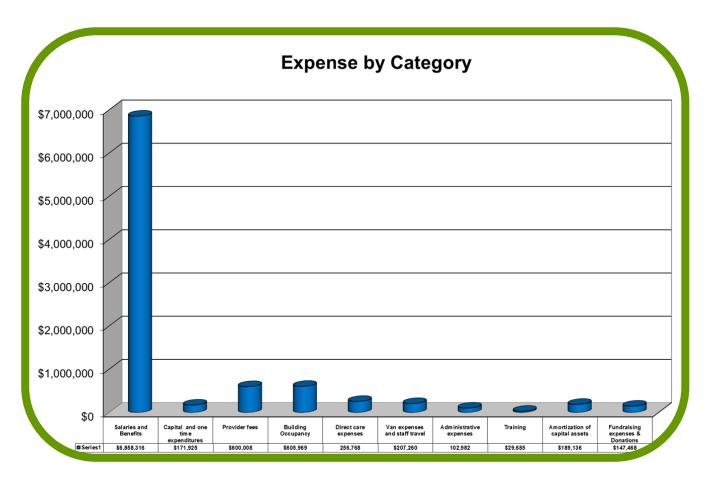
The Board continues to manage Ministry and donated funds judiciously and effectively.

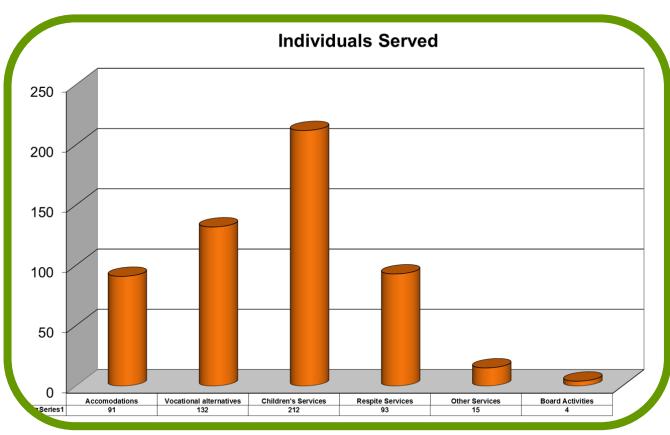
On behalf of your Board of Directors, thank you to all staff, individuals supported and volunteers who made this a very successful year.

Respectfully submitted,
Stephen Richardson
Treasurer









Morrison Meadows Report

With the completion of the three disability washrooms plus the meeting and eating area out at Morrison Meadows, the organization focused on encouraging our clients to visit the farm. The Community Participation Supports program began to bring clients for scheduled activities during the summer months and the smiles on individual's faces was great to see.



This year we saw the building of the new
Greenhouse, which was a project driven by the
Employment Committee at St. Dominic Catholic Secondary School. We are working at formulating plans for using this facility.

The annual Community Fall Harvest Festival was confronted with bad weather, but on the reverse side, the Mud Runs had bad weather which brought smiles to all the participants, as well as tough conditions for observers and officials.

The Board has put together a Morrison Meadows Committee to plan for the next five years starting in 2016. The goal has always been to try to make the farm self-sufficient, but unfortunately, fundraising and event planning have not been what we wanted. The Morrison Meadows Committee will work with Krista and her staff to create this plan.

Special thanks to Kelly Marion and Jeff Dewetering for their hard work and dedication to Morrison Meadows.

Respectfully submitted, David Morrison Past Chair



Proposed Slate of Directors

Tara Gregor
Gord Haugh
Cameron Hoffman
Lang Moffat
David Morrison
Linda O'Hallarn

Board of Directors Biographies

Tara Gregor

Tara Gregor is the General Manger at the Gravenhurst YMCA. She has been working for the YMCA of Simcoe/Muskoka since Jan 2003 in a number of different capacities including Camp Coordinator, Supervisor of Child, Youth & Aquatics, Membership Service and Sales, Supervisor of Adult Fitness and

Product Lead of Fitness for the YMCA of Simcoe/Muskoka. She brings a great deal of experience in the charity field, event planning, recreation and fitness programming.

She is very passionate about the Muskoka community having grown up in the area. She stays active and involved as part of a number of service/community groups including The Gravenhurst Chamber, Senior Service Planning Committee, Muskoka Fathering Coalition, Gravenhurst Community Garden and most recently becoming a Rotarian with the Rotary Club of Gravenhurst.



Tara and her husband Geoff reside in Bracebridge and are very excited to share that they are expecting their first child early Dec 2015.

Gord Haugh

Gord Haugh is an independent Corporate Communications Consultant with clients in both government and the private sector. Gord has previously been Manger of Public Affairs for (then) The

Canadian Manufacturers' Association, Executive Director Communications for the WSIB, Communications Advisor to the Commissioner of the Inquiry into the Air Ontario Crash at Dryden, Ontario and a senior consultant with GPC Communications. Within government, he has been Chief of Staff to a number of ministers and communications advisor to others.

Gord and his Wife Shelley live in Gravenhurst, on the shores of Kahshe Lake. Gord is President of the Gravenhurst Curling Club, a volunteer instructor for the YMCA TIME program, a Trustee of the Stan Darling Environmental Education Fund, and a Senator of Junior Chamber International.



Cameron Hoffman

Cameron was born and raised in Bracebridge and has strong family ties to Muskoka. He and his wife Jennifer own and operate Bracebridge Taxi, a business staple in our community for the past 33 years.

Cameron and others wanted to address the need for access to our community for individuals with physical and developmental disabilities. Through combined efforts, the accessible taxi service became a reality and has been extremely well received by our community.

Cameron sits on the Rights Committee for Community Living South Muskoka and believes that through actions as individuals, groups, and a community, barriers can be removed, resulting in an inclusive society. He believes Muskoka can achieve this goal and become a leading,



progressive, barrier free community. The opportunity to work and interact with individuals, staff and management at Community Living South Muskoka has been very rewarding for Cameron and has enhanced his quality of life beyond measure.

Lang Moffat

T. Lang Moffat B.A.Sc.(U of T), MBA (Harvard). Lang brings to the Board a wealth of business experience (now retired) and a life time of not-for-profit operational, volunteer and Board experience in a variety of fields including Regional Council Advisory Committees (Halton Region), United Ways (2 - Peel and Milton), United Church of Canada (Congregation, Presbytery, Conference



and General Council), a founding Director of a 119 unit Seniors Apartment Residence and founding President of a neighbourhood Drop-in Centre. Lang is a resident of Campbellville and a lifetime seasonal resident in Muskoka. He is happily married and blessed with 4 adult children and 12 grandchildren.

David Morrison

David joined the Board of Directors of Community Living South Muskoka in 2001. David has many years of experience as the President/Chairman of the Board and currently serves as Past Chair. He is a retired businessman who has relocated to Muskoka from Mississauga and brings with him the experience of many years of volunteerism with

Community Living Mississauga.

David's main focus at Community Living South Muskoka is the development of the farm property in Bracebridge, Morrison Meadows. David is married, with a family, and resides in Baysville.

Linda O'Hallarn

Linda has been a resident of Muskoka for 31 years. For 20 years, she worked for Community Living South Muskoka in a management position supervising front line staff in the Vocational program. Linda and her family provided respite for the Family Home Program for many years and her two children have worked for CLSM in the past. Linda's interests include travel, reading, personal fitness and she is involved in her church and sings in the choir.



Staff Recognition

Our Staff's contribution and dedication over the years has played an important part in our ability to meet and exceed the demands of our community, families and individuals we support. We are very proud and pleased to extend our appreciation for the following staff's commitment and service with Community Living-South Muskoka.

25 Years of Service

Christine Crook
Sharon Norrie
Sandra Ratis

15 Years of Service

Rob Habel Rebecca Leeder Jennifer Van Klink-Mandigo

10 Years of Service

Terry Alarie Mike Boyes Sherri Jones

5 Years of Service

Amanda Brown
Shelley Brown
Ingrid Busch-Andersen
Juliet Canning
Sarah Cripps
Myrna Dobbyn
Kelly Marion
Teresa Stayer
Nicole Wallace





Core Values Awards

Once again this year Community Living South Muskoka circulated Nomination Packages for the annual Core Value Awards as a way for staff members to honour and recognize an individual or team for their exceptional work, service, achievements, and contributions throughout the year. This year we added a new "Open" category as a way to recognize staff in an area chosen by the nominator. Nomination categories are:

Advocating for Others

Individuals demonstrating this competency show through their behaviours and inclination to champion a cause or issue and try to get others to support it (ie: trying to win the support of others).

Creative Problem Solving

Creative Problem Solving and Decision Making is the demonstration of behaviours that enable one to identify and solve problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances. Problems can be solved by breaking the issue into smaller pieces or by identifying patterns or connections between situations that are not obviously related. It involves the willingness to and demonstration of behaviours associated with taking a creative approach to problems or issues. It includes "thinking outside of the box" to go beyond the conventional, and to explore creative uses of resources.

Developing Others

Developing Others involves a genuine intent and passion to foster the long-term learning or development of others through encouraging, managing performance and coaching, in order to fulfill the current and future skill requirements of both individuals within the profession and the organization. Developing Others is not limited to formal positions of authority.

Open Category

Can be anything, to be determined by the nominator.

Once again, the response was very positive with 7 nominations received in the following categories:

CATEGORY	INDIVIDUAL/TEAM NOMINATED	
Creative Problem Solving	Individual	Christie Thickett
Creative Problem Solving (2 nominations)	Muskoka Beach Road Team	Tina Loshaw Lorri Fraser Sandra Ratis Penny Goheen Kim Bryan Glenda Taylor Jessica Stevenson Connie Dambroso Kathy Fountain Melissa Milligan Cynthia Lawrence Amreen Khehra Rebecca Forward Stephanie Newroth
Developing Others	Bracebridge Community Participation Supports Team (staff involved in planning and execution of Theme Weeks Pilot Project)	Kathy Kruger Judy Lintott Peggy Jeffrey Rachelle Lawrence Gavin McIntosh Samantha Lane
Developing Others	Supported Independent Living/ Enhanced Supported Independent Living Team	JoAnne Sander Tina Chatillon Donna Mathieson
Open Category	Individual	Shannon Briese
Open Category	Agency	Community Living South Muskoka

In Memorium

The passing of friends when it is sudden and unexpected is always a difficult time for all. We know that while their leaving this side brings sorrow and pain, their arrival on the other, is cause for joy and celebration.

Kim Long
David Aldred
Ruth Hube
Jean Weafer
Gracie Primrose
Barb Luckasavitch



Guiding Principles

Our beliefs about all people – we believe that:

- Every individual is a person to be valued
- Differences among people, including cultural diversity, deserve sensitivity and understanding
- People of all ages and abilities are entitled and should be encouraged to participate in decisions affecting their lives
- Opportunities for growth and development are essential for everyone
- ♦ All individuals are entitled to care which promotes their total well-being
- Each individual has a need for love, friendship and belonging
- Each individual, being equal, is entitled to acceptance, respect and tolerance
- Each individual has the right to reach their potential in such a way that ensures for their well-being, and a meaningful life
- With every right there is an inherent responsibility. With every opportunity there is an inherent risk

Our beliefs about the community – we believe that:

- ♦ A healthy community is built on trust and inter-dependence, caring and sharing of wealth and resources
- A healthy community is made up of physical, social, spiritual and economic characteristics
- A healthy community is one that includes freedom of choice, options and opportunities
- A healthy community must ensure for all, full accessibility to information, services and resources

Our beliefs about people working together – we believe that:

- People work best together in a caring, supportive environment which is characterized by honesty, integrity, responsibility and co-operation
- The most beneficial change results from balancing a search for improvement with preserving the best of the present
- Respecting and encouraging variety in perspective and opinion contributes to the development of effective solutions to difficult problems
- The people who work together to achieve the agency's mission, are our most important resource including families, caregivers, supported individuals, staff members, students, volunteers, Board members, funders, other community agencies and services

Our beliefs about accountability – we believe that:

 We are accountable to our community and funding sources for the effective and efficient use of the resources entrusted to us in a manner that displays accountability, responsibility and integrity Community Living South Muskoka is a registered charity that provides supports to individuals with developmental disability and their families commencing at the age of 2 and through to their senior years. Services are offered in South Muskoka, from Severn Bridge and Port Severn/Honey Harbour to the South and from Mactier to midway between Bracebridge and Huntsville in the North. Community Living South Muskoka is a member of OASIS (Ontario Agencies Supporting Individuals with Special Needs), a provincial organization representing 186 agencies that provide supports to individuals and families in the developmental sector.

Goal and Vision Statement

Community Living South Muskoka promotes a welcoming inclusive community where all are encouraged to reach their full potential.

- A welcoming inclusive community is one that believes
- ♦ Every person is valued
- Every person has a need for love, friendship, and belonging to ensure their well-being and a meaningful life
- Every person is entitled to acceptance and respect
- Every person has the right to reach their potential
- In promoting creativity, flexibility and choice as a means of developing personal and community growth
- With every right there is an inherent responsibility
- ♦ With every opportunity there is an inherent risk
- In ensuring for all, full accessibility to information, services and resources
- Growing and learning are part of the personal responsibilities

