

# 2023-2024 Annual Report



**Strengthening Connections & Partnering for a Better Tomorrow**



# Our Mission/Vision and Values

## Our Mission

To offer meaningful services and supports for persons with exceptional needs.

## Our Vision

Every person lives with dignity as a valued member of the community.

## Our Values

In the tradition of our founding families, we value:

- **A Person-Centered Approach** – personal growth and independence by respecting individual choice and changing needs.
- **Community Connection** – involving those we support as active members of our community.
- **Family Involvement** – continued connection and meaningful participation.
- **Excellence in Leadership and Staff** – caring, compassion, innovation and integrity.
- **Partnerships** – working collaboratively to develop and deliver high-quality programs and services.

2023-24

## Board of Directors

Board Chair- Tom Hunter

Vice Chair- Kerry-Ann Bent

Treasurer- Linda Scott Campbell

Secretary - Garry Boland

Dan Collings

Jonathan Minnes

Lilian Ng

Marion Thomson Howell

Mike Aiken

Rebecca Smith

Rose Demelo Johnson





# Our Homes and Programs



## Group Living



Evelyn Home



Forestlawn Home



Monarch Home



Crimson Home



Blueridge Home



Westheights Home



Casey Home



Pastern Trail Home



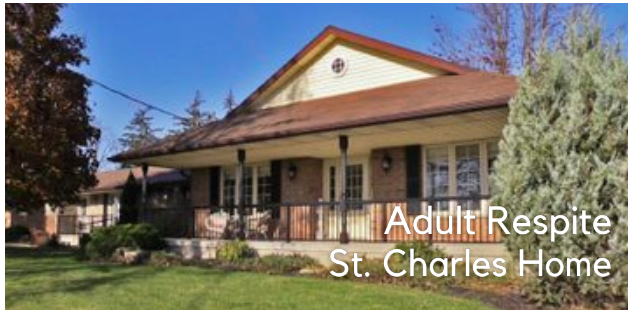
Weatherall



## Respite



Children's Respite  
Malabar Home



Adult Respite  
St. Charles Home



## Supported Independent Living (SIL)



Bridgeport and Lancaster



## Community Participation Support

- Community Programs
- Skills Development



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**Tom Hunter**  
Board Chair

## A message from the Board Chair and Chief Executive Officer



**Katherine Loveys**  
Chief Executive Officer

**Parents for Community Living** marked the beginning of this year with the addition of our thirteenth home in Cambridge on Weatherall serving three adults.

Our homes receive periodic and unannounced Ministry inspections and the inspection results are consistently outstanding with no material orders issued by the Ministry's inspectors. This exemplary inspection history enhances our ability to obtain Ministry funding for our homes.

This past year our children's respite home was supported with additional funding from MCCSS to meet the growing demand for children's services.

We welcomed two new adults and one child to our PCL homes and said a sad goodbye to Barbara and Nancy whom we served at PCL many years.



Legislative change resulted in PCL consulting with its legal counsel in order to review PCL's Articles and By-Laws in order to amend same and become compliant with Ontario's new Not-For-Profit Corporations Act. PCL will therefore be compliant with the new Act by the deadline of October 18, 2024.

PCL invested in partnership opportunities with Extend-A-Family Waterloo Region as we collaborated together to develop programming to meet the future needs of those in our community.

### Skills & Dills

Kyle and Nicole took a trip to the St. Jacobs Market, where they bought cucumbers for pickling along with various herbs. Back in our community kitchen, they teamed up with SIL staff Marzena and Natali to pickle the cucumbers. Kyle learned valuable skills, including how to sterilize jars and lids, and the heat processing methods required. He particularly enjoyed preparing the brine and filling the jars.





We are planning the next phase of development with Beyond Housing at the Bridgeport at Lancaster location in Kitchener which will include administrative offices, program space and affordable housing units. This project is dependent on funding from the government and donors to move forward.

We were fortunate to be chosen to participate as a second cohort in Capacity Canada's Enhancing Organizational Capacity and Resiliency Assessment in January 2024. As a result of this assessment, we identified a number of areas to focus our efforts. We also identified our next key position to assist our organization in its development. We welcomed Tara Hyatt as our Quality, Integrity and Innovation Director to our Senior Leadership team along with Margaret Oduro as Kathy's Executive Assistant.

**Staff recruitment and training remains a top priority for PCL and in the past fiscal year 640 staff attended 15 different educational and training programs as part of their ongoing development and training at PCL.**

Our sector continues to be challenged with insufficient government funding that has not kept pace with inflation over the last several years. PCL continues to work with OASIS and CL Ontario in our advocacy efforts for the sector. The Developmental Services provincial #Five to Survive campaign resulted in some success as PCL begins its new fiscal year, 2024-25, with an additional 3% in annualized funding from the province. We greatly appreciate this funding which helps to offset our increased operational funding costs due to inflation.

As you can see the past year was one of change and challenge for the developmental disabilities sector in Ontario. PCL has risen to this challenge by strengthening its strategic partnerships and is moving forward by embarking upon its next Strategic Planning review with the assistance of People Minded Business. We look forward to sharing our updated Strategic Plan with our stakeholders before the end of 2024. We are indebted to our stakeholders and thank you for your support.

Tom Hunter & Kathy Loveys



## Territorial Acknowledgement

Parents for Community Living acknowledges that the land on which we gather and work is the traditional territory of the Haudenosaunee, Anishnaabe and Neutral People. We acknowledge the enduring presence of the Indigenous people with whom we share this land, their achievements and their contributions to our community. We offer this acknowledgement as an act of reconciliation between Indigenous and non-Indigenous peoples of Canada.



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## HR Report

### Brenda Van Houtven

### HR Director

## Recruitment

PCL continues to use creativity in recruitment processes, and we have been able to fill vacancies as they arise. This past year we have been able to onboard many new skilled and talented employees. Our employees come with a multitude of educational and experiential backgrounds creating a holistic and inclusive community in which to work. Educational backgrounds include nursing, health care sciences, social services, developmental services, personal support workers, child and youth workers and those with bachelor's degrees. We were also able to build our infrastructure this year adding the roles of Executive Assistant and Quality Assurance, Innovation and Integrity Director, as well as a summer maintenance worker to support our homes.

## Retention

PCL has several strategies in place to retain and engage our employees:

### Mentor Program:

PCL has developed a mentor program that uses experienced employees to provide support and encouragement to new and existing team members. This group of staff meet regularly to support each other as well as to learn new skills. The mentors are the champions of the Core Competencies, and we are providing training to all employees on the Core Comps and what they mean to their roles. As of the end of August 154 employees have attended this training.

**Recognition** plays a key role in retention, and PCL provides regular recognition to all employees and showcases specific employees who exhibit excellent behaviours in the workplace. ***April 1/24 we were able to provide a 2% increase in wages to all employees.***

### Ambassador Wellness Program:

Our Ambassadors are our wellness champions and promote engagement of all wellness initiatives for employees and those we support. This year's theme is Hot Tub time Machine - where wellness transcends time. Each month we experience a different decade through various activities and resources. We held our second annual staff retreat day on August 13th, this year called PCL summer games based on the Olympics and the ancient Greek times. 97 employees attended and had an amazing day of teambuilding and fun. We were grateful to have 13 volunteers from Walter Fedy help for the day as well as some family and friends of our Senior Management team volunteered to help us that day.

### Stay Interviews:

We are in our second year of gathering feedback from a sampling of employees that will be used to improve the overall employee experience and enhance the lives of those we support.







# Meet a PCL Mentor



## Finding Purpose Through Support

Richard A., Sr. Direct Support Professional & Mentor, PCL

My journey to becoming a direct support worker is a story shaped by two people: my grandmother and Heather, a young girl with autism whom I befriended in the first grade. They both inspired me in different ways, showing me that I not only enjoy helping others, but also have a natural talent for it. They sparked my passion for supporting people.

I took on the role of Mentor because simply: I love helping people. I find great fulfillment not only in supporting those we serve but also in encouraging my team members. These roles allow me to do both, while also challenging me and giving me opportunities to grow personally and professionally. It fills me with a deep sense of pride to make an impact in the lives of those we support whether my involvement is big or small, knowing that I've helped make a difference in someone's life is incredibly rewarding.

One accomplishment that stands out for me is my ASIST training—suicide intervention training. While I haven't had to use it at work, I've been able to apply it outside of work a few times, including to help a close friend. It's a unique skill that I'm particularly proud of.

I've gained a wealth of knowledge along my journey, but I also recognize that my knowledge and experiences are finite. That's why I lean on my team for their perspectives, my program supervisor for guidance, and the senior leadership team for resources that help me keep growing. While I may not make it to every optional training, I attend as many as I can, always striving to improve.







## Training and Development

PCL has focused on training and development to build the technical and behavioural skills of our employees to better support those in service. We have also provided education in diversity equity and inclusion (DEI). Some of the offerings provided have been:

- Trauma Informed Care
- Person Centered Supports
- Operational Leaders Training
- Mental Health First Aid
- Pronouns 101
- Communication with Purpose
- Compassion Fatigue

And specific skills training e.g. dementia, controlled acts etc.



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## Collaborations

My work continues as a member of the Provincial Developmental Services Workforce Initiative Sub-Committee to promote the implementation of the modernized Developmental Services Core Competencies. We create and facilitate monthly virtual cafes for the entire province hosted on the RealXchange to share implementation techniques and showcase the competencies. I also continue as a member of the Provincial Network HR committee and assist with the annual DSHR Strategy conference in October.

## Students and Volunteers

**Students and Volunteers:** We have recruited five volunteers to assist with garden and yard maintenance and have one volunteer who is spending time one to one with the people we support.

We have benefited from the expertise and enthusiasm of 15 students from several different educational institutions throughout the year. We partner with Wilfrid Laurier University, University of Waterloo, Conestoga College and Trios College. Placements have been both in person and virtual and continue on a regular basis.



Human Resources Director  
Brenda Van Houtven



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## A Recipe for Giving: Volunteering Through Cooking

For National Volunteer Week, we've received wonderful news about Amanda's outstanding contributions to Community Support Connections! Amanda has volunteered there for over 6 years, and this past year, she dedicated an impressive 178 hours to their Meals on Wheels Kitchen.

Community Support Connections has extended its heartfelt congratulations and thanked Amanda for her unwavering dedication to her volunteer role and for being an integral part of their team! We are so proud of you Amanda, keep up the great work!



## Building Community: Garry's Gift of Giving Back

Garry has been giving back to PCL since the day Robbie moved into the Malabar Home, and his impact has been nothing short of transformative. From removing an old TV antenna and painting garage doors to setting up the gazebo and planting flowers, his hands have shaped the very spaces where people find comfort and community. Though the list of tasks he's completed is endless, the real gift Garry brings is his dedication.

Beyond his own efforts, Garry has also inspired others to get involved. He's organized students to help with fall cleanups at several homes and enlisted their help for PCL events, like the Family Christmas Party. His influence ripples outward, multiplying the impact of his volunteer work.

Most recently, at Evelyn, Garry has painted indoors, built a new fence, cleaned the eavestroughs, mowed the lawn, and even repaired the lawnmower. And every holiday season, he ensures the exterior Christmas lights go up, spreading cheer to all. His work goes beyond the tasks—it's about building a stronger, brighter community for everyone.





# GROUP & SUPPORTED INDEPENDENT LIVING REPORT



**Mary Anne Linka**  
Service Director



**Sonya Mehta**  
Service Director

## Adults Supported

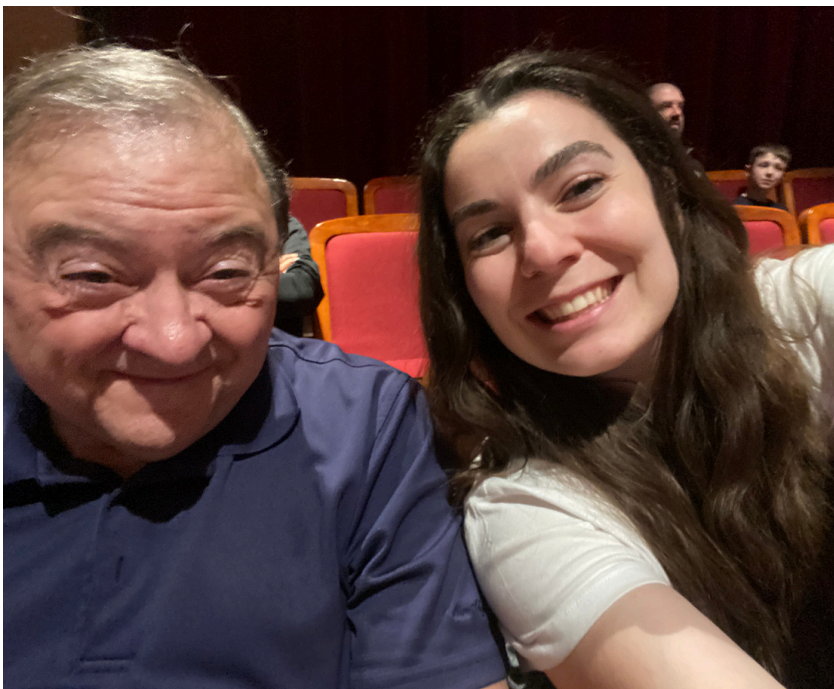
**54**  
Adults

**44**  
in group  
homes

**10**  
in Supported  
Independent  
Living (SIL)

The **Service Directors** sit on several community committees: Regional Directors Group, Waterloo Developmental Services Adult Planning Table and Service Solutions, Children's Service Resolution, Community Respite Task Committee and Waterloo Regional Family Network Partnership Group.

All of the people in our homes have returned to various programming and activities in the community. However, these programs have not returned to pre-pandemic capacity and as a result PCL continues to be innovative and develop new programming. PCL has developed craft groups, cooking groups, social get togethers, educational opportunities within the community and online engagement. People continue to use Passport funding to attend social events such as concerts, sporting events, plays as well as using funding for one- to -one support for other activities in the community. Thirteen individuals have enjoyed overnight vacations this past summer supported by our staff.





## William's Big Night at 'The Price Is Right'!

If you're familiar with William, you know how much he enjoys watching game shows. So, when Ellen C., PCL's Direct Support Professional, discovered that "The Price Is Right" was coming to town, she immediately thought of how much William would love to attend in person. Ellen contacted William's mom, who used to watch game shows with him, and organized their outing to the show.



Ellen noted that William smiled the entire evening, fully immersed in the excitement. A big highlight for him was watching the contestants spin the big wheel.



## Warm Hats from a Warm Heart!

When PCL Program Supervisor Tara B. told Paula that Grand River Hospital needed baby hats for their newborns, Paula immediately got to work. In just over a week, she made an incredible 40 hats!

Paula delivered the hats to the 4th-floor unit, and they were thrilled.



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We continue to be involved with Second Harvest Food Rescue program and over the past 12 months have rescued 14,209 meals, at a value of \$54,359 and have made 1326 rescues. We also rescue food weekly from COBS bread which is in addition to the Second Harvest Food Rescue program.





The adults we support participated in over 60 different community events this past year.





Kevin S. moved from St. Charles to our Blueridge home and David H. from Blueridge moved to St. Charles.



Kyle B. from the SIL program moved to Pastern Trail.



Christina P. moved into the SIL program. Christina is learning many new skills and enjoying apartment life. Her sister Anna, who lives at Pastern, is a frequent weekend visitor.



The Weatherall Program opened in January of 2024. This is our first rental home, and we moved Mike F. from St. Charles along with Cameron C. and Derrick C. who had aged out of children's services but had been living at our Malabar home. This has freed up respite beds at this children's home.

In the fall of 2023, we warmly welcomed Andrea B. to our Crimson Home. Andrea has been contributing her imaginative ideas and helping with various crafting projects, creating charts for herself, and, most notably, she has authored two of her own chapter book stories: Adventures with Murtle Graham and Amber Marchell.





# Supported Independent Living (SIL) Successes

- Two people with paid employment
- Two people with volunteer placements
- Three people have learned to independently grocery shop
- Two people have joined St. Paul's Lutheran Church congregation
- Two people sit on the Apartment Social Committee
- One person is in school fulltime
- One person who has a dog has joined a group of other residents who have dogs and they help each other out by taking care of each other's dogs when away from home.

10

in Supported  
Independent  
Living (SIL)



## Ler Ler and her Basketball team won the bronze medal in the Special Olympic games in May 2024.

Some of Ler Ler's most unforgettable moments include the time spent with fellow athletes during the games, the joy of seeing her friends and family cheering for her from the stands, and her role in carrying the flag during the closing ceremonies.



Ler Ler loves taking part in Special Olympics Basketball, as it emphasizes skill development, and she actively supports the coaches. Her enthusiasm for learning truly stands out!



The PCL Community Kitchen at Bridgeport and Lancaster offers an amazing advantage. It is utilized every day for meal preparation and skill development. It truly is the heart of the community hub.



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Some of the outside resources that have been utilized this past year are Dual Diagnosis Services, Waterloo Wellington Ontario Health atHome - Personal Support Workers (PSW), Peel Behavioural Services, Hospice Waterloo Region, Sunbeam- Brightside Program Behavioural Services, and Central West Specialized Development Services.



## The Advocacy Group (Raise Your Voice)

Raise Your Voice meets every other month and consists of 8 people supported, along with 12 frontline staff. Amanda F. from the Forestlawn Home is the chair of the group. Many different resources have been obtained and presented to the group.

## The Connectors Group

The Connectors group is facilitated by Sonya and Mary Anne and meets every other month. There are 18 people in total on the committee. They have organized many group activities such as summer BBQ's, trips to concerts and sporting events. They also held a high tea in June.





# Children Supported

We support 7 children permanently at our two children's homes. Three at our Malabar home, which also has 3 respite beds, and 4 at our Casey Home. This year Josh returned to live with foster grandparents and Rafid S. moved into the Casey Home.



**7**  
Supported  
Children

**14**  
Children  
received  
Respite



The children at Malabar and Casey participate in sporting activities as well as cooking, baking, and craft classes. Some of the community events they participate in include Bingemans, African Lion Safari, Shade's Mills, St. Jacobs Market and Conestoga Lake.

The Children's Licensing Quality Standards Framework & Regulations became effective July 1, 2023, in accordance with the updates to the CFSA (Child & Family Services Act). Many of the current documentation forms had to be changed to reflect the new regulations such as our plan of care, safety plans had to be created, and we met with families to discuss the changes. This was a policy review year for both Casey and Malabar, which required several policies to be updated to reflect the new changes and both licenses were approved.

## Respite Services and Community Participation Support

Our Community Participation Support program at Bridgeport provides support to 7 individuals from the community as well as some of the people who live in our group homes. PCL's in house programming consists of Cup of Music with Ryan, Cooking Classes, Baking Class, exercise with outside instructor, musical bingo, Karaoke, Story Time with Kate, music therapy with Tessa. We make the most of community events to foster connections and engagement.

The Ministry provided PCL with additional fiscal funding for children's respite. As a result, we were able to offer weeklong respite to families during the school year. PCL provided respite to 14 children in the last year.

**5**  
Adults received  
Respite

We have offered adult respite on a limited basis due to blocked respite beds and limited staff resources. We have provided emergency respite on a case-by-case basis. We have offered respite to 5 adults in the past year.



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# Friends Remembered: Celebrating Lives and Bonds

## Nancy Mitchell

On May 1, 2024, surrounded by the love of her family, we bid farewell to Nancy Mitchell, a truly kind and gentle soul who brought immense joy to everyone she knew. Nancy had a remarkable ability to light up any room with her infectious spirit and passion for life. Her love for family, dance parties, music, a good drink, laughter, movies, Boston Creams, Christmas, The Young and the Restless, and, of course, Snoopy, enriched our lives and created countless cherished memories. For 19 years, Nancy was a beloved member of the PCL community, consistently infusing our celebrations with her vibrant energy and enthusiasm.



Nancy was renowned for her fun-loving nature and her unwavering joy in any event. She was always the first to hit the dance floor, bringing her zest for life to every PCL gathering. Her passion for Elvis was legendary, and she eagerly anticipated the Elvis Feast each year with her friends. Nancy also made history as the first person with a developmental disability in the Waterloo Region to receive inpatient care through Hospice of Waterloo Region. We are deeply grateful for the support and compassion provided by Hospice, which helped guide our staff, Nancy's family, and Nancy herself through her final days. Her memory will forever be a testament to her spirited life and the love she shared with all of us.

Many thanks to the staff team at Crimson who provided extraordinary care and compassion to Nancy and her family.

## Barbara Schneider

On June 6, 2024, we lost a remarkable woman who touched our lives deeply—Barbara, affectionately known as Barb. A cherished member of the Stanwood Home for 27 years, Barb faced many challenges with incredible strength and resilience. Her vibrant personality and unwavering love for her family and friends made her a source of warmth and joy to everyone she met. Her legendary collection of toys and stuffed animals reflected her boundless enthusiasm and spirit.

Barb's ability to find joy in the simplest moments, from spontaneous adventures to her infectious laughter during surprise outings, exemplified her zest for life. Her final days were filled with reflections on her cherished memories with family and friends, showcasing the love and joy she carried throughout her life. As we remember Barb, let us honor her legacy of kindness, perseverance, and embracing life with zest. Thank you, Barbara, for sharing your light with us; you will be dearly missed and fondly remembered.



Many thanks to the staff team at Stanwood for their dedication, kindness and professionalism shown to Barbara and the Schneider family.









## IT & Operations Report

### Diana Darcey

In the past year, we have embarked on several significant projects aimed at enhancing our operational efficiency and the experiences of the people we support in our homes. In our second year with ShareVision software we spent the year focusing on finding ways to optimize our tracking by creating customizations tailored to each supported person's unique needs. With customized tracking or documentation, we can then quickly pull summary reports that provide an overview of the accomplishments, challenges, and outcomes that can help guide families, doctors and our teams in next steps. ShareVision has also created opportunities to find efficiencies in how long staff are spending completing documentation, reviewing changes, policies etc., so that they have more time to spend with the people they are supporting in our homes. Over this past year we completed our first compliance inspection where the file review was completed entirely online which was less of a disruption to the people supported in the homes as the site visits were much shorter. We continue the process of digitizing historical files so that they are more easily reviewed by our staff teams on ShareVision. We also uploaded our newly updated Policies and Procedures which allow staff to lookup any policies they want with a simple search within ShareVision.

We have completed several repairs, maintenance and renovation projects over the year. We installed new windows at Stanwood in one bedroom and throughout the kitchen area in addition to a new patio door. At Pastern Trail we installed a new fence and converted one of the washrooms to be accessible to meet the needs of the people supported in the home. At St. Charles two washrooms were fully renovated as well as 2 new iron gates installed to ensure the safety of those supported in that home. At Westheights we replaced the walkway with a new concrete pathway. We are thankful to MCCSS for providing the funding for these projects through the Partner Facility Renewal (PFR) process.

Over the past year we continue to build out ShareVision in more individual ways to meet the needs of each program and the people supported. We have also been working with each Program Supervisor and their teams to ensure all information on ShareVision is current and all of the program needs are being met. We also started archiving data within ShareVision to ensure our site operates at top efficiency.

Over the past year we have done extensive research on options for a new staff scheduling software and payroll system. After meeting with companies within our sector, reference checks and in depth research and review, we entered into a contract with Inclusion Services. We hope to have this new software rolled out later this year.







# Finance Report

## Terry Smith, Finance and Operations Director

The ability to provide respite services was limited due to blocked children and adult beds along with recruitment challenges. Government subsidies increased 13% through the inclusion of the permanent compensation enhancement and supporting additional adults. PCL had a small deficit of \$941 for the year calculated in accordance with the Basis of Accounting prescribed by MCCSS. The difference of \$122K represents the adjustment to reflect the financial position in terms of accounting standards for Not-for-Profit Organizations with the treatment of amortization and deferred contributions.

I continue my role with the OASIS Business Resource Committee. OBRC's objectives are to focus attention on business issues that will assist member agencies and to provide a consistent voice to the Ministry to effect efficient and uniform change through better business policies and practices.

## Summary of Audited Financial Statements for Annual Report

**2024**

7.986M **Total Assets**  
4.521M **Total Liabilities**

**2023**

7.708M  
4.453M

There was an 13% Government subsidies increase in revenue and as 20% increase in fee for service revenue.

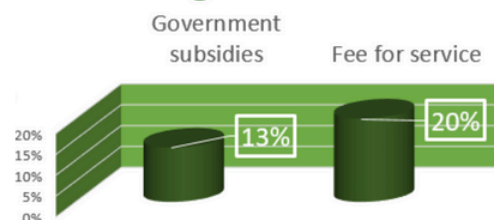
### REVENUES

	2024		2023	
Government subsidies	10,358,704	90.9%	9,140,366	82.6%
Fee for service	153,390	1.3%	127,931	1.2%
Resident fees	720,190	6.4%	660,760	6.0%
Other revenue	158,295	1.4%	1,141,218	10.3%
	11,390,579	100%	11,070,275	100%

### EXPENDITURES

Wages & benefits	9,702,623	86.1%	9,046,512	85.5%
Program costs & purchased services	494,512	4.4%	450,119	4.3%
Amortization	189,930	1.7%	182,618	1.8%
Building, Office, Vehicle & Other	845,519	7.5%	848,040	8.0%
Training	36,297	0.3%	55,552	0.5%
	11,268,881	100%	10,582,841	100%
	121,698		487,434	

### Change in revenue



### FUNDRAISING

Schedule of Fundraising Revenue and Expenditures  
For the year ended March 31, 2024

Revenue	
Donations	63,650
Interest	27,781
	91,431
Expenditures	3,850
	3,850
Excess revenue over expenditures for the year	87,581





# Finance & Audit Committee Report

## Linda Scott Campbell, Chair

### Purpose

The Finance and Audit Committee will regularly evaluate the financial status of the organization in consultation with the Chief Executive Officer and the Finance and Operations Director.

### Responsibilities

- Review the annual budget and recommend to the Board of Directors for its consideration;
- Monitor the monthly, year-end and projected financial position of the organization in relation to stability, viability and potential financial risk;
- Provide oversight regarding financial internal controls and recommend any revisions to the Board of Directors for its consideration;
- Review the Audited Financial Statement and Management Letter of the Auditor and recommend to the Board of Directors for its consideration;
- Review the performance of the Auditor and make a recommendation regarding appointment for the next fiscal year; Review the need to seek a request for proposals on the total scope of the audit approximately every 5 years, or as required;
- Review, update and make recommendations, as required, to the Finance Policy and Procedures Manual;
- Review of the annual financial regulatory filings including the T3010 Charity Return and any other filings identified in the annual work plan;
- Annual review of appropriate insurance.

### Authority & Accountability

The Finance and Audit Committee reports to the Board of Directors through the Chair. It works in partnership with the Chief Executive Officer, staff, volunteers and members to maximize efforts and outcomes.

### Membership

Membership consists of the Chair (Board Treasurer), PCL Board Chair, other Board members, Chief Executive Officer, Finance and Operations Director, and professional community representatives. The committee shall have at least four members; 50% of the committee members must be PCL Board members.







## Meetings

The Finance and Audit Committee meets, at a minimum, quarterly and otherwise at the call of the Chair. Task groups will be established and meet as required.

## Finance and Audit Committee Members 2023-24

Linda Scott Campbell- Treasurer of the Board & Committee Chair

Tom Hunter- Board Chair

Kerry-Ann Bent- Board Vice-Chair

Lilian Ng- Board Member

Chris Pippy-Community Member

Jason Kingston- Community Member

Adam Gauthier, Community Member

Terry Smith- Finance and Operations Director \*

Katherine Loveys- CEO \*



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# Governance & Board Process Committee Report Tom Hunter, Chair

## Purpose

The Governance and Board Process Committee will work with the Board of Directors, Standing Committees and Management to ensure Parents for Community Living's bylaws are consistent with our incorporating documents, that all powers and actions are exercised in compliance with our Letters Patent and any applicable legislation, and oversee the recruitment, orientation and development of Board members.

## Responsibilities

- Review the bylaws of the organization and recommend amendments to the bylaws for consideration by the Board of Directors and for approval of the Director Members of the Corporation;
- Review the governance policies and procedures and recommend any revisions to the Board of Directors for its consideration;
- Facilitate the recruitment and selection process of potential candidates for the governing body and recommend a slate of potential new board members for consideration by the Board of Directors;
- Ensure there is an orientation process in place for new board members;
- Survey board members on topics for board development and finalize any plans for education and/or training activities;
- Ensure completion of a board self-evaluation tool. Summarize information collected from the self-evaluation tool and discuss areas of improvement of the governance process with the Board of Directors.

## Authority & Accountability

The Governance and Board Process Committee reports directly to the Board of Directors through the Chair. It works in partnership with the Chief Executive Officer and its members to maximize efforts and outcomes.

## Membership

Membership will consist of the Chair (Board Representative), PCL Board Chair, Chief Executive Officer, other PCL Board members and community representatives. The committee shall have at least four (4) members; 50% of the committee members must be PCL Board members.





## Meetings

The Governance and Board Process Committee will meet, at a minimum, four times each year, and otherwise at the call of the Chair.

## Significant Activities:

- Reviewed and updated the Governance Policies and Procedures.
- Ensured that corporate documents were updated and filed as required.
- Recruited and interviewed new Board members to address the skillsets required for the Board.
- Reviewed and updated the Board member and officer job descriptions.
- Reviewed the terms of office for Board officer positions and recruited accordingly to address upcoming changes.
- Reviewed and updated the board levels of inclusion assessment tool.
- Revised and ensured completion of the Board Evaluation survey tool.
- Created and implemented a Board Exit Interview process and Board mentorship program.
- Reviewed legislative updates as it relates to the new Ontario Not for Profit Corporations Act.
- Initiated a review by legal counsel of the agency bylaws and incorporating documents as it relates to ONCA. Completed required updates to the agency bylaws and articles of amendment for approval by the Director Members of the corporation.
- One member of the Board and the CEO attended the Capacity Canada Board Governance Boot camp. Resources from the boot camp were shared with the Board.
- Ensured completion of the annual CEO evaluation.

## Governance & Board Process Committee Members 2023-24

Tom Hunter– Chair of Board and Committee Chair

Rose Demelo Johnson- Board Member

Jonathan Minnes- Board Member

Marion Thomson Howell- Board Member

Rebecca Smith–Board Member

Garry Boland- Board Secretary

Kevin Buko – Community Member

Kathy Loveys – CEO (non-voting)







# Fund Development Committee Report Dan Collings, Chair

## Purpose

The Fund Development Committee is a standing committee of the PCL Board of Directors. Working in collaboration with the CEO, its purpose is to support the fund development of PCL and includes planning, coordination, implementation and evaluation of fund development activities that is consistent with the strategic and operational direction of PCL.

## Responsibilities

To work in collaboration with the CEO or designate to develop a revenue diversification strategy and annual budget, based on PCL's strategic priorities and including:

- Timelines for various fund development initiatives (i.e. annual events) and implementing an evaluation plan for ongoing success;
- Assist in the cultivation and recruitment of external members of the committee. Foster Board involvement in fund development activities;
- Establish a strategic plan that includes donor cultivation, solicitation, recognition, stewardship and reporting gift impact;
- Annual Campaign
- Legacy giving program
- Recommend policies to support fund development activities.
- Monitor fund development efforts and ensure ethical practices are in place.





## Membership

Membership will consist of a minimum of two PCL Board members, one of whom will Chair the committee, Chief Executive Officer (ex- officio), Impact Development Specialist and community members.

## Meetings

The Fund Development Committee will meet, at a minimum, quarterly and otherwise at the call of the Chair.

## Significant Activities:

- The committee completed an annual fund development plan for 2023/24.
- A total of \$63,650 (net) was raised during the fiscal year (April 2023-March 2024, inclusive of the mailout and Comedy night revenue below).
- The committee sent out PCL's annual mail-out letter, resulting in \$24,372 raised.
- The committee planned a successful comedy event, Stand Up for PCL on October 18, 2023 resulting in \$8910 funds raised. The committee is planning a second comedy night in the fall of 2024.

## Fund Development Committee Members 2023-2024

Dan Collings- Committee Chair

Kerry-Ann Bent- Board Vice-Chair

Mike Aiken- Board Member

Marion Kelterborn- Community member

Gary Howell- Community Member

Angela Murdoch- Impact Development Specialist \*

Katherine Loveys- CEO \*

\*Non-Voting Member

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YOU  
LANDMANN  
FAMILY FUND  
&  
ROBERT  
DENOMMÉ FUND



WATERLOO REGION  
Community  
Foundation

## Authority & Accountability

The Fund Development Committee reports to the Board of Directors through the Chair. It works in partnership with the Chief Executive Officer, staff, volunteers and members to maximize efforts and outcomes.

The Fund Development Committee remains committed to advancing our mission at Parents for Community Living through strategic fundraising, effective stewardship, creative initiatives and strong financial management. We are grateful for the unwavering support of our donors, volunteers, and partners. Together, we look forward to another successful year of growth and impact.





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