



18th Annual General Meeting
June 13th, 2016

April 01, 2015
to
March 31, 2016

**Community Inclusions Ltd.
18th Annual General Meeting
Wednesday June 13th, 2016
Ecole Pierre- Chaisson (Deblois)**

6:00pm Meal

7:00pm Business Meeting

1. Welcome - *Adam Arsenault, Master of Ceremonies*
2. Moment of Silence
3. Approval of Agenda
4. Minutes from 2015 Annual Meeting
5. Chairperson's Report
6. Staff Reports
7. Presentation of the Financial and Auditor's Report
8. New Business
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9. Nominating Report
10. Presentations - Annual Pioneer Award
11. Adjournment of Meeting

7:45pm

Presentations by

- *Wayne Oulton: Maple House Centre\Maple House Bakery & Café*
- *David Baglole: Tenant, O'Leary Apartments*

Community Inclusions Ltd.
17th Annual General Meeting,
Ecole Pierre-Chaisson (Deblois)
June 10th, 2015

Board Members Present: Kevin, Raeanne, Maurice, Julie, Lynn, Audrey, Shirley

Regrets:

Raeanne Adams welcomed Staff, Clients, Parents & Guardians to the 17th Annual General Meeting of Community Inclusions Ltd. A moment of silence was taken for members who are no longer with us.

Agenda

Jackie Charchuk motioned for the approval of the agenda, seconded by Shirley Phillips.

Minutes of Last Meeting

Lynn Jones reviewed the Minutes from the 2014 AGM. No errors or omissions.

Raeanne Adams motioned for the approval of the 2014 AGM Minutes and Audrey Greenan seconded the motion. Motion Approved.

Chairperson, Executive Director & Staff Reports

Raeanne Adams, Chairperson and Kevin Porter, Executive Director presented their yearly reports.

Site Managers; Deanna Keough, Nancy Doucette and Ethel Ellsworth also addressed their yearly reports. Natalie Horne-Gallant of the Employment Division spoke in regards to her report.

Presentation of the Financial and Auditor's Report

Sharon O'Halloran shared the Financial & Auditors Report for Community Inclusions Ltd. for the fiscal year April 1, 2014 - March 31, 2015.

Deanna Keough motioned to approval the Financial Reports and the yearly Site Reports; Ethel Ellsworth seconded this motion. Motion approved.

Board of Directors (2015-2016)

Julie Smith read the following Nominating report for the new Board of Community Inclusions Ltd:

Maurice Poirier	2016
Heidi Mallet	2016
Youth Rep	2016
Julie Smith	2017
Lynn Jones	2017
Audrey Greenan	2017

Shirley Phillips	2018
Dan MacDonald	2018
Vacancy	2018

*Ethel Ellsworth motioned for the approval of the 2015-16 Election for Board of Directors.
Natalie Horne-Gallant seconded this motion.*

Presentations

Maurice Porier spoke on the local fund-raising group, Win 4 All. Maurice preceded to explain the process of signing up with this 50/50 draw and thanked the group for their partnership & donations to Community Inclusions over the past year.

Raeanne Adams presented Jackie and George Charchuk with the Annual Pioneer Award.

Retiring Board Chairperson, Raeanne Adams was presented with a plaque for her time served on the Board of Community Inclusions.

Other Presentations by:

Natalie Horne-Gallant introduced a video clip that was viewed by the crowd; the video was filmed a “A Day in the life of a Community Inclusions Client”.

Business Meeting Adjourned

Community Inclusions Board of Directors 2015-16 Annual Report

It is my pleasure on behalf of the Board of Directors of Community Inclusions to present the 2015-2016 Annual Report.

This past year has been once again a year of managing the challenges of fiscal responsibility while continuing to grow the organization. Through the various partnerships Community Inclusions has with the Federal, Provincial and Municipal governments, it has had a very productive year.

Highlights of the year include:

Negotiating a new contract with UPSE (Union of Public Sector Employees). Community Inclusions was successful in negotiating a new contract with the help of HR Associates. The negotiations were recently ratified and the new contract addressed the concerns of CI as well as the staff. It is important to note that an agreement was reached while negotiating in good faith and that it was not necessary to go through an arbitration process. This demonstrates the healthy relationship that exists between the staff and management at CI.

Another significant accomplishment during this past year was the opening of the Maple House Centre which includes the bakery and café at the former liquor store location in O'Leary. This project was a major undertaking but the Board realized the importance of moving the centre to its new location as the former building no longer was adequate to meet the needs of our clients. The project involved partnerships with the Federal government through ACOA, the Provincial government and the community of O'Leary. At this time, I would like to thank Brenda Profit who worked closely with our Executive Director, Kevin Porter to help make the project a reality and bring it to fruition. I would also like to thank our local MLAs, Robbie Henderson, Paula Biggar, Pat Murphy and Hal Perry who helped us lobby government for the necessary funds. Kevin also needs to be thanked for his hard work and dedication in overseeing the project and ensuring it would meet the expectations of the Board, the Staff the Community of O'Leary and of course the clients who work there every day. Just a note on the Maple House bakery and Café...I would strongly recommend that you visit it as it offers a wonderful menu and a pleasant atmosphere to enjoy a healthy meal with friends or family members. One final positive note on the Maple House Centre is its potential to create meaningful employment for some of our clients.

During the past year, I had the opportunity to visit all of the different work sites operated by Community Inclusions. During these visits, Kevin and I discussed some of the renovations required to maintain these buildings. We also visited a vacant Federal Surplus Property in Tignish to begin planning a project that would help meet the growing demands for housing in the area as was determined by the internal survey conducted by CI.

During the year the Board has met on a monthly basis to provide direction to management of CI. The fiscal challenges are always very real and despite the small increases to our core funding (which is much appreciated), the organization is still trying to recover from previous cuts and status quo funding during 2014-2015. However, we are hopeful that funding will be forthcoming for the property in Tignish and we are confident that CI will continue to provide services of exceptional quality to our clients.

At this time I wish to acknowledge several groups or individuals who help make CI the wonderful organization that it is. Community partners such as Transportation West, Win For All, Association for Community Living, The Hope Centre in Alberton, Local Co-ops in Tignish and O'Leary and Independent Grocery Stores, local Credit Unions, Rotary Club, Lions Club, Schools, and various employers...we truly value the partnerships we have with each and every one of you. The Staff, families and clients need to be commended for the positive relationships that have been developed over the years. Tonight, the Board would like to acknowledge the dedication and commitment of the staffs at Alberton House, Tignish Group Home, Tignish Workshop, Maple House Centre, the Employment Unit and the office administrative staff that would include Jamie Martin, and just recently Hannah Mackenzie. Under the strong leadership of your Executive Director, Kevin Porter, I am confident CI will continue to prosper and grow as he is always seeking new and creative ways to meet the needs of the clients we serve. I also wish to recognize the work done by your Board of Directors who provide guidance and insight to management and staff. These people are Shirly Phillips, Audrey Greenan, Heidi Mallet, Julie Smith, Dan MacDonlad, Austin Luxton and we would like to welcome Heather Cameron who has agreed to become a director for the Board. To conclude, I would like to thank you for allowing me the opportunity to serve as Chair of your Board of Directors. It has been a very rewarding experience and I am excited about the future of Community Inclusions. Thank you

Executive Director's 2015-16 Annual Report

March 31, 2016 marked the ending of Community Inclusions 18th year in service. This year's Annual General Meeting is an opportunity to reflect on the past year, and also to look to the present and plan for the future.

Financial

The organization current Collective Agreement with UPSE expired, a new agreement was reached late summer and signed in the fall of 2015.

General items of note:

- ✓ The major renovation for the new location for the Maple House Centre received funding from Skills PEI, ACOA (Atlantic Canada Opportunities Agency) and the Province of PEI. Funding for the project totaled close to \$320,000.00. Community Inclusions took out a small mortgage as their commitment to the project.
- ✓ Monies brought in by the expanded bakery, this now includes a café will help alleviate some of the financial stress experienced by the organization, however more work is needed to address the dollars received from the Department of Family and Human Services to fund core services of the organization.
- ✓ Once again this year Community Inclusions benefitted from the hard work by the O'Leary Lion's Club. They again donated to the organization.
- ✓ For the ninth consecutive year Community Inclusions had a signed contract with the province (Department of Family and Human Services) to deliver its services.
- ✓ The Tignish Normalization Cooperative continued to support Community Inclusions, they cost shared in maintenance projects at the Tignish Training Centre.
- ✓ The O'Leary Association for Community Living continued to support the organization with a donation to the the Maple House Centre.
- ✓ West Prince Ventures continued to involve the Maple House Bakery via their Annual CBDC Day.
- ✓ The 2015-16 year continued to be challenging with regards to our financials. We were very appreciative of the extra one-time funding received from the department. We certainly hope that long-term funding stability can be accomplished in the coming year.
- ✓ The organization continued to benefit from its involvement with Sharon O'Halloran's Accounting Services. Sharon's office was once again contracted to do the 2015-16 Audit. Sharon and her staff also made themselves accessible during the year.

- ✓ Community Inclusions is one of the recipients of dollars raised through the Western Region Sport Council's Win4All Fund-raiser. The council uses Community Inclusions facilities to tabulate their weekly results.
- ✓ Throughout the year we received various donations from families and other sources. We are very thankful for this support.

Administrative

2015-16 was another busy year as far as administrative work.

Community Inclusions continued to work with the Department of Family and Human Services. Quarterly Statistics were regularly submitted to the department. The organization met with the Department and other like NGOs to discuss a plan for enhanced Residential Monitoring. It is hoped that this plan will become a reality for the 16-17 year.

Of important note, the last time the organization added to its Organizational Infrastructure was in the fall of 2002 with the addition of a Administrative Assistant.

Since that time Community Inclusions has grown every year. So with that growth there will be a need to address the pressure this creates for administration. We were able to access various programming dollars to hire temporary support for our Administrative Assistant. We had extra administrative help one day per week. We are hopeful that this will turn into a long-term position.

General items of note:

- ✓ Web Site that is updated on a bi-yearly basis: www.communityinclusions.com. This was a great way for people to get a nice snapshot of the the organization, complete with downloadable resources.
- ✓ Our Facebook Page has continued to grow. Community Inclusions Ltd is the site name. As of March 31 we had close to 550 likes. The goal was to continue to build this audience as it is an economical way to talk about and advertise the various goings on of Community Inclusions. Many other groups and organizations used this over the past year.

Staffing

Staff at Community Inclusions continued to do their jobs at a high level. Of importance, as the needs of the organizations client's continue to change, there will be an ever increasing need for staff to receive more formalized training to help them better serve those needs.

General items of note:

- ✓ Nicole McInnis completed a temporary position at the Maple House Centre.
- ✓ Nancy Doucette took a second leave from her Site Manager Position at the Maple House Centre.
- ✓ Community Inclusions benefitted from various project funding initiatives. Temporary staff were hired through: the Employment Development Agency, the Rural Jobs Initiative Summer Student Placements through the Federal and Provincial Governments. On the Job Placements came from Career Bridges, through the Resident Care Worker Program and Human Services Program from Holland College.
- ✓ Regular Management Meetings.
- ✓ Safety Committee Meeting were held. The organization is in the midst of developing an Emergency Plan for the entire organization.
- ✓ Staff were re-certified in the Mandt System Training. Related to this, Nancy Arsenault was re-certified as the Mandt Trainer for the organization.
- ✓ Staff took part in the organization's Annual Staff Fun Day.
- ✓ Staff gatherings included dinner at Hazzards in Bloomfield for the Christmas Party. Of note staff at Community Inclusions once again adopted a family for Christmas. A night out at the Wind and Reef Restaurant in North Cape.
- ✓ Staff participated in various other training related to the field.

Programming

The Site Manager's\ Employment Unit Reports cover the main points related to programming and employment. Please read them to hear about all of the happenings over the past year. Nearly every aspect of Community Inclusions planning\programming, and the support we provide, comes from solid, well thought out Case Plans.

Case Plans are reviewed annually and are adjusted according to various staff input and plan outcomes.

General items of note:

- ✓ New clients to the organization have continued to apply for our service through the Disability Support Program. This has allowed a much more seamless transition for new clients to the organization and also has created employment opportunities for additional staff.
- ✓ The organization continues to benefit from being involved with the Transitions Team at Westisle High School.
- ✓ Meetings held with other like-organizations (Non-governmental Organizations). This was an excellent opportunity to share information and exchange ideas regarding similar topics and issues.
- ✓ Community Inclusions completed renovations at the former O'Leary Liquor Store. Phase 1 was completed in June with Phase 2 being complete in January of 2016. Staff moved in to the new site mid January, the bakery component opened a few weeks later with the newly added café opening the end of February. Early indications are that it has been very well received in the community and by staff and clients at Maple House.

Housing

Alberton House is in it's sixth year of operation, it continued to operate at full capacity, while the respite room at the house was occupied on a regular basis.

The O'Leary Apartments operated much of the year with five residents, at one point it had six.

General items of note

- ✓ Alberton House and the O'Leary Apartments have continued to alleviate some of the pressure related to housing for our population. Also the organization's Alternate Living Placement Program (individuals in room and board situations, or living more formally with Associate Families) continues to operate. It is hoped that in the upcoming year that this program can be revamped as to recruit more families and the create more awareness around the need for ALP.
- ✓ There is still a need for more housing in the region. Especially as it relates to housing for those individuals requiring a greater level of care, be it physical\personal care, or additional behavioral supports. In a recent survey a total of 23 persons responded with 10 of these names being forwarded to the Department of Family and Human Services. Long term planning is needed for this more complex group of individuals.

- ✓ On April 1 of 2015, Community Inclusions acquired a former RCMP Home in Tignish. It is an eight year old three-bedroom bungalow. The budget for this home to become operational were submitted to the province in November of 2015. To date the home is still vacant.

Closing Remarks

Thank you to all the various organizations and individuals who continued to support the work of Community Inclusions. Also thanks to the Provincial Department Family and Human Services for their ongoing support this past year.

A big thank you as well to the Atlantic Canadian Opportunities Agency, Skills PEI and the Province of PEI for being major funders for the project to fund the renovations at Maple House.

Thanks to all of the Community Inclusion's staff for continued hard work and dedication. Special thanks to Jamie Martin the organization's Administrative Assistant. Also thanks to Irene Coughlin who helped assisted Jamie throughout the year. Hannah MacKenzie also provided some help through a placement from the local Holland College.

Thanks also to the Management Team for their valued input.

To all of the individuals who participate in our various services, thank you, our mandate is built around meeting each one of your needs. It has been a pleasure working with you to help reach your goals this past year.

Thanks to the Board of Directors for all of their support and guidance this past year and in particular Chairperson Maurice Poirier. Community Inclusions is lucky to have such a dedicated group of volunteers guiding the organization. To those Board Members who are remaining, and for those just coming into the fold, I look forward to working with you during the coming year.

Respectfully,

Kevin Porter
Executive Director

Residential Services Coordinator 2015-16 Annual Report

Residential Resource/Alternate Living Program

Following are the highlights of residential support for the year of 2015-16:

- ▶ Several meetings were held with individuals, families/advocates, Disability Support Program Workers, Financial Assistance Workers, School Transition Team to prepare applicants for independent apartment living, supervised living, community living, and respite care.
- ▶ We received and followed up on several applications from individuals with complex needs. At this time we do not have the resources to meet the demand for most mental health and behavioral care issues.
- ▶ The Department of Family and Human Services requested profiles on individuals with complex needs who responded to the survey that was done a year ago. Ten profiles were prepared and forwarded to the dept.
- ▶ We continued to communicate with Sherwood Home, Health PEI, and family members to evaluate the progress of a young man who moved to Tignish Residence from Sherwood Home. Due to the positive outcome, his one on one hours were decreased to six hours a week, to be used on weekends.
- ▶ A resident from Tignish Residence moved to Margaret Stewart Ellis Home due to progressive mobility issues which posed safety risks to himself and staff.
- ▶ Residential supports were provided to 26 individuals over the past year as follows: Tignish Residence 4, Alberton House 8 (4 apt living, 4 assisted), O'Leary Apartments 6 tenants, 6 individuals for respite care and two people living in associate homes.
- ▶ One individual who requires 24 hour nursing care moved from his associate home to Maple Wood Manor.

Supports included:

- Associate Families
- Supported Residence in Tignish.

- Supported apartments and assisted living in Alberton
 - Independent Living Apartments in O’Leary
 - Individual assessments
 - Advocating for one on one support
-
- Assisting families with emergency and extended respite care
 - Referrals from other agencies
 - Family Case Conferences
 - Transitional residential planning from school to community
- ▶ Case conferences and ongoing monitoring is performed to support clients and care providers to identify unmet needs, set goals, and implement supports to ensure positive outcomes.

Tignish Residence

- ▶ The residence located in the Community of Tignish provides a comfortable, inclusive environment to four individuals who reside on a permanent basis. Each resident has an active case plan that staff work with to assist with individuals with goals and objectives.
- ▶ One resident moved out after living at Tignish Residence for more than twenty years.
- ▶ One resident celebrated his 55th birthday with family, staff and residents.
- ▶ Social/Recreational activities include: ACL dances and camping, weekly bowling, shopping trips, and the Annual Provincial Special Olympics Bowling Championships in Charlottetown. Not all residents participated in all of the above since we strive to meet individual choices.
- ▶ Staffing consist of four full time permanent workers. The service operates 24 hours a day, 7 days a week with a shift model of four days on and four days off.
- ▶ CMHC did their five year inspection and will follow up with repairs and maintenance.

Alberton House

- ▶ In July we will be celebrating seven years of operation to eight adults who live very individual lives. There are two apartments with two people sharing each apartment and four rooms for people who require extra support and one respite room.

- ▶ Residents lead a busy life with their individual daily life skills programs, jobs and social activities. Every six weeks residents spend the weekend and quality time with their family.
- ▶ Involvements include: Special Olympic Bowling and Track & Field, Tignish Association for Community Living dances and camping, meal at Wind and Reef Restaurant. **Other:** Anne and Gilbert, Brothers Two Dinner Theater, Evangline Musical, movies, shopping trips, barbecue hosted by Gordon's family, musicians entertaining at the house.
- ▶ One resident celebrated her 50th at St Felix Community Center, hosted by family.
- ▶ Parents/families are very involved in the lives of their family members and we certainly appreciate their participation and open lines of communication.
- ▶ In June one resident moved to her own apartment and is living independently.
- ▶ One tenant moved in August 1, 2015.

O'Leary Apartments

- ▶ Currently there are five tenants
- ▶ One tenant moved out.
- ▶ Two tenants moved in.
- ▶ For a period of four months two tenants shared an apartment.

Respite

- ▶ We provided a total of **58 days** of respite care at Alberton House.

Other

- ▶ We hosted and completed evaluations for OJT students from Holland College Resident Care Program, and Holland College Human Services Program.

Staff Development included:

- Health and Safety Workshop
- Mandt Review

- Information meeting on Transitional Lift Repositioning
- Staff breakfast, fun day
- Monthly staff meetings
- Management meetings

Thanks

- ▶ Special thanks to all whom we worked with over the past year to promote inclusion, in particular, individuals and families, for your communication and on going partnership to move forward and assist with individual goals.
- ▶ Sincere thanks to the staff for your dedication, commitment and team work to support the needs of residents to have a meaningful life. You are to be commended for the excellent care that you provide along with the ability to build individual healthy relationships based on respect and acceptance.
- ▶ Thank You to Community Inclusions Board of Directors and Executive Director, Kevin Porter for your leadership and direction to motivate and inspire us to live up to the vision of **“Inclusion for All.**

Quote:

“Diversity is one true thing we all have in common. Celebrate it every day.”

Respectfully Submitted,

Ethel Ellsworth
Residential Services Coordinator

Nancy Arsenault
Residential Services Coordinator
Temporary (June 2015 to January 2016)

Tignish Training Centre 2015-16 Annual Report

COMMUNITY INVOLVEMENT/ EMPLOYMENT

Clients are employed with the Tignish Parish Center and Tignish Co-op.

Clients went to Special Olympics Bowling (5-Pin Championships) in Charlottetown in May.

Clients took part in Canada Career Week with our Employment Unit. This happened in October.

Clients and staff have worked hard together to maintain and enhance existing programs, and to keep and expand involvement in the community.

Natalie Horne Gallant Employment Counselor, Melissa Shaw Assistant Employment Counselor and Job Coach have worked with staff to help provide many skills, training sessions and supports to our clients in finding employment. They also helped us with sessions regarding to life skills and pre-employment skills. A big thanks to all for your hard work and dedication to our clients.

Clients attended outings with Tignish Association of Community Living such as dances, bingo and camping. Great for our clients to be able to have a great program to access.

Clients help pick out flowers and make a wonderful flower bed in front of our building.

Clients take turns doing groceries/ picking up mail.

We have clients who volunteer at Tignish Co-op Seniors Home and Tignish Medical Center Bargain Nook .

Clients with staff assistance helped serve a seven course meal at the Deblois School for PEI Association for Community Living Gala Supper.

CENTRE BASED

Darbie Oliver was our Summer Student, she did activities with clients and cut grass and painting.

We had Holland Collage Students in doing their On the Job Placements. Clients really enjoying having new people come in.

Clients continue doing the 50/50 draw for the Tignish Credit Union Arena. We counted money, removed stickers from toonies and drew the number and did up deposit slips on a weekly basis.

We have had up to 15 clients attend our day services, some full time and others part time .

Tignish Fire Dept. came in to do a session on Fire Safety and gave us a tour of the trucks and how things work during Fire Prevention Week.

Over the year we celebrate clients birthdays with a cake and a favourite meal.

Thanks to clients Gordon and Billy for keeping the grass trimmed and yard tidy

Over the winter we have participated in GO PEI Challenges.

Clients prepare take out packets for Shirley's Café .

Workshop-based activities included client/staff meetings and educational videos. Clients are responsible for the planning, shopping and preparing of meals as well as keeping the workshop clean and tidy inside /out. Clients also work on computer, math, and reading skills.

Staff have done a variety of sessions over the past year. For example: Fire Safety including the use of 911, Healthy Food Choices, Respecting Others and our own version of Burger Love.

RECREATION

Over the winter months clients participated in three mornings a week in a three mile walk exercise and snow shoeing. During the summer we do outside activities when weather permitted.

During summer months clients and staff walk on the confederation trails or the beach.

Some clients go for daily walks when weather is permitted.

Clients love the Wii Gaming System, it got them up and moving. They loved Just Dance and Wii Sports both great for rainy days.

STAFFING

We have two full-time staff supporting clients

Various One on One Supports totalling 52.5 hours a week in supports.

Staff Christmas party was held Deblois French School. Thanks to Heidi Butler for planning the staff evening at Wind and Reef Restaurant.

Over the year we have had individuals from the Holland College Residential Care Worker Program in to Job Shadow.

Monthly Management Meetings were held so staff could work on staff development days, family meetings, health and safety, case plans, etc. These meetings are beneficial in creating staff relationships, staff support and ensuring accountability within our organization.

Staff training and professional development days consisted of Safety Meetings and the Annual Staff Breakfast held at Tignish Training Centre. Activities were done by the centre staff. Mandt. Training recertification was carried out.

Thank you to Community Inclusions Board of Directors and Kevin Porter for leadership, direction and support throughout the year and I look forward to working with you in the coming year.

A special thanks to all staff for your commitment, support and dedication throughout the year.

Respectfully Submitted,

Deanna Keough
Site Manager
Tignish Training Centre

Maple House Division 2015-16 Annual Report

In total we had eighteen individuals receiving service at the Maple House Centre on a regular basis. Some individuals attended full-time, some part-time and some individuals attend one to two days weekly. Our individuals ranged from high school transition to senior population.

Sessions

Sessions held through the year for individuals to take part in :

- Problem Solving
- Respect
- Positive Attitudes
- Relationships
- Hygiene
- Work Place Safety

Clients on a daily basis worked and helped out in the bakery, this included: packaging product, baking cookies, washing dishes, cleaning the bread machine and making peanut butter balls. When the café opened they also helped there.

Community Access & Involvement

Rebecca Carragher continues to clean twice weekly at the Fire Hall in O’leary

Clients and staff clean weekly at our main office building.

Clients along with bakery staff deliver products to the O’Leary Co-op, Foodland and Brennan’s Kwik-way in O’Leary.

We stopped delivering to the Kwik-way in April because a lot of product was coming back. This was mainly due to the new location of the Maple House Bakery and Cafe.

Grocery shopping was done weekly by the support staff and clients. Clients also took part in creating their weekly menu each week.

Some of our individuals were supported by our Employment Unit’s Odd Jobs Crew

Clients still had a big part in making peanut butter balls each week to fill Jack’s Meats Order, the O’Leary Co-op order and for our own shelf here at Maple House.

Maple House Bakery and Cafe took part in O'leary Christmas Weekend Friday evening and Saturday morning.

Full time staff took individuals Christmas shopping to buy their loved ones a present if they chose to.

Maple House moved to our new location at 76 Ellis Ave on January 18, 2016. Staff and clients were very excited to get settled in our new building.

The Tignish Association of Community Living came in during the month of January to hold a late Christmas Party for our clients. They had entertainment and brought in lunch and a little present for each of our individuals. Everyone enjoys this and looks forward to it each and every year. Thank you to the ACL

As of February 2016, all clients now travel with Transportation West. School busses no longer transport any of our clients due to insurance reasons.

CAFÉ

Café opened its doors on Feb 29/16 for our first day of business.

Compass was in to do a story and interview staff and clients about our new café. All were very excited and waited to see themselves on the news.

Nicole McInnis and myself (Laurie Ann) continued to work in the café until staff were hired, trained and ready to serve our customers.

Café sales were strong, we saw lots of new faces and customers daily. We have received a lot of positive feed back from them and the community in general. We are serving three to four daily specials each week and a full breakfast menu as well.

Staff and clients help out with café duties such as peeling vegetables, cleaning, garbage disposal, organizing stock room, putting ADL and KAYS orders away, stocking pop cooler etc. Clients are really enjoying helping out in every way for our new Café.

Bakery

Amanda Tuplin was hired as the Temporary Manager for the bakery, Welcome Amanda

We have two full-time staff in the bakery: Amanda Tuplin & Judy Gallant. Judy Bryan and Arlene Gallant are casual relief for the bakery.

On October 14th Maple House had to move clients to our main office building. Our road was closed due to maintenance on the sewer system.

Our bakery remained open and running but this really affected our bakery sales as customers could not get into the Maple House unless they parked and walked from our main road. This lasted for two weeks until the road was done.

Joannie Hackett & Donna Bernard were also casual relief workers for bakery.

The bakery has been very busy over Christmas with sweets and meat pie orders going out to our customers.

Staffing & Staff Training

There continues to be three full-time Community Support Staff in the building. We have several one on one support staff that work with individuals in our centre.

Melissa Arsenault returned to work in March 2016 after a year's maternity leave. Welcome back Melissa

Staff attended MANDT Training June 19/15.

Nicole McInnis and myself attended a workshop on March 30/16 "entitled " **Maximizing the profit potential of your business**".

Nicole McInnis and Amanda Tuplin attended the ADL Show at the Credit Union Place on April 20/16.

In closing I would like to thank all staff & clients at Maple House Bakery & Café for all their hard work, team-work and commitment over the past year during the positive changes here at the Maple House.

I would like to personally thank Kevin Porter our Executive Director, for all his help each and every day, and his support over the past year.

To the Board of Birectors, all of your behind the scenes work is what makes it possible, Thank you all.

Submitted by

Laurie Ann Waite

Employment Counselor 2015-16 Annual Report

Staffing

The Employment Services Program has two full-time staff. Natalie Horne-Gallant is the Employment Counselor and Melissa Shaw is the Assistant Employment Counselor. We have had various staff assist during the year when it was busy.

Clients

The caseload continues to grow and change in our service. We have new people coming in, clients finding employment, as well as, others moving to more central locations. We currently have 35 active clients on our caseload.

Transitions

In the Spring of 2016 we attended two High School Transition Meetings. One student will be graduating from Grade 12 and the other is in Grade 11. This year staff attended the Community Access Expo at Three Oakes Senior High school. Staff also participate in family expos throughout the year.

Training

Canada Career Week had great attendance again this year. There were five training days throughout the week. This year the Employer Appreciation event was held during the day to accommodate the employers and was held at the Elmsdale Community Center. We had excellent feedback and attendance for having it at lunch time. The Annual Sherri MacInnis Employer of the Year Award was presented to Cavendish Produce and the Sherri MacInnis Perseverance award was presented to Jared MacNeill.



* *Pictured above is Assistant Employment Counselor, Melissa Shaw and Jared MacNeill. Pictured to the right is Julia and Jillian MacInnis (daughters of the late Sherri MacInnis), and Nathan MacPhadgen (Cavendish Produce Plant Manager).*

Over the year there were over twenty-four training sessions offered in group settings of 8-12 individuals in attendance. Some of those training sessions were Overcoming Barriers, Learning Styles, Universal Declaration of Human Rights, Teamwork, Respect, Social Boundaries, Diversity in the Workplace, Computer Technology, Thinking Outside the Box, Accountability in the Workplace, Self-Esteem and Workplace Safety. During the year staff have supported clients to have criminal record checks completed, filled out applications, make and deliver resumes, attend job fairs, and prepare for and attend interviews.

Staff participated in regular training days offered by the organization. Staff also receive ongoing training for the OCSM program that is used to create Return to Work Action Plans. Both staff attended the Career Development Association of PEI Training on October 8th. Staff also took part in online professional development.

Drop in Days

We started having a Weekly Drop in Day Program for youth that attend our service. We have on average 7-12 individuals that are using this. During this time clients are completing some self-awareness information, skills training, improving social skills, working in teams, participating in tours, and having fun. We were fortunate enough to have a treadmill and exercise bike donated by a private employer who passed away. His family graciously donated this equipment in his memory. This has been successful thus far and we will continue to offer this service.

Employment

O'Leary Village Office
O'Leary Co-operators
O'Leary Farmers Co-op
Cavendish Produce
Bett's Lumber Mills
Griffin's Farms
P.E.I. Parks West Office
Alberton Liquor Store
Maple House Renovation
Tyne Valley Liquor Store
Independent Grocer
Minigoo Fisheries
South Shore Seafoods

Maple House Bakery and Café
Trout River Industries
Tignish CO-OP

Odd Jobs and Small Contracts

We have had some regular work cleaning in private homes, raking, weeding, painting and potting flowers over the last year.

Volunteer Placements

Kinderstart Learning Center
Tignish Seniors Home Care Co-operative
Tignish Bargain Basement
O'Leary Village Gardens

In conclusion we have had a successful year with many new and exciting events. First of all for the many individuals and families that we work with, thanks for your continued dedication, support and patience while working with us over the last year. I would like to thank Kevin and the Board of Directors for their guidance and support over the last year. A big thanks goes out to Transportation West, the Disability Support Program and Financial Assistance Program staff for always working to support the people we are working with.

Last but not least to Melissa, and all of the staff of Community Inclusions Ltd., thanks for another great year.

Submitted by,

Natalie Horne-Gallant
Employment Counselor

Assistant Employment Counsellor 2015 - 16 Annual Report

Job Coaching Stats

Month	Total Job Coaching Hours
April 2015	29.5 hours
May 2015	70.5 hours
June 2015	27 hours
July 2015	30.5 hours
August 2015	27.5 hours
September 2015	26 hours
October 2015	30 hours
November 2015	19.5 hours
December 2015	21 hours
January 2016	22 hours
February 2016	43.5 hours
March 2016	26 hours
Total Hours	373 hours

Locations of Employment

O'Leary Farmers Co-op

Kinderstart Daycare

O'Leary Co-operators

Parks Canada

Trout River Industries

Alberton Independant Grocer

Alberton Liquor Store

O'Leary Town Office

Tyne Valley Liquor Store

Cavendish Produce

Betts Sawmill

Tignish Co-op

Minigoo Fisheries

Sothshore Seafoods

Community Odd Jobs

Yard Clean up House Cleaning Grass Cutting
Flower Beds Painting

Professional Development

OSCM Training (data entry for the Employment Unit)
Mandt System Training
First Aid and CPR
Workers Compensation
Career Development Association
Trustee, Guardianship, and Substitute Decision Maker

Life Skills Training

Personal Hygiene
Literacy and Fine Motor Skills
Making Good Impressions
How to Search for Employment
Tourism
Literacy (2)
Choices
Physical Activity and Why it's Important
Healthy Eating
Values
Boundaries
Friendships in the Workplace
Friendships
Team Work
Inclusion

Other Highlights of the Year

- Odd Jobs continued to be quite busy and provide a great work experience for the individuals who take part in this. Odd Jobs are also a great opportunity for participants to get out in the communities and show their capabilities!
- Many clients are interested in finding employment Resumes and employment applications are being sent out on a regular basis.

- The Employment Unit continued to stay busy looking and researching for new employment opportunities in the surrounding communities as there are many clients wanting to find employment.
- Clients have taken part in a couple of different Forums and Information sessions. Also we have had some guest speakers in to address different topics.

Respectfully submitted
Assistant Employment Councillor
Melissa Shaw