

# The Ottawa Rotary Home

Annual Report 2021-22



*Planting the seeds of tomorrow.  
Keeping families strong, helping keep them together.*







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# WHO WE ARE

The Ottawa Rotary Home, Supporting the Ottawa Community for almost 40 years!

## Keeping Families Strong, Helping Keep Them Together

The Ottawa Rotary Home exists to improve the quality of life of caregivers and individuals with disabilities through a family and person-centered approach that is responsive to individual needs and offered in a dynamic and flexible way. We offer a variety of respite programs for different groups. Respite means something different to every family. However, most visits to Rotary Home are between a few days to a week or two in length. These breaks give the parents or caregivers a chance to rest and rejuvenate while their child has a fun time with our caring and professional staff.



### **The Ottawa Rotary Home**

823 Rotary Way, Ottawa ON K1T 3W6

613-236-3200

Charitable Registration #89418 7962 RR0001



### **The Ottawa Rotary Home Foundation**

823 Rotary Way, Ottawa ON K1T 3W6

613-822-5391

Charitable Registration # 89418 7962 RR0001

# OUR VALUES

Our values are equal in importance and represent a belief system that strives for the respect in each of the following areas:

<b>Family</b>	The family unit is supported in knowing they are never alone in meeting the extra demands of caring for a child or adult with a disability.
<b>Empowerment</b>	We encourage and foster the belief that each individual has the potential to grow and develop into his/her own unique person.
<b>Community Awareness</b>	We strive to increase community awareness and understanding of the value of respite services and specialized residential care to each individual that we encounter.
<b>Individuality</b>	The unique needs of the family and individuals are the focus of planning and delivery of all supports and services.
<b>Quality</b>	The Quality of life, service and living with respect and dignity.
<b>“Access-Ability”</b>	The unique needs of the family and individuals are the focus of planning and delivery of all supports and services.
<b>Trust</b>	The trust we develop with our families and individuals is integral to our organization. Our services are provided in a manner that is tailored to their strengths, needs and experiences.
<b>Passion &amp; Compassion</b>	Commitment to our work comes from within (energy, joy, playfulness) and flows out to benefit others.



## Executive Message from **Gina St. Amour**, *Executive Director*

Year two of "life in a pandemic" started strong with the uplifting arrival of vaccines. ORH and our nursing team went into high gear with the goal of getting vaccines into the arms of individuals with disabilities and their staff from across the region. By November, ORH had instituted a mandatory vaccination policy for all staff that surpassed the Ministry requirements. We also engaged a Nurse Practitioner so we could support annual flu clinics for our sector and continue to offer second, third and fourth dose clinics for those eligible. Rapid Antigen Testing also became a requirement in our sector so ORH led clinics for staff that worked for our partner agencies. Despite everyone's best effort, the Omicron variant entered Canada and hit Ottawa hard in December and January. The good news is that many were vaccinated and therefore safe from serious illness or death but the number of cases of Covid 19 in our group homes, surpassed the first few waves combined. This led to unprecedented staffing shortages and pressures within agencies. Without letting up on the focus to keep individuals safe and agencies operating with IPAC best practice, ORH itself continued to meet its strategic plan goals.

Year two of Bill 124 was implemented along with the \$3/hour temporary wage enhancement. We moved our last programs/files off the server and onto new platforms and Office 365 so we officially completed our move to "the cloud". We also transitioned from our expensive landlines to VOIP telephone/communication system. We created a 2 day/week position geared to our social enterprise with excellent results. Lastly, a new entity named, Ottawa Shared Services Organization (OSSO) was launched in October 2021, as the culmination to a 5-year project leading to a mutually beneficial partnership to support "back-office" functions amongst 3 local transfer payment agencies.

Collaboration with partners remained a key focus through our work on local, regional and provincial committees. We continue with our belief that working together with others, will only make for a stronger agency, sector and community overall. Enclosed in this report, you will find dedicated examples of what ORH has successfully accomplished in the 2021-2022. We are already looking forward to the year ahead.



## Message from our Board of Directors

**Peggy Gilmour**, *Board of Directors Chair*

Our dedicated group of Board members actively participated throughout the year to ensure the agency was doing what it could for the community. We are proud of the strong partnerships that the agency has forged with public health and in offering vaccines to our Developmental Services community. All board meetings were virtual with the exception of a Christmas gathering where we were finally able to meet one another in person and share stories. This year was active in onboarding three new members and welcoming a member into the role of Treasurer. Given that we were transitioning our "back office" services to the Ottawa Shared Services Organization (OSSO), there was a lot of history to cover to ensure all board members understood the principles and vision that we created over the last 5 years.

The two main tasks that were accomplished was a complete revision of

our Financial Investment Policy and preparation for a new Strategic Plan. The board felt that our financial investment policy needed to reflect the agencies needs not only in the short term but also the long term to ensure the agency is sustainable for many years ahead. Our strategic plan 2017-2022 was coming to a close so the board celebrated the outcomes and accomplishments of our 5 year plan. However, it also recognized that 2 of those years were during a pandemic. Through board surveys and outcome reviews, it was decided that a 2 year strategic plan would be created to bridge the agency through the remaining months of the pandemic and a gradual return to normal. We would like to thank Gina St. Amour, and the entire management and clinical team for keeping our community strong and going above and beyond their duties!

# 2017-2022 Strategic Plan

The Ottawa Rotary Home is a leader in providing specialized respite and residential services in the East region.

## KEY PRIORITIES

### GREATER IMPACT

We will work with individuals, families and stakeholders to enhance the scope and quality of our services.

### COMMUNITY INVOLVEMENT

Involve our local and regional community in our efforts to enhance the quality of life of children, youth, and adults with complex special needs.

### SUSTAINABLE GROWTH

We will demonstrate a secure pathway that allows us to grow in response to identified community needs.

## HOW WE GOT THERE

1. Focusing on personal (individual) outcomes across all programs.
2. Expanding program opportunities for those who are medically fragile.
3. Expanding our residential continuum to meet the growing needs of our community.
4. Improving our evaluation and accountability framework.

1. Working with our community service providers to more effectively engage and support families with the aim of strengthening overall family capacity.
2. Community Support Training Solutions program in response to gaps identified by transfer payment agencies and other non-profit organizations.
3. Creating mutually beneficial partnerships with private and public organizations locally and in the broader East region.

1. Formally enhancing partnerships with the Ministry of Health and Long-Term care, Community Health partners and local health related resources.
2. Demonstrating organizational approaches and practices that develop, retain and attract talented people committed to achieving our vision.
3. Investing in IT capacity and resources to enhance service delivery, to support our personal outcomes focus and our evaluation framework.



# Year 5 Strategic Plan Outcome



## GREATER IMPACT

**We will work with individuals, families and stakeholders to enhance the scope and quality of our services.**

- We welcomed two new individuals into our residential services. One young man transitioned into our residential services on a permanent basis at Leitrim. The second young man was short term residential stay as we moved him out of a long-term care bed and back to his home with a local agency. We ensured that he was medically stable and supported the training of staff at his community home prior to his return.
- Our agency had the greatest impact, in establishing ourselves as a vaccine lead for all developmental services individuals and families to keep them safe and healthy.
- ORH offered alternating weeks of respite to adults and children and welcomed back children who were medically fragile.

# Year 5 Strategic Plan Outcome

## COMMUNITY INVOLVEMENT



**We will involve our local and regional community in our efforts to enhance the quality of life of children, youth, and adults with complex special needs.**

- Ongoing work with the Ottawa Developmental Services Network, with the focus on Family & Stakeholder Engagement Committee as well as the Community Respite Committee. Four new respite pilot projects will be starting in spring/summer 2022!
- Year 2 of the Ottawa Developmental Services Covid Response Team
- Implemented Year 1 in the role of IPAC Champion for Congregate Care, Developmental Services, Youth Justice for the East Region.
- East region representative on the Provincial Network Vaccine Working Group.
- Developmental Services Representative (for TPA's and OPR's) on the Congregate Care and Living Task Group.
- Member of the Provincial DS Ontario Health Team planning group and the Kids Come First local planning group (focus: Integrated Home and Community Care).

# Year 5 Strategic Plan Outcome

## SUSTAINABLE GROWTH



We will demonstrate a secure pathway that allows us to grow in response to identified community needs.

- Ottawa Shared Services Organization (OSSO) opened its doors on October 1, 2022 supporting the 3 founding member organizations (ORH, Ottawa Carleton Lifeskills, Ottawa Foyer Partage) with our "back-office" functions.
- Hired a Nurse Practitioner to support our growing work in the community around vaccinations and health management supports.
- Commitment to a stronger more integrated scheduling software called "Dayforce" by Ceridian.
- Advocating with Ontario Health Teams (including Kids Come First) for Developmental Services representation.
- Expanding staff support for our social enterprise "Community Support Training Solutions"

# Year at a Glance

Vaccination Clinics ran from April through July 2021. Our team was flexible and versatile and would host on-site clinics, clinics at other locations, mobile clinics to homes and perfected van "drive-through" clinics. Our Covid Response Team were diligent in answering questions from partner agencies and hosting webinars as soon as information was available.

Our Community Collaboration focus continued its momentum from the previous year and the sector was recognized for our efforts. At a provincial and regional level, officials were reaching out to seek updates, highlights and barriers so that they could support our advocacy efforts. Open and transparent dialogue with local MPP's helped to smooth the path to success for those we support.

ORH invested staffing resources to support and grow our social enterprise "Community Support Training Solutions". With that support, we generated an additional \$18,000 in revenue and expanded our training courses.

Ottawa Shared Services Organization (OSSO) opened its doors on October 1, 2021. This was the culmination of a 5-year project to improve efficiency internally and ensuring that our agency would have the long-term business support it requires to operate.

Staffing challenges during the Omicron wave led to the amalgamation of our 2 locations for a period of 18 weeks. Our first priority was to the health and safety of our residents and by having everyone under one roof, we could ensure that our quality of care was not threatened.



# The Year At A Glance

## The Year At A Glance

Our commitment to Out of Home Respite remains unwavering; however, we recognized that ORH cannot be the only agency in town to provide the service. Under ODSN, a Community Respite Plan was developed this year. Pilot projects were expected to launch in January but delayed due to Omicron variant. Three local agencies will be launching a variety of programs in the spring/summer for both children 14 + and young adults.

Over 3000 doses of vaccine were provided to our ORH family and Developmental Services community.

The Board of Directors recognized that our 5-year Strategic Plan was coming to a close. Starting in January, work began with the management teams and Board of Directors to develop a 2-year strategic plan to see us through the pandemic and potential change in political parties.

Meetings were conducted with Algonquin College Dean of the Faculty of Health, Public Safety and Community Studies to explore all options regarding student placements and work programs. For the first time ever, Algonquin will be offering a Spring/Summer DS program which will offer volunteer placement opportunities to agencies during the summer months.

# 2022-2024 Strategic Plan

The Ottawa Rotary Home is a leader in providing specialized respite and residential services in the East region.

## KEY PRIORITIES

### GREATER IMPACT

We will work with individuals, families and stakeholders to enhance the scope and quality of our services.

### COMMUNITY INVOLVEMENT

Involve our local and regional community in our efforts to enhance the quality of life of children, youth, and adults with complex special needs.

### SUSTAINABLE GROWTH

We will demonstrate a secure pathway that allows us to grow in response to identified community needs.

## HOW WE GET THERE

1. Focusing on personal (individual) outcomes across all programs.
2. Expanding program opportunities for those who are medically fragile.
3. Responding to the community participation support needs of our families.

1. Working with our community service providers to more effectively engage and support families with the aim of strengthening overall family capacity.
2. Community Support Training Solutions program in response to gaps identified by transfer payment agencies and other non-profit organizations.
3. Creating mutually beneficial partnerships with private and public organizations locally and in the broader East region.

1. Formally enhancing partnerships with the Community Health partners and local health related resources.
2. Demonstrating organizational approaches and practices that develop, retain and attract talented people committed to achieving our vision.
3. Investing in new operational and service delivery strategies that align with the Ministry Of Children, Community and Social Services, Journey to Belonging (10 year) framework.

# ORH Leadership in the Community

## **Coordinated Access Steering Committee**

Meets Quarterly - Gina St.Amour, Co-Chair

## **Coordinated Access Resolution table**

Meets Monthly - Jessica Thompson-Allen, DCS

## **Ottawa Developmental Service Network**

Meets Bi-Weekly/Monthly - Gina St.Amour

## **Family Stakeholder Engagement Committee**

Meets Monthly - Gina St.Amour

## **OASIS Board of Directors**

Meets Monthly - Gina St.Amour

## **Community Respite Planning Committee**

Meets Monthly - Gina St.Amour, Co-Chair

## **Pressures and Priorities table**

Meets Monthly - Jessica Thompson-Allen, DCS

## **OASIS Children's Committee**

Meets Quarterly - Gina St.Amour, Chair

# COVID-19 Pandemic

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We began the 2021-22 fiscal year in lockdown with enhanced screening and PPE measures to ensure the health and well-being of all residents and staff. One of the main focuses at the beginning of the fiscal year, and then again when in September, was vaccine advocacy for individuals living in congregate care settings with great success. As a result of advocacy efforts with local public health units and deploying our internal nursing teams, we successfully administered over 3000 doses to those most vulnerable in our community.

In year two of the pandemic our team was able to solidify pandemic response procedures, establish reliable supplies chains for personal protective equipment, and implement a comprehensive digital screening and notification system which was developed in-house. Through these diligent processes and safeguards, we are happy to report that we have not seen one positive case among our residents this year.

In the month of October, we set our sights on a path towards “normal” operations and what life would look like “post covid” or at the very least a new normal while we learn to live with COVID. This continues to be a journey rather than a sprint. Our internal “Roadmap to re-opening” was drafted with the entire team and was presented to a group of parents for feedback. Through this process we are confident that the plan we now have is a balance between meeting the increasing needs of families and remaining diligent against COVID-19. We are also very confident that we have learned enough over the past two years and put effective measures in place that allow us to pivot quickly if new variants or threats emerge. On two separate occasions our internal health advisory team has implemented protective measures weeks before the province implemented the same measures. This proactive approach and constant evaluation of the protective measures in place will ensure that operational interruptions are avoided completed or kept at a minimum.



# ORH Leadership During Pandemic

## Provincial Network Vaccine Task Force

Meets Monthly - Gina St.Amour

## Vaccine Prioritization and Advocacy Committee

Meets bi-weekly - Gina St.Amour

## Provincial Vaccine Distribution Work Group

Meets Bi-Weekly - Gina St.Amour & Lauri Cox, DOHM

## Congregate Care and Living Task Force

Meets Bi-monthly - Gina St.Amour (Lead for DS), Lauri Cox

## Ottawa Developmental Services COVID Response Team

Daily - Lauri Cox, DOHM

## Champlain Regional IPAC Hub (TOH)

Meets weekly - Lauri Cox (Lead for MCCSS Congregate Care)

## IPAC Champion for Congregate Care, Developmental Services and Youth Justice, East region

Daily - Lauri Cox, DOHM

## Ottawa Developmental Services Vaccine Team

Daily - Lauri Cox, DOHM

## Meeting with MPP's

Meets Monthly - Gina St.Amour

# Community Impact During a Pandemic

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During the explosion of Omicron cases, public health units, outbreak inspectors and testing centers quickly became overrun. Unfortunately, during this time group homes in developmental services suffered greatly as residents and staff became sick across the region and there was little to no support. The ORH Team stepped in to support many agencies across the easter region. The team supported with outbreak management guidance, mobile testing clinics, and established through advocacy and partnerships new expedited testing capacity for congregate care staff. At the time staff across the region sent for testing were often off work up to 8 days waiting for test results. This put an enormous strain on the capacity of agencies to function. The ORH team negotiated expanded testing capacity that provided test results in 48 hours allowing those who tested negative to return to work much earlier.

When the Ontario Science Table published research finding on the sampling techniques being used in the community for Rapid Antigen

Tests, and subsequently made recommendations to change to a 5-point sampling technique, the ORH team gathered to discuss the implications for our sector. We quickly implemented the new sampling technique internally but also in our community clinics which resulted in a significant detection of COVID positive asymptomatic staff members who would have reported to work and potentially spread the virus to others. We are proud to report ORH implemented the new sampling technique 28 days before it was officially implemented by the province.

# Community Feedback

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With the amazing accomplishments of the ORH pandemic response team over the past two years, perhaps the one that means the most is the impact we had on individual families in the community. We have received numerous flowers, cards, in-person thanks, stories on how their loved ones would not have been able to attend a regular vaccination clinic because the environment was too stimulating, or the staff did not have experience working with individuals with special needs. Some stories of vaccination fails were hard to hear with individuals becoming so stressed by the vaccination clinic environment that they ended up exhibiting severe self-injurious behaviour. We have been told on a number of occasions that if it had not been for our team, their loved one never would have been able to receive this vaccine and would still be isolating at home.

In July, the pandemic response team and supporting nurses, along with clinic support staff, were selected for an Excellence in Action award, presented by a partner agency, Christian Horizons, for their advocacy work and vaccine efforts.

The knowledge that we have impacted so many lives during such a trying time is very rewarding. We continue our efforts to ensure those who have difficulty accessing services are taken care of.

# Person-Centered Immunization Clinics

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In the summer of 2021, the nursing team began holding mass vaccination clinics at our Leitrim campus. The clinics were wide scale clinics, focused on person-centered care for people with a developmental disability and their families in the greater Ottawa area. The team developed a model that reduced stress and allowed individuals extra time if they needed it. In our clinics individuals did not move from station to station as was the model at traditional vaccination clinics, but rather our team moved around the individual. When an individual arrived, they were welcomed to a “station” and this is where they stayed while the nurse took a history, administered the vaccination and then monitored post vaccine. While an individual was at a station they could listen to music, watch a nature show on the television screen set up in the vaccination area, or socialize with others they came with.

If an individual was experiencing increased stress the team would often administer the vaccine in our relaxing Snoezelen room with bubbles and music. We also provided vaccinations in the back seat of many cars/vans which served as a familiar “safe place” for an individual.

We also held specialized pediatric clinics. If it took 30 minutes or more to have a child comfortable with receiving a vaccination, then that is what we did. We were able to create bonds with our clients and when individuals, especially children, returned they often asked to have the same nurse administered their second or third dose. In one instance, a child asked for the nurse who have given him his first vaccine, but unfortunately she was not working that day. Instead he asked the team to pass on a message to tell her “how brave he was this time”. This is testament to the trust we were able to build with individuals in our clinics.





Person Centered Supports  
Nurturing Growth, Realizing Dreams & Goals

# Individual Story

## Nicole's Pandemic Journey

Nicole is a long-time resident of the Ottawa Rotary Home, at the Rochester campus. Nicole originally came to the ORH in the Children's Respite program, eventually graduating to Adult Respite. In 2017, Nicole became a permanent resident which everyone was thrilled since over the years she had developed loving relationships with many!

Nicole is a beautiful young lady who is coming into her own. She has a bright smile, and giddy-laugh! She enjoys partaking in everything the city has to offer.



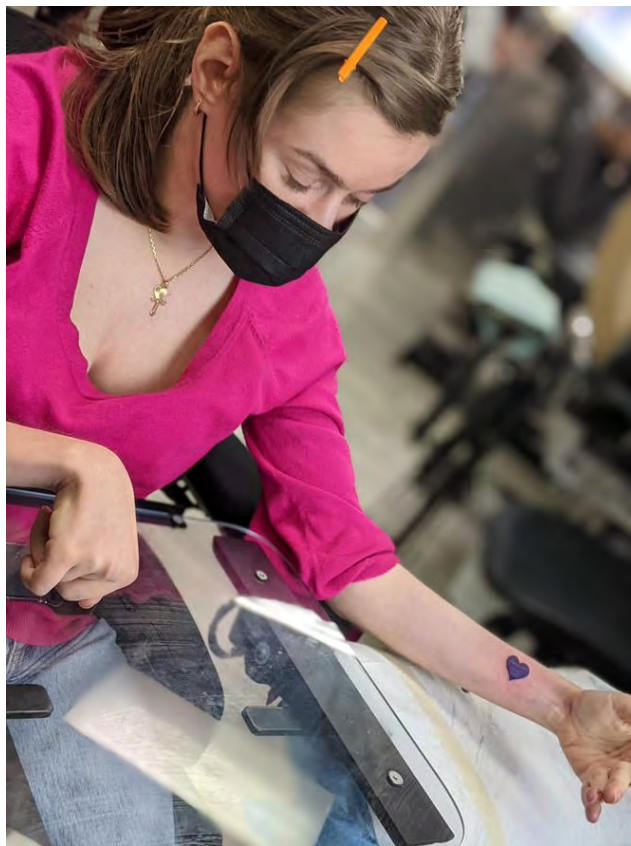


## Nicole's Person-Centered Goal

Prior to the pandemic, Nicole attended a day program in the community Monday through Friday and kept busy by participating in one of her favourite past times - going to music concerts! At the onset of the pandemic her regular routine changed, and Nicole quickly realized some important things about herself. Firstly, that it was 'ok' to take a slower pace, and not feel forced to 'stay busy' by going to program every day. Nicole expressed enjoying being able to sleep-in occasionally rather than wait for ParaTranspo and get on the bus for program at the crack of dawn. Secondly, Nicole realized that it was important to think about her wants, goals and dreams, and to act on them. It is through the pause of the pandemic, and moments for reflection that the idea to get a tattoo to honour her late father came to mind.

In September, Nicole went to a local tattoo artist and chose a purple heart on her wrist to commemorate her father.

There is a big smile under that mask!





## Two years into the pandemic

Through the course of the pandemic, Nicole has found her voice in other ways too! In September, Nicole got a new wheelchair. After several visits from the Occupational Therapist, and encouragement by the team, Nicole was able to pick the style and design, and ensure that her chair was comfortable. When something was not quite right, she found her voice to articulate her needs, and wishes. Her new chair has a suitable tray for her laptop, a cup holder, pockets for storing things on the go, and a purple and pink design around the base – purple being her favourite colour! The most important part was her ability to drive it like a pro!





# Program Reports



# ADULT DAY PROGRAM

Unfortunately, The Adult Day Program (ADP) remained closed for another year. With the agency facing numerous staffing vacancies and instability due to the pandemic, the team remained focused on what respite could be offered for both Children and Adults. ADP employees were reassigned and redeployed to both Children's Respite and Adult Respite programs. These employees are long time staff, with many years of experience and training, which therefore brought strength to the respite programs. It should also be mentioned many of our day program attendees also access respite. We continue to keep in close communication with our day program families about future re-opening planning.



# CHILDREN'S OVERNIGHT RESPITE

From April 2021 to December 2021, The Children's Respite Program ran consistently on opposite weeks, providing support from one to four families at a given time. Staffing ratios remained 1:1 to ensure the vulnerable individuals we supported were protected. Sadly, in late December until April 2022, the Children's Respite Program closed due to the plateau of the new Omicron variant and critical staffing shortages which forced the agency to amalgamate both residential homes under one roof. This year we saw early staff retirements, employee leave of absences due to mental and physical health changes and resignations from the health care field – a sign that the pandemic was finally taking its toll on employees in the healthcare field. Regardless, the team worked diligently to support last minute emergency respite requests and remained one of the few agencies in Ottawa who remained open and committed to resource sharing for the benefit of the DS community – all in an effort to keep families together!



Children Supported in Children's  
Respite during the  
2021-22 "Pandemic Year"



Nights of Respite Provided  
during the year two of the  
pandemic



Hours of Support Provided during  
2021-22 "Pandemic Year"





 **59**

Adults supported in Adult Respite during the 2021-22 "Pandemic Year"

**237** 

Nights of Respite Provided during year two of the pandemic

 **5,688**

Hours of Support Provided year two of the pandemic

## ADULT OVERNIGHT RESPITE

Similar to the Children's Respite Program, The Adult Respite Program ran from April to December 2021, with the closure from December to April 2022. While operating, respite was provided every other week to families in need and offered a 1:1 ratio. We continued to offer respite in a compassionate manner, with a focus on comfort and trust. Many parents articulated the challenge of balancing their need for a break of caring for a loved one with complex medical needs, with the risk of sending their loved one to an agency during a pandemic. The team worked through those challenges by reviewing Infection Control protocols, sending daily photos or email updates, and starting with just a single overnight visit with the hopes of increasing time as both comfort and trust during such unprecedented times grew.



# COMPLEX MEDICAL NEEDS PROGRAM

Over the year we were able to provide supports to some of individuals who regularly attend our complex medical needs program but our capacity to provide supports to individuals who require supports that generate aerosols and droplets (such as BiPAP, CPAP, airway suction, high pressure oxygen, and nebulizer treatments) was not realized until the end of the fiscal year due to limited supplies of N95 masks. We look forward to opening our doors once again to these children in the coming year.

# RESIDENTIAL PROGRAM - ROCHESTER

The residents at the Rochester home continued to do very well through the course of the pandemic, settling into a new pandemic norm. Residents worked on personal goals, exploring new hobbies, and taking a slower pace in life which was welcomed by all. Events included music therapy in the park, visiting the local pumpkin patch, and finally...home visits! Finding joy in the simple things in life was a major theme this year.

In October, we received a referral from a partner agency for the vacant bed at the Rochester campus. This partner agency cared for an individual who had changing complex medical needs and was currently in a Long-Term Care (LTC) facility due to medical instability. The partner agency, ORH and the family worked to develop a plan to stabilize the situation, ensure care in a group home setting was possible, provide comprehensive training for the partner agency and work towards a transition back to the individual's home location. The goal was to ensure the individual remained in their beloved home, and not in a LTC placement, due to the clear evidence that the individual could thrive in an engaging DS environment with the right supports, and not in a LTC facility or hospital. The resident remained at the Rotary Home until March 2021 until they transitioned successfully back to the partner agency. ORH continues to demonstrate its competence in collaboration, partnerships and compassion.





# RESIDENTIAL PROGRAM - LEITRIM

The residents at the Leitrim home also continued to do very well despite the stresses of the pandemic. Residents enjoyed the splash pad, patio which included BBQing, resident 'cook-off challenge', day trips to Kingston, Disney on Ice and regular trips to Andrew Hayden park while the weather allowed us.

From mid-December to March, the Leitrim residents shared the house with their fellow residents from Rochester. While this change of operating under one roof was due to critical staffing levels caused by Omicron, the team was able to see many positives. Not only were we able to create an opportunity for cross-campus knowledge sharing, but this situation also created an environment for friendships to grow. Many of the residents got to know one another better, as did the staff team. By making this big (yet temporary move), the agency was able to support coverage from absenteeism, and most importantly ensure we maintained quality of care. This situation allowed us to come together as one agency, and one team.





# COMMUNITY NURSING SUPPORTS

This year our community based clinical team more than doubled in size to include three registered nurses, four registered practical nurses, one nurse practitioner, and an IPAC specialist. With our rapid growth, and in response to needs in the community, we adopted a new support framework which focuses on a collaborative approach with and cross-over training and coverage to provide enhanced supports where and when they are needed most. Our team of nurses can respond to any need no matter who is on shift that day.

We also expanded our services to include hands on nursing care, virtual consultation & care, advocacy, discharge planning, IPAC inspections, IPAC program implementations, pandemic and IPAC education programs, mobile and on-site vaccination clinics, mobile PCR testing clinics, on-site rapid antigen testing clinics, and outbreak management supports.

The team attends several collaborative meetings with community partners each month and has held Community of Practice webinars independently as well as in partnership with Ottawa Public Health for all congregate care settings in the Ottawa area.

# Board of Directors

Board of Directors 2021-2022

**Peggy Gilmour**

Board Chair

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**Mary Wattie\***

Past Chair & Chair of  
Governance

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**Gordon Leverton**

Treasurer

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**Jane Courtice-Neocleous**

Secretary

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**Linas Pilypaitis**

Board Liaison to ED

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**André Bourdon**

Chair of Finance & Audit

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**Miriam Fraser**

Member

---

**Rod Vanier**

Member

---

**Alicia Wilkinson**

Member

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**Robert Whyte**

Member

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**Baxter Willis**

Member

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\* Our heartfelt thanks to Mary Wattie who has completed her full term of 10 years with our ORH Board of Directors. Mary has moved through all the key roles within our board during her tenure and our agency has gained so much from her expertise and belief in our mission.

# Board Governance Committee

Board Committee Memberships 2021-2022

## Governance Committee Membership

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**Mary Wattie**

Chair

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**Peggy Gilmour**

Member

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**Jane Courtice-Neocleous**

Member

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**André Bourdon**

Member

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**Miriam Fraser**

Member

The work of the committee focused on our upcoming strategic plan, membership renewal and liaison with Ottawa Shared Services Organization (OSSO). Mary Wattie was our board liaison to the OSSO Board of Directors.

# Board Audit and Finance Committee

Board Committee Memberships 2021-2022

## Audit and Finance Committee Members 2021-2022

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**André Bourdon**  
Chair

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**Linas Pilypaitis**  
Member

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**Michael Virr**  
Member

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**Bruce Brooks**  
Member

**Zul Devji**  
Member

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**Peggy Gilmour**  
Ex-Officio Member

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**Gordon Leverton**  
Ex-Officio Member

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**Rod Vanier**  
Member

Focus this year was on the development of an Investment Policy and Request for Proposal for an investment planner. In addition, the transition of financial support took place in October 2021 to OSSO.



# FINANCIAL REPORT

## Financial Statements

- Summarized Statement of Financial Position
- Summarized Statement of Operations
- Summarized Financial Statement



# REPORT OF THE INDEPENDENT AUDITOR

FROM THE INDEPENDENT AUDITOR'S REPORT FOR YEAR END MARCH 31, 2022

## Opinion

The summary financial statements, which comprise the summary statement of financial position as at March 31, 2022 and the summary statement of operations for the year then ended, and related notes, are derived from the audited financial statements of The Ottawa Rotary Home for the year ended March 31, 2022.

In our opinion, the accompanying summary financial statements are a fair summary of the audited financial statements, on the basis described in Note 1.

## Summary Financial Statements

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summary financial statements and the auditors report thereon, therefore, is not a substitute for reading the audited financial statements and the auditors report thereon.

## The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated June 9, 2022.

## Management's Responsibility for the Summarized Financial Statements

Management is responsible for the preparation of the summary financial statements on the basis described in Note 1.

## Auditor's Responsibility

Our responsibility is to express an opinion on whether the summary financial statements are a fair summary of the audited financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, "Engagements to Report on Summary Financial Statements."

**Welch LLP**<sup>®</sup> *Welch LLP*

Chartered Professional Accountants Licensed Public Accountants

# Summarized Statement of Financial Position

CURRENT ASSETS POSITIION March 31, 2022 *(In thousands of dollars)*

	2022	2021
<b>CURRENT ASSETS</b>		
Cash	\$ 2,987	\$ 2,584
Receivables and prepaid expenses	214	269
Due from Ottawa Rotary Home Foundation	4	1
	<b>\$ 3,205</b>	<b>\$ 2,854</b>
<b>LAND LEASE</b>	11	11
<b>TANGIBLE CAPITAL ASSETS</b>	<b>5,774</b>	<b>6,005</b>
	<b>\$ 8,990</b>	<b>\$ 8,870</b>

# Summarized Statement of Financial Position

LIABILITIES AND NET ASSETS March 31, 2022 *(In thousands of dollars)*

	2022	2021
<b>CURRENT LIABILITIES</b>		
Current payables and lease obligations	\$ 288	\$ 243
Deferred contributions for adult respite	219	219
Deferred contributions – MCCSS	63	--
	570	462
<b>DEFERRED CONTRIBUTIONS RELATED TO TANGIBLE CAPITAL ASSETS</b>	4,215	4,420
<b>CAPITAL ASSETS</b>	4,784	4,882
<b>NET ASSETS</b>		
Invested in tangible capital assets	1,559	1,585
Unrestricted	2,646	2,403
	4,205	3,988
	\$ 8,990	\$ 8,870

# Statement of Operations

Year Ended March 31, 2022 *(In thousands of dollars)*

## REVENUE

Program grants - Government of Ontario  
Government assistance  
Fee for service  
Other service revenue  
Training  
Interest and other

## EXPENSES

Salaries, benefits and subcontractors  
Administrative  
Other operating

## EXCESS OF REVENUE OVER EXPENSES BEFORE AMORTIZATION

## AMORTIZATION OF DEFERRED CONTRIBUTIONS

## AMORTIZATION

## EXCESS OF REVENUE OVER EXPENSES

	2022	2021
	\$ 3,627	\$ 3,603
	246	1,542
	152	156
	143	134
	56	38
	31	46
	<b>4,255</b>	<b>5,519</b>
	3,293	3,306
	80	91
	629	498
	<b>4,002</b>	<b>3,895</b>
	253	1,624
	205	205
	(241)	(231)
	<b>\$ 217</b>	<b>\$ 1,598</b>

# NOTES TO THE SUMMARIZED FINANCIAL STATEMENTS

## NOTE 1 - SUMMARIZED FINANCIAL STATEMENTS

The summary financial statements are derived from The Ottawa Rotary Home's complete audited financial statements. The complete audited financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and members can obtain a copy of the complete audited financial statements by contacting the Ottawa Rotary Home.

In Canada, there are currently no generally recognized criteria for preparing summary financial statements and in these circumstances management is required to establish the criteria to apply.

The Ottawa Rotary Home's management has applied the following criteria in preparing these summary financial statements:

- The financial statements have been identified as summary financial statements and their summary nature has been adequately disclosed.
- The note to the summary financial statements adequately describes where the complete audited financial statements can be obtained.
- The summary financial statements are in agreement with the related information in the complete audited financial statements.
- The summary financial statements contain sufficient information and are at an appropriate level of aggregation so as not to be misleading.

# NOTES TO THE SUMMARIZED FINANCIAL STATEMENTS

## NOTE 2 - CONTRIBUTIONS FROM THE OTTAWA ROTARY HOME FOUNDATION

The amounts received (in thousands of dollars) from the Ottawa Rotary Home Foundation are summarized as follows:

<b>REVENUES</b>	<b>2022</b>	<b>2021</b>
Total contributions received in the year	\$ 3	\$ 9
Less: amounts deferred for tangible capital assets		(7)
	<hr/>	<hr/>
	\$ 3	\$ 2
<b>Deferred contributions for adult respite overnight</b>		
Balance, beginning and end of the year	\$ 219	\$ 249
Amounts used in operations		(30)
	<hr/>	<hr/>
	\$ 219	\$ 219

The revenue of \$3 thousand (2021 - \$2.3 thousand) recognized in the year was used to purchase medical equipment (2021 - protective equipment, program supplies). This amount has been included in interest and other on the Home's statement of operations.

During the year, the Home received \$nil (2021 - \$7.4 thousand) from the Foundation to be used to purchase capital items (2021 - capital items including an ice maker). These amounts have been deferred and will be recorded into revenue over the useful life of the underlying assets.

# The Ottawa Rotary Home Foundation

MESSAGE FROM

**John Lark** *Chair of the Board, The Ottawa Rotary Home Foundation*



I note with disappointment that uncertainty related to the COVID 19 pandemic remains a major concern in 2022. We had all hoped that we would have returned to a life that was free of concerns about physical gatherings and public spaces by now. In response to these concerns the Rotary Home Foundation continues to pursue grants and, when specific needs arise, we contact our donors. We are very grateful to those who continue to include us in their annual giving plans. The Rotary Home Foundation Board has decided that we will not offer any “in person” fund raising events in 2022.

In order to respond to this reliance on grants rather than events, the Rotary Home Foundation has engaged a service that identifies foundations and granting organizations whose objectives intersect with our needs. In 2022 we plan to use this new service to find and approach organizations and family foundations that support respite care for those with physical disabilities and complex medical needs.

Our Treasurer Bruce Brooks and our newest Director, Ranya Gabriel have been working together to evaluate how we can invest our funds to achieve a greater return, while at the same time ensuring that our investments align with our values and objectives. This bold new step, coupled with an expanded focus on seeking grants will assure our financial future for the coming year.

As reported elsewhere in this Annual Report, Gina and her team continue to provide excellent respite care to our clients and support for their families. The continuing challenges of COVID 19 have expanded the need for respite care and have required adjustments to the suite of services and the way these services are delivered. The Rotary Home Foundation remains ready to help the Home with urgent and emerging needs as well as long term maintenance and the replacement of assets that are worn out or not suited to the current delivery model for respite services.



# The Ottawa Rotary Home Foundation

MESSAGE FROM

**John Lark** *Chair of the Board, The Ottawa Rotary Home Foundation*



We have engaged part time bookkeeping services from Ottawa Shared Services Organization (OSSO) a company created by three agencies, the Ottawa Rotary Home, Ottawa-Carleton Lifeskills, and Ottawa Foyers Partage to provide administrative services such as Financial, IT, and HR management. Their objective is to increase efficiency and reduce costs. This new arrangement helps both the Foundation and the Home.

In late 2022, we will engage a part time Executive Director for the Rotary Home Foundation to manage our grant applications, maintain communication with our donors and ensure that our annual fund raising including the Angel Campaign continue to provide us with the support we need. Until the new Executive Director is in place, I will manage the day-to-day operations of the Foundation.

I would like to express my thanks to our Board members for their enduring support. The committed and energetic members of the Foundation Board are key to our future.

# Foundation Statement of Operations and Changes in Net Assets

The Ottawa Rotary Home Foundation - Year Ended March 31, 2022 - UNAUDITED

REVENUES		EXPENSES	
Donations	\$ 90,310	Administrative	0
Events	500	Events	0
Nevada	13,315	Fundraising Activities	0
Investment Income	638	Bank and Merchant Fees	626
Donations in-kind	20,718	Nevada	4,303
Rotary Clubs	0	Office	18,322
	<u>0</u>	Professional Fees	8,384
	<u>\$ 125,481</u>		<u>\$ 35,124</u>
		<b>Operating Income before contributions to Rotary Home</b>	90,357
		Contributions to the ORH	3,358
		Net Assets Beginning of Year	459,635
		Net Assets End of Year	<u>\$ 546,634</u>



# Keeping Families Strong, Helping Keep Them Together

A heartfelt thank you to our dedicated staff, Board of Directors and all our Community Partners.

The Ottawa Rotary Home  
823 Rotary Way, Ottawa, ON K1T 3W6