



AGM

2017-2018

Annual General Meeting



Thursday, June 28 2018

10 Bell Lane

Celebrating 40 Years!

ANNUAL GENERAL MEETING - AGENDA

June 28th 2018

10 Bell Lane

6:00pm

1.0 Call to Order — WELCOME TO THE ANNUAL GENERAL MEETING

Jim Steele, Chair of the Board of Directors

2.0 MINUTES OF AGM JUNE 2017

2.1 Motion to Accept Minutes

3.0 ANNUAL REPORTS

3.1 10 Bell Lane Resident Council Report

Anne O'Malley

3.2 Queen Street Tenant's Report

Karen Turvey

3.3 Colborne Street Tenant's Report

Doreen Fader

3.4 Marketing/Fundraising/Volunteer Report

Doug Hunt

3.5 Treasurer's Report

Nic Freeman

3.6 Financial Audited Statement

Nic Freeman/Millard's

3.7 Chair/Executive Director's Report

Sherry Kerr/Jim Steele

4.0 MOTION TO ACCEPT ANNUAL REPORTS

5.0 NEW BUSINESS

5.1 Motion Regarding Auditors

Nic Freeman

5.2 Nomination Committee Report

David Stapleton

5.3 Board of Directors 2018/19

Jim Steele

6.0 OTHER BUSINESS

6.1 Recognition of Retiring Directors

Jim Steele

7.0 CHAIRMAN'S REMARKS

Jim Steele

8.0 40TH ANNIVERSARY CELEBRATION

ANNUAL GENERAL MEETING - AGENDA

June 20th 2017

10 Bell Lane

5:30PM

1.0 Call to Order: WELCOME TO THE ANNUAL GENERAL MEETING – 5:29pm

David Stapleton, Chair of the Board of Directors

Regrets: Chris Daly, Rebecca Moffat-Vallée

2.0 MINUTES OF AGM JUNE 2016

MB: Danielle Benson **SB:** Eva Ricci

“THAT the minutes of the 2016/17 Annual General Meeting be approved”

CARRIED

MB: Danielle Benson **SB:** Eva Ricci

“THAT the minutes of the AGM 2016 be accepted.”

CARRIED

3.0 ANNUAL REPORTS

3.1 10 Bell Lane Resident Council Report - report attached

Anne O’Malley and Paul Sullivan delivered the report, which can be found in the 2016-17 Annual Report.

3.2 Queen Street Tenant’s Report – report attached

Karen Turvey read her report, which can be found in the 2016-17 Annual Report

3.3 Colborne Street Tenant’s Report – report attached

The report can be found in the 2015/16 Annual Report

3.4 Marketing/Fundraising/Volunteer Report – report attached

Doug Hunt delivered his report, which can be found in the 2016-17 Annual Report

3.5 Treasurer’s Report

In Chris Daly’s absence, Jim Steele reviewed the Treasurer’s report, highlighting that an increase in cost of living, and lack of additional funding from the LHIN, has resulted in a large deficit for the 2016-17 fiscal year. Going forward, the renegotiated mortgage rate should help to offset some of the operational costs.

MB: Jim Steele **SB:** Bonnie Noble

“THAT the 2017 AGM annual reports be accepted, as presented.”

CARRIED

3.7 Executive Director's/Chair's Report

David Stapleton delivered the report of the Board Chair/Executive Director, which can be found in the 2015/16 Annual Report.

4.0 MOTION TO ACCEPT ANNUAL REPORTS

MB: Jim Steele

SB: Bonnie Noble

"THAT the 2017 AGM annual reports be accepted, as presented."

CARRIED

5.0 NEW BUSINESS

5.1 Motion regarding Auditors – Jim Steele

MB: Jim Steele **SB:** Nic Freeman

"THAT Millard, Rouse, and Rosebrugh be appointed auditors for the 2017-18 fiscal year."

CARRIED

5.2 Nomination Committee Report

Margot Neill delivered the Nomination Committee Report, which can be found in the 2016-17 Annual Report.

MB: Margot Neil

SB: Jim Steele

"THAT the Nomination Committee Report, and elected Board of Directors be accepted, as presented."

CARRIED

6.0 OTHER BUSINESS

6.1 Recognition of Retiring Directors - David Stapleton

The end of the 2016-17 fiscal year marks the end of Margot Neill and Chris Daly's terms on the Board of Directors.

CHAIRMAN'S REMARKS

David Stapleton gave his final remarks before adjourning the meeting.

ADJOURNMENT – 6:00pm

Residents Council Report



Another year has come and gone. Many things have happened for us to report.

Renovations to the Green and Pink units were completed with new floors throughout and new bathroom vanities and fixtures.

Vacations last year included Wayne, Cathy and Lorne going to Camp Shalom. Maggie, Sue and Dean went to March of Dimes Camp. Several day excursions were enjoyed by all.

Our Bliss Club also had a busy year. Amanda, Robert and Paul served another term on the Blissymbolics Communication Institute Canada Board of Directors. Meetings were held in Toronto every other month. Dean and Derrin joined them to attend Bliss Study Group in Toronto. The winter was rough, so we attended some meetings via Zoom Conferencing on the internet. Amanda was nominated and elected to join the Board of Directors for Blissymbolics Communication International. She attends meetings on Zoom as they take place in Sweden. The Board is made up of people from many countries around the world. Robert, Paul, Amanda, Bonnie and Dean also attended the ICE Conference in October. Amanda and Paul assisted a gentleman from the University of California with writing his thesis on Communication and non-verbal people. Derrin worked on our latest project, developing a part of a BCIC pamphlet to tell people about our Bliss Club, and it is to be handed out at the ISAAC Conference in Australia this year.

Brantford Christian School came and joined us for entertainment and games on Valentine's Day. It was enjoyed by all and we hope to make it an annual event.

We had two major fundraisers for Residents' Council. Last summer we held a yard sale and this Christmas was our first annual Christmas Bazaar. Both were a success.

During our Provincial Election this year, the residents had an opportunity to meet with two of the candidates and ask questions. The meetings were successful and helped everyone make their own informed choice when it came to voting day.

Olga and Walter Kalynowysch, Chrissy's parents, have donated a "Mushroom" for the residents. It is used for positioning, relaxation and exercise. The resident council is purchasing a special wedge to be used with the mushroom so that all that wish to can have the opportunity to enjoy it.

The Council also decided to help our senior residents with transportation costs for out of town medical appointments.

On a sad note, we said farewell to our good friend Ian. We held a memorial service for him, with Randy MacKenzie officiating. We all miss him.

This ends our report and we look forward to another successful year at Participation Support Services.

Respectfully submitted,

Anne O'Malley — Senior Resident Care Counsellor

Queen Street Report



We spent the spring of 2017 seeing our tenants being carried up the stairwell of our apartment building by firemen (as our elevator was out of commission for 4 months)!

During that time we stayed at Brantwood's respite apartment (which was our pre-Queen Street home). Here we resided for 6 weeks. On July 7th, we then moved to the beautiful, vacant, Steadman Hospice. Here the ladies enjoyed the expansive, lovely building; the spectacular, serene walkways throughout the gardens, and the patios and decks! Oh... and Karen's favourite... The gazebo. We were sorry to leave it behind. On September 1st, once the elevator was repaired, we returned home to 40 Queen Street.

Throughout the year we found time to visit Ayr for a picnic, trail walk, and to feed the ducks. Then they got under the gazebo for a short while when a rain storm blew in, taking refuge with some Harley Riders!

We also visited Port Dover for hotdogs and french fries and a walk along the boardwalk.

Has anyone here been to the Tim Hortons museum in Hamilton? Did you know that there is one? Ask our girls about it! They went there last October and they enjoyed treats and some nostalgia!

Ladies, of course, love to shop, and our ladies all discovered that Len's Mill is a great place for much more than just yarn and fabric! The ladies enjoyed individual excursions as well as group trips, such as going to a Sanderson Center concert, Jazz Festival, Chili Fest, any other Harmony Square celebration, or a trip the Lavender farm by Waterford! Of course, what would summer be without someone attending a Blue Jays game... Karen went for the first time!

Port Dover Summer Playhouse is a regular monthly trip for Jacquie. Christine still cherishes her quiet moments in Steadman's outdoor meditative surroundings and watching the creation of the Labyrinth Peace Garden. Maybe a return trip this summer will be in the works to see the completed Peace Garden and visit some of the gardening friends we made last year!

Respectfully submitted by,

Marlene Demerling — Queen Street Support Worker

Colborne Street Report



The Tenants at Colborne St. had another great year.

This past year the tenants enjoyed learning how to take the Go Bus and Go Train to Toronto. Some trips they took there are: The Ripley's Aquarium, Blue Jays games, Wrestling, Toronto Maple Leafs' game, Couple of Concerts, Underground Shopping, Hamilton market and one tenant even travelled to Vaughn to meet up with a friend.

Other trips they enjoyed were African Lion Safari, Port Dover x3, Friendship Festival, Niagara on the Lake, Whispering Hearts, Pinehurst for BBQ, Grand River Cruise, Bare Naked Ladies, Jan Arden, Million Dollar Quartet and Elvis Tribute concerts.

Our Boston Pizza Fundraiser last year raised \$340.00 which helped us subsidize some of the trips and paid for entertainment for our Christmas Party.

We participated in the Random Acts of Kindness Day and assisted the Children's Aid Society with their Christmas Baskets again this year.

We very much appreciate the assistance we had from our 2 summer students and our 8 volunteers throughout the year.

Respectfully submitted by:

Doreen Fader — Colborne Street Supervisor

Fundraising Report



Participation Support Services continues to promote community awareness through creative fundraising events and projects. We are pleased to be able to partner with other not-for-profit organizations as we work together in creative ways to raise funds and awareness. We are pleased that our past year fundraising efforts has resulted in new refurbishment/renovation of the living quarters at our 10 Bell Lane location.

SPECIAL EVENTS

April

Putt for Me: We have been holding this indoor Mini Putt Tournament in partnership with MS Society annually for 10 years! We were delighted last April to have ten holes sponsored and ten registered foursomes! Thanks to David Hearn who donated two cases of his wine, Sweet Bakery for providing breakfast, and Strodes for providing lunch. Special thanks to Rob Nagy and Brant Mutual as our main sponsor and supporter.

May

Brantford Power BBQ and Raffle: Since 1999 Brantford Power has hosted a barbeque in memory of long time employee and past PSS Board member, Dan Ritchie. The Brantford Power BBQ has raised over \$80,000.00! We are pleased to have city-wide support through this fundraiser, organized annually by our good friends at Brantford Power.

August

Motorcycle Coffee Ride: In partnership with Canadian Mental Health Association, this event has grown over the past couple of years. With the support and the expertise of the Southern Cruiser Riding Club, we are becoming a major draw to area motorcycle enthusiasts. Special thanks to Starbucks and Brant Naval Veterans Association as our major sponsors and supporters, and of course, all our riders!

September

PSS Annual Golf Tournament: "The area's #1 Fun Tournament." While this event was created to raise funds, the goal of the event is to celebrate our supporters and make a fun tournament for them. It's a fun tournament for everyone and yet we still manage to raise over \$7000.00 each year! Now that's a hole in one for PSS!

Ghost Encounters: Next year will mark the 25th anniversary of Ghost Encounters. Tom Pate (owner of Brantwood Farms) continues to support this Halloween themed event. Andrew Pate (Tom's son) wasn't even born when we started this event and now, along with his father, helps us make Ghost Encounters one of the most popular October events in Brantford and area. Last October we were presented with a new challenge. Boundary changes put Brantwood Farms on City property. As a result, our present Haunted Barn did not meet fire regulation safety requirements. In order to continue we were fortunate to find another barn on Brantwood Farms property that the City approved, and in fact, it is much improved for our needs! I am glad to report that our new Haunted Barn is scarier and better than ever! Volunteers makes this event the great success it is, and we thank Volunteer Coordinator, Rick Stewart, and over 150 "Scare-Pro" volunteers for a wonderful job they do each year. We couldn't scare without them!

Annual Wheelchair Basketball: in Partnership with Brantwood Community Services and support from our main sponsor North Brantford- Canadian Pioneers, we have reached our capacity of 16 teams! Next year marks our 28th Annual Tournament! Special thanks to The Investors Group for helping organize this tournament and running our "Stationary Chair" fundraiser as well. The funds from this tournament keep rolling in!

Fundraising Report

Community Connections

It's important that we stay "connected" with our community. I am pleased to share a few of our community connections.

Brantford Sport Networking: Sponsored by Tourism Brantford, this monthly networking luncheon (and now also mornings and late afternoons) is held at various Brantford locations. It is a great opportunity to, of course, network with other not-for-profit organizations and share our own upcoming events.

Laurier University: We have continued to connect with students and staff at the Brantford Campus. This past year we have received two projects from Laurier Students in support of our new branding and equipment needs in our kitchen.

Brantford and Brant County High Schools: In the past year, I have had the privilege to represent Participation Support Services at many area Secondary Schools. Most of my involvement has been presenting awareness and volunteer opportunities to "career course" students. I also sit on the Grand Erie District School Board Accessibility Committee.

2018 Events

April 6 th	Putt for Me – Proceeds to PSS and M.S
April 24	Volunteer Appreciation – High Tea Open House at 255 Colborne
May 4 th	Jane's Walk with Brantwood Community Services (Accessibility Awareness)
May 5 th	Bell City Motorworks Grand Opening—Proceeds to PSS
May 12 th	Celtic Music Night — Proceeds to PSS
May 17 th	Brantford Power Raffle & BB-Q — Proceeds to PSS
May 28 th	Boston Pizza Night — Proceeds to PSS
June 2 nd	Bikes & Blues Dance — Proceeds to PSS
August 11 th	Coffee Run – Bike Ride — Proceeds to PSS and C.M.H.A.
September 8 th	Burford Golf Links Golf Tournament - Proceeds to PSS
September 29 th & 30 th	Participation Support Services — Annual Soft Ball Tournament
October (19,20,26,27)	Ghost Encounters at Brantwood Farms

Respectfully submitted,

Doug Hunt — Director of Fundraising, Marketing and Volunteer Services

Treasurer's Report



Several pressures were felt this fiscal year with continued increases in the cost of living, the impact of a 0% base increase from the funder and particularly Bill 148.

The Finance Committee and the Board paid very close attention to the financial reality of the organization throughout the year.

Several concerns were outlined in a presentation to the HNHB LHIN including unmatched targets, the effect of Bill 148 and labour negotiations.

Participation Support Services ended the year with a small deficit after several measures taken by Management throughout the year to find efficiencies.

Management staff were directed to analyze all areas of spending and to find efficiencies. In September, reductions in staff in all programs were necessary to offset a predicted deficit. These reductions were carefully planned to ensure client safety and quality of care were maintained. Within the Outreach program, analysis of travel patterns was also scrutinized to ensure efficiencies in staff schedules corresponding to routes of travel.

The introduction of the Seniors at Home program also allowed further efficiencies in front line staff due to program capacity. As well, last minute support from the Ministry of Health and Long-Term Care to offset the costs of Bill 148 was very welcomed.

Participation House was notified that the long-standing contract with the Brant Community Health Care System to provide financial and payroll functions would cease at the end of the fiscal year. An RFP was issued to find a new vendor for these services. North Hamilton Community Health Centre was the successful bidder. As we finalize the 2017-18 fiscal year the Board and staff would like to thank the Brant Community Health Care System for all their professional support and cooperation over the years. We look forward to the new relationship with North Hamilton Community Health Centre.

Respectfully submitted by:

Nic Freeman - Treasurer


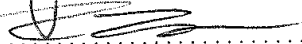
Statement of Financial Position

PARTICIPATION HOUSE BRANTFORD

STATEMENT OF FINANCIAL POSITION

As At March 31	2018	2017
ASSETS		
Current Assets		
Cash and bank	558,305	665,711
Unrestricted short term investments (Note 4)	121,770	123,079
Residents' funds	47,956	60,481
Accounts receivable	54,009	35,977
HST recoverable	39,792	84,797
Prepaid expenses	15,179	4,108
	837,011	974,153
Restricted Assets		
Restricted lottery funds (Note 3)	33,294	26,239
	870,305	1,000,392
Restricted Short Term Investments (Note 4)	96,497	91,647
Capital Assets (Note 5)	443,587	482,280
	1,410,389	1,574,319
LIABILITIES		
Current Liabilities		
Accounts payable and accrued liabilities	368,437	451,930
Government payables	94,269	111,825
Residents' funds	47,956	60,481
Current portion of long term liabilities (Note 6)	27,073	28,059
	537,735	652,295
Deferred Contributions (Note 10)	341,189	363,713
Long Term Liabilities (Note 6)	310,048	335,271
	1,188,972	1,351,279
NET ASSETS (Page 5)		
Externally Restricted (Note 7)	96,497	91,647
Unrestricted	124,920	131,393
	221,417	223,040
	1,410,389	1,574,319

Approved on behalf of the Board of Directors

 Director
 Director

Board Chair/ Executive Director Report



Participation House Brantford took a significant step this year to engage the community in understanding the breadth and scope of the services provided.

A communication audit of Participation House Brantford was completed, and it was discovered that, although Participation House Brantford had a very good reputation, most people thought Participation House Brantford was only the 'house' at 10 Bell Lane.

To educate the community on the variety of services offered, Participation House Brantford 're-branded' itself to Participation Support Services with a new logo and slogan.

"Your care, your home, your way" – is exactly what Participation Support Services does. Regardless of where someone calls home – 10 Bell Lane, 255 Colborne Street, Brant/Lorne Towers, or whatever your address is, our focus is to provide your care, in your home, in a way that suits you. Participation Support Services strives to support clients to be as independent as possible for as long as possible in their home.

This year Participation Support Services offered personal supports and services to over 350 people within the community. These services were offered to people with physical disabilities, people with complex care needs and seniors throughout the Brant/Brantford community.

The name changes sparked interest and discussion around the community which evolved into a better understanding of Participation Support Service's vital role in the local health care system.

Other community engagement efforts include joining the HNHB LHIN Sub-Region Anchor Table. This table consists of many local health, social, municipal and educational professionals working together to make a difference in the social economic health of the community. The key areas of focus are a Drug Strategy and the Health Links model of care.

Participation Support Services also offers expertise to the Healthy Brantford Community Task Force and the Grand River Healthy Communities task force.

The 10 Bell Lane site is celebrating 40 years of providing a home to many individuals with physical disabilities. On-going summer renovations at the 10 Bell Lane site were finally completed in the residential units in the fall. Funds to complete these renovations were made available through community partners such as Brantford Power, the Elsie and Lorne Hankinson Foundation, the Brant Community Foundation, and the HNHB LHIN. The residents are thrilled with the make over!

In January of 2018 Participation Support Services began the first Senior's Supportive Housing in Brantford. The Ministry of Health and Long-Term Care and the HNHB LHIN provided both support dollars and rent subsidy dollars for 8 Seniors who were in hospital, who did not require acute care but did require affordable housing and support services in the community.

With the growth of programs, especially the community programs, Participation Support Services investigated technology that would allow the community staff a more effective and efficient way to communicate client health and well being, as well as manage their schedules. A mobile system was purchased and the days of staff filling out paper work will be gone as we move into this fiscal year.

Respectfully submitted by:

Jim Steele – Chair

Sherry Kerr – Executive Director

Nominating Committee



Best practices in Governance requires set terms of office and a constant turn over within the Board of Directors.

Participation Support Services would like to thank both Lesleigh Elgie and Eva Ricci for their 2, 3-year terms of the Board of Directors.

Lesleigh joined the Board as a student at Laurier University. Lesleigh chaired the Quality Committee for several years and was always a very active and dedicated Board Member. Lesleigh currently works at Lansdowne Children's Centre. Her first-hand knowledge of issues facing individuals with physical disabilities and her educational background in Human Resources was very valuable to the Board.

Eva Ricci joined the Board, inspired by volunteering for the organization in previous years. Eva was a member of the Finance Committee, which is a very active Committee. Eva's experience in marketing and fundraising was also very beneficial to Participation Support Services. Eva actively joined us at many fundraising events.

We thank both Lesleigh and Eva for their dedication and committeemen wish them the best.

The Governance Committee has nominated two individuals for the Board of Director's for a 3-year term, 2018-2021.

Mr. Dev Lall is a local business man whose business takes him around the world. He is a Board member of a local condominium corporation and has been involved in many local organizations such as the Rotary Club. Dev's business experience will be valuable to the Board of Directors.

Ms. Emily Weir recently graduated University and has returned home to start her career. Emily, as a care giver to her father, who is a quadriplegic, has a unique interest in Participation Support Services. Emily is actively involved in Light a Smile Foundation, a local foundation that supports youth who have had significant challenges in their lives. We look forward to Emily's passion for supporting people with challenges and limitations at the Board table.

The Governance Committee is also pleased to report that Dr. John Huigenbos has agreed to be nominated for a second, three-year term.

Respectfully submitted by:

David Stapleton – Chair, Governance Committee

Board of Directors 2018/19



The Board of Director's Chair, Jim Steele, is pleased to present the following slate of Directors for the 2018-19 year:

1st Term – 3-year Nomination:

Mr. Dev Lall

Ms. Emily Weir

2nd Term – 3-year Nomination:

Dr. John Huigenbos

Remaining Board Members:

Mr. Jim Steele

Mr. Nic Freeman

Mr. Don Archi

Ms. Bonnie Noble

Ms. Danielle Benson

Mr. Rob Nagy

Ms. Rebecca Moffat-Vallee

Rev. Randy Mackenzie

Mr. David Stapleton