



Annual Report 2024/25



**Innovation,
Excellence &
Sustainability**

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.



2024-25 Board of Directors

Board Chair- Kerry-Ann Bent

Vice Chair- Marion Thomson
Howell

Treasurer- Lilian Ng

Mike Aiken

Garry Boland

Dan Collings

Rose Demelo Johnson

Christina Piccinin

Rebecca Smith

Jason Kingston

Jagroop Sangha

Our Homes and Programs

Group Living



Evelyn Home



Forestlawn Home



Monarch Home



Crimson Home



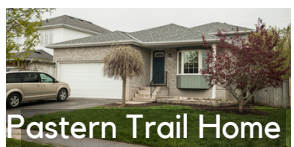
Blueridge Home



Westheights Home



Casey Home



Pastern Trail Home



Weatherall Home

- **Lang Cres.** Opening Sept 2025
- **Harvard Community Condo** - Opening - Fall 2025

Supported Independent Living (SIL)



Bridgeport and Lancaster

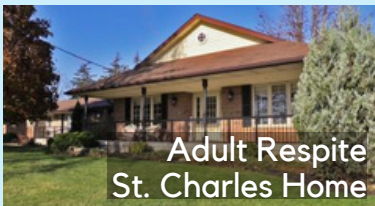
Community Participation Supports

Community Programs
Skills Development

Respite



Children's Respite
Malabar Home



Adult Respite
St. Charles Home



Message from the Board Chair and CEO



Katherine Loveys
Chief Executive Officer

We are pleased to share that Parents for Community Living (PCL) continues to grow and evolve in meaningful ways. This year, we opened our 14th property—a new rental home in Kitchener—thanks to a generous partnership with local investor Adnan Ali. Adnan and his wife, both parents of children with developmental disabilities, understand the importance of inclusive and supportive housing. Adnan also serves on the Board of Directors with Extend-A-Family, and we are pleased to deepen our collaboration with his family.



Kerry-Ann Bent
Board Chair

As some of the children in our care transition into adulthood, we are actively planning their move into existing vacancies and into the new rental home. This transition opens up opportunities for new children to join our organization at the children's home.

In the past year, we completed our 2025–27 Strategic Plan in partnership with People Minded Business. Our strategic priorities—Innovation, Excellence, and Sustainability—will guide our goals and objectives as we move forward.

Parents for Community Living's Strategic Vision 2025-2027



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

Innovation

We are committed to **transforming services** and **expanding opportunities** for people with Intellectual and Developmental Disabilities by promoting inclusion, independence, access to technology, self-advocacy, and a future-focused vision.

Excellence

We will **strengthen our workforce** by investing in talent development, leadership growth, and technology to ensure high-quality, compassionate services that reflect our community's diversity.

Sustainability

We aim to **secure sustainable funding**, use data to **improve outcomes**, and **build strong partnerships** to ensure long-term, high-quality services and support.

People Minded Business researched the environment in which PCL operates including local, regional, and provincial trends. Using an inclusive process of consultation, collaboration, and co-creation, PCL learned first-hand about what matters most to 125 people representing all the key constituent groups.

We underwent a comprehensive children's licensing review and a Ministry of Children, Community and Social Services (MCCSS) Quality Assurance Measures compliance review across five of our homes. We are proud to report minimal non-compliances and to have once again been assessed as a low-risk agency by the Ministry through their Risk Assessment process. Additionally, we successfully balanced our budget at year-end.

PCL remains committed to delivering high-quality services and maintaining our strong reputation with the Ministry and the families we serve. We are deeply grateful to our dedicated employees, whose compassion and professionalism continue to make a lasting impact.

Katherine Loveys
CEO

Kerry-Ann Bent
Board Chair



We celebrate the life of William, whose presence touched all of us deeply. William communicated in ways that transcended words, reminding us of the power of connection and quiet strength. To the Evelyn staff and all who supported William: Thank you for your unwavering dedication. You offered William more than care—you gave him dignity, love, and a true sense of belonging. May we carry forward the lessons he taught us. William will always be remembered. Rest in peace.

Tom was a cherished part of our PCL family since 1997, and his presence will be deeply missed. He will always be remembered for the joy, laughter, and light he brought to everyone around him. Tom was a fun-loving and kind-hearted man, who had a passion for baseball and hockey, cheering faithfully for both the Blue Jays and Maple Leafs. He adored dogs, action movies, and all things Marvel, and was always eager to share a story or bit of gossip with those close to him. Tom's love for family and children shone through in everything he did. Tom's warmth, humour, and vibrant spirit touched the hearts of many, leaving memories that will be treasured forever.



Human Resources Report



Brenda Van Houtven
HR Director

Recruitment

I'm pleased to share that recruitment efforts this year have been very successful, allowing us to maintain a strong team of skilled and talented employees. Our staff bring a wide range of educational and professional backgrounds, including nursing, health sciences, social services, developmental services, personal support work, child and youth work, and various bachelor's degrees. This diversity creates a holistic and inclusive workplace community where we all benefit from the unique strengths and perspectives each team member contributes.

We have 224 full and part time DSPs of which 105 of them have been with us 3 years or more. Across the agency, 36 employees have been with PCL for more than 10 years!

Retention

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

Mentor Program: The mentor program continues to grow and evolve as our mentors share their experience with new hires and their teammates, they also participate in leadership training and competency development.

Stay Interviews: We are in third 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.



PCL Ambassadors

Ambassador Wellness Program: Our Ambassadors are our wellness champions and promote engagement of wellness initiatives for employees and those we support. This year we created our first PCL employee newsletter *"the Buzz"* which spotlights our excellent employees and shares stories and learning. It also has a special focus on wellness each month with some challenges and activities.

We also developed the PCL Chronicles which is a bi-monthly production, themed with activities and ideas that our employees can do with those we support. Our annual *"Team Engagement"* day was held on August 13th, 104 employees attended as well as the Senior Management team and 11 volunteers. We had an amazing day of teambuilding and fun.

Recognition

Recognition plays a key role in retention, and PCL provides regular recognition to all employees and showcases specific employees who exhibit excellence in their work. We recognize employees through the Buzz and also through our Core Competency “Spotted in Action” campaign. We have been highlighting our Program Supervisors in a ‘get to know me’ campaign based on feedback from surveys and stay interviews.



My favourite part of my job is seeing the people we support accomplish new things—whether it’s learning a new skill, gaining more independence, or simply expressing themselves in a way they couldn’t before, or returning to activities that they had stopped doing. There’s something incredibly rewarding about witnessing those moments.

Anna V. Program Supervisor



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. Some of the offerings provided have been:

- Trauma Informed Care
- Person Centered Supports
- Emerging Leaders Training
- Communication with Purpose
- Compassion Fatigue
- Diversity, Equity and Inclusion
- And specific skills training e.g. dementia, controlled acts etc.



For me, mentoring means helping teammates recognize their strengths, build confidence, and face challenges head-on. It’s about reminding them that mistakes aren’t failures—they’re part of learning. That shift in mindset helps people see they’re capable of more than they believed. At Stanwood, we don’t just work together—we lift each other up. When one person grows, the whole team gets stronger.

Oluwatoyin Rose Oni, DSP

Human Resources Report Cont.

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. I also continue as a member of the Provincial Network HR committee and assist with the annual Developmental Services HR Forum in October.

Students and Volunteers

We have recruited about 5 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 many students from several different educational institutions throughout the year. We partner with Wilfrid Laurier University, University of Waterloo, Conestoga College, Fanshawe College, Anderson and Trios College. Placements have been in person at our home locations and some at the main office. This year, we hosted one high school student at the main office from January to June completing various administrative and communication/marketing tasks. This is an excellent opportunity to reach students at a younger age to show them the DS sector as a career and we hope to continue this partnership with the local highschools.





Service Directors Report



Mary Anne Linka
Service Director

As Service Directors at Parents for Community Living, we are proud to reflect on a year marked by growth, resilience, and innovation across our group living, supported independent living and respite services. Our unwavering commitment to person-directed, inclusive supports for people with intellectual and developmental disabilities (IDD) continues to guide every aspect of our work.

Our dedicated teams across group homes, supported independent living (SIL), and respite programs remained focused on delivering high-quality, compassionate care. We uphold safe, nurturing environments that promote dignity, independence, and well-being.

Compliance and Licensing

Ministry Compliance Review (May 2025): Three programs were reviewed with only two non-compliances out of 855 indicators—a remarkable achievement. This is a direct reflection of our dedicated supervisors and staff teams.

Children's Licensing (Nov–Dec 2024): Although the process was challenging, the outcomes were overall positive. Our sincere appreciation goes to our teams for their professionalism and dedication.



Sonya Mehta
Service Director

Service Highlights

Advancing Person-Centered Supports

We deepened our commitment to inclusion, dignity, and independence by embedding individualized goals and self-advocacy within the support planning process. Whenever possible, people supported actively participated in shaping their own goals—ensuring support reflects their evolving needs and aspirations.

Enhancing Supports for Seniors

In response to the growing needs of our aging population, we enhanced our senior programming with wellness and recreational activities that promote cognitive health, physical activity, and meaningful social engagement—enabling people to age with dignity and purpose.

Building Capacity and Leadership

We invested in leadership development for Program Supervisors and expanded training in trauma-informed care, positive behavior supports, and communication strategies. These efforts have strengthened our frontline capacity and continue to foster a culture of excellence and growth.



Program Highlights

Group Living

- Lang Crescent will open in September. Katie and Keela will move into this newly developed space.
- Andrew C. transitioned from Casey to Pastern Trail, maintaining proximity to his family home.
- Nick just completed Grand Valley Construction Training Program. This program gave him several certificates to prepare him for paid employment. Nick is also volunteering at Shelter Movers and Ray of Hope. Nick will move into our first rented community condo in the fall.

11 people enjoyed overnight vacations this past year.

People continue to utilize their Passport funding to participate in a variety of community experiences, including concerts, sporting events, and plays. This year marked their first visit to the Famous Players Theatre in Toronto. Additionally, many use their funding to access 1:1 support for a range of other community-based activities.



Supported Independent Living (SIL) Updates

This year, people in our SIL program strengthened their independence and community connections through volunteerism, faith communities, and social committees. Many now manage daily responsibilities such as shopping, laundry, and medication with minimal support, while several travel independently on public transit. Progress in employment and learning is evident, with one person pursuing job coaching and another continuing in school. Peer-to-peer support, such as helping with dog care, further demonstrates the growth of meaningful relationships. Together, these achievements reflect ongoing progress in independence, inclusion, and personal growth.



Nolan Graduated from High School

This special milestone is the result of Nolan's efforts, a supportive PCL team, family support and five years of excellent collaboration with the staff at Waterloo Region District School Board, Laurel Heights. This is what a successful collaboration looks like!

Program Highlights Cont.

Community Participation Supports

Our Community Participation Support Program at Bridgeport, supports 9 people 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 classes, exercise program with an outside instructor, musical bingo, music therapy with Tessa and a craft class. The participants also attend various programs out in the community.



Respite - Children and Adult

An after-school program operating out of our Bridgeport at Lancaster Community Room provides support for 9 children each Tuesday and Thursday from 4pm until 9pm.



In-home respite services, we were able to support 18 children and their families. 4 adults were supported at the St. Charles home this past year.

Connectors

The Connectors Group is facilitated by Sonya and Mary Anne and includes a representative from each home. The group meets every other month to plan and coordinate events. Together, they organize annual picnics, group activities, and community outings that promote connection and inclusion among participants.



Raise Your Voice

The Raise Your Voice Self-Advocacy Group, launched in June 2023, empowers members to explore their rights, responsibilities, and community roles while building confidence in speaking up for themselves. Guided by their elected ambassador, the group meets quarterly to discuss topics such as advocacy, financial literacy, citizenship, and identity, and has even addressed government leaders about funding concerns. Members have also participated in regional and national self-advocacy events and conferences, further strengthening their voices and leadership.



Christine P, Deborah B, and Amanda F from PCL's self-advocacy group "Raise Your Voice" attended the "Speaking Out Conference" in Port Elgin. The conference was a very informative and empowering experience for all. They were engaged, asking questions, taking notes, connecting with others and left feeling inspired.

"To our dedicated staff, the individuals we support, their families, and our leadership team—thank you for another impactful and inspiring year."

PCL Utilizes Many Professional Community Resources

- Ontario Health atHome: PSW supports
- Peel Behavioural Services & Sunbeam Brightside: Behavioural consultation
- Hospice Waterloo Region: End-of-life support
- Dr. Peter Cordell: On-site psychiatric clinic
- Alzheimer Society: Educational sessions

Additionally, 18 individuals participated in a national research initiative on brain health and aging, hosted by the ECHO team.

Second Harvest

We continue to be involved with Second Harvest Food Rescue program and over the past 12 months (July 2024 – July 2025) rescued 13,876 meals, at a value of \$57,425.24 and have made 1375 rescues, diverting 21,756 kg of greenhouse gasses. We also rescue food weekly from COBS bread which is in addition to the Second Harvest Food Rescue program.

Looking Ahead

As we look to the future, we remain focused on:

- Service innovation
- Equity in access to supports
- Strengthening and sustaining our workforce



Finance Directors Report



Terry Smith
Finance & Operations
Director

Government subsidies increased 8%. Of this 3.1% was from the Ontario Budget Investment. Fee for Service increased 76%, largely due to the provision of children's after school respite.

PCL had a small deficit of \$974 for the year calculated in accordance with the Basis of Accounting prescribed by MCCSS. The difference of \$22K represents the adjustments to reflect the financial position in terms of accounting standards for Not-for-Profit Organizations including the treatment of amortization and deferred contributions.

2025		2024	Net Assets	Gov't Subsidies
7.931M	Total Assets	7.986M	2014	2014
4.350M	Total Liabilities	4.521M	1,016,648	3,120,592
			2024	2024
			3,464,272	10,358,704

There was an 8% Government subsidies increase in revenue and a 76% increase in fee for service revenue.

REVENUES	2025		2024		
Government subsidies	11,173,643	90.0%	10,308,371	90.4%	8.00%
Fee for service	269,353	2.2%	153,390	1.3%	76.00%
Resident fees	780,216	6.4%	720,190	6.3%	8.00%
Other revenue	186,139	1.5%	219,799	1.9%	-15.00%
	12,409,351	100%	11,401,750	100%	9.00%
EXPENDITURES					
Wages & benefits	10,733,978	86.6%	9,702,623	86.1%	11.00%
Other service costs	1,467,562	11.8%	1,376,328	12.2%	7.00%
Amortization	186,561	1.5%	189,930	1.8%	-2.00%
	12,388,101	100%	11,268,881	100%	10.00%
	21,250		132,869		

FUNDRAISING	
Schedule of Fundraising Revenue and Expenditures	
For the year ended March 31, 2025	
Revenue	
Donations	77,386
Interest	23,496
	100,882
Expenditures	5,245
	5,245
Excess revenue over expenditures for the year	95,637

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.



Quality Assurance, Integrity and Innovation Report



Tara Hyatt
Director of Quality Assurance, Integrity and Innovation

Reflections on my first year at PCL

It has been a rewarding experience collaborating with the Senior Leadership Team, engaging with the dedicated employees who support our programs, and most importantly, connecting with every person supported by PCL. This year I have observed a deep and genuine commitment to fostering a culture of employee wellness, inclusivity and meaningful impact in the lives of those we support. My focus has been on learning about the organizational values at PCL, listening to the people impacted by services and employing thoughtful and evidence-based approaches to guide our strategic planning.

My reflections highlight the importance of sustained investment in people-centered practices, as well as the value of seeking feedback through evaluation. My role continues to emphasize the need for us to be data curious and to use best practices to drive improvements and build capacity at PCL.

My contributions this past year include:

Diversity, Equity and Inclusion (DEI)

- The PCL DEI Action Group was created in January 2025 and this group hosted two in-person events for Black History Month and Pride.
- This past year over 25 meaningful cultural and community celebrations were recognized on ShareVision and social media.
- A DEI Awareness Poster was created that is displayed in all homes and has been added to the new DEI Landing Page on ShareVision so that every employee knows why diversity, equity and inclusion matters at PCL.



Quality Initiatives

Person Supported Survey:

- 47 people across every PCL program participated.
- 80% reported being very happy with their living situation and feeling safe with their support staff.
- Key themes that emerged were the importance of choice, community connections, and setting personal goals.
- Survey results have been shared with the Board, the Senior Leadership Team and Program Supervisors.
- This data has been used to guide strategic planning, decision-making and future initiatives.

Financial Review and Recommendations:

At fiscal year-end a comprehensive review of the 55 adults in service was conducted to align with Quality Assurance Measures (QAM).

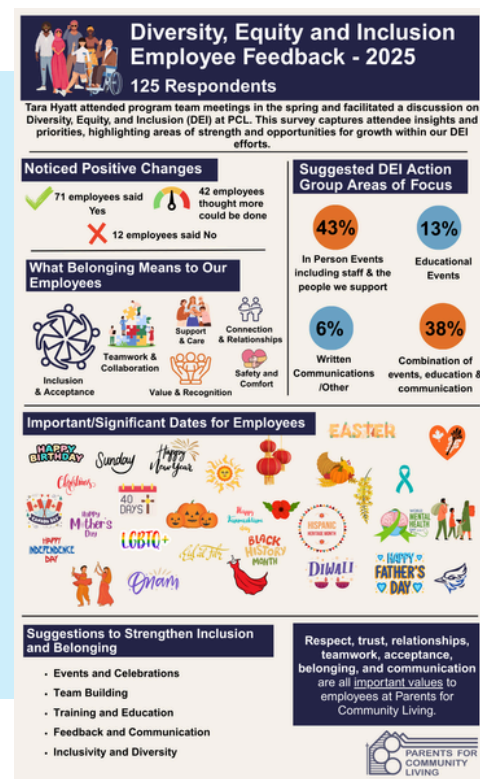
Everyone has a web-based financial tracking system on ShareVision that is regularly monitored and updated by the Program Supervisors. Spending money is counted, balanced, supported by receipts/vouchers and reconciled to actual cash on hand. There were no money shortages in this review.

Recommendations include a minimum daily cash count, minimization of change on hand to reduce counting errors and that more programs adopt the use of wallets for people to have when out in community.

Innovative Data Collection:

Mentimeter was used in spring 2025 to gather feedback from 125 employees regarding DEI initiatives to date and ideas were shared for enhancing inclusion and belonging at PCL.

For PCL employees who participated, belonging means inclusion & acceptance, teamwork & collaboration, support & care, connection & relationships, value & recognition, safety & comfort. Employees shared that they enjoy in-person events and also find value in educational events and written communications. Overall feedback will inform the workplan for the DEI Action Group and will serve to refresh the PCL Logic Model for DEI initiatives going forward.



Community Engagement and Knowledge Transfer

This year I was able to participate in the following regional and provincial partnerships:

- Chair of the Central Region Partnership on Aging and Developmental Disabilities (CRPADD) committee.
- Chair of the REAL Xchange working group for sharing EDI resources within the developmental services sector.
- Active member of the Developmental Services Equity, Diversity and Inclusion Community of Practice (EDI CoP).
- Program Committee member of the Canadian Health and Wellbeing in Developmental Disabilities (HWDD) National Conference.
- Co-presented at the KW Habilitation Connect for Success Conference with Robin Smart from the Waterloo Wellington Alzheimer's Society. The topic was Enhancing Capacity and Understanding in Support of Aging Adults with Developmental Disabilities.
- Hosted a Wilfrid Laurier University MBA student placement focused on grant tracking and identifying potential community-minded corporate partners for future support and collaboration.

IT & Operations Report



Diana Darcey
Operations Manager

In the past year, we embarked on several significant projects aimed at enhancing our operational efficiency and the experiences of the people we support in our homes. In our third year using ShareVision software, we've continued to evolve how we use the platform to improve the quality, efficiency, and accessibility of our documentation and tracking. This year, we have begun leveraging artificial intelligence (AI) tools to identify trends across programs and people supported. These insights have helped us make data-informed adjustments to support strategies and service delivery. We continue to expand our use of customized forms and documentation tailored to each supported person's needs. This ensures our teams can quickly generate summary reports that highlight accomplishments, challenges, and outcomes, supporting families,

medical professionals, and internal teams with making collaborative, informed decisions. This supports more timely adjustments in care planning and program development. Additionally, the ShareVision platform continues to support operational efficiencies. Staff are spending less time completing documentation and more time directly supporting individuals in their homes.

A major milestone this year was completing our second compliance inspection, with the entire file review process conducted online. This digital approach significantly reduced disruption in the homes by minimizing the need for prolonged site visits. Looking ahead, we will continue exploring automation and AI tools to further improve reporting, documentation workflows, and proactive quality assurance measures.

We have completed several repairs, maintenance and renovation projects over the year. We had a new driveway and walkway installed at Crimson, a new deck installed at Malabar and re-paving of a large portion of the St Charles driveway and parking area. We also had a new fence installed at Evelyn by volunteers led by Garry Boland. We are thankful to MCCSS for providing the funding for these projects through the Partner Facility Renewal (PFR) process.



Over the past year we have completed extensive research on options for a new staff scheduling software and payroll system. After meeting with groups within our sector, reference checks, reference checks, and completed our own research, we moved forward with Inclusion Services with our first Payroll run in November 2024. We also have been able to fully implement the scheduling and shift shark app for staff scheduling and emergency shift coverage.

Communications Report



Angela Murdoch
Impact Development
Specialist

This year has been one of growth, collaboration, and meaningful impact. I've been privileged to contribute to initiatives that not only support Parents for Community Living but also advance communications and engagement across the developmental services sector.

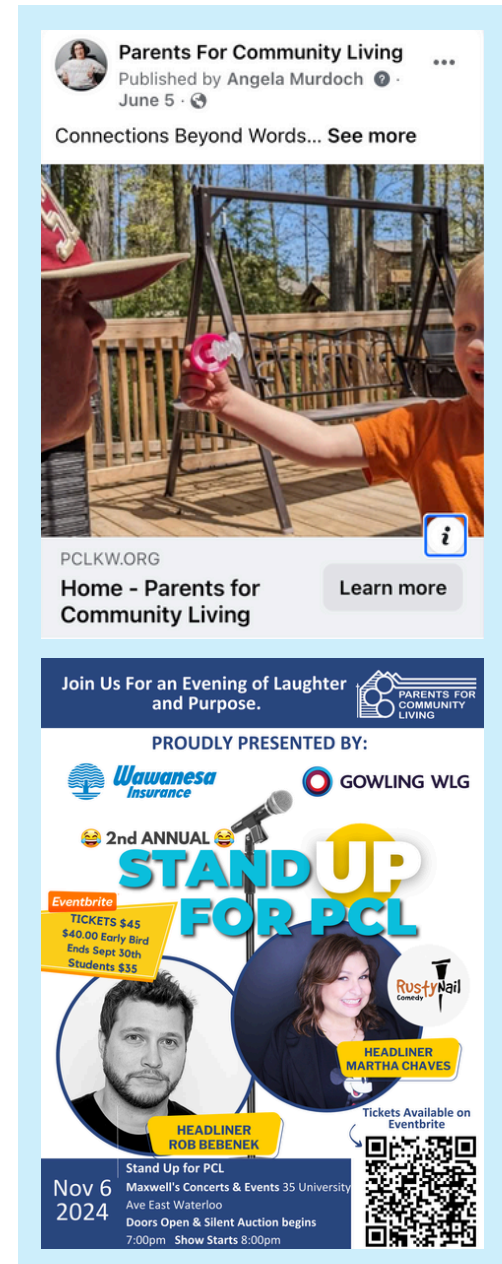
Communications & Employee Engagement

Working alongside the PCL leadership team, much of my work centered around supporting agency initiatives. I prepared presentations, data infographics, and reports with the goal of elevating our messaging and making complex information accessible and compelling. Other highlights include:

- Managed PCL's social media accounts and supported organizational visibility through BEA award nominations, grant applications and the design of PCL's annual report.
- Served on the PCL Fund Development Committee and contributed to the successful second Stand Up for PCL comedy fundraising event.
- Managed donations, built and nurtured stakeholder relationships to increase awareness, trust, and engagement.
- Coordinated the annual mailout campaign with a focus on clear messaging and donor stewardship.
- Collected and shared impact stories from the people we support, volunteers, and staff across multiple channels to build visibility and connection.
- Actively involved with the PCL Wellness Committee, helping plan our annual "Team Engagement" day and designing the PCL Chronicles.
- Supported the DEI Action Group by developing engaging, clear, informative communication materials.

Developmental Services Workforce Initiative

In 2024, I was appointed to the Developmental Services Workforce Initiative (DSWI) Communications task force. The DSWI is an Ontario-based program, launched by the Ministry of Children, Community and Social Services (MCCSS), focused on building a skilled, diverse, and professional workforce to support people with developmental disabilities. I have taken an active role managing communications to the developmental services sector and amplifying the initiative's important work. I also represented the DSWI at the Provincial Network HR Forum, Ontario Association on Developmental Disabilities (OADD) and the Ontario Agencies Supporting Individuals with Special Needs (OASIS).



Governance & Board Process Committee Report



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.

Kerry-Ann Bent, Chair

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 and 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.



2024-25 MEMBERS OF THE GOVERNANCE AND BOARD PROCESS COMMITTEE

Kerry-Ann Bent- Chair of Board and Committee

Rose Demelo Johnson- Board Member
Marion Thomson Howell- Vice-Chair of Board

Rebecca Smith—Board Member
Kevin Buko – Community Member
Kathy Loveys – CEO, Secretary of Board (non-voting)

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 board levels of inclusion assessment tool.
- Revised and ensured completion of the Board Evaluation survey tool.
- Reviewed legislative updates as it relates to the new Ontario Not for Profit Corporations Act.
- Completed the review by legal counsel of the agency bylaws and incorporating documents as it relates to ONCA which was approved by the PCL Board Members and submitted to the Ministry of Public and Business Service Delivery.
- Ensured completion of the annual CEO evaluation.
- Ensured compliance with new Ministry children's licensing requirements for Board members.



Growing up with a big sister who exposed me to the world of developmental services, I saw firsthand the impact that compassionate, dedicated support can have. I wanted to pursue something I could be proud of and truly passionate about, regardless of where my career path took me. Supporting people with developmental disabilities and helping ensure they are safe, respected, and empowered to reach their full potential became more than just a job—it became my purpose.

Ashley Schieckoff, Program Supervisor

Fund Development Committee Report



Dan Collings
Fund Development
Committee 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.

Authority and 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.

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.

Fund Development Committee Members 2024-2025

- Dan Collings-Chair
- Kerry-Ann Bent- Board Vice-Chair
- Mike Aiken- Board Member
- Christina Piccinin- Board Member
- Garry Boland- Board Member
- Marion Kelterborn- Community Member
- Gary Howell- Community Member
- Angela Murdoch- Impact Development Specialist *
- Katherine Loveys- CEO *
- *Non-Voting Member

Significant Activities

- The committee completed an annual fund development plan for 2024-25.
- A total of \$77,386 was raised during the fiscal year (April 2024-March 2025, inclusive of the mailout and Comedy night revenue below).
- The committee sent out PCL's annual mail-out letter, resulting in \$18,882 raised.
- The committee planned a successful comedy event, Stand Up for PCL on November 6, 2024 resulting in \$14,280 (net of expenses) funds raised. The committee is planning a third comedy night in the fall of 2025.
- A total of \$57,627 was earned through investment interest.
- The committee reviewed a proposal for a Capital Campaign Feasibility Study from Hussey Philanthropic and made a recommendation to approve this study to the PCL Board of Directors.
- PCL received funds through the Waterloo Region Community Foundation: PCL Robert Denomme Fund of \$6400; and the Landmann Family Fund of \$2,000.



Landmann
Family Fund

Robert Denommè
Fund

Summary

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.



FINANCE & AUDIT COMMITTEE REPORT



Lilian NG, Chair

Purpose

The Finance and Audit Committee will regularly evaluates 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.



Finance and Audit Committee Members 2024-25

Lilian Ng- Committee Chair and Treasurer
of the Board

Kerry-Ann Bent- Board Chair

Adam Gauthier- Community Member

Jason Kingston- Board Member

Terry Smith- Finance and Operations
Director *

Katherine Loveys- CEO *

*non-voting member

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.

Significant Activities

- Reviewed MCCSS and PCL financial reports.
- Provided oversight to annual financial audit and reviewed the external auditor's performance.
- Reviewed 2024-25 Audited Financial Statements and the independent auditor's reports thereof for presentation to the Board for approval.
- Reviewed and recommend approval of the 2025-2026 MCCSS Budget.
- Review of 2024-25 Annual Information Return (AIR)
- Confirmed payment of all government remittances.
- Confirmed the completion of the 2024-25 Registered Charity Information Return.
- Reviewed current borrowing arrangements and mortgage renewals for PCL real estate.
- Reviewed PCL's investment portfolio and provided reinvestment recommendations to the Board.
- Reviewed and updated PCL's insurance coverage.
- Reviewed the Finance and Audit committee's Terms of Reference.
- Reviewed the third-party 2024-25 Financial Review of people supported.
- Reviewed the Financial Policies and Procedures and recommended some for inclusion in the Governance Policies and Procedures.



Blair has a special love for children. Direct Support Professional Kelley often shared baby photos of her grandson, Isaiah, and over time, Blair and Isaiah got to know each other through friendly banter and quick virtual chats. This summer, they finally met in person—and a shared love of bubbles helped their connection blossom even more.

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