



# 2022-2023

## ANNUAL REPORT

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# MISSION

Bruce Peninsula Association for Community Living promotes people participating and contributing fully in their community and becoming all they can be.

# VALUES

- I want to be treated well and I will be kind to others. We play together, we work hard together and we help each other.
- Support me in making choices about my life.
- My needs may change at different times in my life.
- I can count on my worker.
- I want to be treated fairly and I will advocate to be sure that even those who do not have a voice will be treated fairly also.
- I want to do my best.
- I am responsible for my own decisions.
- Taking part in things I enjoy is important to me, I will work to help the community look at making facilities accessible and be aware of the contributions I can make.
- I want to learn and try new things.

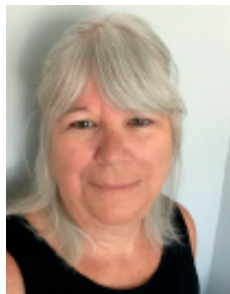
# MESSAGE FROM OUR LEADERS

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Paul Sutter - Board President



Michele Bell - CEO



This time last year there was no thought that we would have to endure another twelve months of the pandemic. Unfortunately, we began the 2022/23 year with many of our residential homes experiencing outbreaks and significant staffing challenges as a result. This continued on and off throughout most of the fiscal year. We continued to experience outbreaks in our homes, our staff were required to continue to conduct Rapid Antigen Tests weekly, and our ability to gather, whether in a residential home or in Community Participation, was hampered by ongoing restrictions placed on our sector.

Development services was a sector to endure one of the longest impacts to operations as a result of the pandemic and it has only been in the last few months of the fiscal year that we began to see the sustained light at the end of this very long three-year tunnel. It does finally feel like we are all now collectively looking through the rear-view mirror and planning for life post pandemic.

Despite the challenges presented by the third year of the pandemic and the restrictive measures in place throughout the year, we still have so much to be proud of here at Bruce Peninsula Association for Community Living.

First and foremost, we survived three years of a pandemic relatively intact. This is not a small feat and one we should take a moment and acknowledge. This is a significant achievement, and speaks to the resiliency of both the people we support and our amazing staff team who show up every day to support people in our community. We are so very thankful to everyone who worked together to get through the most challenging times in recent history.

This past year saw many openings and closing however throughout it all our Community Participation team who are now experts at the pivot, adapted the offerings based on the level of risk in the community. The team did an amazing job at keeping people engaged through in-person small group when restrictions lifted and with a vibrant fulsome online calendar of events that have become so popular people are asking for them to continue as an option for when in- person is just too much. A bit of a silver lining when something is created out of necessity but continues on due to its success.

Though we were not able to gather as frequently in groups, and there remained restrictions on visits to the homes, people were very much supported to work towards and achieve goals they set out for themselves. There was the return to work for many people, and new work opportunities for some. People began to make plans to return to their pre-pandemic lives and look to creating routines outside their homes.

# MESSAGE FROM OUR LEADERS

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Operationally, we increased the number of full time employees from 9 Full Time Employees to 25 Full Time employees over this past year as well as implemented a centralized recruitment process with Tri-Alliance Shared Services. Both the increase in full time lines and a centralized recruitment process has positively impacted our vacancy rates at BPACL as the sector as a whole is dealing with a provincial wide labour shortage. BPACL and the rural location of our homes is no exception. We continue to focus our efforts on recruitment and retention initiatives to stabilize through again, what is challenging times.

We embarked on the renewal of our Strategic Plan, once again partnering with People Minded Business, (PMB). Through meetings, surveys, and conversations with people supported, their families and the staff teams, the consultants with People Minded Business worked were able to get a good picture of where we are at and where we need to be going.

The final stages of the Strategic Planning process is still under construction, but very soon we will have the final draft of the plan with a roadmap for the next three years. Thanks to all who participated in the process. Stay tuned for the final draft that will be published soon.

Throughout the strategic planning process, we heard a lot about the transformational plans the Ministry of Children Community and Social Services is planning through Journey to Belonging. Journey to Belonging: Choice and Inclusion lays out the ministry's long-term vision for developmental services in Ontario, where people with developmental disabilities are supported to fully participate in their communities and live fulfilling lives. This transformation will categorically change the way services are provided in our sector. We are making plans to ensure that we are ready and prepared for the changes. Journey to Belonging was certainly a major factor considered while going through our strategic planning process. The following is an excerpt from the Ministry Website and a link where you can learn so much more about the transformational changes coming to our sector.

We here at BPACL have also been working cooperatively with our other partners in the Tri-Alliance Shared Services. Jan 1 2022 Tri-Alliance Shared Services began as the centralized management and back office that is supporting the three agencies in the alliance. This past year saw many changes at the management level as anticipated retirements in all three agencies occurred. Through the Tri-alliance we are preparing for the future transformation of the sector by aligning all our administrative tasks to create efficiencies resulting in better outcomes to people supported and their families.

A centralized back office and management permits each agency in the alliance to access highly qualified professional in the areas of Human Resources, including recruitment and retention initiatives, Quality Assurance, Finance and Payroll, and a focused approached at front line management. The very important work we are doing with Tri-Alliance is laying the ground work for us to be successful through the transformation of the sector through Journey to Belonging.

So despite the fact that we were working in the third year of the pandemic, we have accomplished great things and we could not have accomplished all this without the amazing work of our staff and support from our family and friends, and most importantly, the incredible resiliency of the people we support. Together we have demonstrated that great things can happen even in challenging times. Thanks to all who have worked so hard to improve the lives of the people supported at BPACL. We look forward to continuing to support the people in our community to live their best lives.



# BOARD OF DIRECTORS

Paul Sutter, President

Jean Kirby, Vice President

Ross Davidson, Past President

Pat Lenson, Treasurer

Dave Waddington, Board Member

David Diebel, Board Member

Diane Chavarie, Board Member

Ed Laksmanis, Board Member

Kelly Hnatiw, Board Member

# COMMITTEES

## BPACL Building Committee:

- Ross Davidson
- Paul Sutter
- Pat Lenson
- David Diebel

## BPACL Finance and Audit Committee:

- Pat Lenson
- Ross Davidson
- Paul Sutter
- Jean Kirby

## BPACL Representatives to Tri-Alliance:

- Ross Davidson
- Dave Waddington

# MANAGEMENT & ADMINISTRATIVE TEAM

<b>Michele Bell</b> Chief Executive Officer	<b>Diccon Garrett</b> Director of Operations	<b>Adriana Londono</b> Director of Finance	<b>Mary Fee</b> Manager of Adult Services	<b>Stephanie Alberts</b> Manager of Human Resources & Administration	<b>Deb Smith</b> Manager of Quality Assurance & Policy Development
<b>Sue Skinner</b> Manager of Quality Assurance & Resource Development	<b>Fiona Smith</b> Manager of Alternative Housing & Community Links	<b>Tammy Robertson</b> Manager of Community Supports	<b>Craig Rourke</b> Manager of Accommodation Supports	<b>Jeanie Chavarie</b> Manager of Support Services	<b>Leanne Hopkins</b> Manager of Child & Family Services
<b>Sheryl Marshall</b> Manager of Child & Family Services	<b>Chloë Deschênes</b> Manager of Communications & Philanthropy	<b>Jackie McCartney</b> Manager of Passport, Employment & Individualized Funding	<b>Melissa Robbins</b> Senior Executive Administrator	<b>Laura VanderHulst</b> Administrative Assistant	<b>Kim Jex</b> Sr. Payroll Administrator
<b>Chris Koch</b> Payroll & Finance Administrator	<b>Mary Lou Whitcroft</b> Payroll & Finance Administrator	<b>Carol McCauley</b> Payroll Administrator	<b>Rachel Edgar</b> Recruitment & Retention Coordinator	<b>Rachael Fritsch</b> Administrative Assistant	

# SUPERVISORY TEAM

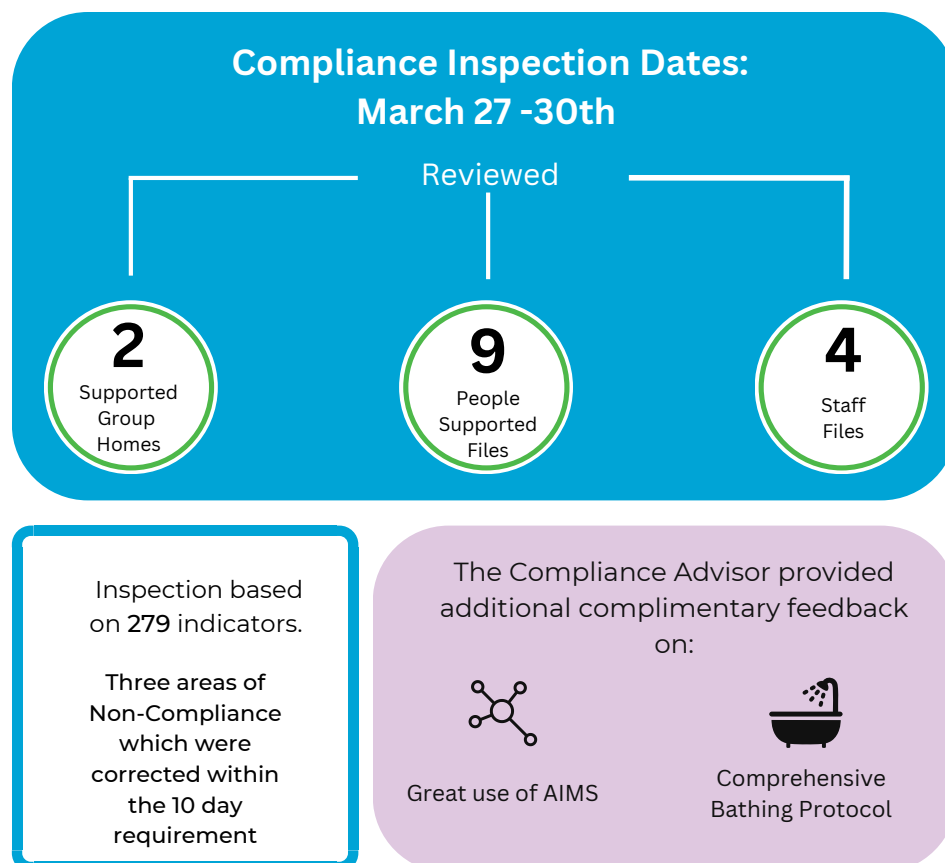
**Cara Scheuerman**  
Supervisor

# MILESTONES

A special thank you to those celebrating a milestone anniversary this year for your hard work and commitment to the people and families that we support.

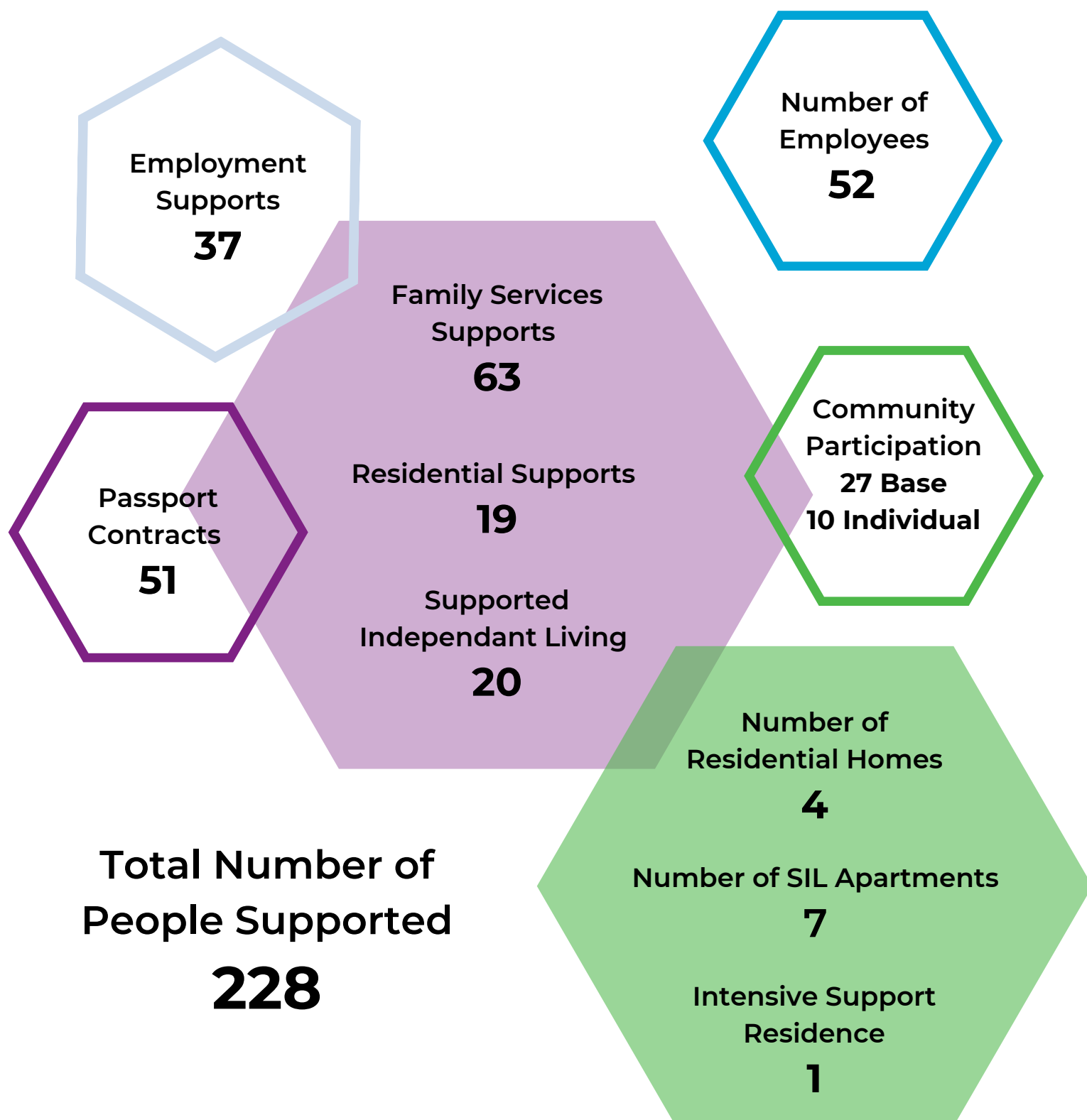
5	TJ Bell Heather Himes Jennifer Koos	Donna Lee Lawley Helen Peterson	20	Jeanie Chavarie
10	Tess Ayles-Hutt Tiffany Forbes	Cassandra Stark	25	Cathy Irving
15	Deb Smith		30	Carol McCauley

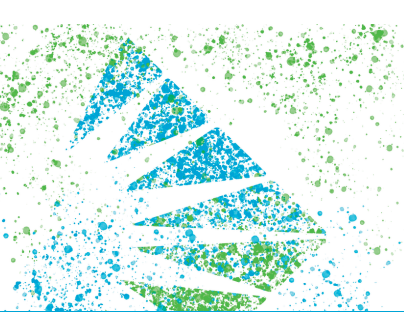
# COMPLIANCE REVIEW



# SERVICES AT A GLANCE

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# SECOND HARVEST EMERGENCY FOOD SECURITY FUND

Bruce Peninsula Association for Community Living was successful in receiving a \$40,000 Second Harvest Emergency Food Security Fund. This fund is to be used towards food related expenses, which gave us the ability to offer the people we support access to growing their own food. We purchased lumber, manure, soil and supplies. As well as horticultural services to get our gardens established. Along with the building of numerous gardens beds, our Community Participation program offered a number of food related programs to help people connect through food, and develop their culinary skills with cooking classes that ended in a weekly barbeque.

With the support of this grant we were also able to purchase gift certificates from Foodland and distribute them to the people we support in Supported Independent Living as well as the Families that we support.

Jeanie Chavarie  
Manager of Support Services







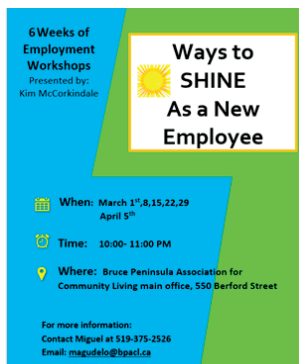
# EMPLOYMENT SERVICES

## Employment Workshops

Kim and Miguel facilitated 6 weeks of employment workshops which offered a great opportunity for 5 participants to identify abilities, values, and interests to help them achieve their employment goals. Participants learned ways to shine as a new employee.

## Employment Journey for Cody

After 6 months of building a strong business relationship with Foodland Owners' Tom and Stephanie Jellicoe, Cody was hired as a Grocery Clerk. Kim job coached Cody until he was confident in completing all assigned duties.



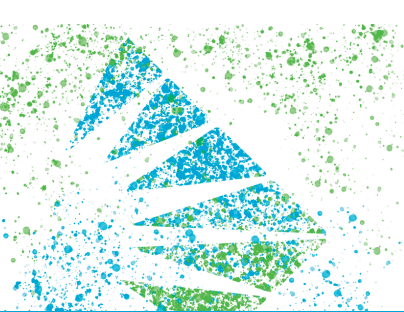
## Salvation Army Cooking program

We celebrated a great partnership with the Salvation Army which offered a Food Safety Training/Cooking course for 5 participants for employment in the food services industry. The participants' careers will be enhanced by this training at Foodland and Dockside Willie's Restaurant and other local businesses.

## Self-employment opportunities

Miguel Supported Derek with their self-employment from May to October. Derek and Cody worked successfully washing windows at local downtown businesses in Wiarton.

Submitted by:  
Kim McCorkindale, Employment Specialist &  
Miguel Agudelo, Employment Service Administrator



# COMMUNITY PARTICIPATION

BPACL was back to in person activities in July 2022, as well as continuing to offer hybrid activities for those who weren't able to attend, or were not comfortable in person. Trying our best to offer everyone access to participate in what was still a very uncertain time. Community Participation hosted our first ever Summer Olympics as well as the Fishing Derby with the Bruce Peninsula Sportsman Association for the first time in a few years! As things progressed back to a sense of normalcy we were able to host a Christmas party again & for the first time ever it was a licenced event! Everyone danced and sang the night away with Lenny's Karaoke!

Jeanie Chavarie  
Manager of Support Services





## **What is Tri-Alliance Shared Services?**

Tri-Alliance Shared Services is a not for profit agency providing management and administrative services to the communities of Community Living Owen Sound and District (CLOSD), Community Living Walkerton and District (CLWD), and Bruce Peninsula Association for Community Living (BPACL). On Jan 1 2022, 27 employees – comprised of the management and administrative teams of the three community living agencies began their new employment with Tri-Alliance Shared Services.

## **Why Was Tri-Alliance Shared Services Formed?**

Working collaboratively the three boards took the decision to create Tri-Alliance to improve the efficiency and effectiveness of our management and administrative functions by bringing them together into one agency with the goal of creating better outcomes for people supported. The integration of the back office and management services will better prepare all three agencies for the changes to our sector through MCCSS's transformation of the developmental services sector through Journey to Belonging – Choice and Inclusion.

## **How Does Tri-Alliance Shared Services Function?**


Each of the agencies continues to be a separate legal entity that now contracts the management and administrative services from the Tri-Alliance Shared Services. TASSO is a not-for-profit agency, supported by a Board of Directors comprised of two Board members from each of the three founding members.

## **What Has Tri-Alliance Shared Services Accomplished Thus Far?**

Much of the 2022/23 year has been spent aligning systems and our work to create greater efficiencies on the back end with the intention of strengthening the support provided to the people supported in our community.

- An HR Department with centralized recruitment to help with recruitment initiatives.
- A Manager of Communications working on all our websites, social media, and this very report. Supporting internal and external communication in all three communities
- Alignment of our management team by functional area rather than location.
- Introduced new software to create efficiencies – in finance, Passport, case management software.
- The creation of a new department, Passport, Employment and Individualized funding. This department will focus on preparing for the future plans of the Ministry to further expand individualized funding model through Journey to Belonging.

Michele Bell  
CEO



# Year End Report for Bruce Peninsula Association for Community Living March 31, 2023

Presented by

Greg Blokland, CPA, CA







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## WHAT WE HAVE TODAY

### Bruce Peninsula Association for Community Living March 31, 2023

<u>What we own</u>		<u>What we owe to others</u>	
Cash	\$ 1,062,695	Amounts owed to suppliers	\$ 248,682
Money market funds and GIC	25,971	Deferred revenue	221,775
Accounts receivable	87,162	Contributions related to capital assets	769,843
Prepaid expenses	31,268	Debt related to capital assets	211,229
Capital Assets - Land and Building (net)	2,189,961		
Historical cost - \$3,848,270			<u>1,451,529</u>
Capital Assets - Automotive equipment (net)	88,401		
Historical cost - \$362,150			
		<u>What we have for our future</u>	
		Unrestricted funds for programs	116,897
		Unrestricted funds for charitable	1,917,032
			<u>2,033,929</u>
	<u>\$ 3,485,458</u>		<u>\$3,485,458</u>

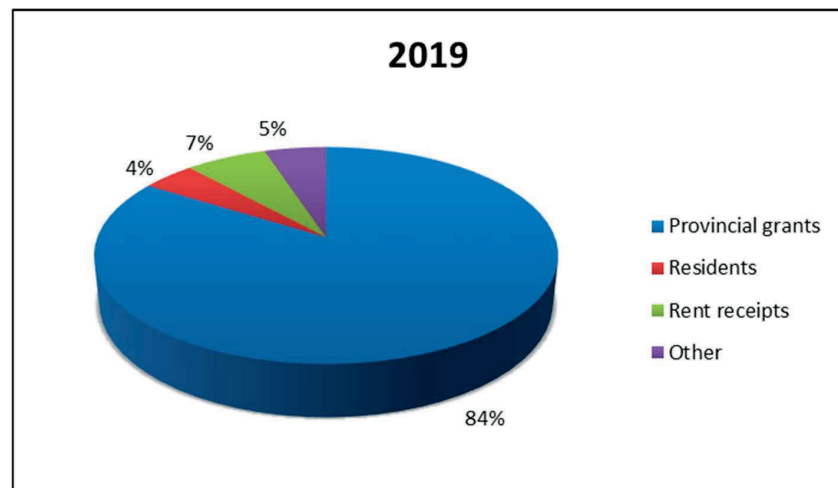
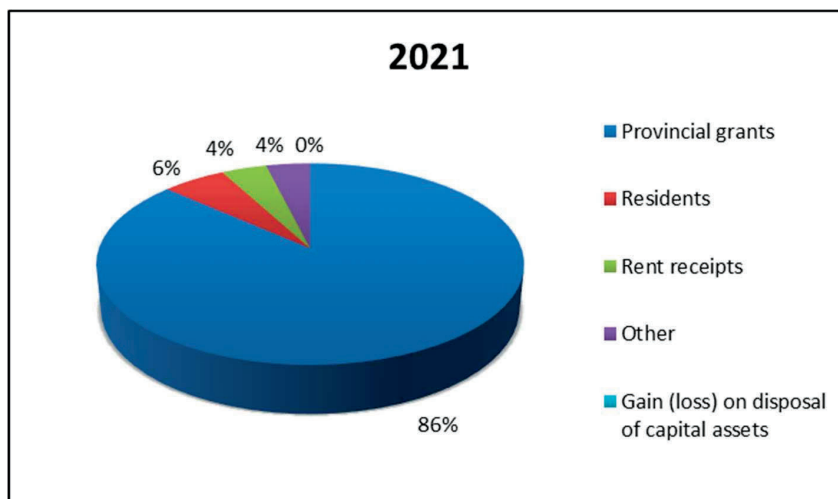
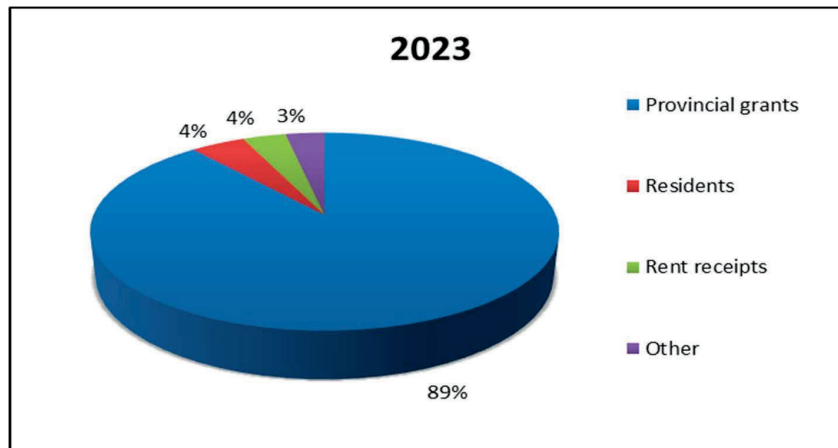
## HOW DID WE DO THIS YEAR

### Bruce Peninsula Association for Community Living March 31, 2023

#### How did we do this year?

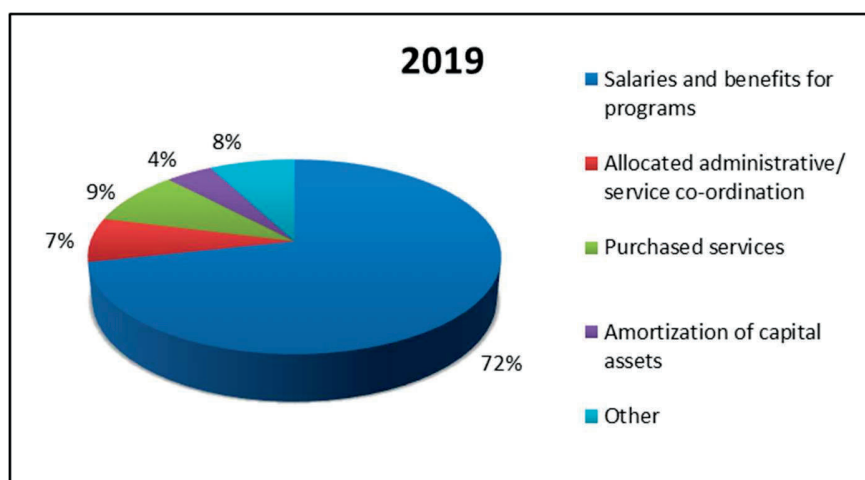
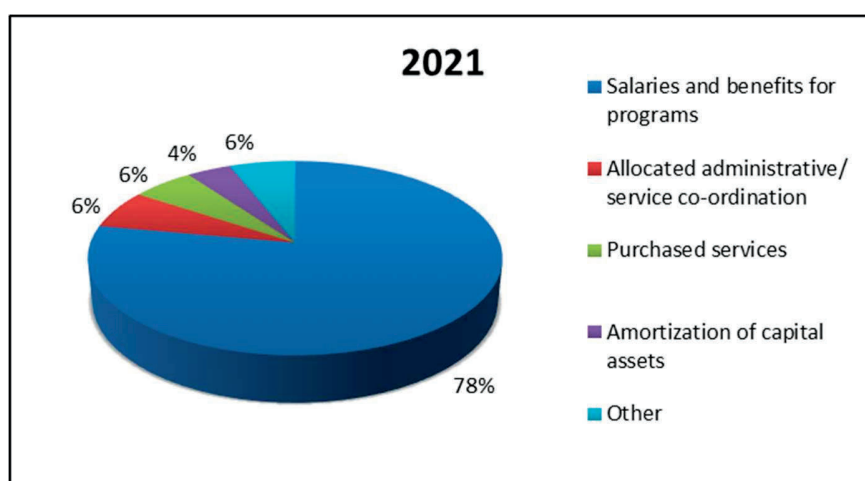
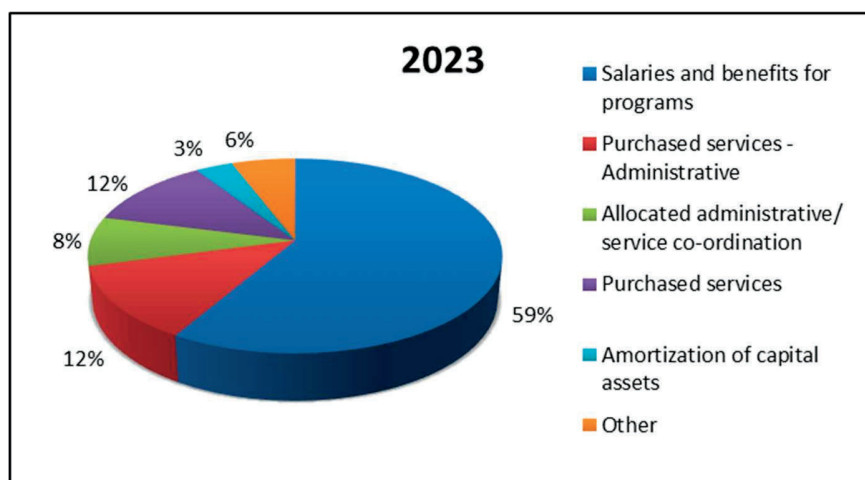
	2023	2022	2021
<b><u>Revenue</u></b>			
Provincial grants	\$ 4,023,388	\$ 3,692,451	\$ 3,277,681
Residents	199,150	193,273	211,078
Amortization of deferred contributions	103,197	91,834	82,058
Rent receipts	158,872	157,504	151,184
Fundraising	11,937	4,922	19,439
Other	27,719	39,781	44,762
	<u>4,524,263</u>	<u>4,179,765</u>	<u>3,786,202</u>
<b><u>Expenditures</u></b>			
Salaries and benefits	2,641,288	2,873,127	2,927,437
Allocated administrative/ service co-ordination	369,584	259,853	241,919
Purchased services	338,504	266,324	164,227
Purchased services - Passport	197,026	147,847	48,609
Purchased services - administrative	560,958	133,455	-
Respite	3,879	-	22,746
Amortization of capital assets	152,715	161,420	151,646
Other	258,079	357,028	201,661
	<u>4,522,033</u>	<u>4,199,054</u>	<u>3,758,245</u>
Net revenue over expenditures (expenditures over revenue)*	<u>\$2,230</u>	<u>(\$19,289)</u>	<u>\$27,957</u>
* Consists of:			
Program Surplus			
Charitable Surplus (deficit)	\$2,230	(\$19,289)	\$27,957

## OPERATING REVENUE





## OPERATING EXPENSES





## CONTACT

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