

Annual General Meeting June 25, 2018

Our Vision

A community where everyone is valued

Our Mission

*To offer quality services and supports built on choice and advocacy,
while fostering the community's capacity to value all members.*



Living a Good Life Strategic Plan 2015-2020

Strategic Directions:

This strategic plan is designed to support and advance Community Living Durham North's vision and mission. It reflects the input and ideas of representatives of all the stakeholders directly connected to the organization - the people it supports, their families, staff and the Board of Directors. The theme, Living a Good Life, runs through the strategic plan and helped to shape its contents.

The plan contains three overriding directions, one related to services, one related to staff and one to families and the larger community.

Direction 1 Be an innovator: Offer creative, high-quality services and supports.

Community Living Durham North will continue to be the leader in providing services wanted by the people it supports and their families. Those services will be: responsive, individualized, creative, flexible and broadly known.

Direction 2 Staff are valued: Continue to promote growth through mentorship and recognition.

Community Living Durham North will initiate strategies that reinforce the value of direct support staff. These strategies will focus on mentoring, staff recognition and motivating and inspiring staff as they support people to live the life of their choosing.

Direction 3 Promote community awareness and knowledgeable families.

Community Living Durham North will increase community awareness of the organization and the people it supports. It will also enhance its communication with families about its services, including those involving direct funding and about other issues that impact on them and their family member.

Messages from the Chair and the CEO

The board of directors have had a busy year. We have added four new members to the board this year. All members of the board have been active participants in board meetings and committee work. Thank you very much for your efforts.

As a result of a workshop last fall, presentations were made to the board revolving around board governance. This will result in board members being more aware of issues affecting the board, the agency and the people we support; and improve our ability to deliver services.

The board of directors currently uses two committees – a governance and recruitment committee and a rights review committee. The governance and recruitment committee worked to ensure the board is up-to-date with respect to policies, by-laws and board membership. The rights review committee worked with staff and the people we support to ensure the support we give them was appropriate. We are looking at adding a finance committee for next year and other committees to share the workload of governance issues.

We continue to watch our services grow and the number of success stories continue to rise. We added two more houses to our agency that are being used as homes for four more people. In addition, the partnership with the Region of Durham to address the homelessness issue continues to grow.

To all the staff of Community Living Durham North, I thank you on behalf of the board of directors. You all do an amazing job, every day.

As Clare mentions, we again participated in the Multi-Year Residential Plan and created new opportunities for people and close to 20 new staff positions. Discussions are already underway with our funding Ministry (MCSS) with respect to a new round of expansion in 2018-19.

Growth is difficult and sometimes stressful. The demands on all of our support functions - HR, Scheduling, Finance - are increased. Managerial caseloads are disrupted if not also increased. I would like to take this opportunity to thank everyone in management and administration for always responding to the call. We lobby government for the funding to address the huge waitlist in Developmental Services; when the funds are provided we need to step up to the plate and offer to do the work.

And that is a good segue into thanking those people who do the real work; the work with people that CLDN is all about. We now have some 250 unionized direct care workers and there is ample evidence in this AGM Program of the terrific work they are doing each and every day. Hats off!

Clare Suggitt

Clare Suggitt
Board Chair

Glenn Taylor

Glenn Taylor
A/CEO

Agenda for the Annual General Meeting

Monday, June 25, 2018

1. **Welcome & Opening Remarks** - **Clare Suggitt**
2. **Youth Speaks Presentation** - **Shawn Avery**
3. **Years of Service Awards** - **Management Team**
4. **The Jamie Ross Star of Excellence Award** - **Louise Renwick & Christie MacDermid**
5. **Approval of 2017 Minutes** - **Glenn Taylor**
6. **Report of the Treasurer/Auditor** - **Anne Wright & Rick Chappell**
of Smith, Chappell, Marsh
& Vilander
7. **Review of Board Succession Plan** - **Glenn Taylor**
8. **Nominations from the Floor**
9. **Election of the Board**
10. **Presentation** - **Clare Suggitt**
11. **Installation of Elected Board** - **Alice Johnson**
12. **Closing Remarks** - **Clare Suggitt**
13. **Motion to Adjourn**

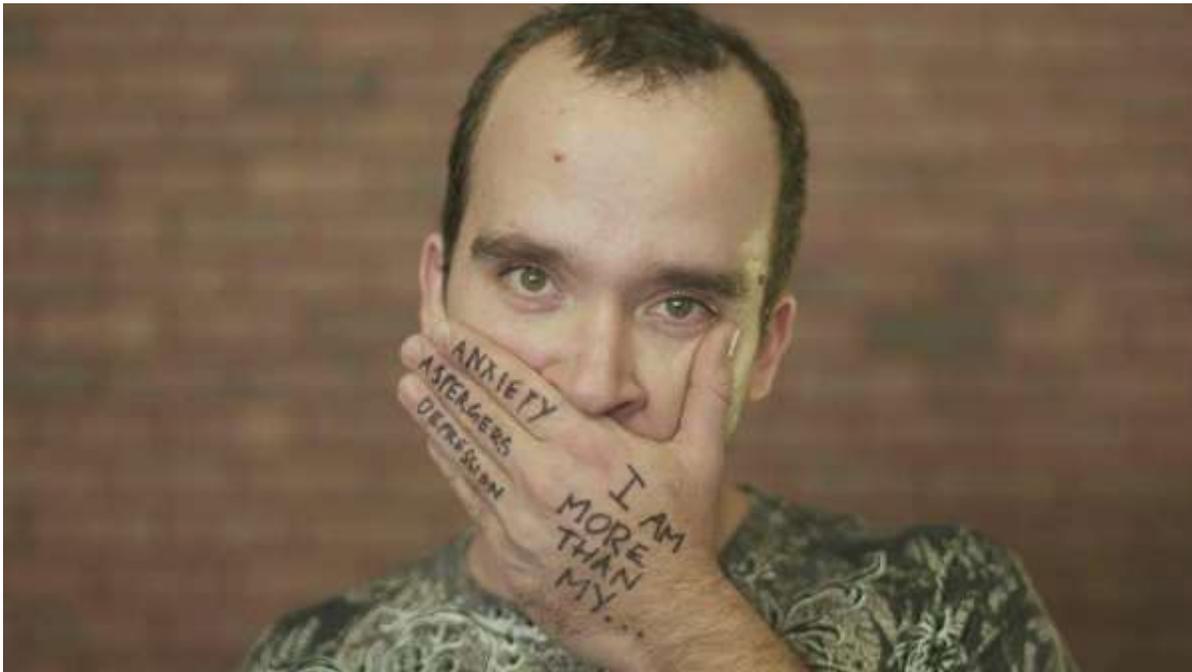
Our Mission: To offer quality services and supports built on choice and advocacy, while fostering the community's capacity to value all members.

The Amazing Shawn Avery

A smile can hide so many feelings, fear, sadness heartbreak....

But it also shows one other thing strength

After going through anxiety, in grade 4 being diagnosed with Asperger's syndrome and depression due to bullying I was afraid to talk to other about my feelings and wanting to drop out of school. Now I can say being thankful from all the support systems that I am currently am with, and having a very supportive family I feel more encouraged to talk to others about how I feel and even being an advocate for others who have intellectual disabilities I can now speak for others and show that you are capable to prove that your disability is more of an ability and apparently now when I meet other they say that I have such a contagious smile.



Years of Service Recipients

Community Living Durham North is pleased to recognize the following staff and volunteers for their years of dedicated service.

It is your unique contributions that serve to further the vision of Community Living and enhance the lives of people who have an intellectual disability.

Thirty – Five Years

Jeanette Fulford

Thirty Years

Kimmie-Joe Stone

Twenty-Five Years

Danielle Cooper

Twenty Years

Leeanna Cliff
Megan Gabona

Janine Jackson-Hax
Debbie Agnew

Melody Johnston
Marnie Trick

Fifteen Years

Lauren Henriques
Niki Goulden

Grace Dibello
Cheryl Gow

Bonnie Blackstock
Matt Parr (Volunteer)

Ten Years

Monique Reeson
Richard Brooks
Janet Sheridan
Tina Hayes
Karla Wood
Michelle Elliott
Amanda Csiki
Rosemary Sypher

Nicole Bowland
Crystal Hill
Natasha Teunissen
Mark Walden
Catherine Johnston
Jessica Robinson
Jenna Leask
Olga Wielgosz

Andrea Lalonde
Valerie Little
Dennis Brown
Maureen McCarthy-Lang
Lisa Crosier
Melissa Webster
Lynne Moore

Five Years

Meaghan Bulgin
Dima Sabe
Jenna Irons
Ashton Clauser
Lindsey Nodell
Ashley Kaminski

Joanna Thompson
Val Todd
Lori Johnston
Tanya Opoku
Breanne Townsend
Keith McIsaac (Volunteer)

Melissa Hunter
Hilda Corvers
Kathy Kiiskinen
Chatelle Jones
Sandra Yakeley

Thank you for all that you do!

The Jamie Ross Star of Excellence Award

The Star of Excellence Award is presented to an individual or team that exhibits an ongoing commitment to providing quality service and supports. They are recognized monthly by colleagues and managerial staff and presented with the **Big Believer High Achiever Award**.

Community Living Durham North would like to recognize the 2017-2018 Jamie Ross Star of Excellence Award nominees:

- Jenna Leask – Jenna assisted a person to receive the necessary funding to pay for dentures. This was a huge enhancement to the person's quality of life.
- Mary McArthur – Mary assisted a lady to accomplish her goal of writing and communicating with others. Thinking outside the box Mary assisted the lady to become a pen pal; this enhanced the person's self-esteem as well as feeling valued and connected to others.
- Crystal Matthews – Crystal took a lead role in planning to assist someone to transition from their family's home to a residential setting. Her flexibility and knowledge of the person ensured continuity and security while the person moved.
- Jason Teel – Jason assisted a person to locate their daughter. This has enhanced the person's life to rebuild the relationship and to be the father that he has dreamt of being.
- Brad Boorman – Brad supported a man who was stressed and unhappy about his current living situation. Against opposition Brad empowered the person to become more independent and to speak openly about serious matters ultimately leading to changing his living environment whilst fostering respect and trust.
- Jenna Irons – Jenna supported a person to accomplish their goal by arranging a tour of a police station which included going in the evidence room, a holding cell, exploring a SUV cruiser, meeting some of the local detectives and officers as well as heard the siren and saw the lights in action.
- Tanya Mantifel, Jen Wisdom, Megan Blay, Hailey Leach, Amanda Robb and Judy Cox - The Team supported the people who live at Simcoe to make baskets full of blankets, homemade hot cocoa and M&M cookie jars for their loved ones at Christmas.

- Hilda Covers – Hilda created framed collage photos that were individualized to show off their treasured memories for each person that lives at Lakeview.
- Brad Boorman, Kimmie-Joe Stone and Jennifer Johnston- Brad, Kimmie-Joe and Jennifer were nominated by a person that we support for taking them away on vacation to Blue Mountain.
- Fran Watson – Fran goes above and beyond each and every shift by providing excellent supports to the people in the SIL program.
- Michael Hamilton, Blake Wilson, Amy Burn, Bobbi Wallis, Ed Corner, Marti Crooks, Lynne Moore, Matt Cameron, Nathan Roberts, Kevin Cayer, Steve Warr and Lydia Vandenberg - The Team at Janetville were nominated for supporting an individual who transitioned from hospital and during that time many daily challenges emerged and the staff stayed positive and optimistic throughout it all.
- Greg Avery, Niki Goulden, Craig Boduch, Crystal Matthews – The CHPI team for going above and beyond in planning the magnet event which provided free dental care, free haircuts, free foot care and a free lunch to people who are homeless or on the brink of homelessness.

This monthly award is given out to the individual or team that demonstrates excellence in supporting a person/people in one or more of the following areas:

- Supported a person to participate in the life of the community by interacting with people, developing social roles, building social capital and promoting opportunities for integration.
- Supported a person to connect to natural support networks, to have meaningful friendships or to explore the level of intimacy he/she desires.
- Supported a person to have a meaningful day, assisted a person with ongoing education in an area of interest to them, or assisted them to achieve gainful employment or a volunteer opportunity.
- Supported a person to discover their lifelong goals, accomplish those goals and celebrate their successes.
- Supported a person in a way that significantly enhanced their quality of life.

Congratulations to each of the monthly winners! Stay tuned for the announcement of the Jamie Ross Star of Excellence Award winner during the Meeting!

Annual General Meeting Minutes

Wind Reach Farm, Ashburn
June 19, 2017

1. Colin Kemp, Board Chair, and Cathy Parker, CEO, opened the meeting at 7:05pm by welcoming everyone.
2. Colin shared the congratulatory messages received on behalf of David Johnston, Governor General; Premier Kathleen Wynne, MP Erin O'Toole and Dr. Helena Jaczek, the Minister of Community and Social Services.
3. Colin invited MPP Granville Anderson to the podium. After sharing his congratulatory message, Janet Sheridan was invited to join both MPP Anderson and Colin Kemp to the podium. In honour of our 50th anniversary, Janet was commissioned to create a painting; together she and Granville unveiled her artwork.
4. Chris Beesley took the podium on behalf of Community Living Ontario. He shared his congratulations and presented us with a framed certificate.
5. Leeanna Cliff and Louise Renwick provided some background and then presented the Jamie Ross Star of Excellence award to Vivian Foster for her work with the Art and Literacy Group.
6. Leeanna was joined by the entire management team as they presented the Years of Service Awards to our staff and volunteers. This year's award included acknowledgement to Linda Card for 30 years of service, Terri-Lynn Fisher for 25 years of service and Jill Ward and Chantal Branchaud for 15 years of service.
7. Our keynote speaker, former Vice-President Elizabeth Fulford took the podium and spoke of the historical roots of Central Seven.
8. Cathy Parker, CEO, presented the minutes of the Annual General Meeting held on June 27, 2016.
9. **MOTION** by Colin Kemp, **seconded** by Clare Suggitt, that the minutes of June 27, 2016 be approved as presented.

CARRIED

10. Anne Wright, Treasurer, presented a brief report on the financial statements noting that finances were on target again. She thanked the finance staff for continued commitment and introduced Vessa Vilander of *Smith, Chappell, Marsh, Vilander*.
11. Vessa Vilander presented his report on this year's financial audit. Vessa indicated that the organization has all the necessary controls in place, that the financial records were in good order and that the funds were spent in accordance with the mandate of the association.

12. **MOTION** by Colin Kemp, **seconded** by Pieta Settimi that the reports of the Treasurer and the auditor be received for information and that the audited financial statements be approved.

CARRIED

13. **MOTION** by Anne Wright, **seconded** by Clare Suggitt that the firm *Smith, Chappell, Marsh, Vilander* be appointed auditors for our 2017-18 operating year.

CARRIED

14. Anne Wright reviewed the Board Succession Plan as detailed in the Annual Report. The by-laws confer on the agency's self-advocate group, the A-Team, the right to name one person to the Board of Directors. John Lee has been appointed for a two year term beginning June 2017.

She then introduced the five people who are coming to the end of their term but are eligible to stand for re-election:

Nicky Jones

Anne Wright

Brenda DeJong

Terry Vos

Candace Taylor

and the four people who are moving automatically into the second year of their two year

term: *Colin Kemp*

Lisa Kowal

Clare Suggitt

Joanne Nixon

Three board members resigned this past year: Bill McKee, Pieta Settimi and Louise Renwick. Anne thanked them for their dedication and contribution to the Board.

Anne then introduced three community members who are standing for election: Shona Casola, William (Bill) Klaas and Len Wright. The board has a maximum of fourteen (14) seats and therefore nominations from the floor were solicited three times. None were forthcoming.

MOTION by Colin Kemp, **seconded** by Pieta Settimi, to accept the Board's succession plan.

CARRIED

15. **MOTION** by Clare Suggitt, **seconded** by Terry Vos, that the nominations be closed.

CARRIED

16. **MOTION** by Brenda DeJong, **seconded** by Louise Renwick, that the slate of candidates be elected by acclamation.

CARRIED

17. The newly elected Board was sworn in by Alice Johnson.

18. **MOTION** to adjourn – Brenda DeJong

Chair

CEO/Secretary

COMMUNITY LIVING DURHAM NORTH

STATEMENT OF OPERATIONS - GENERAL

FOR THE YEAR ENDED MARCH 31, 2018

| | <u>2018</u> | <u>2017</u> |
|---|------------------|------------------|
| REVENUES: | | |
| Donations and fundraising | \$ 62,945 | \$ 52,081 |
| Membership dues | 534 | 290 |
| Miscellaneous | 37,972 | 34,238 |
| Region of Durham | 267,434 | 131,628 |
| | <hr/> | <hr/> |
| | 368,885 | 218,237 |
| | <hr/> | <hr/> |
| EXPENDITURES: | | |
| Supplies | 15,430 | 18,463 |
| Vehicle operation | - | 63 |
| Volunteer training | - | 1,090 |
| Purchased services | 8 | - |
| Region of Durham | 264,244 | 133,165 |
| | <hr/> | <hr/> |
| | 279,682 | 152,781 |
| | <hr/> | <hr/> |
| EXCESS OF REVENUES OVER EXPENDITURES | \$ 89,203 | \$ 65,456 |
| | <hr/> <hr/> | <hr/> <hr/> |

COMMUNITY LIVING DURHAM NORTH**STATEMENT OF OPERATIONS - CONSOLIDATED PROGRAMS****FOR THE YEAR ENDED MARCH 31, 2018**

| | <u>BUDGET</u> <u>2018</u> | <u>ACTUAL</u> <u>2018</u> | <u>ACTUAL</u> <u>2017</u> |
|---|--|--|--|
| SUPPORT: | | | |
| OMCSS - operating | <u>\$12,540,097</u> | <u>\$12,438,697</u> | <u>\$11,789,598</u> |
| REVENUE: | | | |
| Rent | 949,812 | 957,432 | 931,602 |
| Other funding | 590,236 | 511,443 | 435,538 |
| Ontario Trillium Foundation | 13,000 | 13,000 | 26,100 |
| United Way | - | 30,660 | 29,775 |
| Children's Aid Society | 105,000 | 77,100 | 113,763 |
| Respite | 51,000 | 37,788 | 50,266 |
| | <u>1,709,048</u> | <u>1,627,423</u> | <u>1,587,044</u> |
| SUPPORT: | | | |
| Amortization of Deferred Contributions | <u>-</u> | <u>86,460</u> | <u>78,121</u> |
| | <u>14,249,145</u> | <u>14,152,580</u> | <u>13,454,763</u> |
| EXPENDITURES: | | | |
| Wages and salaries | 10,089,133 | 9,615,541 | 9,285,695 |
| Employee benefits | 1,624,173 | 1,621,269 | 1,538,760 |
| Staff travel | 73,009 | 91,691 | 78,076 |
| Supplies | 66,098 | 71,390 | 65,742 |
| Vehicle operation | 91,978 | 75,598 | 71,068 |
| Utilities and taxes | 178,226 | 175,936 | 199,267 |
| Purchased services | 241,845 | 249,361 | 228,148 |
| Insurance | 68,371 | 65,449 | 69,755 |
| Food | 321,923 | 321,193 | 316,238 |
| Personal needs | 94,640 | 85,297 | 59,437 |
| New furnishings and equipment | 25,007 | 48,386 | 46,746 |
| Advertising and promotion | 1,206 | 1,441 | 836 |
| Repairs and maintenance | 216,619 | 226,792 | 245,779 |
| Staff training and conferences | 24,181 | 16,724 | 24,305 |
| Rental | 313,104 | 216,273 | 196,615 |
| Central administration - general (reallocation) | 247,586 | 266,942 | 253,672 |
| - staffing | 572,046 | 654,503 | 624,141 |
| | <u>14,249,145</u> | <u>13,803,786</u> | <u>13,304,280</u> |
| EXCESS OF REVENUES OVER | | | |
| EXPENDITURES BEFORE AMORTIZATION | - | 348,794 | 150,483 |
| Amortization | <u>-</u> | <u>260,213</u> | <u>254,280</u> |
| EXCESS (DEFICIENCY) OF REVENUES | | | |
| OVER EXPENDITURES | <u>\$ -</u> | <u>\$ 88,581</u> | <u>\$ (103,797)</u> |

Board Succession Plan

Prior to the Call for Nominations from the Floor

The following by-laws are paraphrased:

- 18.0 The Board shall consist of between 7 and 14 directors.
- 6.3.1 Board members are elected, typically, to serve two year terms.
- 6.3.2 These two year terms are staggered such that, typically, half of the directors are automatically entering into their second year at any given AGM. Having served a two year term, the director must stand for re-election if he or she wishes to remain on the Board.

First an acknowledgement of Board Members who served in 2017-18 but will not be standing for election tonight: Brenda DeJong and Joanne Nixon both resigned from the Board for personal reasons during the course of the year. We thank them for their contributions, particularly Brenda whose tenure reaches back to 2013. Colin Kemp has seen the year through to its completion but in accordance with the “step-down” rule in our by-laws he is now retiring after eight years of consecutive service. During his tenure Colin covered all the bases serving as Treasurer, Chair and Vice-Chair - we’re grateful and we will definitely miss him.

Our standard two year terms were designed so we’d always have some people automatically moving into their second year and others standing for election.

The by-laws confer on the agency’s self-advocate group, the A-Team, the right to name one person to the Board of Directors. *John Lee* was elected by the A-Team in June 2017 so he moves automatically into the second year of his term.

Seven other people elected at last year’s Annual Meeting are prepared to carry through into the second year of their term:

Nicky Jones
Terry Vos
Shona Casola
Bill Klaas

Anne Wright
Candace Taylor
Len Wright

Two people have completed a two year term but are eligible to stand for re-election and have signaled their intention to do so:

Lisa Kowal

Clare Suggitt

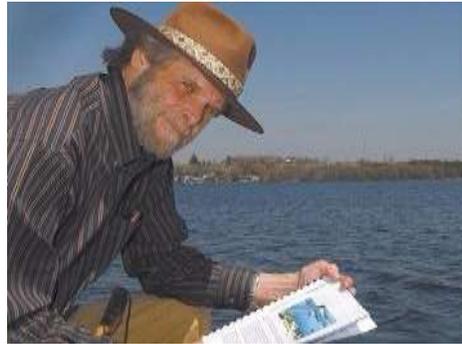
Brian Robert was named to the Board, by the sitting Board, in February 2018 and tonight will stand for election for his first two year term.

The Board also recently recruited and nominated an additional community member who wishes to stand for election:

Elise Hawley holds a Broadcast Journalism Diploma and Corporate Communication and Public Relations Graduate Certificate, both from Fanshawe College, as well as a Digital Marketing and Social Media Management Certificate from the University of Ontario Institute of Technology. Elise has worked in various corporate communications and social media roles in both tiers of municipal government (municipal and regional levels). She currently sits on the Sunderland Maple Syrup Festival Committee as Vice-Chairperson, and assists various local organizations/individuals with their communications, social media and web development efforts.

In summary, twelve (12) people are prepared to serve in the upcoming year and this would make for a legally constituted Board of Directors. However, the Board has a maximum of fourteen (14) seats, and therefore nominations from the floor can be entertained.

Outcomes Sponsorship Fund Recipients



We decided to take a break this year from hosting our Jamie's Dream Gala and re-invent a fundraiser that will be more inclusive and available to all members of the community to participate in some meaningful way.



In 2017/18 we continued to use the funds to help people achieve a variety of goals. Some of which included; A trip to California which was a lifelong goal for a gentleman, trip to Las Vegas for two ladies, flight to Edmonton for someone to reunite with family at a wedding, couple of days in Niagara Falls for someone who has never been away overnight, forklift training for a gentleman who wants to work in an environment where he can operate one, Culinary classes for a lady interested in becoming a chef, weeklong art camp, Raptors tickets, Abilities Centre passes, an exercise bike, a laptop for a child who attends our Respite program, summer camp and finally, a walker for a lady.



Special Education Advisory Committee (S.E.A.C) Report

Highlights from the Durham Catholic District School Board

The Durham District Catholic School Board continues to embrace its philosophy of inclusion. Students with special education needs are supported within Catholic school communities by a team who collaborate and maintain continuous communication ensuring that the student's diversified needs are met in an inclusive environment.

There were several presentations throughout the year. These presentations ranged from updating and reviewing the Special Education Plan, Services on Autism, Alternative Education Services for Adults after High School presented by the Board, Grandview's Pilot Speech Program, and a review of the Special Education Budget.

Transition planning and Mental Health First Aid continue to be a main focal point for the board. The board was successful in obtaining another grant which enabled them to host "*Pathways to the Future*" an event for parents, educators and students giving them the opportunity to learn about options for students with special needs as they are preparing to leave secondary school. This information session has been determined to be a huge success and therefore has become an annual event as it has been beneficial for both parents and service agency's to connect.

Finally, SEAC and its members participated in the regular annual review and updating process ensuring alignment with the Special Education Plan for the 2018/19 year. The review involved an evaluation of past practices and a re-commitment to the Board's guiding principles, beliefs and mission; as well as a review and update of the Terms of Reference and a SEAC handbook.

Respectfully submitted,

Tracy McGarry

Tracy McGarry
SEAC Representative
Durham Catholic District School Board

Membership Form

| | | |
|------------------|----------------|-------------|
| Mr./Mrs./Ms. | Last Name | First Name |
| Address | City | Postal Code |
| Telephone Number | E-Mail Address | |

Please note the membership fee is \$10.00 per year and is in the name of one person. Membership entitles you to one vote at the Annual General Meeting.

Enclosed Please find:

Membership fee of:

- _____ 1 year \$10.00
- _____ 2 year \$20.00
- _____ Additional memberships
(\$10.00 each per year)

I would like to make a donation of:

- \$100 _____
- \$ 50 _____
- \$ 25 _____
- Other _____

Please list the full names of additional members below:

Please make cheques payable to Community Living Durham North and return to:

60 Vanedward Drive, Unit 2
 P.O Box 964
 Port Perry, Ontario
 L9L 1A8

Charitable Registration # 106887813 RR0001

Thank you for your support!



Board of Directors 2017 – 2018

Clare Suggitt (Chair)
Colin Kemp (Vice-Chair)
Anne Wright (Treasurer)
Terry Vos
Brian Robert
Candace Taylor
Bill Klaas
Len Wright
Lisa Kowal
Nicky Jones
Shona Casola
John Lee (Consumer Rep)



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